

# INLAND EMPIRE AREA SERVICE COMMITTEE



## STRUCTURES AND BYLAWS

**UPDATED 2021**  
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**ARTICLE I (1)**  
**INTRODUCTION**

It is important to understand that these “Suggested” Bylaws and Structures are not meant to be used as hard and fast rules or law, rather that the “Suggested Guidelines” be taken from our shared experience. We recognize that the ultimate authority in the INLAND EMPIRE AREA SERVICE COMMITTEE is a “Loving God as He may express Himself in our group Conscience.”

**ARTICLE II (2)**  
**DEFINITION**

The Inland Empire Service Committee (IEASC) is a group of elected representatives of Cocaine Anonymous comprised from groups throughout the Area. The aim is to service the specific needs of its groups, and to facilitate ways of carrying “the message” to the addict who still suffers.

**ARTICLE III (3)**  
**PURPOSE OF IEASC**

The purpose and mission of this committee shall be the administration and coordination of Cocaine Anonymous (CA) business and activities common to the various groups comprised from its membership.

Its aim is to further the CA message in accordance with the 12<sup>th</sup> Tradition of CA, and to carry the message of CA.

The IEASC conducts a monthly meeting, usually the 3<sup>rd</sup> Saturday of every month, unless the 3<sup>rd</sup> Saturday falls on a holiday weekend. Then, the monthly meeting will be held on the following Saturday.

**ARTICLE IV (4)**  
**FUNCTION**

- A. To collect and maintain all monies in accordance with Tradition 7, to carry on all the business of the Area.
- B. It is a suggested guideline of the Area that all meetings contribute 70 % of their Tradition 7 donations to the IEASC after expenses, to carry out the above functions.
- C. The communication of information to and from CA groups in the Area through their Group Service Representative (GSR).
- D. The purchasing and distribution of chips and literature for all the groups within the Area.
- E. The administration and maintenance of a phone line.
- F. To carry the message of CA through the Public Information Committee in accordance with Tradition 11 of CA.
- G. To conduct a monthly business meeting; to recognize birthdays for the past month at Area Meeting.

- H. To provide a Special Events/Unity Committee for the planning and implementation of social functions for the CA Fellowship.
- I. To provide a Post Office Box for the IEASC, to serve CA.
- J. To carry the message of CA through the Hospitals and Institutions Committee, in accordance with Tradition 5 of CA.
- K. To promote circulation, to monitor distribution and to ensure that all circulated literature and memorabilia have the majority approval by IEASC Board before dispersion to the meetings and/or events. Upon denial by the Board, approval can be gained by a majority vote of the IEASC. All CA literature is required to have the CA Logo with the Registered Trademark, and the CA Disclaimer.
- L. To maintain a maximum Prudent Reserve of \$2,500.00, that will be established in \$50 increments from the monthly donations. Establish and maintain a minimum balance of \$1,230.00 in the Area's Prudent Reserve to cover 3 months of operating expenses.
- M. Any withdrawal from the Prudent Reserve must be approved by a 2/3 majority vote of IEASC. This will trigger an automatic deduction of \$50 per month from the monthly donations unless funds are unavailable, until the reserve is reestablished.
- N. To send donations to Cocaine Anonymous World Services Office (C.A.W.S.O). After monthly expenses which leaves a working balance, donate \$125 per month. Any excess funds in December may be donated by a 2/3 Majority vote of the IEASC. If the working balance for any month is less than \$125.00, the Area will revert to the 70/30 plan giving CAWSO 30% of the working balance.
- O. All IEASC reports and approved flyers shall be reimbursed at a maximum rate of \$0.15 per copy, 30 copies maximum for Secretary, Chair, and Treasurer.
- P. Each Committee Chair is required to give a written report to the Secretary after their report is read. This will allow the secretary to cross-reference the report with his/her notes to give a more complete and accurate report of the minutes.
- Q. Any monies given out to board members, delegates, committees, or to sub-committees shall be accounted for in original receipts within 60 days after the event, at the first Area Meeting after the expense has incurred. Any event, fundraiser, or activity put on in the IEASC by any committee, district, meeting, or group, representing themselves as members of the IEASC are required to submit an accurate and complete accounting information to the Area Treasurer 60 days from the closing of the event along with copies of the original receipts. Any receipts not turned into the Area Treasurer or Co-Treasurer within 60 days shall be counted as missing funds and the person to whom the funds were given shall be held personally accountable.
- R. Maintain a working balance for Area Insurance not to exceed \$600.00. This will be established by an automatic increase of \$50.00 per month, unless funds are unavailable, generated funds to be added to reserve.
- S. Maintain a working balance for Delegate fund not to exceed \$2500.00. This will be established by an automatic increase of \$50.00 per month, unless funds are not available, generated funds to be added to reserves.
- T. To carry the message of CA through the Internet Committee in accordance with the 12 Traditions of CA to follow the guidelines established by World Service.
- U. Maintain a working balance for Public Information not to exceed \$200.00. Generated funds to be added to allocated funds.
- V. Maintain an uncapped working balance for Hospital and Institutions, generated from H&I donations.
- W. Delegates will be reimbursed \$0.50 per mile, for traveling expenses to and from Delegate Assemblies held outside of the IEASC; traveling expense with receipts required for reimbursement.
- X. Maintain a working balance for Area Newsletter not to exceed \$80.00.
- Y. Maintain a working balance for Chips, Literature, and Directories not to exceed \$600.00 per month.
- Z. Maintain a working balance for Area Secretary not to exceed \$100.00 per month for ink and printing cost.

**AA.** Maintain a working balance for area storage not to exceed \$732.00. Outside storage should be merged with archives.

1 Copy Rate change 2 Number of copies change 3 Milage rate change

NOTE: All requests for seed monies need to be written and presented at the Area Board meeting 120 days prior to date of the purposed event. This will give the Area Treasurer time to assess the Area's financial status before the request is taken to the IEASC meeting. If the request is approved, all monies will be dispensed 90 days prior to the date of the approved event. All requests for an event date shall be given to the Chair of Special Events/Unity prior to the month of June of every year.

**ARTICLE V (5)**  
**ROBERT'S RULES OF ORDER**  
**SUMMARY OF MOTIONS**

**AMEND**

The motions to limit debates, refer to committee, and main motions may be amended. Motions to amend must be seconded and are debatable and require a majority vote for their adoption.

**APPEAL FROM DECISION**

Any decision by the chair may be appealed. The appeal is debatable only if the challenged decision refers to a debatable motion. The appeal requires a second and a majority vote to reverse the decision of the chair. All appeals must be made immediately after the decision in question.

**CLOSE (LIMIT) DEBATE**

Otherwise known as "Calling the Question." The motion to close debate and vote immediately on the main question requires a second, is not debatable, and requires a 2/3<sup>rd</sup>s majority to pass. (Example: The motion to limit debate to 5 minutes). This applies only to the main motion being considered.

**LAY ON THE TABLE**

A motion tabled may not be taken from the table the same day. "Tabling" therefore has the effect of postponing action on the motion in question. The motion to table requires a second and is not debatable. It requires a majority vote to table. A tabled motion automatically comes off the table, the following month, under old business and is voted on. A motion may not be tabled twice.

**MAIN MOTIONS**

Main motions must be seconded, are debatable and require a majority vote for adoption. Main motions should be worded simply. Long motions must be submitted in writing and voted on accordingly. Any motion to change the IEASC Structures & By-laws must be submitted, in writing, 90 days prior to the Area meeting with the current date of submission, and the maker's name--It will be voted on and will also require a 2/3<sup>rd</sup>s majority vote.

If a motion requires funds disbursement, the Treasurer will note whether the funds are available from the working balance or if they would have to be provided from prudent reserve. If monies are to come from prudent reserve, this shall be noted in the motion. The main motion must then pass by a 2/3<sup>rd</sup>s majority of present voting members and will have the effect of automatically suspending the rules and regulations to fund the motion from prudent reserve, provided it does not take reserve below 3 months of operating expenses of \$2,500 maximum.

## **MOTION TO ADJOURN**

The motion to adjourn is debatable only when there are other motions before the Area, not tabled.

## **OBJECTION TO CONSIDERATION**

Occasionally a ridiculous offensive or repugnant motion is made by an unruly member to insult or to otherwise waste the Areas' time. A member may rise without being recognized saying "Chairperson, I object to the consideration of this motion." The motion requires no second and is not debatable. The Chair must immediately call for the vote. If more than 2/3<sup>rd</sup> vote for the consideration of the motion, the objection is overruled.

