

# **NJ District Of C.A. Guidelines**



**Guidelines Approved on 02-02-22  
Approved Guidelines Amended on 03-02-23**

## **INTRODUCTION**

The **NJ District of C.A.** (NJDCA or the District) of the PA/NJ/DE Area of Cocaine Anonymous (C.A. or CA) has adopted the following Guidelines. These Guidelines are a compilation of our shared experiences and are intended to provide guidance for the NJDCA Service Committee, its standing committees, and the groups within the NJDCA. They are intended to be used in conjunction with the C.A. World Service Manual (WSM) and the PA/NJ/DE Area Guidelines. These Guidelines are intended to provide guidance for our activities in C.A. within the NJDCA. Exceptions are made for legal matters dealing with C.A. logos and the name “Cocaine Anonymous;” and guidelines and policies determined by third parties (such as hospitals, institutions and meeting facilities). The suggestions herein are just that, and decisions made by Individuals, Groups, and the District should be considered within the context of our Twelve Steps, Twelve Traditions, and Twelve Concepts. We should remember that each group is autonomous and that the group conscience is the guiding principle. If you have any questions or concerns about the contents of these Guidelines, please contact your GSR, DSR or the District Chair.

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

Note: When we make decisions, we always try to do so with substantial unanimity. That is the meaning of a true Group Conscience. A close simple majority is represented as a split conscience.

## **USE OF C.A. NAME AND LOGO**

C.A. World Services (CAWS), Inc. owns the legal rights to the name “Cocaine Anonymous,” the block letters “C.A.,” the official Cocaine Anonymous logo (hereinafter “logo”), future variations of the logo, the book titles: *A Quiet Peace*; *Hope, Faith & Courage: Stories from the Fellowship of Cocaine Anonymous* (the “C.A. Storybook”); *Hope, Faith & Courage Volume II: Stories and Literature from the Fellowship of Cocaine Anonymous* (“HFC II”); and the motto “We’re here and we’re free.” It is therefore important that the District, its Groups, and individual C.A. members be mindful of the Statement of Policy in the WSM whenever using the C.A. name and/or logo on flyers, memorabilia, or for any other purpose.

# **SECTION 1**

**THE TWELVE STEPS, TWELVE TRADITIONS,  
AND TWELVE CONCEPTS OF  
COCAINE ANONYMOUS**

## THE TWELVE STEPS OF COCAINE ANONYMOUS

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

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

## THE TWELVE TRADITIONS OF COCAINE ANONYMOUS

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

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

# THE TWELVE CONCEPTS OF WORLD SERVICE OF COCAINE ANONYMOUS

1. The final responsibility and the ultimate authority for CA world services should always reside in the collective conscience of our whole Fellowship.
2. The CA Groups delegate to the World Service Conference the complete authority for the active maintenance of our world services and thereby make the Conference — excepting for any change in the Twelve Traditions — the actual voice and the effective conscience for our whole Fellowship.
3. As a traditional means of creating and maintaining a clearly defined working relation between the Groups; the Conference; the World Service Board of Trustees and its Service Corporation; staffs; and committees; and of thus ensuring their effective leadership, it is here suggested that we endow each of these elements of World Service with a traditional “Right of Decision.”
4. Throughout our Conference structure, we ought to maintain at all responsible levels a traditional “Right of Participation,” taking care that each classification or group of our world servants shall be allowed a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our World Service structure, a traditional “Right of Appeal” ought to prevail, thus assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will be carefully considered.
6. On behalf of CA as a whole, our World Service Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Conference also recognizes that the chief initiative and the active responsibility in most of these matters should be exercised primarily by the Trustee members of the Conference when they act among themselves as the World Service Board of Cocaine Anonymous.
7. The Conference recognizes that the Charter and the Bylaws of the World Service Board are legal instruments; that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Cocaine Anonymous. It is further understood that the Conference Charter itself is not a legal document; that it relies instead upon the force of tradition and the power of the CA purse for its final effectiveness.
8. The Trustees of the World Service Board act in two primary capacities: (a) With respect to the larger matters of overall policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs. (b) But with respect to our separately incorporated and constantly active services, the relation of the Trustees is mainly that of custodial oversight which they exercise through their ability to elect all Directors of these entities.
9. Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety.
10. Every service responsibility should be matched by an equal service authority — the scope of such authority to be always well-defined whether by tradition, by resolution, by specific job description, or by appropriate charters and bylaws. While the Trustees hold final responsibility for CA's world service administration, they should always have the assistance of the best possible standing committees and service boards, staffs, and consultants. Therefore, the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the system of their rotation, the way in which they are related to each other, the special rights and duties of our staffs and consultants, together with a proper basis

for the financial compensation of these special workers, will always be matters for serious care and concern.

11. While the Trustees hold final responsibility for CA's world service administration, they should always have the assistance of the best possible standing committees and service boards, staffs, and consultants. Therefore, the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the system of their rotation, the way in which they are related to each other, the special rights and duties of our staffs and consultants, together with a proper basis for the financial compensation of these special workers, will always be matters for serious care and concern.

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

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

# **SECTION 2**

## **DEFINITIONS**



## **NJ DISTRICT OF C.A.**

The NJ District of C.A. (NJDCA) is a geographical unit containing a number of groups within a close proximity. NJDCA has the primary function of the unification of its groups by keeping in frequent contact with them, learning their problems, and sharing ways to contribute to their growth and well-being. The NJDCA is described as meetings contained within the New Jersey counties of Middlesex, Monmouth, Ocean, and Union. Any member from a recognized meeting may hold a position in the NJDCA.

### **STEERING COMMITTEE**

The NJDCA Steering Committee consists of the Chairperson, Vice Chairperson, Secretary, Treasurer, Structure and Bylaws Chair, District Trustee At Large (DTL), and the District Service Representative (DSR). They shall set the agenda for the regular business meetings. They are responsible for long-range planning. They are responsible for financial planning. They are responsible for handling committee business in-between Committee meetings. They may recommend replacements for Officers, Committee Chairs for non-performance of duties. They are often called upon to make decisions as a group in exigent situations. The Steering Committee meets monthly but at least a minimum of 4 times annually, separately from and just prior to the regular District business meeting. All members of the Steering committee have a vote during meetings of the Steering Committee. All members of the Steering Committee carry a vote in regular NJDCA business meeting, with the exception of the Chairperson, who shall only have a vote in the event of a tie or for elections.

### **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. All meetings that present themselves to the NJDCA at the regular monthly business meeting shall be considered a recognized member of the NJDCA, regardless of how long they have been in existence.

### **THE C.A. GROUP**

The basic unit in C.A. is the local Group, which is autonomous except in matters affecting other Groups, or C.A. as a whole. The Group has but one primary purpose, which is to help others to recover through the twelve suggested Steps. Each Group is self-supporting through its own contributions. As the Twelve Steps are our guide to recovery, the Twelve Traditions are our guide to Group unity, growth, and discipline. Its members maintain their personal anonymity at the level of press, radio, television, films, and all electronic media. The importance of the Group and its functions cannot be overstated. Maintenance of our recovery depends on the sharing of our experiences, strength, and hope with each other, thus helping us to identify and understand the nature of our disease.

## **THE C.A. HOMEGROUP**

A Home Group may be defined as a regularly scheduled meeting that provides members with an opportunity to begin to be of service by joining the Home Group. Experience shows a Home Group is one of the vital components towards continuous sobriety. As a member of a Home Group, an individual can participate in the group business meeting and cast their vote as a part of the informed group conscience.

### **C.A. MEETINGS**

Most meetings follow a (more or less) set format, although distinct variations have developed. It is our experience that many meetings begin or end with some form of prayer. While each C.A. group is autonomous and adopts its own format, C.A. as such never endorses, opposes, or affiliates with (expressed or implied) any sect, denomination, politics, organization, or institution. A leader describes the C.A. program briefly, for the benefit of the newcomers, and the meeting begins, typically in one of the styles described below.

Sometime during the meeting, there is usually a period for C.A. related announcements of interest to the meeting. A collection may be taken to cover rent, literature and chips, refreshments, contributions to the H&I Committee, PA/NJ/DE Area, District, and World Service Office as per the 7th Tradition. Many groups hold a business meeting monthly, or at other intervals, to discuss such items as: group finances, distribution of 7th Tradition, meeting format, election of trusted servants, etc. It is suggested that records be kept of group business meeting decisions. It is also suggested that all members of a meeting understand and adhere to the money handling techniques, as outlined in Appendix A of this manual in all their financial processes. Each group is autonomous, and the informed group conscience decides how business meetings may be conducted.

Those attending meetings are reminded that any opinions or interpretations they may hear are solely those of the speaker or participant involved, not that of C.A. All members are free to interpret the recovery program in their own terms, but none can speak for the local Group or C.A. as a whole.

In adherence with the NJDCA Guidelines, a meeting needs to be recognized by the NJDCA in order for a representative of the meeting to carry a vote at the NJDCA business meeting. Once recognized, they will be listed as a C.A. meeting in the NJDCA meeting list and NJDCA website.

### **MEETING GROUPS / STYLES**

**Meeting styles are not limited to those listed below, but these are the most common.**

#### **STEP STUDY:**

Participants study and discuss the Twelve Steps with the Group.

**BOOK STUDY:**

Participants study and discuss with the Group a recovery related book, examples might be: Hope, Faith & Courage: Stories from the Fellowship of Cocaine Anonymous (the "CA Storybook"); Hope, Faith & Courage: Volume II Stories and Literature from the Fellowship of Cocaine Anonymous; C.A. 12 Step Study Guide; Alcoholics Anonymous Basic Text (the "Big Book"); Twelve Steps and Twelve Traditions (the "12 and 12"); and The A.A. Service Manual, combined with the 12 Concepts for World Service".

**PARTICIPATION:**

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

**SPEAKER:**

One or more C.A. members share their personal experience, strength, and hope with the group.

**H&I MEETINGS:**

Hospitals & Institution (H&I) meetings are often restricted to patients or residents only, and not open to the community as a whole. These meetings are brought into facilities by local C.A. members through the H&I committee. H&I meetings are basically beginners' meetings, with the chairperson of each meeting providing the speaker panel. They are not usually listed in the District meeting directory, and they do not observe the Seventh Tradition. Certain facilities may require C.A. members participating in H&I meetings to be subject to sobriety requirements, dress, and conduct codes.

**CLOSED HOSPITALS AND INSTITUTIONS MEETING:**

Attendance at a Closed H&I meeting 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 Seventh Tradition is not observed.

