

WEST COCAINE ANONYMOUS

Revised 12-12-08
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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 WEST INLAND EMPIRE AREA SERVICE COMMITTEE is a “Loving God as He may express Himself in our group Conscience”.

ARTICLE II (2) **DEFINITION**

The West Inland Empire Cocaine Anonymous (WIECA) is a group of elected representatives of Cocaine Anonymous comprised from groups throughout the Area, whose 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 WIECA**

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

Its aim is to further the CA message in accordance with The Twelve Traditions of CA, and to carry the message of CA.

The WIECA conducts a monthly, usually the second Saturday of every month, unless the second 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 moneys in accordance with the Seventh Tradition, in order to carry on all business of the Area. (It is a suggested guideline of the Area that all meetings contribute 70% of their 7th Tradition donations after expenses to carry out the above functions)
- B. The communication of information to and from CA groups in the Area through their Group Service Representative (GSR).
- C. The purchasing and distribution of chips and literature for all the groups within the Area.
- D. The administration and maintenance of a phone line.
- E. To carry the message of CA through the Public Information Committee in accordance with the Eleventh Tradition.
- F. To conduct a monthly business meeting; to recognize Birthdays for the past month at the Area Meeting.
- G. To provide a Special Events Committee for the planning and implementation of social functions for the CA Fellowship.
- H. To provide a Post Office Box for the WIECA, to serve CA.
- I. To carry the message of CA through the Hospitals and Institutions Committee, in accordance with the Fifth Tradition of CA.
- J. To promote circulation, to monitor distribution and to insure that all circulated literature and memorabilia have the majority approval of the WIECA Board, before dispersion to the meetings and/or events. Upon denial by the Board, approval can be gained by a majority vote of the WIECA. All CA literature is required to have the CA Logo with the Registered Trademark.
- K. To maintain a prudent reserve of \$750, that will be established in \$50 increments from the monthly donations. Any withdrawal into the prudent reserve must be done with a 2/3 majority vote of the WIECA. This will trigger an automatic deduction of \$50 per month from the monthly donations unless funds are unavailable, until the reserve is reestablished.
- L. Donations to Cocaine Anonymous World Services Office (C.A.W.S.O). After monthly expenses, which leave a working balance, donate \$50 per month. Any excess funds in December may be donated by a 2/3 Majority vote of the WIECA. If working balance for any month is less that \$50, the Area will revert to the 70/30 plan giving CAWSO 30% of the working balance.
- M. All WIECA reports and approved flyers shall be reimbursed at a maximum rate of \$0.09 per copy, 500 copies maximum.
- N. Each Committee or District Chair is required to give a written report to the Secretary after their report is read. This is so the secretary can cross-reference the report with his/her notes as to give a more complete and accurate report in the minutes.

- O.** Any money given out to board members, delegates, districts, committees, or sub-committees shall be accounted for in original receipts at the first Area Meeting after the expense has been incurred. Any receipts not turned into the Area Treasurer or Acting Area Treasurer shall be counted as missing funds and the person to whom the funds were given shall be held personally accountable.
- P.** Maintain a working balance for Area insurance not to exceed \$400.00. This will be established by an automatic increase of \$50.00 per month, unless funds are unavailable, generated funds to be added to reserves.
- Q.** Maintain a working balance for Delegate fund not to exceed \$1,800.00 ⁽¹⁾. This will be established by an automatic increase of \$100.00 ⁽³⁾ per month, unless funds are unavailable, generated funds to be added to reserves.
- R.** To carry the message of CA through the Internet Committee in accordance with the 12 Traditions of CA to follow the guidelines as established by World Service.
- S.** Maintain a working balance for Public Information not to exceed \$60.00, generated funds to be added to allocated funds.
- T.** Maintain a working balance for Hospitals & institutions not to exceed \$300.00 ⁽²⁾, generated funds to be added to allocated funds.
- U.** No meeting of the WIECA shall carry a checking account unless all monies are accounted for by the WIECA Board with a bank statement submitted every month.
- V.** Any event, fundraiser or activity put on in the WIECA area by any committee, district, meeting or group representing themselves as a member of WIECA needs to submit accurate and complete accounting information, including original receipts to the area treasurer within 30 days of said event, fundraiser or activity. In the event that it is an ongoing fundraiser (i.e. memorabilia sales) an accounting and current original receipts needs to be submitted the area treasurer once a quarter.
- W.** Any member of CA can ask to view the accounting of the area at any time. The accounting of the area at that time should be shown to that member immediately.
- X.** Any event, fundraiser or activity put on in the WIECA area by any committee, district, meeting or group representing themselves as a member of WIECA needs to maintain the original Receipts for a period of 7 (seven) years. (In the event that there is a tax audit by the IRS)
- Y.** All financial records of WIECA and all of its committees including, but not limited to, bank statements, canceled checks, bank records, tax returns, tax notices, letters, records, accounting firm's correspondence, budgets, accounts receivable, accounts payable, merchandise sales records (i.e. chips, literature, books, memorabilia, etc.) shall be mailed and/or delivered directly to WIECA in care of the current PO Box address and kept on permanent file there with the Area Secretary or Archives Chair. Only copies of any such documents/records may be removed from the Archives of WIECA.
- Z.** The ASB (Area Service Board), except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

- AA.** The W.I.E.C.A. committees and board will submit budgets to the treasurer every May to create an inclusive budget for the corporation. This is to be used as a guideline for spending of the corporation for its fiscal year July 1st through June 30th of the year.