## **RECOGNITION**

A member desiring to speak or make a motion shall raise their hand until recognized by the Chair. For motions not requiring recognition, the member must stand and speak interrupting the current speaker.

The ONLY MOTIONS where this action is in order are:

- To rise to a point of order
- Objection to consideration
- The motion to reconsider
- Appeal from decision

## **REFER TO COMMITTEE**

Sometimes motions require the attention of a Standing or Ad-Hoc Committee. The motion to refer must be seconded, is debatable and requires a majority vote to adopt.

## **REMOVAL FROM OFFICE**

At the rare occurrence that a Board member, Committee chair, or any other Area-Elected member has by act or deed refused to follow adopted Structure & Bylaws, or abused his/her position, or extremely offended the IEASC or has missed 3 consecutive area meetings in a row, without contacting any Board member, a motion to remove him/her from office should be made. This motion is automatically tabled until the next area meeting, to give that person time to be contacted, unless rules are suspended. This motion requires a second, is debatable and requires a 2/3<sup>rd</sup>s majority vote to pass.

## **RISE TO POINT OF ORDER or POINT OF INFORMATION**

A member who feels that the parliamentary procedure is out of order may rise, saying "Chairperson, I rise to a point of order" or "Point of information". After the Chair asks for his/her point, he/she states where the motion is out of order or where procedure has been violated. The Chair immediately rules on the validity of the point, subject only to appeals. A member may rise saying, "Point of information." After recognition by the Chair, the member may ask for information about procedure, any previous action relating to the current motion or ask the speaker a question.

## **TO RECONSIDER**

The motion to reconsider a previously successful motion may only be made and seconded by members who voted with the prevailing side. It is debatable only if the motion to which it applies is debatable. It requires a majority vote to adopt. NO MOTION may be twice reconsidered.

## **TO SUSPEND THE RULES**

This motion must be qualified by stating the rules that should be suspended, that is, to consider a motion out of order or accepted procedure. This motion is not debatable but requires a second and 2/3<sup>rd</sup> majority for passage. When passed, it is in effect only until reason for qualification is resolved.

## **WITHDRAW THE CURRENT MOTION**

A person making a motion may decide after it has been seconded that they wish to withdraw the motion. The chair will ask for objections; if any, he/she will call for a vote on whether to allow the motion to be withdrawn. The withdrawal is not debatable and requires a majority vote for adoption.

## **ELECTIONS**

The Chair shall call for elections where necessary or as the agenda specifies. The procedure shall be to ask for nominations from the floor, nominations must be seconded. After a minimal pause in nominations, the chair shall ask someone to move those nominations be closed.

The motion requires a second before voting. The Chair shall determine if those nominated will speak. The election proceeds after the candidates have left the room. If one candidate does not receive a majority of the votes, the two receiving the most votes shall remain outside, while a run-off election is held.

## **RULES FOR VOTING ON MOTIONS**

### **METHODS FOR VOTING**

Voting at IEASC meetings shall be a show of hands, both for and against, to verify the outcome. The vote is to be conducted by the Area Chair. Voting shall be done publicly.

Phone votes on dates other than scheduled area meetings will be acceptable under the following guidelines:

- a) Deemed necessary to help carry the message to the addict who still suffers, by 3 of the 5 board members.
- b) The phone vote method is accepted by the person responsible for the motion.
- c) The motion is put into writing and read in its entirety over the phone.
- d) The Chair or acting Chair is the only person allowed to perform a phone vote. All reasonable effort must be made to contact all voting members.
- e) For a motion to pass, it must have a majority (50%+1) vote of the representative membership of the area.
- f) Accurate minutes and records of people contacted shall be read at the next area meeting. The minutes shall include all correspondence pertinent to the motion by the board that concerns the phone vote.
- g) Motions that may not be decided by a phone vote are:
  - Changes concerning Structure & Bylaws.
  - Expenditure of monies held in the prudent reserve or from the working Balance<sup>1</sup>

### **QUORUM**

Representation for the purpose of a quorum should be the elected GSR's, Committee Chairs, Conference Delegates, Coffee Person, and Board members. A quorum shall consist of a majority (50%+1) of the representative membership of the Area plus a majority (50%+1) of the IEASC Board. A quorum shall be determined by a call for the roll at the beginning of the meeting. It is the Chair's responsibility to verify that a quorum is present whenever there is a vote on any motion. A member, doubtful of the quorum may rise to a point order saying, "I question the quorum" or "I challenge the quorum." Rules and precedents are the same as for rising to a point of order. If a meeting fails to represent itself at the area level for 3 consecutive meetings, that meeting will be dropped from the representative membership of the Area that night, provided the meeting has been contacted after the second absence by at least one of the IEASC Delegates.

## **ARTICLE VI (6) THE IEASC**

The IEASC is to be composed of the following: The elected Board Members, the individual Committee Chairperson for each Committee, the Coffee Person, the Conference Delegates, and an elected GSR from each group.

The Committee and its officers shall be CA members only. It is suggested that they have a working knowledge of the 12 Steps and maintain recovery<sup>1</sup> throughout their term in office.

Any person filling an unexpected vacancy on the Board or Committee Chair, excluding WSC Delegates shall only fill in for the remainder of that term: The months in which annual Area level elections will be held are as follows:

- Area Chairperson – May (2-year term)
- Area Vice-Chairperson – May (2-year term)
- Area Secretary – March (2-year term)
- Area Treasurer ----- March (2-year term)
- Area Co-Treasurer ----- March (2-year term)
- Area Phones ----- March (2-year term)
- Archives Chair ----- November (2-year term)
- Chips & Literature ----- October (2-year term)
- Coffee Person ----- June (2-year term)
- Conference Delegates -----October (attending 4 conferences)
- Hospitals & Institutions ----- February (2-year term)
- Internet Committee ----- December (2-year term)
- Newsletter ----- January (2-year term)
- Public Information ----- November (2-year term)
- Special Events/Unity -----April (2-year term)
- Special Events Treasurer/Unity -----May (2-year term)
- Structure & Bylaws -----Dec (2-year term)

## **ARTICLE VII (7)**

### **THE BOARD OF DIRECTORS**

The IEASC Board is composed of 5 members. They are responsible to the IEASC to direct and oversee the monthly meeting of the IEASC, to ensure that the 12 Traditions are observed at the Area Meeting, and that the IEASC operate in an orderly fashion under the accepted Roberts Rules of Order.

At the Area meeting, it is the responsibility of the Board to ensure that:

- A 7<sup>th</sup> Tradition donation is taken.
- A quorum is established to conduct new business.
- The Treasurer and the Co-Treasurer, or the Special Events/Unity Treasurer, shall verify the donation figures and maintain a separate record.



# POSITIONS, QUALIFICATIONS, AND DUTIES

## 1. CHAIRPERSON

### **A. QUALIFICATIONS:**

- a) Should have at least 2 years of continuous recovery.
- b) Should have a working knowledge of the 12 Steps and 12 Traditions.
- c) The willingness to serve.
- d) Have at least one year of CA service experience at the Area level as a committee member or group service representative (GSR).

### **B. DUTIES and RESPONSIBILITIES:**

- a) Presides over monthly meetings.
- b) Arranges an agenda.
- c) Co-signer on the Area bank account.
- d) Oversees functions of Area Subcommittees to keep within the 12 Traditions.
- e) Should have access to the post office box.
- f) Has **no vote** at the Area Meeting **except** in the case of a tie?
- g) Serves a 2-year commitment .

## 2. VICE-CHAIRPERSON

### **A. QUALIFICATIONS:**

- a) Should have at least 2 years of continuous recovery.  
The willingness to serve, a good working knowledge of the 12 Traditions, 6 months of service at the area level and maintenance of recovery is required.

### **B. DUTIES and RESPONSIBILITIES:**

- a) In the absence of the Chair, performs the duties of the Chair.
- b) Co-signer on the area bank account.
- c) Upon resignation of the Chair, may assume the duties of the Chair by a vote of confidence from the IEASC.
- d) Assist the Chair in their<sup>1</sup> duties.
- e) Has 1 vote at the IEASC meeting.
- f) Serves a 2-year commitment.
- g) Acts as a Parliamentarian (Knows the order of, and proper procedure for conduct in a meeting)

## 3. SECRETARY

### **A. QUALIFICATIONS:**

- a) Should have at least 2 years of continuous recovery, a willingness to serve, a good working knowledge of the 12 Steps and 12 Traditions, 6 months of CA service experience at the areal level.

