

# Arizona Area Guidelines

Revised 11/10

## I. STATEMENT OF PURPOSE:

These Guidelines are intended to provide guidance for our activities in Cocaine Anonymous within the Arizona Area. Decisions made by individuals, groups, districts and areas should be considered within the context of our Twelve Steps, Traditions and Concepts. We should remember that each group is autonomous and that the group conscience is the guiding principle.

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

## II. AREA MISSION STATEMENT:

The primary function of an Area is to serve the common needs of its districts and groups and to facilitate unification and communication.

## III. THE AREA

An Area is a defined geographic division, which may include portions of more than one state. Normally there is one Area per state, except in locations which are heavily populated by C. A. groups. In those cases, there may be two or more Areas. As new Areas are created, or if an Area changes its geographical definition, the creation or change must be recognized by the WSC. The Arizona geographical definition is defined as the entire state of Arizona, including Phoenix, Tucson and Flagstaff. Any Area seeking recognition from the WSC must submit a "Petition to Become An Area" form. Any group or district seeking to change Areas must complete a "Petition for a District or Group to Change Areas" form. The Area should also stay in contact with the C. A. World Service Office for the purposes of registering and 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 with the fellowship of Cocaine Anonymous.

## IV. ARIZONA AREA FUNCTIONS

1. Maintain, update, publish, and distribute an Area Service Committee Meetings and events calendar.
2. Maintain ongoing communications with the Districts.
3. Maintain ongoing communication with the World Service Office and World Service Conference.
4. Publish and distributes an Area meeting list.
5. Maintain the Arizona Area web site ([www.caarizona.org](http://www.caarizona.org))

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6. Elect Delegates to the World Service Conference.
7. Elect Area Officers
8. Hold assemblies and/or monthly/quarterly service meetings.
9. Sponsor service days and workshops
10. Sponsor Area Conventions
11. Maintain a bank account
12. Fund delegate and area chair travel to the World Service Conference, World Convention and Southwest Regional.
13. Receive reports from the treasurer, all districts, all standing committees and the Arizona Area Delegates.

**V. POSSIBLE FUTURE FUNCTIONS OF AREA (AS SUGGESTED BY WORLD SERVICE MANUAL):**

Publish Area Newsletter  
 Coordinate Area telephone services

**VI. MEETING TIMES AND PLACES**

The Arizona Area Service Committee will meet six (6) times per year alternating sites between Phoenix and Tucson.

**VII. QUORUM**

Generally speaking, a quorum is the minimum number of voting member required to conduct business. For example, the CA World Service Conference requires a minimum of 2/3rds of the voting members tallied at the morning roll call to be present whenever there is a vote.

At the Arizona Area, the quorum is simply the count of voting members at the time business is conducted and the vote taken. This simplifies and facilitates Area business.

**VIII. VOTING MEMBERS**

Area officers, (with exception of the Chairperson, who may only vote in the event of a tie vote) Area Committee Chair people, District Service Representatives, District Board Members, District Committee Chair people, Group Service Representatives, and WSC Delegates and alternate Delegates are all voting members at the Arizona Area level and may be recognized for one vote per person at times of voting. The number of voting members shall be established by a quorum at the beginning of every meeting.

In all its proceedings, the CA Arizona Area shall observe the spirit of the CA Tradition, taking great care that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity (please reference the CA World Service Manual "General Warranties of the Conference", "World Service Conference Charter" and "Bylaws of Cocaine Anonymous World Services, Inc." as adapted from the 12<sup>th</sup> Concept of Alcoholics Anonymous).

**VIII. AREA SERVICE OFFICERS**

It is strongly recommended that all Area Service officers meet the requirements for that position in which they are nominated. All Area Service officers shall be voted into office

by a majority vote as established by a quorum at the time of elections. The Chairperson and Vice Chairperson shall be elected from different districts. It has been standard practice that the Vice Chair automatically becomes the Chairperson in the second year of his/her term.

**A. CHAIRPERSON**

1. Two (2) years of continuous sobriety
2. One (1) year commitment
3. One year of service at the District or Area level.
4. Presides over all Area meetings, arranges agendas and reasonably follows parliamentary procedures.
5. Assumes responsibilities of coordinating all activities within the Area
6. Votes only in cases where there is a tie
7. Carries the Area vote at Regional/World Functions
8. Gives a quarterly report to the Regional Trustee regarding meetings (both H & I and regular) and upcoming events.
9. Provides the World Service Office with contact information for newly elected Delegates shortly after they are elected to ensure they receive relevant materials in a timely fashion.
10. Completes the required Delegate Registration forms designating the Delegates/Alternate Delegates that will be attending the World Service Conference per Standing Rule 5 of the CA World Service Manual. This form is to be received at the WSO 120 days prior to the Conference. Generally, it is safest to ensure this information is received at the WSO by the end of April. (Contact the WSO for the form that is applicable for that year)

**NOTE:** Generally, the area Chairperson does not voice a personal opinion on the matters being discussed at the Area Service meetings. In cases where the Area Chair wishes to participate fully in the discussion surrounding a particular topic, the Area Chair must request someone else (usually the Area Vice-chair) to “act as chair” until the matter is tabled or closed. During this period the Area Chair gains a voice but not vote; the acting Chair’s voting status remains unchanged, but they have no voice on the subject. After the matter is tabled or closed, the Area Chair and Acting Chair resume their normal roles. If a tabled matter is re-opened for business, the Area Chair repeats the process if they so choose.