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- (1) Amended 8/08/08
(2) Amended 8/08/08

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, 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 2/3rds majority to pass. (Example: The motion to limit debate to xx 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 WIECA structures and policies must be submitted in writing with the current date of submission, including the year, as well as the maker's name, one Area Meeting prior to it being voted on. It also requires a 2/3rds-majority vote.

If a motion requires funds disbursements, the chair will note whether funds are available from the working balance or would have to be provided from prudent reserves, If monies are to come from prudent reserves, this shall be noted in the motion. The main motion must then pass by a 2/3 majority of present voting members and will have the effect of automatically suspending the rules and regulations to fund the motion from prudent reserves.

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 obstreperous member to insult or to otherwise waste the Area's time. A member may rise without being recognized, saying, "Mr. Chairman, 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 1/3rd 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 an 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, abused his/her position or extremely offended the WIECA, or has missed 3 consecutive Area meetings in a row without contact to 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 time for that person to be contacted, unless rules are suspended. This motion requires a second, is debatable and requires a 2/3-majority vote. Getting loaded is an automatic removal from office. Any trusted servant from the meeting level down to the Area Service Board (ASB), including WSD and Alternate WSD, get involved in any verbal and/or physical assaults shall be removed from office immediately for conduct unbecoming a trusted servant. (I.e. Lying, cursing, racial overtones)

RISE TO POINT OF ORDER (or INFORMATION)

A member who feels that the parliamentary procedure is out of order may rise, saying “Mr. Chairman, I rise to a point of order” or “Point of order.” After the chair asks for his/her point, he/she states where a 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 raise saying, “Point of information.” After recognition by the chair, the member may ask for information, about procedure, 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 was debatable. It requires a majority vote to adopt. NO MOTION may be two 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 2/3rds 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 cogent pause in nominations, the chair shall ask someone to move that 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, then a run-off election is held.

RULES FOR VOTING ON MOTIONS

METHODS FOR VOTING

Voting at WIECA 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 three (3) of the five (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) In order 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 any and 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 policy and procedure.
 - Expenditure of moneys held in the prudent reserve.

QUORUM

Representation for the purpose of a quorum should be the elected GSRs, Committee Chairs, Conference Delegates, Coffee Person and Board members only. A quorum shall consist of a majority (50%+1) of the representative membership of the Area plus a majority (50%+1) of the WIECA 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 of 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 three (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.

ARTICLE VI (6)
THE WIECA

The WIECA is to be comprised 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 continuous length of recovery, and maintain recovery throughout their term of 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 - October
- ◆ Area Vice-Chairperson - October
- ◆ Area Secretary - January
- ◆ Area Treasurer – July
- ◆ Co-Treasurer- July
- ◆ Accreditation - October
- ◆ Area Phones - August
- ◆ Chips & Literature - October
- ◆ Coffee Person – August
- ◆ Conference Delegates -
- ◆ Hospitals & Institutions - October
- ◆ Internet Committee - November
- ◆ Newsletter - September
- ◆ Public Information - September
- ◆ Special Events - May
- ◆ Special Events Treasurer – May
- ◆ Bylaws/Parliamentarian - December

ARTICLE VII (7)

THE BOARD OF DIRECTORS

The WIECA BOARD is comprised of five (5) members. They are responsible to the WIECA to direct and oversee the monthly meeting of the WIECA, to insure that The Twelve Traditions are observed at the Area Meeting, and that the WIECA operates in an orderly fashion under the accepted Robert's Rules of Order.

At the Area Meeting, it is the responsibility of the Board to insure that:

- ◆ A Seventh Tradition donation is taken.
- ◆ A quorum is established in order to conduct new business.
- ◆ The Treasurer and an individual Board Member, or the Special Events Treasurer, shall verify the donation figures and maintain a separate record.

POSITONS, DESCRIPTIONS AND DUTIES

1. CHAIRPERSON

A. DESCRIPTION:

The Chair should have at least five (5) years of continuous recovery and maintenance of recovery is required. He/she should have a working knowledge of The Twelve Steps and Twelve Traditions, a willingness to serve, and at least one year of CA service experience at the area level as a committee member or group officer.

B. DUTIES:

- a) Presides over monthly meetings.
- b) Arranges an agenda.
- c) Is a Co-Signer of the Area bank account.
- d) Oversees functions of Area Subcommittees to keep within The Twelve Traditions.
- e) Holds a key to the Post Office Box.
- f) Has **no vote** at the Area Meeting **except** in the case of a tie.
- g) Suggested: Two years minimum sobriety. Serves a two-year commitment.

2. VICE-CHAIRPERSON

A. DESCRIPTION:

The Vice-Chair should have at least five (5) year of continuous recovery, a willingness to serve, a good working knowledge of The Twelve Traditions, Six months of service at the area level and maintenance of recovery is required.