### **B. DUTIES and RESPONSIBILITIES:**

- a) Keep accurate minutes of each Area meeting.
- b) All items submitted to the IEASC for archive should have the current date of the Area meeting<sup>1</sup>
- c) Is a co-signer on the area bank account<sup>2</sup>.

- d) Provides each board member, GSR, and standing committee chair with a copy of the minutes from the previous month.<sup>2</sup>
- e) Takes a written roll call at the area meeting.
- f) Holds a key to the Post Office Box.
- g) Has 1 vote at the area meeting.
- h) Serves a 2-year commitment.
- i) At the end of the year, Meeting Minutes dated from January thru December should be turned into Archives<sup>3</sup>.

#### **4. TREASURER**

##### **A. QUALIFICATIONS:**

- a) Should have at least 2 years of continuous recovery, a willingness to serve, a good working knowledge of the 12 Steps and 12 Traditions, and 6 months as a meeting Treasurer.

##### **B. DUTIES and RESPONSIBILITIES:**

- a) Maintains the bank account and all proper ledgers.
- b) Co-signs all checks with either the Chair, Vice-Chair, or the Secretary.
- c) Makes a report of all financial activity<sup>4</sup> at each monthly Area meeting<sup>5</sup>.
- d) Receives all Area contributions.
- e) Should be gainfully employed.
- f) Deposits all monies and checks received within 72 hours after the Area Meeting.
- g) Brings a receipt of the transaction to the next board meeting.
- h) Provides the GSRs with a receipt for their donations.
- i) Oversees and helps coordinate any finances involving standing, or Ad-Hoc Committees.
- j) Has 1 vote at the Area meeting.
- k) Serves a 2-year commitment.
- l) Treasurer report is to be emailed to all board members and GSR's prior to the Area meeting.

#### **5. CO-TREASURER**

##### **A. QUALIFICATIONS:**

- a) The Co-Treasurer should have at least two (2) years of continuous recovery and a willingness to serve, a working knowledge of the 12 Traditions, at least 1 year of CA service experience at the Area level, 6 months as a meeting treasurer.

##### **B. DUTIES and RESPONSIBILITIES (In the absence of the Area Treasurer)**

- a) Maintains the bank account and all proper ledgers.
- b) Co-signs all checks with either the Chair, Vice-Chair, or the Secretary.
- c) Makes a report of all financial activity at each monthly Area meeting.
- d) Receives all Area contributions.
- e) Should be gainfully employed.
- f) Deposits all moneys and checks received, within 72 hours after the Area Meeting. Brings a receipt of the transaction to the next board meeting.

- g) Provides the GSRs with a receipt of their donation.
- h) Oversees and helps coordinate any finances involving standing, or Ad-hoc Committees.
- i) Has one vote at the Area meeting.
- j) Serves a two (2) year commitment.
- k) Co-Treasurer report to be emailed to all board members and GSRs prior to the area meeting.<sup>3</sup>

**ARTICLE VIII (8)**  
**STANDING SERVICE COMMITTEES**

It is strongly suggested that 1 year of recovery and 6 months of service to the Area is required prior to taking Chair of a standing committee.

The Committees are as follows:

1. Public Information
2. Chips, Literature, & Directories
3. Hospitals and Institutions (H&I)
4. Delegate Accreditation
5. Delegate Phones
6. Newsletter
7. Coffee Person
8. Internet Committee
9. Archives
10. Structures and Bylaws
11. Special Events/Unity Committee (see Article IX)

- It is suggested that in the spirit of rotation that a Chair serve only 2 years in that office.
- Each committee should have a Chair, Vice-Chair, and any other Committee Members needed.
- Each Committee Chair should give read their written report and turn into Secretary at each IEASC meeting.
- All Committee Chairs will be nominated at the IEASC meeting and must be present at the time of the election.
- A Committee Chair carries 1 vote at the area.
- It is also suggested that a person elected to chair a committee be serving as a GSR at the time of the election but is not necessary.

**1. PUBLIC INFORMATION**

**A. QUALIFICATIONS:**

- a) Should have at least 1 year of continuous sobriety.

- b) Should have a good working knowledge of the 12 Steps and the 12 Traditions.

**B. DUTIES AND RESPONSIBILITIES:**

- a) The committee should conduct a minimum of 1 meeting each month.  
b) Should act as a liaison for the Area with other Areas and with the World Service Office (WSO) in any issues or information deemed relevant to this committee.  
c) This committee maintains a working balance not to exceed \$200.00. This money is to be held by the Area Treasurer.

**2. CHIPS, LITERATURE, & DIRECTORIES**

**A. QUALIFICATIONS:**

- a) Should have at least 1 year of continuous sobriety.  
b) He or she should also have a good working knowledge of the 12 Steps and the 12 Traditions.

**B. DUTIES AND RESPONSIBILITIES**

The primary purpose of this committee is to carry the message of recovery to the addict who still suffers:

- By maintaining an inventory of literature, directories, and related items.
- Administration and accounting of such by the elected Chips and Literature Representative
- Responsible for distribution of these to the fellowship through the GSRs at the IEASC meeting or as needed.
- To maintain a working balance for the Chips & Literature Committee not to exceed \$800.00<sup>2</sup> which will be kept in allocated funds for the purpose of buying CA. World Service Chips, Literature, Big Books, and Twelve Steps and Twelve Traditions. Two of each booklet and hard cover literature should be available.
- All CA literature is required to have the CA Logo with the Registered Trademark.
- 

It is recommended that this committee have a sub-committee for the maintenance of a current and updated directory. (Note: Directories are purchased by the Area).

Conduct the sale of CAWSO approved chips, literature, “The Big Book”, and “The Twelve Steps and Twelve Traditions” at a cost representative of our non-profit status and by our fellowship’s Traditions.

**3. HOSPITAL and INSTITUTIONS**

**A. QUALIFICATIONS:**

- a) Should have at least 1 year of continuous sobriety.  
b) He or she should also have a good working knowledge of the 12 Steps and the 12 Traditions.

**B. DUTIES AND RESPONSIBILITIES:**

- a) The purpose of the H&I Committee is to coordinate the work of individual CA members and groups who are interested in carrying the message of recovery to addicts in Hospitals and Institutional facilities.
- b) To establish a means of "Bridging the Gap" from the facilities to the larger CA community.
- c) This committee maintains a working balance, (no maximum), from direct contributions of the "H & I Can". This money is to be held by the Area Treasurer.

**C. HOSPITAL and INSTITUTIONS COMMITTEE:**

**a) WHY A COMMITTEE?**

**The Committee guarantees continuity of C.A. meetings. Members come and go, but the committee continues. Trust in our actions and movements come from years of repetitive action by groups who know and conform to the established guidelines. No one individual can make this possible; only the continuity of a committee structure can. Problems, which arise at an institution, are resolved within the framework of the committee. H & I Committee members may seek advice and assistance for problems encountered in their facility with the knowledge that the combined committee experience will have faced and solved similar problems in the past. Many institutions have stringent rules and regulations covering problems ranging from those of a simple custodial nature to the tighter security measures encountered in correctional facilities.**

**The H & I Committee of each Area or C.A. District is responsible for establishing guidelines and policy using normal voting procedures (the H & I group conscious).**

**b) MEMBERSHIP QUALIFICATIONS**

**It is suggested that a member of Cocaine Anonymous, who wishes to qualify for committee membership, be sober a minimum of 1 year. Longer terms of sobriety may be required by some Hospitals or Institutions. It is suggested that only H & I members be permitted to chair or co-chair H & I meetings. Any member of C.A., invited guests, or interested party may attend the monthly H & I business meeting.**

**c) CONDUCT**

**A member of the H & I Committee may be subject to suspension by an H & I Committee by a simple majority vote if any of the following occurs:**

- 1. Upon the loss of the member's sobriety. Sobriety requirements will have to be re-established for re-instatement.**
- 2. Refusal to abide by the rules and regulations of the institution being served.**
- 3. Refusal to abide by the H & I Committee guidelines.**
- 4. While attending an H & I meeting, a member solicits, recommends, or advises any person at the facility to any other facility or professional treatment.**

**Any committee member who has been suspended has the right to appeal such suspension at the next regularly scheduled H & I Committee business meeting.**

**In addition, the panel leader of each meeting is required to attend the monthly H & I Business meeting at least once every 3 months. By the 3<sup>rd</sup> meeting (after missing 2), the panel leader should have their alternate leader fill in at the panel, so attendance at H & I Committee level can**

be met. Failure to do so can result in replacement of the panel leader or alternate leader by the committee. This action does not exclude the member from other committee participation.