**OPEN HOSPITALS AND INSTITUTIONS MEETING:**

An Open H&I meeting is a meeting for the purpose of carrying the message to members who are confined or under institutional restriction. Attendance is restricted to C.A. members only. No visitors are permitted at any time. The Seventh Tradition is not observed. At the request of the hospital or institution, the meeting may be listed in the C.A. Meeting Directory.

# **SECTION 3**

**TRUSTED SERVANTS – GROUP LEVEL**

**NOTE: The positions listed below are the most common; however, if other positions are needed the group conscience can determine additional positions based on the specific meeting's needs. All requirements to be determined by the Group Conscience.**

## **GROUP SERVICE REPRESENTATIVE (GSR)**

Suggested Sobriety Time: One year

Suggested Term: One year

The GSR holds a very important position in our service structure. The GSR is the vital link between the overall NJDCA and the individual groups. Great care should be taken when electing a member to represent the group. The quality of the NJDCA service structure and ultimately CAWS can only be as good as those choices the individual Groups make. The GSRs are the voice of the individuals within the groups, and they carry that conscience to the NJDCA. The GSRs will also inform the Group as to what is going on in our Fellowship at the NJDCA and CAWS level. As a new GSR, you would find it helpful to review the Basic Parliamentary Procedures printed in these guidelines and ask for assistance from other GSRs at the monthly business meeting.

The GSR will be responsible for voting on business matters at the monthly NJDCA business meeting. It should be understood that a GSR does not require Group approval to cast a specific vote at the NJDCA level on matters affecting the Group or C.A. as a whole. The GSR may, at certain times, bring a vote back to the group from District, if so required. It is, however, the GSRs responsibility to vote being mindful of the informed Group Conscience. (For further details, see Cocaine Anonymous Concept 3). If the GSR cannot attend a meeting, an Alternate should attend. Before accepting a nomination for GSR, the nominee must consider the level of commitment, as well as the sacrifice of time involved.

### **Requirements and Responsibilities:**

- Is an active member of the Home Group.
- Has the necessary time available to engage in the C.A. service activity required.
- Be respectful to our Traditions and the process of our Service Structure.
- Represents the Group at all appropriate business meetings, including the monthly NJDCA business meeting.
- Carries one vote at the monthly NJDCA business meeting.
- Submits a monthly Donations Statement, with the donation, at the monthly NJDCA business meeting.
- Purchases chips and literature for the group at the monthly NJDCA business meeting, or at the monthly time designated by the Chips and Literature Committee.
- Reads/reviews communications from the NJDCA and World Service at the groups' meeting.
- Actively engages in communication between the Group and the NJDCA.
- It is suggested that the GSR assigns him or herself to a Standing Committee of the NJDCA by the second Area meeting he/she attends.

## **ALTERNATE GROUP SERVICE REPRESENTATIVE**

Suggested Sobriety Time: One year

Suggested Term: One year

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

## **GROUP SECRETARY**

Suggested Sobriety Time: Six months

Suggested Term: One year

The Group Secretary is a trusted servant whose responsibility is to provide the Group with the leadership and organization that is best suited to document business meetings and facilitate other requirements, as defined by the Home Group.

### **Requirements and Responsibilities:**

- Is an active member of the Home Group.
- Has the necessary time available to engage in the C.A. service activity required.
- Is willing to learn and understand the application of the NJDCA Guidelines.
- Provides the Group Conscience approved meeting format for use at the meeting.
- Assists in the responsibilities of other Group servants.
- Records the minutes of the Home Group's business meeting.
- Keeps an accurate and up-to-date record of changes in the Group Conscience.
- Keeps an accurate and up-to-date Group contact list.
- Keeps an accurate and up-to-date record of who assumed what service position.
- Keeps an accurate and up-to-date record of each service positions' election date.
- Displays C.A. literature and schedules at the meeting.

## **GROUP TREASURER**

Suggested Sobriety Time: Two years

Suggested Term: One year

### **Requirements and Responsibilities:**

- Is an active member of the Group.
- Has the necessary time available to engage in the C.A. service activity required.

- Has a working knowledge of the NJDCA Guidelines and the CAWS Manual.
- Keeps an accurate bookkeeping system of all income and expenses; ensures it is open to all Home Group members upon request; and makes this available to the Group Secretary.
- Gives financial reports to the Group regularly.
- Pays all Group expenses, including rent, the purchase of literature and chips, coffee, etc.
- Collects the contributions at each meeting and verifies all funds collected with one of the other Group servants at the close of each meeting.
- Passes on Group contributions to the NJDCA and/or the World Service Office through the GSR.
- Adheres to all suggested money handling procedures as set forth in the NJDCA Guidelines Appendix A, titled “Money Handling Techniques”.
- Should be employed and/or financially stable.

## **MEETING CHAIRPERSON**

Suggested Sobriety Time: 6 months

Suggested Term: To be determined by the Group

### **Requirements and Responsibilities:**

- Presides over the regular meeting of the Group and follows the meeting format in accordance with the Group Conscience.
- Remains open to assisting in the selection of the speakers, if the meeting is a speaker meeting.
- Works together with the Group Secretary and GSR to see that the meeting is set up, started punctually, and closes in a responsible manner.

## **GROUP CHAIR**

Suggested Sobriety Time: To be determined by group.

Suggested Term: To be determined by group.

\*Meeting Chairperson and Group Chair can be fulfilled by same person.

### **Requirements and Responsibilities:**

- Presides over group business meetings.
- Arranges business meeting agenda.
- Becomes familiar with and understands Parliamentary Procedures, as well as Robert’s Rules of Order, that are printed in these guidelines.
- Only votes in case of a tie.

## **MEETING SETUP**

Suggested Sobriety Time: To be determined by the Group Conscience

Suggested Term: To be determined by the Group Conscience

### **Requirements and Responsibilities:**

- Arrives early enough to complete the necessary set up tasks before the meeting starts.
- Makes sure meeting room, tables, chairs, etc. are set up properly.
- Puts out meeting materials, literature, meeting lists, and books.

## **MEETING CLEANUP**

Suggested Sobriety Time: To be determined by the Group Conscience

Suggested Term: To be determined by the Group Conscience

### **Requirements and Responsibilities:**

- Is willing to stay after the meeting long enough to complete the tasks.
- Puts away meeting materials and cleans up after the meeting. This may include cleaning up coffee/snacks, rearranging furniture back to original settings, and any other post meeting responsibilities not covered or done by other trusted servants.
- Ensures the meeting location is as it was upon arrival for set up. When leaving a meeting location, we want to make sure that the meeting space is as clean as or cleaner than when we got there. We never want to jeopardize our relationship with the location's owner.
- The cleanup person may also be responsible for locking up the meeting materials as well as turning out the lights, locking doors, and any other responsibilities required by the meeting facility.

## **COFFEE MAKER**

Suggested Sobriety Time: To be determined by the Group Conscience

Suggested Term: To be determined by the Group Conscience

### **Requirements and Responsibilities:**

- Arrives early enough to prepare the coffee, so it is ready prior to the meeting start time.
- Makes sure there are sufficient coffee supplies (cups, sugar, coffee, etc.) on hand for the next meeting.
- May or may not provide snacks, as required by Group Conscience.



- Cleans the coffee machine after the meeting has ended, so that it is ready for the next use.
- Coordinates with the Treasurer to restock coffee supplies as needed.

## **MEETING GREETER**

Suggested Sobriety Time: To be determined by the Group Conscience

Suggested Term: To be determined by the Group Conscience

### **Requirements and Responsibilities:**

- Arrives early enough to be at the meeting hall prior to member arrivals, so as to be able to greet all members, especially the newcomers, and introduce them to other members.
- Welcomes all members to the meeting. The main objective of a greeter is to welcome all members to the meeting, especially the newcomers, so as to make them feel comfortable.
- Is able to answer people if they have questions regarding the meeting, or direct them to someone who can answer any questions.
- Promotes visibility of the meeting. If the meeting room is difficult to find, it is suggested that at least one greeter be stationed near the main entrance to the facility.
- Some meetings may elect to have two greeters, one female and one male.
- Is willing and able to smile a lot.

## **MEETING TIMER**

Suggested Sobriety Time: 3 months

Suggested Term: To be determined by the Group Conscience

### **Requirements and Responsibilities:**

- Monitors the length of sharing by the chair, speaker, and/or individual members, as determined by the Group Conscience.
- It is suggested that the timing process be explained in the meeting preamble.
- Has and uses a device capable of keeping time.

# **SECTION 4**

**NJ DISTRICT OF C.A.**

## DISTRICT PURPOSE

The purpose the NJDCA is to be of service to all New Jersey Groups.

### NJDCA FUNCTIONS

- Maintain, update, publish (both in writing and online), and distribute a District Meeting and an Events Calendar.
- Maintain ongoing communications with the various Groups.
- Maintain ongoing communication with the Area, Region, World Service Office, and World Service Conference.
- Publish and distribute a District meeting list, both in writing and online.
- Maintain the NJDCA web site (www.canj.org).
- Elect District Positions.
- Ratify District Standing Committees and Steering Committees.
- Hold regular district meetings monthly.
- Sponsor service days and workshops.
- Sponsor District Conventions, if applicable.
- Maintain a bank account.
- Receive and approve reports from the Treasurer, all meetings, and all Standing Committees.
- Maintain non-profit standing, taxes, insurance, etc.

### MEMBERSHIP

The membership of the New Jersey District is composed of the Steering Committee; the DSR; a GSR from each C.A. group in the NJDCA; the Chairpersons from each Standing Committee of the District; the Co-Chairpersons of each Standing Committee; the Chairperson from any Ad-hoc committees. Visitors are welcome to attend and participate, debate, ask questions, etc., but may not vote.

### VOTING PROCEDURE

Those eligible to vote at New Jersey District are the Steering Committee members, the DSR; the GSRs from each C.A. group in the NJDCA; the Chairpersons from each District Standing Committee; the Co-Chairpersons from each District Standing Committee; the Chairpersons from any Ad-hoc committees. **The Area Chairperson carries no vote, except in the case of a tie or in elections. A Standing Committee Vice Chair can carry the vote of the Standing Committee Chair in their absence.**

A simple majority of all quorum-established, eligible voters in attendance at a regularly constituted meeting is necessary for the adoption of any motion or resolution. **Each voting member of the District is limited to carrying no more than one vote. A two-thirds (2/3) majority of all quorum-established, eligible voters is required for any changes or revisions to the NJDCA Service Manual or the NJDCA Bylaws.**

The voting for any position, other than filling vacated positions, shall take place at the February NJDCA regular meeting, with terms to start at the March NJDCA regular meeting.

