

# **Cocaine Anonymous**

## **Greater Missouri Area Service Manual**



**2007 Edition**

# DESCRIPTION OF THE GREATER MISSOURI AREA AND THE GREATER MISSOURI AREA SERVICE COMMITTEE

## *THE AREA*

An Area is usually a geographic unit with defined boundaries. The conference may also recognize Areas whose boundaries do not fit a geographic description. The primary function of the Greater Missouri Area is to serve the common needs of its District(s) and Group(s) and to facilitate unification of the Fellowship. A World Service Delegate comes from an Area.

Additionally, our purpose is to spread the message of C.A. where C.A. is not known in the Area.

The Greater MISSOURI Area serves the Fellowship by distributing chips and literature, handling financial contribution of the Fellowship for the Area, and communicating with the C.A. World Service Office. The primary function of the Greater MISSOURI Area is to serve the common needs of its District Members and to facilitate unification. The Greater MISSOURI Area Service Committee should establish a permanent mailing address and bank account. If need arises, the Greater MISSOURI Area should establish an Area Central Office. The Area should also stay in contact with the C.A. World Service Office for purposes of registering/updating its meeting information in the World Directory and communicating information regarding Area functions such as Service Conferences, Conventions, and other special events to promote and ensure unity within the C.A. Fellowship as a whole.

### **Suggested Area Functions**

1. The Area Service Committee is entrusted with local Fellowship Incorporation.
2. Coordinates Area Telephone Services, if necessary.
3. Distributes new meeting packets to new C.A. meetings upon request.
4. Standing Committees may include:
  - a. Telephone (Helpline)
  - b. Hospitals and Institutions
  - c. Public Information
  - d. Archives
  - e. Convention
  - f. Chips and Literature
  - g. Finance
  - h. CPC (Cooperation with Professional Community)
  - i. Special Events
  - j. Unity
  - k. Internet
5. Maintains and updates a list of all Area meetings.
6. Maintains ongoing communications with the Districts.
7. Maintains ongoing communications with the World Service Office and WSC.
8. Publishes newsletter, if applicable.
9. Publishes and distributes Area Meeting Schedules, when appropriate.
10. Publishes Area Website.
11. Elects Delegates to the World Service Conference.
12. Holds Assemblies and/or bi-monthly Service Meetings.
13. Sponsors service days and workshops.
14. Sponsors Area Conventions.
15. Establishes and administers a Central Office, if appropriate.
16. Maintains a bank account.

## *Area Service Committee Officers*

Chairperson  
Vice Chairperson  
Secretary  
Treasurer  
Parliamentarian

### **AREA SERVICE COMMITTEE OFFICERS DUTIES AND QUALIFICATIONS**

#### ***Chairperson***

- a. Two years continuous sobriety.
- b. Two year commitment.
- c. One year of active service in C.A.
- d. Presides over bi-monthly meetings and arranges agenda.
- e. Assumes responsibilities of coordinating all activities within the Area.
- f. Encourages trusted servants to chair various Standing Committees.
- g. Only votes in case of a tie.
- h. Recommends replacement of Area; officers, committee chairs, delegates and alternate delegates for non-performance of duties to steering committee.

#### ***Vice Chairperson***

- a. One year of continuous sobriety.
- b. Two year commitment.
- c. One year of active service in C.A.
- d. In absence of the Chairperson performs those duties of the Chairperson.
- e. Chairperson of one standing committee.
- f. Coordinates general committee activities.
- g. Recommends replacement of Area; officers, committee chairs, delegates and alternate delegates for non-performance of duties to steering committee.

#### ***Secretary***

- a. One year of continuous sobriety.
- b. Two year commitment.
- c. Six months of active service in C.A.
- d. Keeps accurate minutes of each meeting.
- e. General communication throughout the area.
- f. Records the number and location of each meeting in the Area.
- g. Recommends replacement of Area; officers, committee chairs, delegates and alternate delegates for non-performance of duties to steering committee.