## H & I MEETING GUIDELINES AND INFORMATION

### GENERAL INFORMATION

Because we go into so many different types of facilities, there is a lot of red tape and many rules and regulations involved. Remember that you represent Cocaine Anonymous, dress appropriately. We are invited guests in these facilities. It is important that we, as representatives of Cocaine Anonymous, follow all the rules, regulations, and policies of the institution we have been invited into.

1. IEASC: H&I meetings conducted under this committee should always be under the direct supervision of a member of the H&I Committee. (Panel Leader or Alternate leader).
2. Sobriety requirements of each facility are to be upheld.
3. No member of C.A. on parole or probation may attend and H&I meeting in a correctional facility without advance clearance by the administration of the institution/facility.
4. The Panel Leader will be responsible for advising speakers in advance regarding policies of the institution/facility and the H&I Committee.
5. C.A. personal/stories, principles or general information are to be the main topics of any meeting conducted within any institution. We do not recommend prolonged Drug-a-logs.
6. Use of profanity is not recommended.
7. No speaker, or H&I Committee member may go into an H&I meeting to visit a relative or friend who is a client or inmate at the facility.
8. No visitors from outside the fellowship of Cocaine Anonymous are permitted to accompany H&I members to H&I meetings at any time, for any reason.

## **ELECTED POSITIONS**

### H & I AREA CHAIR

<b>Suggested Sobriety Requirements:</b>	<b>2 years continuous</b>
<b>Continuous Committee Service Prior to Position:</b>	<b>1 year</b>
<b>Suggested Term of Commitment:</b>	<b>2 years</b>
<b>Position filled via Election by:</b>	<b>AREA SERVICE COMMITTEE</b>

### Duties and Responsibilities:

- A. Coordinate and direct all committee activities.
- B. Attend all business meetings that are related to institutional work.
- C. Keep informed on all matters affecting the committee.

- D. Supply and discuss with Panel Leader the “Requirements, Duties, and Responsibilities” of the commitment.
- E. Notify any Panel Leader not in compliance with attendance requirements prior to the next committee business meeting.
- F. Should the need arise, direct the removal of a Panel Leader or Alternate. This action requires a simple majority vote of the full Committee.
- G. Temporarily fill any open Panel Leader commitment by appointment. At the next regularly scheduled committee business meeting the commitment will be filled in the normal manner.

**H & I CO-CHAIR**

<b>Suggested Sobriety Requirements:</b>	<b>1 year continuous</b>
<b>Continuous Committee Service Prior to Commitment:</b>	<b>1 year</b>
<b>Suggested Term of Commitment:</b>	<b>2 years</b>
<b>Position filled via Election by:</b>	<b>H &amp; I Committee</b>

**DUTIES and RESPONSIBILITIES:**

- A. Attend all committee meetings that are related to institutional work.
- B. Work closely with the H & I Chair in any capacity as delegated by the H & I Chair.
- C. Assume the Chair’s duties and responsibilities in his/her absence.

**SECRETARY**

<b>Suggested Sobriety Requirements:</b>	<b>1 year</b>
<b>Continuous Committee Service Prior to Commitment:</b>	<b>6 months</b>
<b>Suggested Term of Commitment:</b>	<b>1 year</b>
<b>Position filled via Election by:</b>	<b>H &amp; I Committee</b>

**DUTIES and RESPONSIBILITIES:**

- A. Keep minutes, records and reports of H & I business meetings and collect panel reports.
- B. Compile minutes, records, and reports for distribution to all attending H & I members at the next regular business meeting. Prior to the next meeting email a copy to H & I Chair, Area Chair, and Phone Chair.
- C. Assure that a Stand-in is available to take notes in the absence of the Secretary.

**TREASURER**

<b>Suggested Sobriety Requirement:</b>	<b>1 year</b>
<b>Continuous Committee Service Prior to Position:</b>	<b>2 years</b>
<b>Suggested Term of Commitment:</b>	<b>1 year</b>
<b>Filled via Election of ASC:</b>	<b>1 year</b>

**DUTIES and RESPONSIBILITIES:**

- A. Account for all monies of the H & I committee.
- B. Assist H & I Chair in counting H & I donations at the Area Service Committee (ASC) meeting.
- C. Maintain the accounting for monies received and distributed for the purchase of literature, expenses of printing and other appropriate incidentals. (Maintain receipts)

**CHIPS & LITERATURE COMMITTEE**

<b>Suggested Sobriety Requirement:</b>	<b>1 year</b>
<b>Continuous Committee Service Prior to Position:</b>	<b>6 months</b>
<b>Suggested Term of Commitment:</b>	<b>1 year</b>
<b>Position filled via inter-committee election:</b>	<b>H&amp;I committee</b>

**DUTIES and RESPONSIBILITIES:**

- a) Obtain and keep on hand a sufficient inventory of literature and chips from World Service.
- b) Receive literature orders from Panel Leaders, in advance of next business meeting to prepare for distribution at the next regular business meeting.
- c) At his or her discretion, appoints an assistant literature person.

**QUALIFICATIONS OF H&I OPEN MEETING PANEL LEADER**

**Suggested Sobriety Requirement:** 1 year (unless otherwise specified by facility/institution)

**Continuous Committee Service Prior to Position:** Familiarity with these Guidelines

**Position filled via Voluntary basis, filled at H&I committee business meeting.**

**Restrictions:** A member who is on probation/parole may not chair an H&I meeting in a correctional facility unless official clearance is obtained in advance.

**DUTIES and RESPONSIBILITIES:**

- A. Coordinates the activities of, and attends the scheduled H&I open participation meeting. If unable to attend, arrangements must be made through the H&I Committee members for another established Panel Leader to take the meeting.
- B. Notify the Committee of any problems encountered at the H&I open participation meeting, or any change in the Panel Leader or Alternate's address or phone number.



- C. Provide the H&I meeting adequate C.A. literature. Literature is obtained at the monthly H&I committee business meeting. Submit written order to Chip & Literature person in advance of upcoming H&I Committee business meeting.
- D. Attend the regular monthly H&I Committee meeting a minimum of once every 3 months.
- E. Review meeting and institutional requirements prior to the scheduled H&I open participation meeting.
- F. Act as liaison between the H&I Committee and their assigned facility.
- G. Assures attendance requirements are met by others assigned to the meeting.

**QUALIFICATIONS OF H & I OPEN MEETING ALTERNATE PANEL LEADER**

**Suggested Sobriety Requirements:** 1 year (unless otherwise specified by facility/institution)  
**Continuous Committee Service Prior to Position:** In the 12 Step Process and familiarity with Guidelines.  
**Position filled via Voluntary basis at H&I Committee business meeting.**  
**Restrictions:** A member who is on probation/parole may not chair an H&I meeting in a correctional facility unless official clearance is obtained in advance.

**DUTIES and RESPONSIBILITIES:**

- A. Attend the scheduled H&I business meeting a minimum of once every three months. If unable to attend, arrangements must be made through the meeting Panel Leader for another established committee member to assist with the H&I open participation meeting.
- B. Provide assistance to the meeting Panel Leader on items B through E of the Panel Leader position as described above.

**HOSPITAL PUBLIC INFORMATION**

<b><u>Suggested Sobriety Requirements:</u></b>	<b>1 year continuous</b>
<b><u>Continuous Committee Service Prior to Commitment</u></b>	<b>6 months</b>
<b><u>Suggested Term of Commitment:</u></b>	<b>1 year</b>
<b><u>Position filled via inter-committee Election:</u></b>	<b>H&amp;I Committee</b>

**DUTIES and RESPONSIBILITIES**

Contact hospitals and treatment facilities to establish new panels and liaison with present ones. (See Institutional Public Information for more info.)

- A. Set up appointments and visit hospitals or treatment facilities to determine needs and become familiar with requirements.
- B. Other duties are the same as Institutional Public Information.
- C. At his/her discretion, appoint an assistant H.P.I. Chairperson.