## **VACATED POSITIONS APPOINTMENT PROCEDURE**

Upon the unfortunate circumstance that any NJDCA elected position is unable or unwilling to fulfill the responsibilities (i.e., consistent attendance at monthly business meeting, report presentations, etc.), the Chair is responsible for contacting this individual and asking for their recommitment to the position, or suggesting they resign. If this individual does resign, and there is no elected alternate already in place, the District Steering Committee is responsible for appointing an individual to fulfill the current position for the remainder of the elected term. If this individual does recommit but continues to be unable or unwilling to fulfill the responsibilities of the position, the Steering Committee is responsible for replacing this individual by appointment, as described above. At all times, the utmost care must be taken to ensure the elected member be given the opportunity to serve. All appointees shall be presented to the NJDCA and ratified by a 2/3 majority. If 2/3 majority can't be reached, nominations will be taken from the floor.

## **DEFINITION OF A QUORUM**

A quorum shall consist of 2/3, rounded down, of the eligible votes (not including the Chairperson) at any regular NJDCA or special NJDCA 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. (Example: If there are 12 eligible voting members at the beginning of the meeting,  $2/3$  of  $12 = 7.92$ , rounded down is 7. Therefore, there would need to be a minimum of 7 voting members present at the meeting to be able to take a vote.) Prior to a vote, a count of voting members may be taken to ensure a quorum is still present.

## **MEETING SCHEDULE**

The regular business meeting of NJDCA is held on the first Thursday day of each month at 6:45 PM, via Zoom. Special meetings may be called by the Chairperson, with a minimum of one (1) week advance notice, by email or the NJDCA Group Text to all listed voting members. Any special meetings should also be posted on the NJDCA website. District meeting is limited to 75 minutes.

# **SECTION 5**

**TRUSTED SERVANTS – DISTRICT LEVEL**

**Although the following service position requirements listed below are suggested, it is imperative that we follow Concept 9 of our World Service manual, which states: “Good service leaders, together with sound and appropriate methods of choosing them, are at all levels indispensable for our future functioning and safety.”**

## **CHAIRPERSON**

The purpose of the Chairperson is to serve the NJDCA and to guide and counsel the business affairs and services of Cocaine Anonymous in the NJDCA. It is recommended that any candidate for Chairperson be an active and committed 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 the NJDCA for a minimum of 2 years. The Chairperson is rolled-up from the Vice Chairperson position, but must be ratified at District. It is also suggested that the Chairperson be familiar with Robert’s Rules of Order and 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 NJDCA bank account and is responsible for signing any contracts entered into by NJDCA or its Standing Committees. The Chairperson chairs the monthly NJDCA Business meeting and any Special NJDCA meetings, but carries no vote except in the case of a tie or in elections.

### **Requirements and Responsibilities:**

- Sobriety Requirement: 3 years.
- Length Of Term: 1 year.
- Possesses a working knowledge of the CAWSC Service Manual, the Twelve Traditions, and the Twelve Concepts.
- Has previously served as Vice Chair for one year and is ratified by the NJDCA, except in extraordinary circumstances where the Vice Chair is not ratified into the position of Chair.
- Will continue to serve in the unlikely event the Vice Chair is not ratified. The Chair will continue serving as Chair until a new Chair can be elected.
- Has a One (1) year minimum prior NJDCA service.
- Carries 1 vote at NJDCA monthly meeting; Presides over all NJDCA meetings; arranges agendas; and follows Robert’s Rules of Order and Basic Parliamentary Procedures (See Section 8).
- Assumes responsibilities of coordinating all activities within the Area.
- Votes only in cases where there is a tie, or during Steering Committee meetings.
- Provides a list of Duties and Responsibilities to all newly elected Standing Committee Chairpersons.
- Maintains a list of all voting members of the NJDCA, including their phone numbers and email addresses.

**NOTE:** Generally, the NJDCA Chairperson does not voice a personal opinion on the matters being discussed at the NJDCA Business Meetings. In cases where the NJDCA Chair wishes to participate fully in the discussion surrounding a particular topic, the NJDCA Chair must request someone else

(usually the NJDCA Vice Chair) to “act as Chair” until the matter is tabled or closed. During this period the NJDCA Chair gains a voice but not vote; the acting NJDCA Chair’s voting status remains unchanged, but they have no voice on the subject. After the matter is tabled or closed, the NJDCA Chair and Acting NJDCA Chair resume their normal roles. If a tabled matter is re-opened for business, the NJDCA Chair repeats the process, if they so choose. As a member of the Steering Committee, the Chair does have a voice and a vote while performing Steering Committee business.

## **VICE CHAIRPERSON**

It is recommended that candidates for this position be an active and committed 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 at the NJDCA, and have a working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts for World Service. It is suggested that the nominee be familiar with Robert’s Rules of Order and Basic Parliamentary Procedures, as the Vice Chairperson role includes being the Parliamentarian during the Area Business Meetings. The Vice Chairperson is elected by the voting members of the Area. As a member of the Steering Committee, the Vice Chairperson carries a vote.

### **Requirements and Responsibilities:**

- Sobriety Requirement: 2 years.
- Length Of Term: 2 years – One year as Vice Chair and one year as Chair (if ratified).
- Has a One (1) year minimum prior NJDCA involvement. Carries 1 vote at NJDCA monthly meeting.
- Possesses a working knowledge of the CAWSC Service Manual, the Twelve Traditions, and the Twelve Concepts.
- Performs all duties of the Chairperson, in the absence of the Chairperson.
- Coordinates general NJDCA Committee activities.
- Is willing to serve both roles of the 2-year term. After one (1) year of service as Vice Chairperson, the Vice Chairperson becomes Chairperson for the term of one year, if ratified.
- Helps coordinate Standing Committees functions.
- Serves as Parliamentarian and helps Chairperson to follow Robert’s Rules of Order (found in Section 8).
- Helps to keep Chair on track throughout the business meeting

## **SECRETARY**

The Secretary is a trusted servant whose responsibility is to maintain, in good form, certain records and minutes for the NJDCA, as described below. It is recommended that any candidate for this position has one (1) year of sobriety and is an active and committed member of Cocaine Anonymous. It is also recommended that the nominee shall have served or is presently serving, in some capacity, on the NJDCA 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 available the

necessary time that is required of this service position. As a member of the Steering Committee, the Secretary carries a vote.

**Requirements and Responsibilities:**

- Sobriety Requirement: 1 year.
- Length Of Term: 2 years.
- Has a one (1) year minimum prior NJDCA involvement. Carries 1 vote at NJDCA monthly meeting.
- Creates and provides both a written and digital meeting agenda to all District members, prior to the regular business meeting.
- Keeps accurate minutes of all Area meetings. Also, keeps copies of all past minutes in a central location, either in a binder or an online file, and makes those minutes available upon request.
- Provides copies of the last meeting's draft minutes, in print form and/or online, for all members of NJDCA, prior to the start of the regular monthly business meeting.
- Maintains an updated contact/phone list of all NJDCA members, available in print form and/or online.
- Maintains general communications within the NJDCA.
- Maintains Area calendar and provides this to Website Chair, so as to include on the NJDCA website.
- Keeps record of all elections and terms of Office.
- Provides ballots for all elections at NJDCA that require written ballots.
- Aids Structure and Bylaws Chair to maintain guidelines.

**TREASURER**

It is recommended that any candidate for this position be an active and committed member of Cocaine Anonymous; should be gainfully employed and/or financially viable; and has basic (or higher) knowledge of accounting or bookkeeping. It is further recommended that the nominee shall have served or is presently serving, in some capacity, at the NJDCA level. The nominee should also possess a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service. As a member of the Steering Committee, the Treasurer carries a vote.

**Requirements and Responsibilities:**

- Sobriety Requirement: 3 years.
- Length Of Term: 2 Years.
- Possesses a working knowledge of the CAWSC Finance Committee Guidelines, the Twelve Traditions, and the Twelve Concepts.
- Ha a one (1) year of prior service at the District or Area Level.
- Is (or should be) employed and financially stable.



- Establishes (or should establish) a Prudent Reserve formulation, with set percentages, to determine funds in excess of Prudent Reserve for disbursement up to Area and World, following the 30/70 Plan as outlined in the “The 7<sup>th</sup> Tradition” pamphlet.
- Maintains bank account with two signers (second signer is the NJDCA Chair).
- Writes all checks for expenses and secures signatures.
- Receives and deposits contributions from meetings and special events.
- Keeps an accurate bookkeeping system utilizing standard accounting software.
- Gives a monthly financial report to NJDCA. Also, makes records available to the officers and members of the NJDCA, both in writing and/or online. It is recommended the Monthly Financial Report includes a:
  - Profit and Loss Statement
  - Balance Sheet
  - Homegroup Monthly Statement
  - A reconciled Bank Statement with current balances less any un-cleared transactions, (outstanding checks and charges) for an accurate snapshot of funds available.
- Distributes funds as approved by NJDCA.
- Files tax returns, if necessary.
- Reports with regulatory agencies, federal and state.
- Refers to the C.A. Conference approved “Financial Guidelines for Groups, Districts, and Areas of Cocaine Anonymous” for additional insights and guidance.
- Ensures that all standing NJDCA committees, that have cash or checking accounts, be established under the NJDCA Business and Tax ID and has “Read Only” or greater access to said accounts.
  - **NOTE:** Suggested money handling techniques can be found in Appendix A.
  - **NOTE:** To protect the NJDCA’s non-profit status, yearly filings are required.
  - **NOTE:** Create a Group Donations form.
  - **NOTE:** Create a Check Request form.

## **VICE TREASURER**

It is recommended that any candidate for this position is an active and committed member of Cocaine Anonymous; gainfully employed and/or financially viable; and has basic (or higher) knowledge of accounting or bookkeeping. It is further recommended that the nominee shall have served or is presently serving, in some capacity, at the NJDCA level. The nominee should also possess a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service.

### **Requirements and Responsibilities:**

- Sobriety Requirement: 2 Years.
- Length Of Term: 2 Years.