B. DUTIES:

- a) Works with and helps coordinate all Committee functions.
- b) In the absence of the Chair, performs the duties of the Chair.
- c) Is a co-signer on the area bank account.
- d) Upon resignation of the Chair, he/she may assume the duties of the Chair by a vote of confidence from the WIECA.
- e) Assists the Chair in his/her duties.
- f) Has one vote at the WIECA meeting.
- g) Suggested: Two-year minimum Sobriety. Serves a two-year commitment.

3. SECRETARY

A. DESCRIPTION:

The Secretary should have at least one year of continuous recovery, a willingness to serve, a good working knowledge of The Twelve Steps and Twelve Traditions, six months of CA service experience at the area level, and maintenance of recovery is required.

B. DUTIES:

- a) Keep accurate minutes of each area meeting.
- b) All items submitted to WIECA for archive should have the current date of the Area meeting.
- c) Provides each board member, GSR, and standing committee chair with a copy of the minutes.
- d) Takes a written roll at the area meeting.
- e) Holds a key to the Post Office Box.
- f) Has one vote at the area meeting
- g) Suggested: One-year minimum sobriety. Serves a two-year commitment.
- h) At the end of the year, Meeting Minutes dated from January thru December need to be turned into Archives.

4. TREASURER

A. DESCRIPTION:

The Treasurer should have at least two years of continuous recovery, a willingness to serve, a working knowledge of The Twelve Traditions, at least one year of CA service experience at the area level, six months as a meeting treasurer, and maintenance of recovery is required.

B. DUTIES:

- a) Maintains the bank account and all proper ledgers.
- b) Co-signs all checks with either the Chair or Vice-Chair.
- 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 for their donation if requested.
- h) Oversees and helps coordinate any finances involving standing, or Ad-Hoc Committees.
- i) Has one vote at the Area meeting.
- j) Suggested: Two years minimum sobriety.
- k) Serves a two-year commitment.

5. CO-TREASURER

A. DESCRIPTION:

The Co-Treasurer should have at least two years of continuous recovery, a willingness to serve, a working knowledge of The Twelve Traditions, at least one year of CA service experience at the area level, six months as a meeting treasurer, and maintenance of recovery is required.

C. DUTIES:

- a) Maintains the bank account and all proper ledgers.
- b) Co-signs all checks with either the Chair or Vice-Chair, only when the Treasurer is not available.
- c) Makes a report of all financial activity at each monthly Area meeting (only when the Treasurer is not available).
- 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 for their donation if requested.
- h) Oversees and helps coordinate any finances involving standing, or Ad-Hoc Committees.
- i) Has one vote at the Area meeting.
- j) Suggested: Two years minimum sobriety.
- k) Serves a two-year commitment.

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

It is strongly suggested that one (1) year of recovery and six (6) months of service to the Area is acquired prior to taking Chair of a standing committee.

The committees are as follows:

- A.** Public Information (P.I.)
- B.** Chips Literature, & Directories.
- C.** Hospitals and Institutions (H&I)
- D.** Accreditation
- E.** Phones
- F.** Special Events
- G.** Newsletter
- H.** Coffee Person
- I.** Internet Committee
- J.** Bylaws-Parliamentarian

- It is suggested that in the spirit of rotation that a chair serve only one year in that office.
- Each committee should have a Chair, Vice-Chair, and any other Committee Members needed.
- Each Committee Chair should give both a written report and a verbal report at each WIECA meeting.
- All Committee Chairs will be nominated at the WIECA meeting and must be present at the time of the election.
- A Committee Chair carries one (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.

A. PUBLIC INFORMATION

The Chair should have at least one year of continuous sobriety. Should also have a good working knowledge of The Twelve Steps and The Twelve Traditions.

The committee should conduct a minimum of one meeting each month. 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.

This committee maintains a working balance not to exceed \$60.00. This money is to be held by the Area Treasurer.

B. CHIPS, LITERATURE, & DIRECTORIES

The Chair should have at least one year of continuous sobriety. Should also have a good working knowledge of The Twelve Steps and The Twelve Traditions.

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, as well as the administration and accounting of such by the elected Chips and Literature Representative. It is the committee's responsibility to distribute these to the fellowship through the GSRs at the WIECA meeting or as needed.

To maintain a working balance for the Chips & Literature Committee not to exceed \$600.00. This will be kept in allocated funds for the purpose of buying CA. World Service Chips, Literature, Big Books, and Twelve Steps and Twelve Traditions.

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).

To also conduct the sale of CAWSC 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.

C. HOSPITALS AND INSTITUTIONS

The Chair should have at least one year of continuous sobriety. Should also have a good working knowledge of The Twelve Steps and The Twelve Traditions.

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. To establish a means of "Bridging the Gap" from the facilities to the larger CA community. This committee maintains a working balance, not to exceed \$1000.00, from direct contributions of the "H & I Can". This money is to be held by the Area Treasurer.

D. ACCREDITATION

The Chair should have at least one year of continuous sobriety. Should also have a good working knowledge of The Twelve Steps and The Twelve Traditions.