## H&I MEETINGS IN CORRECTIONAL FACILITIES

Panel Leaders of H&I Meetings in Correctional facilities must have a minimum of 1-year continuous sobriety, except where otherwise required by the institution. They are responsible for the conduct of any speakers taken into the facility and should instruct these speakers in advance regarding the regulations of the facility and the H&I Committee. In some cases, the Panel Leader may be required to obtain advance clearance for speakers. Speakers should have a minimum of 1 year sobriety and in the 12 Step Process of Recovery, except where otherwise required by the institution.

Many State & Federal Penitentiaries may require that H & I meeting Panel Leader and Alternate Panel Leader complete orientation and agree to an FBI background check.

In general, the following guidelines Must be observed in All prisons:

- a) Never touch an inmate.
- b) Never give anything to, or take anything from an inmate without the approval of the institution, including books, chips, literature, etc.
- c) Never to agree to contact anyone on behalf of an inmate.
- d) Do not reveal your address or other relevant personal information to an inmate.
- e) No weapons of any kind are allowed on prison grounds. This includes the parking lot. (i.e., knife in car glove box could be a violation of prison rules.)

### H & I DAY EVENT CHAIR/ CO-CHAIR

<u>Suggested Sobriety Requirement:</u>	2 years
<u>Continuous Committee Service Prior to Commitment:</u>	6 months
<u>Suggested Term of Commitment:</u>	1 year
<u>Position filled via inter-committee Election:</u>	H&I Committee

#### DUTIES and RESPONSIBILITIES:

- A. Plan the Annual H&I Day fund-raising/people raising event.
- B. Appoint such people as necessary to help with these duties.
- C. Keep committee informed of plans and progress of H & I Day Event.

### INSTITUTIONAL PUBLIC INFORMATION

<u>Suggested Sobriety Requirements:</u>	2 years continuous
<u>Continuous Committee Service Prior to Commitment:</u>	1 year
<u>Position filled via inter-committee Election by:</u>	H&I Committee

#### DUTIES and RESPONSIBILITIES

**Contact institutions and treatment facilities to establish new panels and liaison with present ones. Should presently be involved in the committee and sufficiently knowledgeable to provide any information necessary about the committee and its “services.”**

**Set up an appointment and visit the institution to determine needs and become aware of requirements. Report all contacts at the monthly committee business meeting. Should be well versed in the 12 Traditions of C.A. to communicate effectively with the public about C.A. At his/her discretion, appoint and assist I.P.I. Chairperson.**

## PHONES

### A. QUALIFICATIONS

Should have at least 1 year of continuous sobriety. Should also have a good working knowledge of the 12 Steps and the 12 Traditions.

### B. DUTIES AND RESPONSIBILITIES

- a.) The purpose of this committee is to maintain a phone line to assist the addict who still suffers. It is an open source of communication to those who would need to establish contact with a recovering addict for the purpose of finding sobriety and meetings<sup>4</sup>.
- b.) This is one of our main lifelines, the expediency of this service is paramount to sobriety.

## NEWSLETTER

### A. QUALIFICATIONS:

Should have at least 1 year of continuous sobriety. Should also have a good working knowledge of the 12 Steps and the 12 Traditions.

### B. DUTIES & RESPONSIBILITIES

- a) Produce a newsletter for the purpose of informing the Area of events, meeting information, and relative information or articles that would be useful to the area members for the purpose of recovery.
- b) It is important to endeavor to uphold the Traditions regarding the credibility of the printed word.
- c) Has a working balance of \$80.00<sup>1</sup>, held in the area bank account.
- d) Sends Area Newsletter to Pacific South Region Trustee (PSRT) for approval.

## COFFEE PERSON

### A. QUALIFICATIONS:

Should have at least 1 year of continuous sobriety. Should also have a good working knowledge of the 12 Steps and the 12 Traditions.

## **B. DUTIES & RESPONSIBILITIES**

- a) Maintain coffee supplies.
- b) Arrive early to make coffee at the IEASC meeting.
- c) Holds 1 vote at the IEACA.
- d) Clean and remove rubbish from coffee/mtg area.
- e) Coordinate set up/take down for the Area meeting.

## **WEB CHAIR**

### **A. QUALIFICATIONS**

- a) Should have at least 1 year of continuous sobriety, should have a good working knowledge of the 12 Steps and 12 Traditions.

### **B. DUTIES & RESPONSIBILITIES**

- a) Responsible for maintaining the Web pages as set forth by the Internet Committee.
- b) Updates the site expeditiously.
- c) The Web Chair shall “post” WSC and IEASC approved literature and memorabilia only.
- d) Fliers are to be posted exactly as they are approved by the Area Board or the IEASC with the CA logo, Registered Trademark, and full Disclaimer.

## **ARCHIVES CHAIR**

### **A. QUALIFICATIONS**

- a) Should have at least 2 years of continuous recovery. A commitment to service, at least 2 years of CA service at the Area level, and a willingness to give the time and resources necessary for the job. Should have a good working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.

### **B. DUTIES AND RESPONSIBILITIES**

- a) Maintain all area Archives to include, but not limited to; Secretary, Treasurer, Special Events/Unity, Public Information and Memorabilia.
- b) Serve a 2-year commitment to begin in November.
- c) To ensure that rent is paid each month by the Area Treasurer on a timely basis to facilitate those archives are stored.
- d) Organize storage of Archives so that records are easily retrieved.
- e) Be available to set up appointments with Area members for needed archives.
- f) Has 1 vote at the Area Level. Locate the Area archives from past years.
- g) Make arrangements to secure archives from all different sources.
- h) Upon request from Area Chair, provide an inventory of items stored.

## **STRUCTURE AND BYLAWS COMMITTEE**

It is the purpose of this committee to maintain and update the articles by which we operate as an Area. When these articles are updated, they need to also include a footer, which informs the IEASC as to the month and the year, the Structures and Policies were accepted into practice by the IEASC. To ensure that we are aware of the suggested guidelines which may need to be updated or modified to the growth needs of the Area.

## CHAIR

### A. QUALIFICATIONS

- a) Should have at least 2 years of continuous sobriety
- b) Should have a good working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts.
- c) Working knowledge of Robert's Rules of Order.
- d) 1 year of service at the Area level.

### B. DUTIES AND RESPONSIBILITIES

- a.) Presides at committee meetings.
- b.) Schedules the time, date, and place for meeting.
- c.) Sets meeting agenda.
- d.) Reports due in June and December.
- e.) Length of commitment is 2 years.
- f.) Has 1 vote at the IEASC Meeting.

## CO-CHAIR

### A. QUALIFICATIONS

- a) Should have at least 1 year of continuous sobriety.
- b) Should have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts.
- c) Has 1 year of service at the Area Level.
- d) Has no vote at the Area Meeting (except in the absence of the Committee Chair).

### B. DUTIES AND RESPONSIBILITIES

- a) Assumes the duties of the Committee Chair in his/her absence.

## SECRETARY

### A. QUALIFICATIONS:

- a) Should have at least 1 year of continuous sobriety
- b) Should have a working knowledge of the 12 Steps, 12 Traditions.
- c) 6 months service on the Meeting Level.

### B. DUTIES AND RESPONSIBILITIES

- a.) Attends all committee meetings.
- b.) Keep accurate minutes of the<sup>s</sup> meetings.

- c.) Types all Motions from the committee.
- d.) Updates Structures and Bylaws.
- e.) Keep hard copy of all motions.
- f.) Has Area Service Committee Manual re-printed and distributed to Area sub-committee Chairs and Board Members, as needed.

**ARTICLE IX (9)**  
**SPECIAL EVENTS/UNITY COMMITTEE**  
**IEASC**

**11. INTRODUCTION**

The IEASC Special Events/Unity Committee has compiled these “Suggested Guidelines” to better facilitate the planning and implementation of all business surrounding area events.

**PURPOSE OF SPECIAL EVENTS/UNITY COMMITTEE**

Our primary purpose is to promote unity within the fellowship. This purpose may be carried out by the coordinating of, and providing social functions, and/or fund-raisers.

**COMMITTEE STRUCTURE**

The IEASC Special Events/Unity Committee board consists of the following positions: Chairperson, Vice Chairperson, Secretary and Treasurer.