### ***Treasurer***

- a. Two years continuous sobriety.
- b. Two year commitment.
- c. One year of active service in C.A.
- d. Gainfully employed or financially secure.
- e. Receives and deposits contributions from meetings and special events.
- f. Maintains bank account(s) with checks requiring two (2) signatures.
- g. Gives monthly financial report.
- h. Timely filings with regulatory agencies (e.g. state and local taxes, nonprofit corporation forms).
- i. Pays all expenses.
- j. Passes on contributions to the Area and World Service.
- k. Recommends replacement of Area; officers, committee chairs, delegates and alternate delegates for non-performance of duties to steering committee.

### ***Parliamentarian***

- a. Two years continuous sobriety.  
Two year commitment.
- b. One year of active service in C.A.
- c. Responsible for ensuring the use of correct procedure during Area meetings
- d. A thorough working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, Area Bylaws, Area Standing Rules, Robert's Rules of Order.
- e. Have read the minutes of the previous Area meeting.
- f. Have read and understand the World Service Manual.
- g. Knowledgeable in parliamentary strategies.

## ***STEERING COMMITTEE***

A Cocaine Anonymous corporation of any Area must have for legal reasons a certain number of Directors. These vary from state-to-state or province-to-province. These Directors shall at all times be accountable to their Area Service Committee. These Directors should never be excused from the responsibility to render proper reports of ALL significant actions taken. The Directors are directly responsible to their Area and should consult their Area Service Committee before an important decision or action is taken. Our C.A. program rests squarely upon the principle of mutual trust. For purposes of advice and guidance, Area Service may create Advisory Boards or Steering Committees directly responsible to those they serve, principally the Area Service Committee. NOTE: The only "Board of Trustees" recognized and existing within Cocaine Anonymous is the World Service Board of Trustees (WSBT), which is directly responsible to the World Service Conference. The title "Board of Trustees" should not be used at the Area service level. The Steering Committee meets at least twice yearly.

### ***Steering Committee Members***

Chairperson  
Vice Chairperson  
Finance Chair  
Structure and Bylaws Chair  
Treasurer  
Secretary  
Delegates

### ***Steering Committee Duties***

Long range planning.  
Agenda  
Financial planning  
Goals  
Officer, Committee Chair, Delegate and Alternate Delegate  
non-performance of duties  
Meets at least twice annually

## AREA AND DISTRICT COMMITTEES

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

**TELEPHONE (HELPLINE):** Responsible for the provision of information and assistance to individuals seeking aid by phone, and with the communication of messages received for other committees.

**HOSPITALS AND INSTITUTIONS:** Responsible for the coordination of and active participation in Twelve Step work within hospitals and institutions.

**PUBLIC INFORMATION:** Responsible for the distribution of literature and information to the public.

**ARCHIVES:** Responsible for the storage of documents and memorabilia. Compiles and stores all Area Service Committee meeting agendas and meeting minutes.

**CHIPS AND LITERATURE:** Responsible for the distribution of literature and chips to C.A. Districts, Groups, members and interested institutions.

**FINANCE:** Responsible for all matters relating to records, finances and expenditures. The committee makes recommendations on all matters pertaining to the administration and operation of finances and expenditures. The Finance Committee shall implement and oversee controls necessary to safeguard the assets of the Fellowship, including employment of a CPA (Certified Public Accountant) to make periodic audits.

**CONVENTION:** Responsible for the coordination of conventions to carry the message of recovery, unity and service to members of Cocaine Anonymous.

**COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC):** Responsible for a unique brand of 12-Step work by carrying the message of recovery to professionals, who in their line of work, may have some sort of supervisory capacity over or direct contact with individuals who may have a cocaine problem. The committee informs the professional community about C.A.: what we are, where we are and what we can and cannot do to help the addict who still suffers. The committee attempts to establish communication between C.A. members and the professional community to find productive methods of cooperation, not affiliation, within the C.A. traditions.

**C.A. UNITY COMMITTEE:** Responsible for the communication and outreach among the diverse elements within the Fellowship at all levels, in the interest of carrying the C.A. message. It is also suggested that these committees sponsor annual workshops and other forums to promote C.A. unity.