- Possesses a working knowledge of the CAWS Finance Committee Guidelines, the Twelve Traditions, and the Twelve Concepts.
- Is employed and financially stable.
- Carries 1 vote at NJDCA monthly meeting.
- Helps to maintain accurate financial records for NJDCA.
- Has “Read Only” access to all NJDCA bank accounts.
- Utilizes a reasonable check and balances procedure to ensure bookkeeping integrity.
- Is responsible for coordinating with NJDCA’s Accountant and making sure all appropriate state and federal tax forms are filed in a timely manner.
- Maintains NJDCA non-profit status, per 501©-3 regulatory guidelines.
- Completes all required filings and forms with payments for New Jersey Corporation Commission annual requisites, including the timely filing of an Annual Report due in \_\_\_\_\_ of each year.
- Ensures all requisite insurance premiums and correspondences are maintained.
- Works with an accounting professional, coordinating all tax, accounting, and bookkeeping issue resolutions.
- Coordinates with all NJDCA Standing Committees, as oversight, reviewing annual Budget Reports for establishing NJDCA’s annual budget. (An annual Budget will be provided, to NJDCA and the Board, no later than February, provided all Standing Committees have turned in their respective Budgets to the Treasurer, by December of the previous year. Otherwise, it will be 1 month, from receipt, of the last Budget Report received.)
- Conducts a final count and reconciliation of monies turned in at NJDCA.
- Deposits the monies into NJDCA’s banking account the day following NJDCA. (Deposit slip to be filled out and provided by the Treasurer at NJDCA.)
- Reviews online banking account activity: specifically reports that all transactions appear legitimate at NJDCA or on any unusual transactions.

**NOTE:** Suggested money handling techniques can be found in Appendix A.

**NOTE:** To protect the Area’s non-profit status and good standing with the New Jersey Corporation Commission, yearly filings are required.

## **DISTRICT TRUSTEE AT LARGE (DTL)**

### **STATEMENT OF PURPOSE**

To act in a capacity of Elder Statesperson/Ambassador of NJDCA. To help provide continuity and institutional knowledge, as well as lend assistance to not only the NJDCA but also to individual meetings, as well as individual members.

### **Requirements and Responsibilities:**

- Sobriety Requirement: 5 Years.
- Length Of Term: 2 Years.
- Has two (2) years minimum prior NJDCA service.
- Carries one vote at the monthly NJDCA business meeting.
- Is a member of the Steering Committee.
- Has a working knowledge of the Twelve Steps, Twelve Traditions, and 12 Concepts for World Service.
- Attends at least one (1) Business Meeting, every calendar year of each NJDCA member group.
- Has the time and ability to travel to each member group throughout the year.
- Works to ensure the proper adherence to the Twelve Traditions of C.A. and the Twelve Concepts for World Service of C.A.
- Is available either in person, on the phone, or via email to provide guidance to any member of the NJDCA.

## **DISTRICT SERVICE REPRESENTATIVE (DSR)**

### STATEMENT OF PURPOSE

The District Service Representative (DSR) is the essential liaison between the NJDCA and the PA/NJ/DE Area of Cocaine Anonymous (Area). As a member of the NJDCA the DSR is exposed to the group conscience, goals, and discussions of the NJDCA and passes on the NJDCA's tenets to the Area at the monthly Area meeting to both the Area members and the Area Delegates. In turn the DSR reports back to the NJDCA at the monthly meeting any information received at the Area meeting.

### Requirements and Responsibilities:

- Sobriety Requirement: 2 Years.
- Length Of Term: 2 Years.
- Has two (2) years minimum prior NJDCA service.
- Carries one vote at the monthly NJDCA business meeting.
- Is a member of the Steering Committee.
- Has a working knowledge of the Twelve Steps, Twelve Traditions, and 12 Concepts for World Service.
- Attends the NJDCA monthly meeting.
- Attends the Area monthly meeting.
- Provides report to the NJDCA any/all relevant information gathered at the Area meeting regarding Area activities as well as World Service information.
- Provides specific requests from the NJDCA members to the appropriate Area Service Committees, i.e., Certificate of Insurance requests, etc.

# **SECTION 6**

## **STANDING COMMITTEES**

## **STANDING COMMITTEES OF THE NEW JERSEY DISTRICT**

- CHIPS AND LITERATURE COMMITTEE
- FUNDRAISING AND UNITY COMMITTEE
- STRUCTURE AND BYLAWS COMMITTEE
- HOSPITALS AND INSTITUTIONS COMMITTEE
- PUBLIC INFORMATION COMMITTEE
- INFORMATION LINE COMMITTEE
- IT COMMITTEE
- WORKSHOP COMMITTEE
- ARCHIVE COMMITTEE

## DUTIES AND RESPONSIBILITIES OF ALL STANDING COMMITTEES

- Each committee member is to be drawn from the general membership of Cocaine Anonymous. The structure is to be decided by the committee themselves. Positions within the committee, including the Chairperson, are to be voted upon at the committee level.
- Any committee Chairperson and/or Co-Chairperson voted into position by the respective committee needs to be brought to the regular NJDCA business meeting for ratification.
- Chairperson and Co-Chairperson, or their Designated Representatives, attends the monthly NJDCA business meeting. In the event of the absence of the Chairperson and/ Co-Chairperson, the Designated Representative(s) shall carry one vote at the monthly District meeting.
- Chairperson possesses a working knowledge of the C.A. World Service Manual, the Twelve Steps, the Twelve Traditions, and the Twelve Concepts.
- Chairperson establishes and holds a regular monthly business meeting, at a specific day and time (either in person or virtually), and publishes meeting date/time on the NJDCA website.
- Creates and maintains a working committee (Co-Chair, Secretary, Treasurer, Literature, etc.) with the purpose of coordinating support for their respective activities and goals within the NJDCA.
- Provides a monthly written report, to be presented at the monthly NJDCA business meeting, which includes monthly updates for the NJDCA and a financial statement. Also, forwards a digital copy of this report to the NJDCA Secretary, prior to the business meeting.
- Chairperson carries the committee's one vote at the monthly NJDCA business meeting.
- Submits an Annual Budget to the Treasurer (due in December). The goals of the committee for the coming year are to be included in this report.
- Presents updated Internal Committee Guidelines at the January NJDCA business meeting to the Chair and the Structure and Bylaws Committee, and uploads the guidelines to the NJDCA Google Drive.

The below guidelines are a comprehensive list of guidelines for each Standing Committee. However, it is suggested that each committee form its own guidelines to describe roles and responsibilities of the committee and their trusted servants.

When any Standing Committee is planning an event, they are encouraged to check the C.A. calendar, as well as other fellowship's calendars, to avoid any potential conflicts whenever possible.

Each Standing Committee is directly responsible to the NJDCA. The Chairperson of each Standing Committee, or their Designated Representative, shall submit a written report of committee activities for distribution to the NJDCA, at each regularly scheduled meeting of the NJDCA.

Each committee should present a slate of their elected Steering Committee to NJDCA for ratification. (See election section)

Many Committees have additional positions available that may not be listed in this manual. Please contact individual committee members if you are interested in service work.

Although the following service position requirements listed below are suggested, it is imperative that we follow Concept 9 of our World Service manual, which states: "Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety."

**NOTE:** The budget for any Standing Committee of the NJDCA 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 committee Chairperson and the Treasurer of the NJDCA. If the committee and the Treasurer cannot agree, the matter will be resolved by the NJDCA at the next regularly scheduled business meeting of District.

## **CHIPS AND LITERATURE COMMITTEE**

### **Requirements and Responsibilities:**

- Sobriety Requirement: 3 Years.
- Length Of Term: 2 Years.
- Carries one (1) vote at the monthly NJDCA business meeting.
- Possesses a working knowledge of the CAWSC Literature, Chips, and Formats Committee Guidelines.
- Attends all monthly NJDCA business meetings.
- Creates and maintains a working committee (Co-Chair, Secretary, Treasurer, Literature, etc.) with the purpose of coordinating support for Chips and Literature Committee activities and goals within the NJDCA.
- Provides a monthly written report to be presented at the monthly NJDCA Committee business meeting; forwards a digital copy of this report to the NJDCA Secretary prior to the business meeting.
- Submits an annual Budget to the Treasurer (due in December).
- Presents updated Internal Committee Guidelines at the January NJDCA business meeting to the Chair and the Structure and Bylaws Committee.
- Keeps a current and accurate inventory of all chips and literature.
- Keeps in communication with C.A. World Service regarding the most current literature available.
- Brings a full inventory of current Chips and Literature, as well as Meeting Lists, to the monthly NJDCA business meeting for purchases and distribution to the fellowship.
- Maintains accurate records with regard to purchases, sales, and distribution of chips and literature.
- Establishes a standing date in which orders must be submitted.
- Establishes a standing pick-up date for the group's chips and literature order.



- Maintains and regularly checks an active email address.

**NOTE:** Creates a “chips and literature order form” and creates a “group donations form.”

## **FUNDRAISING AND UNITY COMMITTEE**

### **STATEMENT OF PURPOSE:**

The Fundraising and Unity Committee is responsible for organizing Unity and Fundraising events for the NJDCA. A Unity event is to promote unity and enthusiasm within the fellowship. A Fundraising event is to promote unity and enthusiasm, while raising money for C.A. in general or a specific cause.

### **Requirements and Responsibilities:**

- Sobriety requirement: 2 years.
- Length of term: 2 years.
- Organizes Unity and Fundraising events.
- Possesses a working knowledge of the CAWSC World Service Manual.
- Creates and maintains a working committee (Co-Chair, Secretary, Treasurer, Literature, etc.) with the purpose of coordinating support for Fundraising and Unity Committee activities and goals within the NJDCA.
- Carries one vote at the monthly NJDCA business meeting.
- Promotes events in a timely manner, following approved guidelines.
- Presents plans to NJDCA for the upcoming year, along with Annual Budget.
- Maintains an up-to-date calendar of the Fundraising and Unity events; provides on-going and timely updates to the NJDCA Chair, Secretary, and IT Committee for posting on the NJDCA website.

## **STRUCTURE AND BYLAWS COMMITTEE**

### **STATEMENT OF PURPOSE**

The Structure and Bylaws Committee is responsible for maintaining and updating the NJDCA Bylaws and Guidelines. The committee is also responsible for assisting in the formulation of new Bylaws, Guidelines, and other structures that provide guidance to C.A. Groups, Trusted Servants, and the NJDCA.

### **Requirements and Responsibilities:**

- Sobriety Requirement: 3 Years.

- Length Of Term: 2 Years.
- Has one (1) year minimum prior experience at a District or Area level.
- Maintains current versions of the Bylaws and Guidelines, and incorporates any amendments or changes made during the course of the year.
- Possesses a working knowledge of the CAWSC Structure and Bylaws Guidelines.
- Carries one vote at the monthly NJDCA business meeting.
- Coordinates with the NJDCA Secretary to confirm all motions resulting in guideline changes.
- Notifies the District IT Chairperson of any guideline changes for inclusion online.
- Reviews and, if requested, investigates and reports on structures that may be useful to the NJDCA.
- Prepares updated guidelines each January for approval and subsequent printing in February.