**B. VICE CHAIRPERSON**

1. Two (2) years continuous sobriety
2. Two (2) year commitment – one year as vice chair and one year as chair
3. In the absence of the Chairperson, performs all duties of the Chairperson
4. Coordinates general Area Committee activities
5. Carries vote by proxy at all Regional/World functions
6. The Vice Chair becomes Chairperson for the term of one year after one year of service as Vice Chair.

**C. TREASURER**

1. Three years continuous sobriety
2. Two year commitment
3. One year of service at the District or Area Level
4. Financially stable
5. Maintains bank account with two signers (second signer is either the Area Chair or the Area Co-Chair, whichever is a member of the same District)
6. Receives and deposits contributions from meetings and special events
7. Keeps an accurate bookkeeping system
8. Gives financial reports at Area meetings
9. Distributes funds as approved by Area
10. Reconciles bank account with the other account signer on a monthly basis
11. Files tax returns if necessary
12. Reports with regulatory agencies, federal and state.
13. Refers to the CA Conference approved "Financial Guidelines for Groups, Districts, and Areas of Cocaine Anonymous" for additional insights and guidance.

**NOTE:** To protect the Area's non-profit status, yearly filings are required.

**C. SECRETARY**

1. One (1) year of continuous sobriety
2. One (1) year commitment
3. Keeps accurate minutes of all Area meetings
4. Maintains an updated contact/phone list of all Area DSR's, officers, delegates etc.
5. Maintains general communications within the Area
6. Maintain area calendar.

**D. INTERNET WEBMASTER**

**IX. DSR AND DELEGATE DESCRIPTIONS:**

**A. DISTRICT SERVICE REPRESENTATIVE:**

The District Service Representative (DSR) is the essential link between the groups' GSR and Area's Delegates to the World Service Conference. As a member of the District Service Committee, the DSR is exposed to the group conscience of that District. As a member of the Area Service Committee, the DSR passes on the Group's tenets to the Area's Delegates and the Area Service Committee.

**B. DSR RESPONSIBILITIES:**

1. Attend all District Intergroup meetings.
2. Attend all Area meetings.
3. Take District group-conscience to Area Meetings.
4. Give district report to the Area
5. Communicate to District all Area decisions, votes, activities etc.
6. Serve as liaison between your District and other Districts in the Area.

7. Communicate Area concerns, decisions etc. to Area Delegates.
8. Work with district Unity Chair to in the organization of Unity Day functions.

**C. DELEGATE RESPONSIBILITIES:**

1. Give regular World Service updates and conference and caucus reports.
2. Attend the World Service Conference and arrange for adequate transportation (based on the 3-bid process).
3. Make sure that his/her vote is appropriately proxied if he/she is not available for voting due to other conference business or matters beyond his/her control.
4. Seek/solicit the group/Area conscience regarding important issues prior to attending the conference.
5. Complete any previous conference referral work assigned to them by their World Service Conference Committee.
6. Outgoing Delegates should pass on their Delegate notebook and any pertinent materials to incoming Delegates.
7. Keep the Alternate Delegate informed of all Conference issues and materials.
8. Hold a yearly fund-raiser in conjunction with Celebrate Around the World to raise funds for Delegate travel and lodging.

**X. AREA OFFICER ELECTION PROCEDURES**

**A. INTRODUCTION:**

The Arizona Area of Cocaine Anonymous regularly holds elections to determine who will act as its trusted servants. This document contains the procedures that reflect the conscience of the Colorado Area on how elections for its trusted servants are to be conducted.

The following CA Colorado Area trusted servant positions are subject to the election procedures specified in this document: Chairperson, Vice Chairperson, Treasurer, Secretary, and World Service Delegates.

To ensure the effective operation of the Area, when any of these positions are vacated the Area must hold elections to fill these positions. Such elections shall be held on a regular basis to fill vacancies as terms expire, or elections may be held on an as needed basis when vacancies occur for other reasons.