This committee is responsible for the accrediting of meetings upon their fourth week of existence. It 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 toward the principles of the 12 Traditions.

Also to inform the Chips, Literature, & Directories Chair to the accuracy of meeting information. If a meeting fails to represent itself at the area level for three- (3) consecutive meetings (provided the accreditation committee contacted the meeting after the second absence):

ACCREDITATION GUIDELINES

A CA Group should conduct themselves in conformity with the 12 Traditions of Cocaine Anonymous, therefore,

1. A CA group should be autonomous from any outside institution, organization, hospitals, recovery home, business or enterprise and ought never endorse, finance or lend the name to any such outside interests. A CA group should take steps to ensure that no outside interest is directly profiting from the group by billing for member's attendance at the meeting, receiving subsidies for attendance at the meeting, promoting the meeting for its own interest or otherwise directly benefiting from the meeting.
2. A CA group should be fully self-supporting declining outside contributions, therefore; a CA group should pay rent if facilities are provided by anyone other than a CA member donating the meeting facility.
3. A CA group has but one primary purpose, to carry the CA message to the addict who still suffers, therefore a CA group should distribute only CA approved literature and carry only the CA message.
4. A CA group may not exclude any addict who has the desire to stop using cocaine unless the common welfare of the group is adversely affected by the unlawful, disruptive or harmful behavior of the individual addict.
5. A CA group is autonomous, except in matters affecting other groups of CA as a whole, therefore; a CA group ought to have a Secretary, a Treasurer and a GSR. The secretary may temporarily fill these latter positions until officers are nominated and elected.
6. A CA group should be mindful that our common welfare comes first, therefore; a CA group should always conduct itself in a manner that does not injure the CA name or create controversy with outside interests.
7. A CA group should complete and return to the Area a "Meeting Profile and Information Sheet" when it starts up and whenever any changes in the meeting render the information inaccurate.
8. A CA group ought to be in existence for at least three (3) weeks before receiving accreditation.
9. For the common welfare of CA as a whole, each CA group should be represented at the district level each month at that district's monthly business meeting. Should that group's representation fail to attend three (3) consecutive district meetings, or communicate with the district chair within that same period, that meeting will no longer be considered functioning as a group and be subject to accreditation cancellation, upon the recommendation of the affected district, at which time re-accreditation would then be necessary.

E. HELPLINE

The Chair should have at least one year of continuous sobriety. Should also have a good working knowledge of The Twelve Steps and The Twelve Traditions.

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.

This is one of our main lifelines: the expediency of this service is considered to be paramount.

F. NEWSLETTER

The Chair should have at least one year of continuous sobriety. Should also have a good working knowledge of The Twelve Steps and The Twelve Traditions.

It is the responsibility of this committee to produce a newsletter for the purpose of informing the area of events, meeting information, and relative information or articles that would be of use to the area members for the purpose of recovery.

It is important for the committee to endeavor to uphold the traditions in regard to credibility of the printed word.

G. COFFEE PERSON

This person should have at least one year of continuous sobriety. Should also have a good working knowledge of The Twelve Steps and The Twelve Traditions.

It is the responsibility of the Coffee Person to maintain coffee supplies and to arrive early to make coffee at the WIECA meeting. Holds one vote at the WIECA.

H. INTERNET COMMITTEE

The WIECA Internet Committee shall consist of the following positions:

- Chairperson
- Web Master
- Committee Members

The Chair should have at least one year of continuous sobriety, should have a good working knowledge of the 12 Steps and 12 Traditions.

Web Master – person responsible for maintaining the Web pages as set forth by the Internet Committee.

The Committee shall “post” WSC and WIECA approved literature and memorabilia only.

I. BYLAWS – PARLIMENTARIAN

The WIECA Parliamentarian shall have a working knowledge of the 12 Steps, 12 Traditions, WSO Concepts and Roberts Rules of Order.

The Parliamentarian should have at least one year of continuous sobriety.

The Parliamentarian shall be overseeing that all changes to the bylaws are updated and distributed to all ASB and GSR's.

ARTICLE IX (9) **AD-HOC COMMITTEES**

Ad-Hoc Committees are by definition created for a singular purpose within this area, function for the period of time necessary to accomplish the task defined by the motion that either creates or places them into action. Has one (1) vote at the WIECA meeting.

THE AD-HOC COMMITTEE ON STRUCTURE & POLICY

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

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 WIECA as to the month and the year, the Structures & Policies were accepted into practice by the WIECA. To insure that we are aware of the suggested guidelines which may need to be updated or modified to the growth needs of the area.

ARTICLE X (10) **DISTRICT SERVICE COMMITTEE**

SECTION 1. OPERATIONAL GUIDELINES

WIECA's District Service Committee(s) (DSC) shall operate under the guidelines of the Twelve Traditions and Twelve Concepts, as adopted by the World Services Conference.

SECTION 2. STRUCTURE

Each district shall create a District Service Committee (DSC). A DSC ought to consist of one or more Group Service Representative (GSR) for each meeting in the District, District Service Representatives (DSR), District officers, including District Chairperson, Vice-Chairperson, Treasurer, and Secretary, and one Group Service Representative (GSR) from each accredited district meeting.