## **HOSPITALS AND INSTITUTIONS COMMITTEE**

### **STATEMENT OF PURPOSE**

The purpose of the Hospitals and Institutions (H & I) Committee is to carry our (C.A.) message of recovery to addicts who are in Hospitals and/or Institutions and who cannot make it to an outside meeting.

### **Requirements and Responsibilities:**

- Sobriety requirement: 2 years.
- Length of term: 2 years.
- Carries one vote at the monthly NJDCA business meeting.
- Reads and is familiar with the Cocaine Anonymous World Service Conference Hospitals and Institutions Committee Guidelines and Information.
- Seeks to establish new and maintain existing C.A. meetings in Hospitals and Institutions within the NJDCA.
- Creates and maintains a working committee (Co-Chair, Secretary, Treasurer, Hospital Outreach, Institutional Outreach, Chips and Literature) with the purpose of coordinating support for H & I Committee activities and goals within the NJDCA.
- Possesses a working knowledge of the CAWSC Hospitals and Institutions Guidelines, the Twelve Traditions, and the Twelve Concepts.

- Holds a monthly organizational committee meeting so as to:
  - Have sub-committee chairs report on their various committees.
  - Have meeting commitment holders report on their individual meetings.
  - Have chips and literature available for meeting chairs to pick up.
  - Assign meeting chairs to brand new meetings.
  - Assign new members to H & I meetings.
  - Provide general instructions on how to conduct meetings.
  - Provide meeting formats to all committee members.
- Provides a Liaison between facilities and C.A.
- Purchases and distributes C.A. Literature, keychains, and A.A. Big Books for H&I meetings. Literature should coincide with the facility's guidelines.
- Provides H&I Cans to any meeting that has voted to pass the H&I Can at their meeting.
- Seeks to understand, respect, and adhere to all facility regulations.
- Provides information about C.A.'s functions and purpose to facilities.
- Seeks out new facilities that are willing to accept a C.A. H & I meeting.
- Creates and maintains a checking account following NJDCA Money Handling Techniques.
- Plans and hosts the Annual H&I Day Event (Possible future activity).

## **H&I BUDGET**

The monthly budget for the H&I Committee is determined by monies collected at individual meetings from the H&I Can that has been forwarded to the NJDCA. The NJDCA Treasurer shall account separately for the funds collected from the individual meetings, and provide those funds directly to the H&I Committee. As the H&I Can is the sole source of funding for the H&I Committee, it is encouraged that all meetings pass the can, track the funds contributed, and forward monthly to the NJDCA. Of course, each meeting is autonomous and shall decide whether or not to pass the can at their meeting.

**NOTE: The following 2 sections are copied verbatim directly from the Cocaine Anonymous World Service Conference Hospitals and Institutions Committee Guidelines and Information.**

## **The H&I Can**

These are suggested guidelines for Hospital and Institutions Committees. Each district or area may need to revise these guidelines to make them more suitable for their particular district or area. If your district or area does or wishes to do a separate collection to support the H&I Committee, labels for the "H&I Can" may be obtained free of charge by contacting the C.A. World Service Office. Regular C.A. Meetings which pass a collection for H&I, have found the following a suitable modification of the meeting format. At the point where the 7th Tradition is honored, insert:

***"The 7th Tradition reminds us that we are fully self-supporting through our own contributions. The can being passed is to support the Hospitals and Institutions Committee of Cocaine Anonymous, it goes to buy key-chains and literature for addicts confined in Hospitals and institutions. I have asked to read the 12 Traditions for us while we observe the 7th.***

***Newcomers need not feel obligated to contribute."***

Subsequently, all funds collected for H&I should go to the H&I Committee. H&I Committees would be well advised to allow H&I funds to be deposited in their existing area or district bank account and thus save the additional bank charges. In addition, H&I committees are always a sub-committee of the area or district service committee, and in keeping with the Ninth Tradition are directly responsible to those they serve. More information on starting an H&I collection in your district or area may be obtained from the C.A. World Service Conference H&I Committee Chairperson or the C.A. World Service Office.

## **PASSING AN H&I CAN - THE HOW AND WHY OF IT**

Since this fellowship was founded, it has been a custom at each meeting to drop a dollar in the basket. Unfortunately, while costs have increased in every area, the amount of this donation has remained the same. Many Areas have made up for this growing deficit by becoming increasingly dependent on special fund-raising events. Consequently, the number of conventions, campventions, roundups, etc. increases each year. When one of these events flops, however, it may spell financial disaster for the District or Area which it was meant to support. From time to time, we ask members to drop an extra dollar in the basket when the fellowship is in need, but after a while, the donations drop off again. When the fellowship is having financial trouble, supplying regular C.A. meetings is not a problem as they buy what they need. Not so for the H&I Committee, having no income, they depend on the donations from open C.A. meetings for all their supplies.

One lasting solution to this problem is passing an H&I Can at meetings. This helps us in two ways: First the H&I Committee becomes self-supporting, and is able to provide: Bookmarks, Key-chains, Big Books, Pamphlets and even C.A. Storybooks. Secondly, as H&I is no longer a drain on the financial resources of the fellowship as a whole, these funds are free to be used elsewhere. In one district having 60 C.A. meetings per week; passing the H&I Can produced an income of \$6,678.93, in 1993. Least we seem overly concerned with money; let's look at what it bought. Funds from the H&I Can were used to purchase: 480 Big Books, 10,000 pamphlets, and 7,736 Key-chains. In 1994, this same committee will begin distributing the C.A. Storybook at H&I meetings as well. Big books are stamped on the inside cover with the C.A. logo and the number of the local Info-line; this ensures

that we who pay for the books get credit for their distribution. The H&I Can not only helps H&I carry the message; the support it represents is a very important morale booster to those who carry it.

If you desire to start doing this in your area; go to the District or Area Service Committee to solicit their support and approval. Each C.A. group is of course autonomous; the decision on whether or not to pass the H&I Can must be the result of a group conscience by the meeting in question. Then you'll need the cans themselves; we suggest one pound coffee cans paint white. Any C.A. H&I Committee may obtain labels for the H&I Cans free of charge by contacting the C.A. World Service Office. The importance of using labeled or painted H&I Cans cannot be stressed enough; attempts to do this by passing another basket, have proven to be a failure. Another important point concerns the Meeting Format. The H&I Can is usually passed at the same time the 7th Tradition is collected. The format would read something like this: "The 7th Tradition reminds us that we are fully self-supporting through our own contributions. The Can being passed is to support the H&I Committee of C.A., it goes to provide Bookmarks, Keychains, and Literature for addicts confined in Hospitals and Institutions." If the format remains unchanged, what often happens is that the H&I Can ends up gathering dust in the bottom of the box.

One concern which may be voiced is that funds collected actually go to H&I. The simplest way would be for the meeting to send a representative directly to the H&I Committee, a method successfully adapted by at least one area. Unfortunately, it is difficult enough to get one person to show up for the District or Area Service Meeting; trying to find two reliable people each month may prove unrealistic. An alternative arrangement is to have the G.S.R. bring both the H&I Donation and the 7th Tradition to the Area or District Service Meeting, after noting the amount collected in each. The money is then deposited by the treasurer in the Area or District Service Bank Account. The funds remain separated on paper, and dispersed to H&I by the Treasurer. At the end of the year, the amount collected is divided by twelve. This figure becomes the monthly budget for H&I. In order to maintain the integrity of this process, one district amended its by-laws to state that the monthly budget of H&I must always be equal to, or greater than, the average monthly donation from the H&I Can.

## **PUBLIC INFORMATION COMMITTEE**

### **STATEMENT OF PURPOSE**

The purpose of the Public Information Committee is to manage relations with the C.A. Fellowship, the Public At Large, and the Professional Community; providing them with various forms of information about Cocaine Anonymous. Furthermore, the Public Information Committee provides speakers to schools, drug courts, community events, etc., and manages all inquiries from the community as a whole.

### **Requirements and Responsibilities:**

- Sobriety Requirement: 2 Years.
- Length Of Term: 2 Years.
- Sets NJDCA P.I. Agenda; creates a Budget; creates Goals; and facilitates a P.I. monthly meeting.

- Carries one vote at the monthly NJDCA business meeting.
- Creates and maintains a working committee (Co-Chair, Secretary, Treasurer, Literature, etc.) with the purpose of coordinating support for P.I. activities and goals within the NJDCA.
- Coordinates sub-committee functions; attends all District meetings or designates someone from P.I. to attend.
- Possesses a working knowledge of the CAWS Public Information Handbook: Suggestions & Guidelines for Doing PI.

**Suggested Responsibilities** - The following areas are some standard responsibilities, but by no means covers all possible areas:

### **MEETING BOOKS AND LISTS**

- Keeps current database list of meetings with all pertinent data, such as Location, Online Capabilities, Meeting GSR, and Contact Information, to include phone numbers and email addresses. Provides this list to District Chairperson on a monthly basis.
- Creates, updates, and distributes meeting books and meeting lists to both IT Committee and Chips and Literature Committee

### **COMMUNITY OUTREACH**

- Provides C.A. speakers at the request of organizations outside the fellowship and keeps list of non-C.A. events speakers.
- Maintains inventory of literature, etc. and distributes to these groups.
- Maintains and updates mailing list of treatment centers, halfway houses, professional community (doctors, therapists, courts, probation departments, etc.), and other agencies and organizations interested in C.A., and regularly mails out meeting lists and information to such places.

### **PUBLIC SERVICE ANNOUNCEMENTS / MEDIA OUTREACH**

- Maintains a list of media and PSA contacts with phone numbers and email information for local newspapers, radio, and television stations.
- Stays in communication with their contacts, keeping up-to-date on any drug-related specials that might be airing which may be a good match to run a CA public service video.
- Research and submit PSA materials according to the media outlet's preference, in the format and length requested, making sure to follow up and thank the contact.

## **COOPERATION WITH THE PROFESSIONAL COMMUNITY**

- “Professional Community” refers to any corporation, small business, professional person, or company interested in information about C.A. This does not include someone looking for a meeting for themselves or a family member, but P.I. will want to become involved if someone wants a meeting for their employees at their place of business. They might also handle setting up a P.I. presence at health fairs and clinics, other outlets, etc.

## **PANEL PRESENTATION**

- A committee for doing presentations or C.A. panels to speak at non-C.A. meetings, such as schools and churches, or for professional and educational organizations.

## **INFORMATION TECHNOLOGY / INFORMATION LINE COMMITTEE**

### **STATEMENT OF PURPOSE:**

Information Technology - Facilitate and manage all aspects of technology involved in conducting the business of the NJDCA.