**B. OFFICER VOTING PROCEDURES**

1. Nominations for Chair, Co-Chair, Secretary, and Treasurer are made at the November Area Meeting; elections for these positions will then be held at the March Area meeting.
2. Resumes for the each position will be distributed at each respective district within 30 days of nominations.
3. All Area service officers shall be voted into office by a majority vote as established by a quorum at the time of elections.

4. The elections for Area trusted servant positions shall be done by secret ballot.

**C. DELEGATE VOTING PROCEDURES**

1. Delegates shall be nominated according to the existing election procedures in each district (currently Tucson and Phoenix) with a slate of candidates to be selected by each district for consideration at the Area level.
2. The election ratio for delegates shall coincide with the number of meetings in each district. Currently, Arizona Area sends 4 delegates to the Conference. Currently, Phoenix has 3 times as many meetings as Tucson; therefore, Phoenix sends three delegates to Tucson's one. This ratio should be reconsidered periodically as meeting generation changes and as new districts develop within the Arizona Area.
3. It is suggested that each district send a slate with at least two candidates (and up to four) for each position to be elected at the Area. For example, if Phoenix has two outgoing delegates, Sun Valley Intergroup should send a slate of between four and eight candidates for those two positions.
4. Area delegate elections will be held in January, so it is suggested that the four- month election process at each district begin in September (announcing the election) with actually slate selection taking place in December.
5. Each delegate candidate must attend and bring a resume to the Area meeting in January to be considered for election.
6. Those allowed to cast a vote at any Area election include current delegates, all Area DSRs (except for the chairperson), district GSRs, Intergroup Board Members, and Standing Committee Chairs.
7. Delegates shall be voted on individually by secret ballot and must receive 2/3rds of the votes cast be approved.

**D. ARIZONA AREA TRUSTEE NOMINATION GUIDELINES**

Nominations will made at the Area meeting held at the State Convention (in July) with the election taking place at Unity Day (in September). Thirty (30) days after the nominations, candidates will submit resumes for consideration to all area districts. Other election procedures are as follows:

1. Nominees not distributing resumes prior to the election at Unity Day shall not be considered for slate approval.
2. Secret ballot will be used.
3. Each individual candidate will be voted on.

4. To be approved for the Regional Slate, a candidate must receive a two-thirds vote of all voting area members. If no one candidate receives a two-thirds vote, the highest vote getter will be placed on the Arizona slate.
5. Arizona will place a minimum of 1 but no more than 4 candidates on the Arizona Trustee slate to be sent to the Regional Caucus. If more than 4 candidates receive a two-thirds vote, the top 4 vote getters will be placed on the slate.

### XIII. STANDING COMMITTEES

#### A. PUBLIC INFORMATION COMMITTEE

The purpose of the Public Information Committee is to manage relations with the media, providing them with news releases from Cocaine Anonymous. Furthermore, the Public Information Committee provides speakers to schools, drug courts, community events, etc., and handles all inquiries from the community as a whole.

Positions and Duties:

CHAIR;

- Sets P.I. Agenda and facilitates P.I. Meeting. Coordinates subcommittee functions. Attends all area meetings or designates someone from P.I. to attend.

CO-CHAIR;

- Facilitates P.I. meeting when Chair is unable to attend. Helps coordinate subcommittee functions.

SECRETARY;

- Keeps and maintains all minutes of the P.I. Committee meetings. Disseminates minutes in a timely manner so that they are available for the monthly area meetings.

MEDIA CHAIR;

- Cooperates with the public and the media to protect the anonymity of the membership and attract new members.

NEWSLETTER CHAIR;

- Combines SVI and Tucson District newsletters ("Cocaine Anonymous' SVI News" and "Recovery Pipeline – Tucson District". Publish and distribute to the appropriate outlets.
- Is responsible for **getting the newsletter to an Advisor(s)** so he/she/they can review the newsletters for Traditions violations content that may affect C.A. as a whole. MEETING BOOKS and LISTS CHAIR Updates, and distributes meeting books and meeting lists.

COMMUNITY OUTREACH CHAIR;

- Keeps list for non-C.A. related events speakers and provides C.A. speakers at the request of organizations outside the fellowship.
- Maintains inventory of literature and items and distributes these to groups.
- Maintains and updates mailing list of treatment centers and other agencies and organizations interested in C.A. and regularly mails out meeting lists and information to such places.

INFO LINE CHAIR;

- Coordinate with district info line chairs for functionality.
- Keep updated meeting list available for volunteers.
- Update angel.com (answering service) as needed.

## **COCAINE ANONYMOUS INFORMATION LINE GUIDELINES**

Thank you for volunteering your time to help the addict who still suffers. Our major objective is to get the newcomer to a C.A. meeting. For that reason, the meeting list is your greatest tool.