**INTERNET COMMITTEE:** Responsible for matters relating to the creation, update and maintain Area and/or District websites, in accordance with the World Service Conference Internet Committee Workbook Guidelines. C.A.'s First Tradition:

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

## Draft Standing Rules

1. Only GSRs, DSRs, Area Committee Chairs, Area Vice Chair, Area Secretary, Area Delegates and Area Treasurer may make motions at the Area Service Committee Meetings and vote on all matters before the Area Service Committee except when there is a tie vote, and then the Area Chair has a vote.
2. Any member present may speak on any motion or issue on the floor. After recognition from the Chair or Vice Chair.
3. Each voting member is responsible for attending ASC meetings. There will be no absentee voting, except alternate DSRs may vote in the absence of the DSR of their district, and Alt. Delegates may vote in the absence of their Delegate.
4. Each District in the area will be able to send a DSR to the ASC meeting. For districts having more than 10 meetings the districts can send a DSR for each 10 meetings. Examples; 0-19 meetings 1 DSR, 20-29 2 DSRs, 30-39 meetings 3 DSRs.
5. Recognized voting members not elected at the ASC. DSRs, Alternate DSRs, and GSRs must report as voting members with the ASC secretary at their first meeting following their election. For the purpose of the quorum only those GSRs who have committed to attending ASC meetings should register with the secretary.
6. Recognized voting members of the ASC. The ASC secretary should keep a current list of all voting members holding ASC positions. See rule 1.
7. A quorum shall consist of 51% of all voting members being present. The ASC Chair, Vice Chair and Secretary shall determine if a quorum is present.
8. Without a quorum the ASC may only hear reports and discuss issues. No item requiring a vote, except for a Motion to adjourn, a motion to schedule the next meeting may be brought to the floor.
9. All motions shall be given in writing to the ASC Chair before the start of the meeting whenever possible.
10. Any motion that will change the ASC structure or will have a major effect on the ASC must be read on the ASC floor one meeting prior to the actual vote. And must pass by 2/3 vote.
11. ASC agenda will consist of at least the following.....
  - a. Roll call
  - b. Approval of previous ASC meeting minutes
  - c. DSR reports
  - d. Delegate reports
  - e. Treasurer's report
  - f. Committee reports
  - g. Old business
  - h. New business
  - i. Elections as needed
  - j. Selection of next meeting date, time, and location
  - k. Sharing of area and district concerns

12. Any ASC officer, committee chair, or delegate who misses two consecutive ASC meetings without a written report sent in their absence will forfeit their position. For committee chairs new member will be elected to fulfill their position.
13. In the event a delegate position is forfeited the senior alternate delegate will move into the delegate position until the next regularly scheduled elections. At those elections the former senior alternate delegate can stand for election to a full four year term.
14. In the event the ASC chair position is vacated, the vice chair will act as chair of the meeting until the ASC elects a new chair at the next meeting. In the event Both the ASC chair and vice chair are vacated, the secretary will serve as chair until the ASC elects a new chair at the next meeting. In the event all three positions are vacated, the ASC will choose an acting chair as the first order of business, to serve as acting chair until the ASC elects a new chair at the next meeting. The senior delegate present will conduct the election for the acting chair in the event all three positions are forfeited.
15. Any new district seeking recognition by the Greater Missouri Area of Cocaine Anonymous must submit a letter stating their desire for such admission and their willingness to abide by the Twelve Traditions of Cocaine Anonymous.
16. Committees should send in their proposals and reports to the area chair and secretary at least two weeks before the area meeting. Committee actions requiring area approval included, but are not limited to; spending more than \$25.00 and letters, flyers or other information that is going out to the public. Committee reports and actions should be reported at each area service committee meeting.
17. The steering committee will recommend replacement of Officers, Committee Chairs, Delegates and Alternate Delegates to the ASC for non-performance. Any member of the ASC may refer to the steering committee any position for consideration of non-performance.
18. The ASC Steering Committee to meet at least twice annually, at the annual Unity event and at the annual area service conference.