Each WIECA District shall be entitled to one DSR for every ten (10) meetings, or portion thereof, for their respective districts.

SECTION 3. MEETINGS

DSC meetings shall be held monthly and shall follow the regularly scheduled ASC meeting that is held on the third Saturday of the month.

SECTION 4: QUORUM

A DSC meeting quorum shall consist of a one-half +1 of all the voting members (or their alternates) of the DSC. A quorum (one-half +1) must be present to conduct business. The only motion that will be considered if there is no quorum present is a motion to adjourn.

SECTION 5. DETERMINATION OF A VOTE

The voting members of the DSC shall include all GSRs and the elected members of the District (Chair, Vice-Chair, Secretary, Treasurer and Committee chairs (either standing or advisory) do not have a vote. The chairperson of the Executive Board of Directors shall vote only in the event of a tie.

A majority is a simple half plus one ($\frac{1}{2} + 1$) of the members voting yeah or nay. Abstentions are considered a non-vote and should not be counted when determining a majority.

Each voting member of the DSC shall have one (1) vote within the DSC, and there shall be no vote by proxy.

SECTION 6. REPRESENTATION & QUALIFICATIONS

A. GSRs /Alternate GSRs

- (1) Each meeting shall elect a Group Service Representative (GSR) and an Alternate GSR.
- (2) Any person serving as a GSR shall have one (1) year continuous sobriety and an Alternate GSR shall have six-(6) month's sobriety.
- (3) GSRs/Alternate GSRs shall serve a term of one (1) year and may be re-elected to consecutive terms.

B. DSRs /Alternate DSRs

- (1) Each District shall elect District Service Representatives (DSRs) and Alternate DSRs.
- (2) Any person serving as a DSR or Alternate DSR shall have one (1) year continuous sobriety and have six-(6) month's service at the DSC, ASC, or World Service level.
- (3) DSRs shall serve a term of one (1) year and may be re-elected to consecutive terms.

C. District Chairperson

Any person serving as Chairperson of a DSC shall:

- (1) have at least two (2) years of continuous sobriety;
- (2) Have at least one (1) year of active service in CA;
- (3) Have a working knowledge of the Twelve Traditions, the Twelve Concepts of World Service and the WIECA Bylaws; and
- (4) Be familiar with the application of Robert's Rules of Order.

D. District Vice-Chairperson

Any person serving as Vice-Chairperson of the DSB shall:

- (1) Have at least one (1) year of continuous sobriety;
- (2) Have at least six (6) months of active service in CA;
- (3) Have a working knowledge of the Twelve Traditions, the Twelve Concepts of World Service and the WIECA Bylaws; and
- (4) Be skilled in the application of Robert's Rules of Order.

E. District Secretary

Any person serving as Secretary of the DSB shall:

- (1) Have at least one (1) year of continuous sobriety;
- (2) Have at least six (6) months of active service in CA; and
- (3) Have experience in secretarial duties and possess PC skills.

F. District Treasurer

Any person serving as Treasurer of the DSB shall:

- (1) Have at least two (2) years continuous sobriety;
- (2) Have one (1) year of active service in CA; and
- (3) Be gainfully employed or provide proof of financial stability.

SECTION 7. DUTIES

A. DSRs shall:

- (1) Attend all DSC meetings; and
- (2) Be responsible for reporting information between the District, Area and their respective meeting, including Area and District Committee reports.

B. DSRs shall:

- (1) Attend DSC meetings and ASC meetings; and
- (2) Be responsible for reporting information between the Area and their respective District, including Area and District Committee reports; and
- (3) Perform any and all duties imposed upon them by the DSC.

C. District Chairperson shall:

- (1) Preside over DSC meetings and supervise the affairs and activities of their district;
- (2) Prepare the agenda for all District meetings (regular or special);
- (3) Attend all ASC and DSC meetings;
- (4) Attend Area standing committee meetings in the absence of a District Chairperson or when the District committee chairperson is unable to attend;
- (5) Perform any and all duties imposed upon them by their district representatives, the ASB and/or the ASC, and in accordance with these Bylaws.

D. District Vice-Chairperson shall:

- (1) Attend all DSC meetings;
- (2) In the absence or disability of the Chairperson, assume their duties’;
- (3) Act as parliamentarian and be responsible for application of Robert's Rules of Order
- (4) Oversee all Standing Committees by meeting regularly with all committee chairpersons; and
- (5) In general, perform all duties that may be assigned to them by the DSC.

E. District Secretary shall:

- (1) Attend all DSC meetings;
- (2) Record and keep a book of minutes of all meetings of the DSC recording therein the time and place of holding, whether regular or special, the names of those present or represented at the meeting, and the proceedings thereof;
- (3) Perform all duties incidental to the office of Secretary and such other duties as may be required by law, or by these Bylaws, or which may be assigned to them by the DSC.