Information Line - Manage the affairs of the Cocaine Anonymous NJDCA Information Line. The functions of this committee are as follows:

### **Requirements and Responsibilities in General:**

- Sobriety Requirement: 2 Years.
- Length of Term: 2 Years.
- Carries one vote at the monthly NJDCA business meeting.

### **Requirements and Responsibilities Information Technology:**

- Handles Website content, design, and platform.
- Keeps NJDCA abreast of all emerging technologies and assists in integrating these tools.
- Manages any surveys or technical needs of subcommittees.
- Resides in the NJDCA Area.
- Has a readily available computer with an internet connection and maintains a frequently monitored email account.
- Has sufficient computer and word-processing skills to fulfill the duties of this position.
- Possesses a working knowledge of the CAWSC Information Technology Committee Workbook and Guidelines.

- Gathers data from the NJDCA (such as meeting information, event schedules, contact information, NJDCA changes, service position changes, etc.)
- Posts events, meetings, etc. to the NJDCA Calendar on the NJDCA website.
- Partners with the NJDCA Convention IT Committee on website design, content, and planning.
- Maintains password and accessibility to any technology platforms used by the fellowship in all committees, except banking.
- Keeps the Secretary abreast of any and all login information changes.
- Maintains Cloud content to include storage of NJDCA Meeting Minutes, NJDCA Guidelines, Treasurers Report, and any other pertinent information.
- Posts NJDCA meeting minutes immediately upon receipt from Secretary, so NJDCA members can have access to read prior to regular monthly meeting.

#### **Requirements and Responsibilities Information Line:**

- Manages the account and platform of the info line.
- Coordinates a schedule of volunteers.
- Carries one vote at the monthly NJDCA business meeting.
- Keeps an updated meeting list available for volunteers.
- Possesses a working knowledge of the CAWSC Public Information Handbook and Guidelines.

## **WORKSHOP COMMITTEE**

#### **STATEMENT OF PURPOSE**

The purpose of this committee is to conduct workshop events to help members expand their understanding of our Steps, Traditions and Concepts of Service. The functions of this committee are as follows:

#### **Requirements and Responsibilities:**

- Sobriety Requirement: 2 Years.
- Length Of Term: 2 Years.
- Organizes Workshop events on a regular basis.
- Creates and maintains a working committee (Co-Chair, Secretary, Treasurer, Flyers etc.) with the purpose of coordinating support for Workshop Committee activities and goals within the NJDCA.



- Provides a monthly written report to be presented at the monthly NJDCA Committee business meeting; forwards a digital copy of this report to the NJDCA Secretary prior to the business meeting.
- Submits an annual Budget to the Treasurer (due in December).
- Coordinates a schedule of volunteer participants.
- Carries one vote at the monthly NJDCA business meeting.
- Maintains an up-to-date calendar of the Workshop events and provides on-going and timely updates to the NJDCA Chair, Co-Chair, Secretary, and IT Committee for posting on the NJDCA website.
- Creates flyers for Workshop events to be distributed throughout the fellowship.

## **ARCHIVE COMMITTEE**

### **STATEMENT OF PURPOSE**

The Archive Committee is responsible for acquiring and preserving C.A. material goods for future historical reference. Material goods are to consist of written material (NJDCA minutes, reports, newsletters, articles, etc.) and NJDCA memorabilia. C.A. material goods from outside the NJDCA will be obtained when appropriate and cost effective.

### **Requirements and Responsibilities:**

- Sobriety Requirement: 1 Year.
- Length of Term: 2 Years.
- Keeps a running inventory of material goods on hand and annually uploads the list to the NJDCA Google Drive.
- Possesses a working knowledge of the CAWSC Structure and Bylaws Guidelines.
- Guarantees the safe storage of all material goods and archive material.
- Carries one vote at the monthly NJDCA business meeting.
- Organizes the archives in such a manner as to be displayed.
- Displays the archives at NJDCA, Area, and World functions when requested to do so.

NOTE: It is required that all NJDCA Standing Committees, that hold events, donate one memorabilia item with the event logo to the Archive Committee. It is also required, if available, that one of each item be donated to the NJDCA archives.

# **SECTION 7**

**GENERAL POLICIES, SUGGESTED FORMATS, AND  
READINGS**

## SUGGESTED PRUDENT RESERVE POLICY

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 PA/NJ/DE Area and CAWSO; multiply 4/24. To be determined by the Treasurer at the end of each fiscal year. Any difference in yearly totals shall be adjusted to the Prudent Reserve.

- The Savings (money market) account Totals is used as Prudent Reserve. Prudent Reserve determination will be published at the January NJDCA meeting.
- 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 PA/NJ/DE Area and CAWSO, and The Treasurer may use his/her discretion in making the above donations if:
  - There is an expectation of an irregular cash outflow (i.e., seed money, insurance payment) to occur in the next three (3) months that would require an excess of cash on hand.
  - 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 minus Donations to PA/NJ/DE Area and CAWSO) x (4/24) = Prudent Reserve

### EXAMPLE:

\$70,000 represents the Total Expenses for 2 Years.

\$10,000 represents the donations to CAWSO.

\$60,000 represents the Total 2 Years Operating Expenses.

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

**\$10,000 is the Prudent Reserve.**

## **BUDGET CONFLICT POLICY**

**NOTE:** The budget for any standing committee of NJDCA 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 NJDCA and the Steering Committee of the committee in question. If the committees and the treasurer cannot agree, the matter will be resolved by NJDCA itself at the next regularly scheduled business meeting of NJDCA.

## **LIST OF WSC APPROVED LITERATURE**

### **BOOKS**

Hope Faith and Courage: Stories from the Fellowship of Cocaine Anonymous

Hope Faith & Courage Volume II: Stories and Literature from the Fellowship of Cocaine Anonymous

12 Step Companion Guide

A Quiet Peace

### **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

C.A. is for the Gay, Lesbian, Bisexual, and Transgendered Addict

Choosing Your Sponsor

Crack

Dos and Don'ts of 12th Step Calls for Addicts

Fun in Recovery

Newcomer Booklet

Reaching Out Card

Reaching Out to the Deaf and Hard of Hearing

Self-Test for Cocaine Addiction

The 7th Tradition

The First 30 Days

The Home Group

Tips for Staying Clean & Sober

To the Newcomer

Tools of Recovery Unity

Yes, You Can Start a CA Meeting

What is C.A.?

## **OTHER MATERIALS**

C.A. Fact File

Traditions Group Inventory

## **GUIDELINES AND WORKBOOKS**

Cocaine Anonymous World Service Conference Committee Guidelines

Cocaine Anonymous World Service Conference Hospitals and Institutions Committee Guidelines and Information

Cocaine Anonymous World Service Convention Committee Guidelines

Cocaine Anonymous World Service Literature, Chips, & Formats Committee Guidelines

Cocaine Anonymous World Service Manual

Cocaine Anonymous World Service Public Information Workbook

Cocaine Anonymous World Service Structure & Bylaws Guidelines

Financial Guidelines for Groups, District & Areas of Cocaine Anonymous

Information Technology Workbook and Guidelines

Unity Guidelines/Duties

## **ADVISORY OPINIONS**

In addition, the World Service Conference has passed the following Advisory Opinions:

**August 20, 1989:** "THE BOOKS ALCOHOLICS ANONYMOUS AND TWELVE STEPS AND TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS ARE TWO OF OUR MOST VALUABLE TOOLS OF RECOVERY AND AS SUCH, IT IS THE OPINION OF COCAINE ANONYMOUS THAT MEETINGS SHOULD BE ALLOWED TO HAVE THESE BOOKS AVAILABLE TO SUPPORT MEMBERS IN THEIR RECOVERY."

**September 4, 2004:** "THE BOOK, "A.A. SERVICE MANUAL", COMBINED WITH THE "TWELVE CONCEPTS FOR WORLD SERVICE" IS A VALUABLE TOOL OF RECOVERY IN SERVICE, AND AS SUCH, IT IS THE OPINION OF COCAINE ANONYMOUS THAT MEETINGS AND SERVICE MEETINGS WITHIN THE FELLOWSHIP SHOULD BE ALLOWED TO HAVE THIS BOOK AVAILABLE TO SUPPORT THE MEMBERS IN THEIR RECOVERY."

\* Adopted from C.A. World Service Manual 2011 Edition

## SUGGESTED PARTICIPATION MEETING FORMAT

Welcome to the (\_\_\_\_\_) meeting of Cocaine Anonymous. My name is (\_\_\_\_\_) and I am an addict. (OPTIONAL)

Would you please join me in a moment of silence followed by the Serenity Prayer? Are there any other addicts present?

Welcome! Not to embarrass you, but so that we could get to know you better, will those of you in your first 30 days of sobriety please let us know who you are? Would you please state your name and your disease? If you're visiting from out of town or new to the Area, please introduce yourself.

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

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

It is a custom in Cocaine Anonymous to read We Can Recover, taken from Hope, Faith & Courage. I've asked (\_\_\_\_\_) to read for us.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I've asked (\_\_\_\_\_) to read for us.

(OPTIONAL) It is also a custom to read Who is a Cocaine Addict?, Who is a C.A. Member?, or Alcohol. I have asked (\_\_\_\_\_) to read for us.

(OPTIONAL: LEADER QUALIFIES FOR 5-10 MINUTES) This is a 1½-hour participation meeting. We encourage newcomers to ask any questions they may have regarding the program and recovery. Please 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 all questions should be directed at the speaker. Please limit your sharing to 3-5 minutes. Who would like to start?

\* Adapted with permission of the A.A. Grapevine, Inc.

(FIVE MINUTES BEFORE COFFEE BREAK) We are fully self-supporting through our own contributions. At this time, we will observe the 7th Tradition. Please remain quietly seated while the baskets are being passed.

(OPTIONAL) (AFTER BASKETS ARE COLLECTED) We will now have a 5-minute coffee break.

(AFTER COFFEE BREAK)

(OPTIONAL) We give chips at this meeting for 30, 60 and 90 days, 6 and 9 months, 1 year, 18 months, and 2 or more years of continuous sobriety—free from all mind-altering substances. Please keep your sharing brief so that we may have time for participation afterward. Is there anyone here in their first 30 days of sobriety who wishes to take a newcomer chip? 30 days? 60 days? 90 days? 6 months? 9 months? 1 year? 18 months? 2 or more years?

(OPTIONAL) We give a cake for every 365 days of continuous sobriety. We have (\_\_\_\_\_) birthdays. Now we will continue with participation.

(TEN MINUTES BEFORE THE MEETING ENDS) 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 secretary's announcements?

(AFTER SECRETARY'S ANNOUNCEMENTS) I would like to close by having (\_\_\_\_\_) read The Promises, A Vision for You, Reaching Out or Unity (from the Unity pamphlet).