This is a vital part of the C.A. program; your assistance may save a life. Remember that cocaine is illegal, and we must protect ourselves, which is why **WE STRONGLY ADVISE AGAINST MEETING PEOPLE AT THEIR RESIDENCES**. We also strongly suggest that **NO ONE MAKE A 12 STEP CALL ALONE!** It is important to keep in mind that we are not professional therapists. This is an information line. We encourage you to share your **experience, strength and hope** as the situation dictates, as well as the times, location and general information on C.A. meeting procedures. Please take time to read the short chapter, "Working With Others" in the Big Book of Alcoholics Anonymous. It will help immensely. Good luck! Members have found taking part in this important area of service to be surprisingly rewarding. We receive **NO** personal messages. Messages of a business nature are to be referred to The Public Information chairperson. On calls received of a business nature take a message, name, organization, telephone number and desired information and pass the message to the Information Line Chairperson or the Public Information Chairperson. When returning calls to addicts, **BE SURE YOU AND THE ADDICT ARE THE ONLY ONES ON THE PHONE BEFORE YOU ANNOUNCE YOU ARE FROM C. A. — THIS PROTECTS ANONYMITY.**

### **COCAINE ANONYMOUS DO'S AND DON'TS**

#### **DO'S**

- 1) Ask the caller to call you directly or call them back directly. Do not stay on the line.
- 2) DO- Answer, "Hello, may I help you?" if you choose. It is not necessary to say "Cocaine Anonymous."
- 3) DO- Remember we are representing C.A., avoid profane or abusive language.
- 4) DO- Share your experience, strength and hope.
- 5) DO- Encourage callers to attend a meeting before sending a member to meet them.
- 6) Many 12 step calls can be done on the phone.
- 7) DO- When a 12-step call is necessary; contact one of the people who hold the 12-step call list.
- 8) DO- If physical abuse is an issue, refer the caller to various shelters, available through the Community Information and Referral Service. See next page.
- 9) DO- Refer calls for Public Information, i.e. requests for speakers, new meetings, radio, T.V. or literature to the C.A. Public Information Chairperson or Info line chairperson.
- 10) DO- Keep your conversation short and explain that you must keep the line open to help others.
- 11) DO- Suggest that the caller arrives ten minutes early for the meeting and to let someone there know it's their first meeting.
- 12) DO- If the caller is a family member or a friend ask, "Does the addict want help?" if yes, speak directly to the addict. If no, refer the caller to CO-ANON for his or her own help.
- 13) DO- If a situation arises that you are not sure how to handle, take the callers name and number then contact the Information Line Chairperson, or your sponsor.

- 14) DO- Advise callers to call 911 if there is an emergency.
- 15) DO-Ask them if they access to the internet: [www.caarizona.org](http://www.caarizona.org) OR Google big book (currently the 4<sup>th</sup> hit is an online copy of the Big Book of A.A.)

## **DON'TS**

- 1) DON'T- (if you are using a cell phone) a. Turn off your phone b. choose ignore (the call must ring 4 times before it will look for another volunteer).
- 2) DON'T- Recommend a specific treatment center or half way house. Refer the caller to the Community Information and Referral Line.
- 3) DON'T- Give medical advice.
- 4) DON'T- Allow the caller to dominate the conversation or try to tell you how they want to begin recovery. Use discretion, many callers tend to ramble on with their opinions. Remind them they called you for help and suggest they listen to what you can offer.
- 5) DON'T - Advise specific action for domestic difficulties, i.e., "I'd kick the bum out." Refer them to CO-ANON. Your G. S.R. will have the CO-ANON numbers, or use the Community
- 6) Information and Referral Line, which will direct them to professional counseling.
- 7) DON'T- Give out anyone's last name or phone number. Always protect the anonymity of C.A. members.
- 8) DON'T- Accept personal messages for another addict or give out any phone numbers.
- 9) DON'T- Tell callers they will be met at their homes. Let the C.A. member making the call arrange a meeting place.
- 10) DON'T- Send someone on a 12 STEP CALL ALONE.
- 11) DON'T- Take a 12 STEP CALL yourself because you think it might lead to a "romantic encounter."

## **REFERRAL NUMBERS**

COMMUNITY INFORMATION AND REFERRAL LINE.....602-263-8856

POLICE EMERGENCY.....911

**NOTE:** ANY C.A. General Service Representative (G.S.R) will have access to the 12 STEP CALL list as well as the CO-ANON call list.

If you have any questions or are unsure how to handle a situation, call The Information Line Chair, the Public Information Chair or a PI Committee Member.

## **XIV. GENERAL GUIDELINES**

1. Arizona Area Convention proceeds to be split based on the 70/30 plan, with 30% of the net proceeds going to Area; the rest of the proceeds shall also be split based on the 70/30 plan with 70% of the 70% going to the District holding the convention and 30% going to the visiting District; this plan to be implemented beginning with the 2005 Convention.
2. All motions for dispersement of funds should be presented in writing, with detailed explanation.