F. Treasurer of the DSC shall:

Subject to the provisions of Article 8 of these Bylaws relating to the "Execution of Instruments, Deposits and Funds," the District Treasurer shall:

- (1) Have charge and custody of, and be responsible for, all funds of the District;
- (2) Deposit such funds in the name of their District in such banks, trust companies or other depositories as shall be selected by the DSC or required by law;
- (3) Be a co-signor on all DSC Bank Accounts;
- (4) Receive and record donations and revenues paid to the District from any source as defined in these Bylaws under Article 8, Section 4 of these Bylaws;
- (5) Transfer, disburse, or cause to be disbursed, the funds of the District as may be directed by the DSC, receiving proper vouchers for such disbursements in accordance with Article 8, Sections 2 & 3 of these Bylaws;
- (6) Submit written, detailed and complete monthly financial reports of all revenues and expenses and balances to the WIECA Area Treasurer and the DSC. Failure to provide such a written report at two consecutive Finance or DSC meetings shall constitute grounds for removal from office;
- (7) Make available at all reasonable times the books of account and financial records to any Director of the Corporation, or to their agent or attorney upon request;
- (8) Ensure that the books of the District are open to all members of the fellowship subject to a formal written request through their GSR. Such requests shall be handled in a timely manner;
- (9) Perform all duties incident to the office of the Treasurer of the DSC and such other duties as may be required by law, or by these Bylaws, or which may be assigned from time to time by the ASB; and
- (10) Act as an *ex officio* member of the Finance Committee.

SECTION 8. DSC NOMINATIONS

All persons nominated for elected offices of the District Service Committee shall submit copies of a written resume, to include but not be limited to C.A. service at the DSC meeting following their nomination. Nominees should submit enough resume copies for all representatives who attend their District meeting.

A. Chairperson and Vice-Chairperson

- 1) Nominations will be held at their regular district meeting no later than November of each year.

B. Secretary and Treasurer

- 1) Nominations will be held at their regular district meeting no later than May of each year.

C. DSRs

Nominations for these positions will be at the discretion of each district.

SECTION 9. DSC ELECTIONS

A. Chairperson and Vice-Chairperson

- 1) Elections will be held at their regular district meeting no later than December of each year.

B. Secretary and Treasurer

- 1) Elections will be held at their regular district meeting no later than June of each year.

C. DSRs

Elections for these positions can be scheduled either at the time of regular elections for the above offices or at the discretion of each district.

SECTION 10. DISTRICT COMMITTEES

All District committees are subordinate to the body that appoints them. District committees shall be responsive to their respective Area counterparts. All committees shall submit a written report to their District at the regular meeting of the DSC.

A. A district shall maintain any or all of the following standing committees:

1. Hospitals and Institutions
2. Public Information
3. Telephone/Hotline
4. Activities
5. Bylaws
6. Accreditation
7. Chips & Literature

B. Other Committees

A DSC may have such other committees as designated by the DSC. These other committees shall act in an advisory capacity only to the appointing body and shall be clearly titled as "advisory" committees.

SECTION 10. DISTRICT COMMITTEE CHAIRS

District Committee Chairs shall be *ex officio* members of their respective Area committee counterparts (if any).

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:

- 1) WSC Delegates must have a working knowledge of The Twelve Steps, The Twelve Traditions, the Twelve Concepts of Service, and the World Service Conference Charter.
- 2) Attend the World Service Conference (WSC) prepared, in order to be able to vote knowledgeably. Every WSC Delegate, after their election, will notify WSO to be put on the mailing list in order to receive all conference materials, which require several hours of study.
- 3) After the Conference, the WSC Delegates transmit the information back to their Areas through the Area Meetings as well as to individual Groups. It is important that the information about the WSO and WSC be passed on with enthusiasm, encouraging the continued health and growth of CA.
- 4) They shall encourage their Areas to generate funds to help support World Services.
- 5) They must be prepared to attend District and Area Service Meetings. They must understand the issues in their Areas to be better able to present their ideas before the Conference.
- 6) They cooperate with WSO in obtaining information, of example, by providing current local meeting schedules to update the CA World Directory.
- 7) They provide CA leadership by helping to solve local problems involving the Traditions.
- 8) They visit Groups and Districts in their Areas whenever possible. WSC Delegates will be sensitive to the needs and reactions of their Areas. After GSRs have reported on Conference actions, the WSC Delegates shall learn how Groups have reacted. WSC Delegates know this is a two-way street, with information moving in both directions.
- 9) They serve on a WSC Committee, working closely with other Conference Committee members throughout the year, as well as at the WSC.
- 10) They keep Alternate WSC Delegates fully informed so that the Alternates can replace the WSC Delegate in an emergency. "WSC Alternate Delegate will automatically receive a nomination to fill any new WSC Delegate term." The WSC Alternate automatically receives a nomination as a WSC Delegate.