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

## SUGGESTED STEP STUDY MEETING FORMAT

Welcome to the (\_\_\_\_\_) meeting of Cocaine Anonymous. My name is (\_\_\_\_\_) and I am an addict.

(OPTIONAL) Would you please join me in a moment of silence followed by the Serenity Prayer?

Are there any other addicts present? Welcome! Not to embarrass you, but so that we could get to know you better, will those of you in your first 30 days of sobriety please let us know who you are? Would you please state your name and your disease? If you're visiting from out of town or new to the Area, please introduce yourself.

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

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

It is a custom in Cocaine Anonymous to read We Can Recover, taken from Hope, Faith & Courage. I've asked (\_\_\_\_\_) to read for us.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I've asked (\_\_\_\_\_) to read for us.

(OPTIONAL) It is also a custom to read Who is a Cocaine Addict?, Who is a C.A. Member, or Alcohol. I have asked (\_\_\_\_\_) to read for us.

It is the format of this meeting to read from the Twelve Steps and Twelve Traditions of Alcoholics Anonymous. This is followed by a discussion of the reading. Tonight, we are on Step \_\_\_\_\_.

(LEADER READS STEP) We will now go around the room and each read a paragraph.

(AFTER READING OF THE STEP) We are fully self-supporting through our own contributions. At this time, we will observe the 7th Tradition. Please remain quietly seated while the baskets are being passed.

\* Adapted with permission of the A.A. Grapevine, Inc.

(OPTIONAL) (AFTER BASKETS ARE COLLECTED) We will now have a 5-minute coffee break.

(AFTER COFFEE BREAK)

(OPTIONAL) We give chips at this meeting for 30, 60 and 90 days, 6 and 9 months, 1 year, 18 months, and 2 or more years of continuous sobriety—free from all mind-altering substances. Please keep your sharing brief so that we may have time for participation afterward. Is there anyone here in their first 30 days of sobriety who wishes to take a newcomer chip? 30 days? 60 days? 90 days? 6 months? 9 months? 1 year? 18 months? 2 or more years?



(OPTIONAL) We give a cake for every 365 days of continuous sobriety. We have (\_\_\_\_\_) birthdays.

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. If you have not taken the Step, we welcome you to ask any questions regarding this Step. We also ask that you 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?

(TEN MINUTES BEFORE THE MEETING ENDS) 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 secretary's announcements?

(AFTER SECRETARY'S ANNOUNCEMENTS) I would like to close by having (\_\_\_\_\_) read The Promises, A Vision for You, Reaching Out or Unity (from the Unity pamphlet).

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

## **SUGGESTED GENERAL SPEAKER MEETING FORMAT**

Welcome to the (\_\_\_\_\_) meeting of Cocaine Anonymous. My name is (\_\_\_\_\_) and I am an addict.

(OPTIONAL) Would you please join me in a moment of silence followed by the Serenity Prayer?

Are there any other addicts present? Welcome! Not to embarrass you, but so that we could get to know you better, will those of you in your first 30 days of sobriety please let us know who you are? Would you please state your name and your disease? If you're visiting from out of town or new to the Area, please introduce yourself.

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

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

It is a custom in Cocaine Anonymous to read We Can Recover, taken from Hope, Faith & Courage. I've asked (\_\_\_\_\_) to read for us.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I've asked (\_\_\_\_\_) to read for us.

(OPTIONAL) It is also a custom to read Who is a Cocaine Addict?, Who is a C.A. Member?, or Alcohol. I have asked (\_\_\_\_\_) to read for us.

This is a Speaker Meeting. We ask that you relate to the feelings being shared so that you can better identify with our stories. This is followed by a question/answer, participation period. Our speaker tonight is \_\_\_\_\_.

(REMIND SPEAKER WHEN TIME IS UP)

(FIVE MINUTES BEFORE COFFEE BREAK) We are fully self-supporting through our own contributions. At this time, we will observe the 7th Tradition. Please remain quietly seated while the baskets are being passed.

\* Adapted with permission of the A.A. Grapevine, Inc.

(OPTIONAL) (AFTER BASKETS ARE COLLECTED) We will now have a 5-minute coffee break.

(AFTER COFFEE BREAK) (OPTIONAL) We will now begin participation. We encourage newcomers to ask any questions they may have regarding the program and recovery. Please 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 all questions should be directed at the speaker. Please limit your sharing to 3-5 minutes. Who would like to start?

(OPTIONAL) We give chips at this meeting for every 30, 60 and 90 days, 6 and 9 months, 1 year, 18 months, and 2 or more years of continuous sobriety - free from all mind-altering substances.

Please keep your sharing brief so that we may have time for participation afterward. Is there anyone here in their first 30 days of sobriety who wishes to take a newcomer chip? 30 days? 60 days? 90 days? 6 months? 9 months? 1 year? 18 months? 2 or more years?

(OPTIONAL) We give a cake for every 365 days of continuous sobriety. Tonight, we have (\_\_\_\_\_) birthdays.

Now we will continue with participation.

(TEN MINUTES BEFORE THE MEETING ENDS) 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 secretary's announcements?

(AFTER SECRETARY'S ANNOUNCEMENTS) I would like to close by having (\_\_\_\_\_) read The Promises, A Vision for You, Reaching Out or Unity (from the Unity pamphlet).

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

## SUGGESTED GROUP BUSINESS MEETING FORMAT\*

Welcome to the business meeting for the ( \_\_\_\_\_ ) group of Cocaine Anonymous. My name is ( \_\_\_\_\_ ) and I am an addict. I am also the \_\_\_\_\_ for this group.

(OPTIONAL) Would you please join me in a moment of silence followed by the Serenity Prayer?

Let's go around the room and introduce ourselves. Please state your name and any group service position(s) you might hold.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I've asked ( \_\_\_\_\_ ) to read them for us.

Would ( \_\_\_\_\_ ) please read the minutes of our last business meeting? [If written minutes have been circulated, reading may be waived by unanimous consent.]

The floor is now open for any corrections to the minutes. [Pause to allow members to raise hands for recognition; any corrections are taken in order and noted by the Secretary.]

I will now entertain a motion to accept the minutes as read (or amended). [Motion is made and seconded, any discussion is heard and then members vote; a simple majority is required to approve the minutes.]

Would anyone like to be added to the agenda for new business or open discussion? [Pause to allow members to raise hands for recognition; new agenda items are noted by the Secretary.]

We will now move through the rest of our agenda:

### **Group Servant Reports\*\***

- GSR [Reports on District and/or Area meeting(s) attended]
- Alternate GSR [Reports on District and/or Area meeting(s) attended in absence of GSR] • Secretary [Reports on how the meeting is going]
- Treasurer [Gives detailed financial report, typically including the following information]\*\*\*
  - Beginning balance of group treasury \$ \_\_\_\_\_
  - Funds collected since last business meeting: \$ \_\_\_\_\_
  - Expenses paid \$ \_\_\_\_\_
  - Donations to District/Area/World \$ \_\_\_\_\_
  - Ending balance of group treasury \$ \_\_\_\_\_
  - [Motion required to approve Treasurer's report]
- Additional Group Servants (For example, Chips & Literature, Clean Up, Coffee Maker, Greeter, Set Up, etc.)

### **Old Business**

[Based on previous month's new business and any previously tabled or otherwise outstanding motions. When old business has been completed, move directly into new business.]

### **New Business**

- Any new motions to be made for the group.
- Nominations and voting for open group service positions.
- Any matters brought from District and/or Area that need to be discussed and/or voted on (for example, pending motions, election of new District and/or Area trusted servants, etc.) [Motion required to close new business]

**Open Discussion** [Any questions or additional concerns to be discussed by the group which do not require a vote]

[Motion to close business meeting, unless it automatically ends at a specified time.] We will now close with the Serenity Prayer.

\*Many groups hold a business meeting monthly or at other intervals to discuss such items as: group finances, distribution of 7th Tradition, meeting format, election of trusted servants, etc. It is suggested that records be kept of group business meeting decisions. Each group is autonomous, and the group conscience decides how business meetings may be conducted." (C.A. World Service Manual, 2019 edition, page 17.)

\*\*C.A. groups may create such service positions, as they deem necessary to carry on the group functions with such job duties and sobriety requirements, as they feel appropriate. Such positions by way of illustration might include: Chairperson, Vice Chairperson, Literature, Coffeemaker/Hospitality, Greeter, etc." (C.A. World Service Manual, 2019 edition, page 17.) The size of the group should be taken into consideration when determining which additional service positions to fill. Ideally, no group member should hold more than one service commitment, but such decisions are up to the group conscience. Responsibilities may also be transferred from one position to another in accordance with the group conscience.

\*\*\*For additional information, please refer to the 7th Tradition (Where Does the Money Go?), which can be found in the Literature section of the C.A. World Services website, [www.ca.org](http://www.ca.org).

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

"We're Here and We're Free"™

C.A. World Service Conference-Approved Literature

Cocaine Anonymous World Services, Inc.

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## 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 non-professional, 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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## 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 sure, though: every single one of us has denied being an addict. For months, for years, we who now freely admit that we are cocaine 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 at the beginning, yet still insisting, and believing—so distorted was our reality—that we were getting from cocaine what actually always eluded us.

We went to any lengths to get away from being just 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 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.

Reprinted from the C.A. pamphlet To the Newcomer

## WHO IS A C.A. MEMBER?

While the name “Cocaine Anonymous” may sound drug-specific, we wish to assure you that our program is not. Many of our members did a lot of cocaine; others used only a little, and some never even tried coke. We have members who drank only on occasion, those who casually referred to themselves as drunks, and others who were full-blown alcoholics. Lots of us used a wide variety of mind-altering substances. Whether we focused on a specific substance or used whatever we could get our hands on, we had one thing in common: eventually we all reached a point where we could not stop.

According to C.A.’s Third Tradition, the only requirement for membership is a desire to stop using cocaine and all other mind-altering substances. Whatever you may have been using, if it led you to this meeting, you’re probably in the right place. Over time, virtually every single one of us has realized that our real problem is not cocaine or any specific drug; it is the disease of addiction.

It can be tempting to focus on our differences rather than our similarities, but this can blind us to potential sources of support in our recovery. As we hear other members’ stories, the most important question to ask ourselves is not, “Would I have partied with these people?” but rather, “Do these people have a solution that can help me stay sober?” We encourage you to stick around and listen with an open mind.