The responsibilities and duties of these positions are as follows:

**A. CHAIRPERSON**

**QUALIFICATIONS:**

1. Should have at least 2 years of continuous sobriety and a working knowledge of the 12 Steps and 12 Traditions.
2. The length of the commitment is 2 (two) years, commencing in April and continuing through until the end of the 2-year term in March.
3. If position is vacated prior to the end of the commitment, a new Chairperson shall be elected to finish out the term of the commitment.
4. The Chairperson carries 1 vote at the IEASC monthly meeting.

## **B. Duties and Responsibilities**

- a.) To schedule and conduct Special Events/Unity Committee meetings.
- b.) To submit Committee motions at IEASC Board Meetings and to present said motions at the IEASC monthly meeting.
- c.) To prepare a written Committee report, and submit it to the IEASC Secretary, and present it at the IEASC monthly meeting.
- d.) To assume responsibility for delegation of, and/or storage of Committee supplies and surplus items.
- e.) Oversees and maintains an inventory of event supplies and surplus items.
- f.) Act as primary liaison between event facilities and Special Events/Unity Committee/IEASC.
- g.) Retain a copy of the current insurance policy and coordinate coverage for events held by Special Events/Unity Committee. Prepare a tentative schedule of Area events for the year by June 1<sup>st</sup>. This will be given to the ASR for the purpose of purchasing insurance.
- h.) To assist Special Events/Unity Committee Treasurer at Area events and to assume responsibility of Special Events/Unity Treasurer in their absence.
- i.) In the event the Special Events/Unity Treasurer resigns the Chair will assume responsibility until a new Treasurer can be elected.
- j.) The Chairperson is responsible for overseeing all Special Events/Unity Committee functions.

## **B. VICE-CHAIRPERSON**

### **QUALIFICATIONS:**

Should have at least 1 year of continuous sobriety and maintenance of a program of recovery.  
Should have a working knowledge of the 12 Steps and the 12 Traditions.  
Is elected within the Special Events/Unity Committee.  
The term of commitment is 2 years.

### **DUTIES and RESPONSIBILITIES**

- a.) Assumes all responsibilities of the Special Events/Unity Committee Chairperson in their absences.
- b.) Assists Special Events /Unity Committee Chairperson and Special Events/Unity Committee Treasurer at area events in handling of event monies.
- c.) Assumes responsibilities of Special Events/Unity Secretary in their absence.

## **SECRETARY**

### **QUALIFICATIONS:**

Should have at least 6 months of continuous sobriety. A working knowledge of the 12 Steps and 12 Traditions is preferred.  
The Secretary is elected within the Special Events/Unity Committee Meeting.  
The length of commitment is 2 years.

### **DUTIES and RESPONSIBILITIES**

- a) To take minutes at the Special Events/Unity Committee meeting and read the minutes for previous<sup>6</sup> meetings.
  - b) Maintain archives from Special Events/Unity Committee. This includes, but is not limited to, copies of minutes, flyers, logos, and contracts from past events, list of past Special Event/Unity Board members and election dates.
  - c) Responsible for sending a “Thank You” to the area.
- 

## TREASURER

### **QUALIFICATIONS:**

- a) Should have at least 2 years of continuous sobriety and must maintain a program of recovery.
- b) Must have a working knowledge of the 12 Steps and 12 Traditions.
- c) Should be gainfully employed.
- d) Is nominated and voted in within the Special Events/Unity Committee.
- e) Confirmation is taken back to the IEACA Area meeting
- f) Holds 1 vote at the IEASC monthly meeting.

### **DUTIES AND RESPONSIBILITIES**

- a) Assumes responsibility for the handling of all Special Events/Unity monies.
  - b) Collection and counting of money, at area events, with the assistance of the Special Events/Unity Chairperson and/or Special Events/Unity Vice Chairperson.
  - c) Maintains an accurate running account of committee funds.
  - d) Responsible for the safe keeping of all Special Events/Unity funds including transportation to and from events and Committee meetings.
  - e) To be responsible for the distribution of funds.
  - f) To be responsible for submitting an account summary at every committee meeting for Committee minutes.
  - g) To prepare a written or typed account summary for the monthly IEASC meeting. IEASC Treasurer will oversee documentation.
  - h) Shall be responsible, along with the Chairperson and/or Vice-Chairperson, for sale of coupons for the purchase of event concessions. This will alleviate the problem of maintaining cash boxes at more than one location during an event.
  - i) Shall be responsible, along with Special Events/Unity Chairperson, for distribution, documentation, and collection of all pre-sale tickets for area events. All documentation needs to be kept by Treasurer until pre-sale is concluded.
  - j) Documentation ~~then~~ shall be given to Special Events/Unity Secretary to be maintained in archives.
  - k) Accounting Procedure: The Special Events/Unity Committee Treasurer shall keep an accurate running account of expenditures and donations. The Area Treasurer will review this monthly. Special Events/Unity Committee shall have a working balance of no more than \$1000.00<sup>7</sup>. At the end of each event the committee shall automatically donate all money to the Area.
  - l) Donated funds: There will be a running account of all donated funds to Special Events/Unity Committee kept separate from the working balance. Donated funds for Special Events/Unity Committee shall be earmarked for specific events and used above and beyond the working balance.
-



- m) Should have spreadsheets for all accounts (seed, donation, presale, working 7<sup>th</sup> balance)

*The Special Events/Unity committee also consists of other members of the fellowship that want to be of service. These members help to carry out the planning and preparation of committee events. The other members (sub) do not carry a vote as with all subcommittees.*

- **7<sup>th</sup> TRADITION**

All 7<sup>th</sup> Tradition money taken at Area events shall be included in a separate area of the Treasurer's report and donated directly to IEASC, separate from any other Special Events/Unity funds.

- **CREATING A CONCEPT FOR MOTION OF APPROVAL**

The creating of a concept shall be done at the Special Events/Unity Committee meeting. Upon completion the proposed event shall be presented at IEASC 120 days prior to the month of the event. **Note:** *Concept* means idea or notion, and *Proposed Event* means what do we want to happen.

Creating the concept:

1. Idea: Consists of type and name of event. This may include specific activities at event.
2. Location: Address and name of facility/location in which event is to be held.
3. Date and Time: Proposed date and time event will be held, beginning to end.
4. Budget: Consists of the following: Supplies, rent, deposit and flyers, etc.
5. Proposed Services rendered: i.e., DJ, T-shirts, tickets.

Shall be presented on a standard form entitled, "Motion to approve IEASC Special Events/Unity Committee Proposed Event". See attachment "A"

- **FLYERS**

Flyers for any Area event need to display the registered Cocaine Anonymous logo and disclaimer. The disclaimer should read as follows; "Cocaine Anonymous is not responsible for theft, injury, damage or loss of property". In the spirit of Tradition 6 we are not allied with any sect, denomination, politics, organization, or institutions<sup>1</sup>.

No one person representing themselves as a member of the IEASC may create, produce, or distribute a flyer using the Cocaine Anonymous logo without the expressed permission and approval of the IEASC. Approval consists of 3 IEASC board members or 2/3 vote at the IEASC meeting. The IEASC may reverse the approval of board members by a 2/3 vote. Upon denial by the Board, approval can be gained by a majority vote of the IEASC.

## **ARTICLE X (10) AD-HOC COMMITTEES**

- Ad-Hoc Committees are created for a singular purpose within this Area.
- They function for the period necessary to accomplish the task defined by the motion that either creates or places them into action<sup>1</sup>.
- Have 1 vote at the IEASC meeting.

## **THE AD-HOC COMMITTEE ON STRUCTURE & POLICY**

This committee is automatically triggered in the month of May to report in June, and again in November for report in December.