- 11)** They shall help all newly elected WSC Delegates from their Areas by passing on knowledge of WSC procedures.
- 12)** It is the WSC Delegates responsibility to ensure that their WSC Committee is in action throughout the year and that Bi-monthly Committee reports are sent to the WSO.
- 13)** It is recommended that all new WSC Delegates for the current WSC be elected prior to the Regional Service assembly. But do not take office until one day before WSC.
- 14)** It is recommended two (2) years minimum sobriety and maintenance of recovery is required. Each person elected as a WSC Delegate serves a four-conference term.
- 15)** It is recommended the Area send all delegates plus their Senior WSC Alternate Delegate to each WSC.
- 16)** Each WSC Delegate has one (1) vote at the Area Meeting.
- 17)** WSC Delegates are to be elected to the WSC by each Area. Each Area shall have three (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 (one) additional vote for every fifty (50) meetings (or portion thereof) following these guidelines.
- 18)** Following these guidelines, the WIECA will have three (3) WSC Delegates and two (2) WSC Alternate Delegates. This will follow World Service Structure & Bylaws concerning WSC Delegates.
- 19)** 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.

ARTICLE XII (12)

GROUP SERVICE REPRESENTATIVE

In order to have a vote at the WIECA Meeting, a group must be in existence for four (4) continuous weeks. Its GSR will attend two (2) consecutive WIECA meetings and becomes eligible to vote upon the second meeting. Each group should hold elections for one GSR and one GSR Alternate, on a yearly basis.

1. The GSR shall have one vote at the WIECA meetings.
2. Each GSR shall not represent more than one group in the area at one time.
3. 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.
4. The GSR is responsible for the transportation of any moneys from the group to the WIECA meeting.

The GSR speaks for their group conscience at all WIECA meetings. They take part in the planning and implementation of any functions which affect the members of their groups. Their participation at the WIECA 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 Traditions, and how they can become more involved in CA. A GSR normally serves a one (1) year term.

Meetings outside a fifty (50) mile radius from the monthly meeting of the WIECA may send their GSR to attend quarterly. A monthly contact should be maintained.

The GSR alternate normally serves in that capacity for a one (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 two 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 elections of good GSRs and Alternates are 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.

1. The willingness and desire to serve.
2. A history of recovery. (suggested six months)
3. An active participation in the group they are to serve.
4. Should have clear working knowledge of The Twelve Steps and Twelve Traditions.
5. An understanding of the service structure of CA and the responsibilities of the GSR.

ARTICLE XIII (13)

MEETING LEVEL SERVICE COMMITMENTS SUGGESTED GUIDELINES

It is important to remember that these Suggested guidelines for service commitments in the West 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 Goad as He may express Himself in our group conscience.”

A. SECRETARY: Suggested length of sobriety: six months. Term: One year.

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

Duties and Responsibilities:

1. To see that the Traditions are being followed within the group.
2. Follow the meeting format in accordance with the group conscience.
3. See that the 7th Tradition contributions of the members are collected and a record is kept of the group's donations and expenses.
4. See that the responsibilities of the other group servants are met on a meeting-by-meeting basis.
5. See that the group is represented at the area service meetings.
6. See that the meeting rent is paid monthly and that the 7th Tradition is forwarded to the Area.
7. Keep an accurate, up to date record of the group and changes of the group conscience.
8. Keep a record of each officer's election date and term of commitment.
9. Display CA literature and schedules.
10. Uphold The Twelve Traditions through example.

B. TREASURER: Suggested length of sobriety: one year. Term: One 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:

1. Keep an accurate bookkeeping system.
2. When applicable, maintains group funds.
3. Gives a financial report at the end of each meeting.
4. Pays all group expenses.
5. Passes on all contributions to the WIECA utilizing the suggested 70/30 guidelines, by giving funds to the GSR.

C. LITERATURE: Suggested length of sobriety: One year. Term: One year.

Duties and Responsibilities:

1. Maintain an adequate supply of chips and literature for each meeting.
2. Give a literature report at the conclusion of each meeting.
3. Makes newcomer packets', including a directory and a copy of each pamphlet to be passed out to the newcomer when they take chips.
4. Order chips and literature through the GSR. on a monthly basis.
5. Make meeting aware of each new flyer that is distributed.

D. COFFEE PERSON: Suggested length of sobriety: Group Conscience. Term: One year.

Duties and Responsibilities:

1. Maintain adequate supply of coffee and all other necessary items on a continuous basis.
2. Prepare coffee before meeting and maintain an adequate supply to last throughout the meeting.
3. Keep equipment and coffee area clean at all times.
4. Replace supplies when needed.

E. GROUP SERVICE REPRESENTATIVE: Suggested length of sobriety: Group Conscience. Term: One year

Duties and Responsibilities:

1. Make sure that meeting room is available and open before each meeting.
2. Make sure that meeting is represented at each WIECA Meeting.
3. Be present at meeting at least 15-20 minutes before meeting begins to assist in opening room, and greeting newcomers.
4. Act as a Trusted Servant and leader to insure that others may follow by their example: To limit cross-talk, to insure through sharing that meeting is about recovery, hope, strength, courage, power greater than ourselves, etc.
5. Encourage those that are new to recovery or to this area to share and participate in their own recovery.

ARTICLE XIV (14)

SPECIAL EVENTS COMMITTEE STRUCTURE & POLICY

I. INTRODUCTION

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

II. PURPOSE OF SPECIAL EVENTS 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.

III. COMMITTEE STRUCTURE

The WIECA Special Events 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

The Special Events Committee Chair should have at least 2 years of continuous sobriety and a working knowledge of the 12 Steps and 12 Traditions.