With its all-inclusive Third Tradition and First Step, Cocaine Anonymous welcomes anyone with a drug or alcohol problem and offers a solution. C.A.’s Twelve Steps are not drug-specific, and Cocaine Anonymous is not a drug-specific Fellowship. It doesn’t matter to us if you drank or what type of drugs you used; if you have a desire to stop, you are welcome here!

# ALCOHOL

Alcohol is a mind-altering substance in liquid form. Many people don't realize it is no different from cocaine or other drugs in its ability to lead to addiction. One drink is never enough, just as one hit, fix, pill or snort is never enough. We are masters at combining and substituting one drug for another to get high. Many of us never felt that alcohol was part of our problem.

## 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 of 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.

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"We're Here and We're Free"™

C.A. World Service Conference-Approved Literature

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## 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 answers 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 to 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.

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## 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 out there using and suffering, I wouldn't be here today. My gratitude begins with that fact. It is with that 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.

# **SECTION 8**

## **BASIC PARLIAMENTARY PROCEDURE**

## PART ONE – PROCEDURE

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

- 1) A motion must be seconded before it can be discussed.
- 2) 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 NJDCA are GSR(s), Members of the Steering Committee, Chairpersons of Standing Committees (or their representative), and Delegates to the World Service Conference. The Chair has no vote each except in elections, or in the case of a tie.

- 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 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 eligible voters is required for the adoption of any motion or resolution. (See Section 4 for definition of a quorum)

**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.



## PART TWO – TYPES OF MOTIONS

1. **Motion to accept the minutes** - A motion to accept and approve the minutes of the previous month's meeting, and add these to the record.
2. **Motion to accept the Treasurers report** - A motion to accept and approve the Treasurer's report, and add it to the record.
3. **Friendly Amendment to the motion** - A request to add something to a motion under discussion; it is up to the person making the motion to accept or reject a Friendly Amendment. If a Friendly Amendment is accepted, it then becomes part of the motion.
4. **Motion to suspend the rules** - A motion to forgo the regular order of business, usually so that a motion can be made.
5. Example: All motions must be made before 8:45 p.m. at a regular business meeting of NJDCA. A motion to suspend the rules would have to be made, voted upon, and then carried to bring a motion to the floor after that time.
6. **Motion to table** - This suspends discussion on the motion until the next scheduled business meeting of NJDCA. 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.
7. **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.
8. **Motion to adjourn** - To adjourn the meeting, a second and a vote is required.
9. **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 AREA. Members may be allowed to present their views, after which a vote is taken.
10. **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."
11. **Motion to Withdraw** - A motion may be withdrawn by the person who made it before a vote is taken.
12. **SPECIAL NOTE:** In general, NJDCA 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

<b>Motions In Order by Precedence</b>	<b>Requires a Second</b>	<b>Mover be Recognized</b>	<b>Is Motion Debatable</b>	<b>Voting % Required</b>	<b>Notes: (or applies to motions)</b>
<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/ Parliamentarian</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 days' notice is given, only a simple majority is required</u>

# **SECTION 9**

## **APPENDICES**

## **MONEY HANDLING TECHNIQUES**

**The following guidelines are suggested for all trusted servants when charged with the responsibility of handling funds in Cocaine Anonymous.**

- 1) Under no circumstances shall any member of the fellowship ever borrow from NJDCA funds. The money belongs to the NJDCA fellowship.
- 2) Personal monies and NJDCA monies must not be combined or co-mingled at any time.
- 3) All money received at a C.A. sponsored event must be turned in at the next NJDCA business meeting.
- 4) When money is turned in to the Treasurer at the NJDCA business meeting, a receipt will be returned to the person turning in the money before the end of that business meeting.
- 5) All Standing Committees must provide a written financial statement at the NJDCA business meeting, if they either have a bank account or have handled C.A. money during the previous month.
- 6) All money received at a C.A. sponsored event must be counted immediately, in the presence of another trusted servant. The totals must be recorded and verified with signatures by a minimum of two members. At no time should any amount of money be collected and counted by one member.
- 7) Deposits of all funds into a bank should be made on the first available business day following the close of the event. Receipts of the transaction shall be kept in a safe place and reconciled with the next financial statement received from the institution of deposit.
- 8) The NJDCA's main bank accounts shall have three (3) signatories on the account: the NJDCA Chairperson, Vice-Chair, and Treasurer. The account shall be set up so that the bank only honors checks with two (2) signatures.
- 9) All NJDCA Standing Committees with a bank account shall have at least three (3) signatories on the account. The account shall be set up so that the bank only honors checks with two (2) signatures. The Standing Committee shall provide the names, phone numbers, and email addresses of all signatories to the NJDCA Treasurer as soon as they are on the account. The NJDCA Treasurer shall be given access to all Standing Committee bank accounts for monthly oversight and bank account reconciliation.
- 10) It is recommended that a Safety Deposit Box be maintained as a safe place to keep classified account information. This classified information should not be stored on personal computer hard-drives. Storing the information on a memory stick or disc is recommended for editing purposes. Only one digital copy shall be maintained and kept by the Treasurer with the Treasurer's archival records, preferably under lock and key.
- 11) All requests for reimbursements from members of the NJDCA must be accompanied by a detailed receipt. A Check Request form must be filled out and the receipt attached to this form. Included on this form shall be the check number, amount, purpose, purchase order number (if needed), and to whom the reimbursement check was made out to. All receipts shall be kept for a year. After the amount has been reimbursed to the individual, the Treasurer should mark on the receipt "Paid," and include the date & check number.

- 12) Any expenditure over \$250.00 must be subjected to a Three-Bid process to ensure that the NJDCA is remaining fiscally responsible in the matter of large purchase items and/or services. The Three-Bid process is as follows:
  - a. Bids shall be in written form, signed and dated by the proposed vendor.
  - b. Each bid shall have an accurate description of the services or items to be purchased.
  - c. All three (3) bids must be presented to the responsible Service Committee for selection by an informed Group Conscience of that Committee.
- 13) The NJDCA shall keep a Prudent Reserve of four (4) months operating expenses. All other monies exceeding this Prudent Reserve should be passed on to the next level, the NJDCA.
- 14) A financial review of the NJDCA's financial records shall take place once a year with the NJDCA CHAIR, NJDCA Treasurer, and all Standing Committee Chairpersons and Treasurers. All bank accounts tied to the NJDCA's Tax ID number will be reviewed. Verification will be made that all checks have been written to the appropriate people or institutions in a timely fashion and have been reconciled, receipts are in order, and all deposits have been made and recorded correctly.
- 15) The NJDCA CHAIR, Treasurer, and all Standing Committee Chairpersons should meet once a year for a budget meeting consisting of looking at three (3) past years of expenses and credits. Information from this meeting is to be utilized in realizing successful finances for the NJDCA in the future.
- 16) When a new Treasurer is elected, all records will be turned over to the new Treasurer. The former Treasurer should verify that the new Treasurer will know how to handle the funds appropriately. The former Treasurer should be able to assist the new Treasurer in continuing a successful financial statement for the NJDCA.
- 17) Upon resignation and/or election of a new Treasurer, a new bank signature card shall go into effect no later than three (3) business days from the date of the change.
- 18) When the NJDCA elects a new Treasurer, the exiting Treasurer will educate the new Treasurer during the months of October – December, with regard to the NJDCA Treasurer duties and responsibilities. All bank account signatory cards, safety deposit accounts, online bank accounts, C.A. World Chips and Literature ordering accounts, and any other pertinent account information will be updated within the first week of January, beginning the new Treasurer's 2-year commitment.
- 19) Any trusted servant handling NJDCA funds will immediately notify the Standing Committee Chairperson and the NJDCA Chair upon discovery of any missing funds.
- 20) A Treasurer elected to serve on any Standing Committee shall attend the next NJDCA business meeting to present a verbal and written resume and be ratified by the NJDCA before that person assumes the Treasurer responsibilities of that Committee.

## EVENT COORDINATION AND FLYER DISTRIBUTION PROCEDURE

**The following procedures are suggested to ensure a successful C.A. sponsored event within the NJDCA.**

- 1) Whenever possible, the Event Coordinator should verify that the proposed date is not in direct conflict with another scheduled event by contacting the Fundraising and Entertainment Committee.
- 2) Upon notification of a scheduled event date, the Fundraising and Entertainment Committee shall:
  - a. Email the IT Chairperson at: [njdca1@gmail.com](mailto:njdca1@gmail.com) to have the event posted on the District website.
  - b. Email the NJDCA Secretary to have the event added to the NJDCA calendar.
- 3) Each Event Coordinator is responsible for researching and securing the proper insurance riders necessary to protect individuals, venues, and the fellowship in case of an accident. This information can be obtained by contacting the NJDCA Chairperson prior to the event.
- 4) Monitor and maintain proper money handling procedures throughout the planning and execution of the event, as per the NJDCA's Money Handling Procedures and World Service Guidelines
- 5) Before distributing any flyers announcing the event to the C.A. fellowship, all flyers shall be processed in the following manner:

## FLYER DISTRIBUTION PROCEDURES

- 1) All flyers intended for distribution to the C.A. fellowship shall be submitted to any member of the NJDCA Steering Committee for review and approval, with respect to guideline compliance and possible Tradition violations. Flyer(s) must be approved by at least one (1) member of the Steering Committee. Only flyers that have gone through this approval process may be distributed to the fellowship.
- 2) Where possible, flyers shall be digitally submitted to the Steering Committee.
- 3) Flyers that announce speakers may use only the speaker's first name and the first initial of the speaker's last name, but may also include where the speaker is from.
- 4) All flyers shall include the C.A. logo with the registered trademark symbol.
- 5) All flyers shall include a pull date.
- 6) All flyers shall include the following disclaimer exactly and word for word: *"In the Spirit of Tradition 6, Cocaine Anonymous is not allied with any sect, denomination, politics, organization or institution."*
- 7) Flyers shall not include any reference to facilities, outside enterprises, individuals, or groups in such a way as to imply any endorsement of these entities. (Exceptions exist per World Service Guidelines, when references to such entities are for directional and informational purposes; i.e., hotels, event locations, etc.)
- 8) Flyers submitted for posting to the website shall adhere to the C.A. World Service Information Technology guidelines, along with the NJDCA Guidelines. (Please contact the Steering Committee for details)
- 9) All flyers produced for the NJDCA or any committee of the NJDCA must have "Presented By The NJ District of C.A." or "Presented By The \_\_\_\_\_ Committee Of The NJ District of C.A..".
- 10) Remember to allow sufficient time for flyers to:
  - A. Be submitted to the Steering Committee for approval and any changes that may be necessary.
  - B. Be copied and distributed to the fellowship on a timely basis.
  - C. Be posted on the Area website on a timely basis.