**SEE ARTICLE VIII STRUCTURE AND BYLAWS**

### **ARTICLE XI (11)** **THE WORLD SERVICE CONFERENCE DELEGATE**

The WSC Delegates' job is a demanding one and should not be taken lightly. They are our eyes and ears to the experience of Cocaine Anonymous throughout the world. The responsibilities of the WSC Delegates are:

- a) Must have a working knowledge of the 12 Steps, the 12 Traditions, the 12 Concepts of Service, and the World Service Conference Charter.
- b) Attends the World Service Conference (WSC) prepared, to be able to vote knowledgeably. Every WSC Delegate, after their election, will notify WSO to be put on the mailing list to receive all conference materials, which may require several hours of study.
- c) After the Conference, the WSC Delegates transmit the information back to their Areas through the Area Meeting as well as to individual Groups. It is important that the information about the WSO and WSC be passed on with enthusiasm, encouraging the continued health and growth of CA.
- d) Shall encourage their Areas to generate funds to help support World Services.
- e) Must be prepared to attend District and Area Service Meetings.
- f) Must understand the issues in their Areas to be better able to present their ideas before the Conference.
- g) Cooperate with WSO in obtaining information by providing current local meeting schedules to update the CA World Directory.
- h) Provide CA leadership by helping to solve local problems involving the 12 Traditions.
- i) Visit Groups and Districts in their Areas whenever possible.
- j) WSC Delegates will be sensitive to the needs and reactions of their Areas.
- k) After GSRs have reported on Conference actions, the WSC Delegates shall learn how Groups have reacted.
- l) WSC Delegates know this is a two-way street, with information moving in both directions.
- m) Serve on a WSC Committee, working closely with other Conference Committee members throughout the year, as well as at the WSC.
- n) Keep Alternate WSC Delegates fully informed so that the Alternates can replace the WSC Delegate in an emergency. "WSC Alternate Delegates will automatically receive a nomination to fill any new WSC Delegate term". The WSC Alternate automatically receives a nomination as a WSC Delegate.
- o) Help all newly elected WSC Delegates from their Area by passing on knowledge of WSC procedures.
- p) Ensure that their WSC Committee is in action throughout the year and Bi-monthly Committee reports are sent to the WSO.
- q) It is recommended that all new WSC Delegates, for the current WSC, be elected prior to the Regional Service assembly. They do not take office until 1 day prior to WSC.
- r) It is recommended 2 years minimum sobriety and maintenance of recovery. Each person elected as a WSC Delegate serves a four-conference term <sup>2</sup>.

- s) It is recommended the Area send all Delegates plus their Senior WSC Alternate Delegate to each WSC.
- t) Each WSC Delegate has 1 vote at the Area Meeting.
- u) WSC Delegates are to be elected to the WSC by each Area. Each Area shall have 3 votes, which shall be carried by Area Delegates. If an Area has more than 75 meetings, then that Area will be entitled to 1 additional vote for every 50 meetings (or portion thereof) following these guidelines.
- v) Following these guidelines, the IEASC will have 3 WSC Delegates and 2 WSC Alternate Delegates<sup>3</sup>. This follows World Service Structure and Bylaws concerning WSC Delegates.

The purpose of the WSC Alternate Delegate is:

- To assist the WSC Delegate and assume the responsibilities of a WSC Delegate when necessary.
- Suggested requirements and qualifications are the same as those for WSC Delegates.
- The WSC Delegates have the added responsibility of accrediting newly formed meetings in their Area.
- Upon the meetings 3<sup>rd</sup> consecutive meeting, it will be accredited.
- They may also be called upon to observe an existing meeting where CA procedure or the breaking of traditions has been called into question.
- They should be there for the purpose of assistance and guidance in following the Principles of the Twelve Traditions.

Also, to inform the Chips, Literature and Directories Chair of accurate meeting information. If a meeting GSR fails to represent the meeting at the IEASC Meeting for three (3) consecutive meetings (providing the Delegates contacted the meeting after the **second absence**):

- a.) Said meeting must reapply for accreditation following procedures listed above.
- b.) The meeting will automatically be withdrawn from the quorum that evening.
- c.) May be withdrawn from the Area Directory/Website following a majority vote of the IEASC.

## **ARTICLE XII (12)**

### **GROUP SERVICE REPRESENTATIVE**

To have a vote at the IEASC Meeting, a group must be in existence for 4 continuous weeks. Its GSR will attend 2 consecutive IEASC Meetings and becomes eligible to vote upon the 2<sup>nd</sup> meeting. Each group should hold elections for 1 GSR and 1 GSR Alternate, on an annual basis.

- a.) The GSR shall have 1 vote at the IEASC Meetings.
- b.) Each GSR shall not represent more than 1 group in the area at one time.
- c.) The GSR Alternate shall fill in for a GSR who cannot attend or should the GSR be unable to fulfill his/her entire term in office.
- d.) The GSR is responsible for the transportation of any monies from the group to the IEASC meeting. If GSR is unavailable, then the secretary must bring monies to the area.

The GSR speaks for their group conscience at all IEASC Meetings. They take part in the planning and implementation of any functions which affect the members of their groups. Their participation at the IEASC meetings allows them to keep their group informed about what is happening in CA. A group member should always be able to go to their GSR and find out about activities, other groups, how the service structure works, about the 12 Traditions, and how they can become more involved in CA. A GSR normally serves a 2-year term.

Meetings outside of a 50-mile radius from the monthly meeting of the IEASC, may send their GSR to attend quarterly. A 2-month contact should be maintained.

The GSR Alternate normally serves in that capacity for a 1-year term. This is spent working closely with the GSR, learning the duties of the office, and stepping in should the GSR be absent or unable to complete his/her term. The Alternate would then take the office of the GSR, by approval and election by the group, taking on the full responsibilities of the office. In turn, they are assisted by the newly elected GSR Alternate.

This apprentice system serves 2 purposes: first, it helps provide a continuity of service and representation so that a group is never unrepresented, and second, the time spent as an alternate provides the necessary training to make for a competent GSR.

As it can be seen, the role of your GSR is not a simple one, nor should it be taken lightly. The election of good GSR's and Alternates is probably the most important thing that a group can do for CA unity. In choosing your GSR, remember that they are your eyes and ears in CA, and it is strongly suggested that the following be considered.

- a.) The willingness and desire to serve.
- b.) A history of recovery. (Suggested six months)
- c.) An active participation in the group they are to serve.
- d.) Should have clear working knowledge of The Twelve Steps and Twelve Traditions.
- e.) An understanding of the service structure of CA and the responsibilities of the GSR.
- f.) Be willing to attend service meeting prior to the area meeting at said set time.

## **ARTICLE XIII (13)** **MEETING LEVEL SERVICE COMMITMENTS**

### **SUGGESTED GUIDELINES**

It is important to remember that these Suggested guidelines for service commitments in the Inland Empire are not meant to be hard and fast rules or laws, but rather are meant to suggest, based on our shared experience. These are intended as common and logical guidelines upon which we base and select our Trusted Servants. We recognize that the ultimate authority is a "Loving God as He may express Himself in our group conscience."

**A. GROUP SECRETARY:** Suggested length of sobriety: 6 months. Length of Term: 1-year.

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

#### **Duties and Responsibilities:**

- a.) To see that the Traditions are being followed within the group.
- b.) Follow the meeting format in accordance with the group conscience.
- c.) See that the 7<sup>th</sup> Tradition contributions of the members are collected, and a record is kept of the group's donations and expenses. <sup>8</sup>
- d.) See that the group is represented at the Area Service meetings.
- e.) See that the meeting rent is paid monthly and that the 7<sup>th</sup> Tradition is forwarded to the Area.
- f.) Keep an accurate, up to date record of the group and changes of the group conscience.
- g.) Keep a record of each officer's election date and term of commitment.
- h.) Display CA literature and schedules.
- i.) Uphold the 12 Traditions through example.

**B. TREASURER:** Suggested length of sobriety: 1-year. Term: 1-year.

The Treasurer is a trusted servant, who has the responsibility to maintain the funds of the group and to pay all bills.

**Duties and Responsibilities:**

- a.) Keep an accurate bookkeeping system.
- b.) When applicable, maintains group's funds or establishes a bank account with checks requiring two (2) signatures.
- c.) Gives a financial report at the end of each meeting.
- d.) Pays all group expenses.
- e.) Passes on all contributions to the IEASC utilizing the suggested 70/30<sup>1</sup> guidelines, by giving funds to the GSR<sup>2</sup>.

**C. LITERATURE:** Suggested length of sobriety: 1 year. Term: 1 year.

**Duties and responsibilities**

- a.) Maintain an adequate supply of chips and literature for each meeting.
- b.) Give a literature report at the conclusion of each meeting.
- c.) Offer newcomer packets, including a directory of all meetings in the area, when they take chips. This would be more cost effective.
- d.) Order chips and literature, through the GSR, as needed.
- e.) Make meeting aware of each new flier that is distributed.