The length of the commitment is 1 (one) year, commencing in June and continuing through until the end of the following May. Should someone leave the position prior to the end of the commitment, a new Chairperson shall be elected to finish out the term of the commitment. The Chairperson carries 1 (one) vote at the WIECA monthly meeting.

Duties & Responsibilities:

1. To schedule and conduct Special Events Committee meetings.
2. To submit Committee motions at WIECA Board Meeting and to present said motions at the WIECA monthly meeting.
3. To prepare a written Committee report, and submit it to the WIECA Secretary, as well as to present it at the WIECA monthly meeting.
4. To assume responsibility for delegation of, and/or, storage of Committee supplies and surplus items. Oversees and maintains an inventory of event supplies and surplus items.
5. To act as primary liaison between event facilities and Special Events Committee/WIECA.
6. To retain a copy of the current insurance policy and coordinate coverage for events held by Special Events Committee. Prepare a tentative schedule of events for the year by June 1st. This will be given to the Secretary for the purpose of purchasing insurance.
7. To assist Special Events Committee Treasurer at area events and to assume responsibility of Special Events Treasurer in their absence. In the event the Special Events Treasurer resigns the Chair will assume responsibility until a new Treasurer can be elected.
8. The Chairperson is responsible for overseeing all Special Events Committee functions.

B. VICE-CHAIRPERSON

The Special Events Committee Vice-Chairperson should have at least 1 (one) year of continuous sobriety and maintenance of a program of recovery is required. This person should have a working knowledge of the 12 Steps and 12 Traditions.

The Vice-Chairperson is elected within the Special Events Committee.

The term of commitment is 1 (one) year, starting in June, and going through the end of the following May.

Duties & Responsibilities:

1. Assumes all responsibilities of the Special Events Committee Chairperson in their absences.
2. Assists Special Events Committee Chairperson and Special Events Committee Treasurer at area events in handling of event monies.
3. Assumes responsibilities of Special Events Secretary in their absence.

C. SECRETARY

The Special Events Committee Secretary 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 Committee Meeting.
The length of commitment is 1 year.

Duties & Responsibilities:

1. To take minutes at the Special Events Committee meeting, and read minutes at following meetings.
2. To maintain achieve from Special Events Committee. This includes, but is not limited to, copies of minutes, flyers, copies of logos, copies of contracts from past events, list of past Special Event Board members and election dates.
3. To be responsible for sending a “Thank You” for services rendered.

D. TREASURER

The Special Events Committee Treasurer should have at least 2 years of continuous sobriety and must maintain a program of recovery. This person must have a working knowledge of the 12 Steps and 12 Traditions.

This person should be gainfully employed.

The Treasurer is nominated within the Special Events Committee and is taken to the WIECA meeting for majority vote to confirm.

The Special Events Treasurer holds 1 (one) vote at the WIECA monthly meeting.

Duties & Responsibilities:

1. Assumes responsibility for the handling of all Special Events monies.
2. Collection and counting of money at the area events, with the assistance of the Special Events Chairperson and/or Special Events Vice-Chairperson.
3. To maintain accurate running account of committee funds.
4. To be responsible for the safe keeping of all Special Events money including transportation to and from events and Committee meetings.
5. To be responsible for the distribution of funds.
6. To be responsible for submitting an account summary at every Committee meeting for Committee minutes.
7. To prepare a written or typed account summary for the monthly WIECA meeting. WIECA Treasurer will oversee documentation.
8. 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.
9. Shall be responsible along with Special Events 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. Documentation then shall be given to Special Events Secretary to be maintained in achieves.
10. Accounting Procedure: The Special Events Committee Treasurer shall keep an accurate running account of expenditures and donations. The Area Treasurer will review this monthly. Special Events shall have a working balance of no more than \$500.00, which will be held by Area Treasurer. Donated Funds: There will be a running account of all donated funds to Special Events Committee kept separate from the working balance. Donated funds for Special Events Committee shall be earmarked for specific events and used above and beyond the working balance.

The Special Events 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.

V. SEVENTH TRADITION

All Seventh Tradition money taken at area events shall be included in a separate area of the Treasurer's report and donated directly to WIECA meeting separate from any other Special Events funds.

VI. CREATING A CONCEPT FOR MOTION OF APPROVAL

The creating of a concept shall be done at the Special Events Committee meeting. Upon completion the proposed event shall be presented at WIECA two (2) months prior to month of the event. **Note:** *Concept* means idea or notion, and *Proposed Event* means what is what we want to actually happen.

A. 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 in which event is to be held.
3. Date and Time: Proposed date and time event will be held and time the event is to start and end.
4. Budget: Consists of the following: Supplies, rent, deposit and flyers, etc.
5. Services rendered: i.e. Disk Jockey, T-shirts, etc.

This shall all be presented on a standard form entitled, "Motion to approve WIECA Special Events Committee Proposed Event". See attachment "A".

VII. FLYERS

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