**D. COFFEE PERSON:** Suggested length of sobriety: Group Conscience. Term: 1-year.

**Duties and Responsibilities:**

- a.) Maintain adequate supply of coffee and all other necessary items ~~on a continuous basis.~~
- b.) Prepare coffee before meeting and maintain an adequate supply to last throughout the meeting.
- c.) Always keep equipment and coffee area clean.

d.) Replace supplies when needed.

**E. GROUP SERVICE REPRESENTATIVE:** Suggested length of sobriety: Group Conscience.  
Term: 1-2 Years

**Duties and Responsibilities:**

- a.) Makes sure that meeting room is available and open before each meeting.
- b.) Make sure that meeting is represented at each IEASC Meeting.
- c.) Be present at meeting at least 15-20 minutes before meeting begins to assist in opening room and greeting newcomers.
- d.) Acts as a Trusted Servant and leader to ensure that others may follow by their example.
- e.) Limits crosstalk, to insure through sharing that the meeting is about recovery, hope, strength, courage, and a power greater than ourselves, etc.
- f.) Encourage those that are new to recovery or to this area to share and participate in their own recovery.
- g.) Has 1 vote at the IEASC Meeting.

**Footnotes 2021**

Edited for uniformity and verbiage 11/2021

All Footnotes prior to 2021 can be found below and in the 2011 Structures and By-Laws.

This document will reflect the changes and updates effective in 2021.

**Footnotes**

**A**<sup>1</sup> The initials IEASC will be used throughout the remainder of these Articles, when and as possible, in any further references to the title: Inland Empire Area Service

Committee. Taken from 2004 version

<sup>2</sup> The initials CA will be used throughout the remainder of these Articles, when and as possible, in any further reference to the title Cocaine Anonymous.

<sup>3</sup> Accepted into S&B December 2003

<sup>4</sup> Accepted into structure for procedure September 1986

<sup>5</sup> Accepted into structure for procedure December 2009

**B**<sup>1</sup> Accepted into structure for procedure Oct 2003

<sup>2</sup> Accepted into structure for procedure 2009

<sup>3</sup> Accepted into structure for procedure 2009

Edited for uniformity and verbiage 11/2021

- <sup>4</sup> Accepted into structures for procedure 2009
- <sup>5</sup> Accepted into structures for procedure Oct 2003
- <sup>6</sup> Accepted into structures for procedure at the IEASC Dec 2001
- <sup>7</sup> Accepted into structures for procedure 2006
- <sup>8</sup> Accepted into structures for procedure 2006
- <sup>9</sup> Accepted into structures for procedure June 2007
- <sup>10</sup> Accepted into structures for procedure at the IEASC Jan 1998
- <sup>11</sup> Accepted from “current” to generated” in Oct 2003
- <sup>12</sup> Accepted into structures January 1998
- <sup>13</sup> Accepted into structures Dec 2008
- <sup>14</sup> Accepted in structures for procedure Jan 1998
- <sup>15</sup> Accepted into structures for procedure Dec 1990
- <sup>16</sup> Accepted into structures for procedure Jan 1998

- C.**<sup>1</sup> Accepted into structures for procedure March 2007
- <sup>2</sup> Accepted into structure for procedure 2009
- <sup>3</sup> Accepted into structure for procedure 2009
- <sup>4</sup> Accepted into structures for procedure May 2009
- <sup>5</sup> Accepted into structures for procedure 2009 (raised secretary expensed from \$80.00 to \$100.00)
- <sup>6</sup> Accepted into structures for procedure 2009 (closed storage and merged with archives)

- D.**<sup>1</sup> Accepted into structure for procedure at the IEASC. April 1990
- <sup>2</sup> Accepted into structure for procedure at the IEASC. Nov 2000
- <sup>3</sup> Accepted into structure for procedure at the IEASC. August 2003
- <sup>4</sup> Accepted into structure for procedures November 2010

- E.**<sup>1</sup> Accepted into structure for procedure Oct. 2003
- <sup>2</sup> Accepted into structure for procedures at the IEASC, December 1996
- <sup>3</sup> It is suggested that this motion be used only as a last resort, after the person has been conferred with and there is no other solution available.

- F.**<sup>1</sup> Accepted into structure for procedures at the IEASC, November 1995
- <sup>2</sup> That a quorum is not necessary to conduct the business to maintain normal operations: such as rent, utilities, Post Office Box, etc., or committee or board reports.  
But it is necessary to vote on whether to accept those reports or new business.
- <sup>3</sup> Accepted into structure for procedures at the IEASC, November 1995

- G.**<sup>1</sup> Suggested six (6) months. Taken from 2004 version S and B.
- <sup>2</sup> Accepted into structure for procedure August 2009
- <sup>3</sup> Accepted into structure for procedure August 2009
- <sup>4</sup> Accepted into structure for procedure August 2009
- <sup>5</sup> Accepted into structure for procedure August 2009
- <sup>6</sup> Accepted into structure for procedure August 2009.
- <sup>7</sup> Accepted into structures for procedure February 2009.
- <sup>8</sup> Accepted into structures for procedure October 2000
- <sup>9</sup> Accepted into structures for procedure December 2009.
- <sup>10</sup> Accepted into structure for procedure 2009.

- H.**<sup>1</sup> Accepted into structure and procedure and will be used throughout the remainder of these Articles. Nov 2010
- <sup>2</sup> Accepted into structure for procedure August 2009

- I.**<sup>1</sup> Accepted into structure for procedure August 2003

<sup>2</sup> Accepted into structure for procedure September 2003

<sup>3</sup> Contributions and expenditures

<sup>4</sup> To be included in the minutes

<sup>5</sup> Accepted into structures for procedure April 2009

<sup>6</sup> Accepted into structure for procedure August 2003

**J.**<sup>1</sup> Removed from Article VII (7) Board of Directors 2007 to Article VIII (8) Standing Service Committees 2007

**K.**<sup>1</sup> Accepted into structure for procedure May 2007.

<sup>2</sup> Accepted into structure for procedure November 2008.

<sup>3</sup> Accepted into structure for procedure December 2008.

<sup>4</sup> Accepted into structure for procedure December 2008.

**L.**<sup>1</sup> Accepted into structure for procedure October 2003.

<sup>2</sup> Accepted into structure for procedure October 2003.

<sup>3</sup> Accepted into structure for procedure December 2007.

<sup>4</sup> Accepted into structure for procedure 2009.

<sup>5</sup> Moved to duties and responsibilities of the World Service Delegates May

2007

**M.**<sup>1</sup> Accepted into structure for procedure December 2009

<sup>2</sup> Accepted into structure for procedure July 1998

<sup>3</sup> Accepted into structure for procedure July 1998

<sup>4</sup> Accepted into structures for procedure April 1999

<sup>5</sup> Accepted into structures for procedure July 1998.

<sup>6</sup> Accepted into structures for procedure at the IEASC

<sup>7</sup> Accepted into structures for procedure January 2011. <sup>8</sup> Accepted into structures for procedure January 2011.

**N.**<sup>1</sup> Moved to article 8 as a standing service committee August 2007. (Deleted items 2, 3, 7, 9, 10, 11, 12, 13,)

<sup>2</sup> Removed Structures and Bylaws from page 18 Article 10 insert on page 10 Article 7 10/ 2007 (updated 2011 moved to page 14)

<sup>3</sup> Accepted into structure for procedure January 2011.

**O.**<sup>1</sup> Accepted into structure for procedure November 2008

**P.**<sup>1</sup> Accepted into structure for procedure January 2011.

**Q.**<sup>1</sup> Accepted into structure for procedure February

2002

**R.**<sup>1</sup> Accepted into structure for procedure January 2011.

**S.**<sup>1</sup> Accepted into structure for procedure January 2011.

<sup>2</sup> Accepted into structure for procedure January 2011.

<sup>3</sup> Accepted into structure for procedure January 2011.

**T.**<sup>1</sup> Accepted into structure for procedure April

<sup>2</sup> Accepted into structure for procedure January 2011.

<sup>3</sup> Accepted into structure for procedure January 2011.



<sup>4</sup> Accepted into structures for procedure January 2011.

<sup>5</sup> Accepted into structures for procedure January 2011.

**U.**<sup>1</sup> Accepted into structure for procedure January 2011.

**V.**<sup>1</sup> Refer to area policy on donations

<sup>2</sup> Accepted into structure for procedure September

1986

**W.**<sup>1</sup>Remember that the newcomer's first impression is a lasting impression.

<sup>2</sup>Accepted into structure for procedure 2011

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