CAUK AREA SERVICE MANUAL

COCAINE ANONYMOUS

August 2026 Edition

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1. Acronyms Used in The CAUK Area Service Manual

ASB	Area Service Board
ASC	Area Service Committee
ASM	Area Service Manual
C.A. or CA	Cocaine Anonymous
CAE&W	Cocaine Anonymous England & Wales
CATW	Celebrate Around the World
CAUK	Cocaine Anonymous United Kingdom
CAWS	Cocaine Anonymous World Service
CAWSO	Cocaine Anonymous World Service Office
CPC	Cooperation with the Professional Community
DSC	District Service Committee
DSR	District Service Representative
GSR	Group Service Representative
HFC	Hope Faith and Courage
H&I	Hospitals and Institutions
IT	Information Technology
LCF	Literature, Chips, and Formats
PI	Public Information
S&B	Structure and Bylaws
WSBT	World Service Board of Trustees
WSC	World Service Conference
WSCD	World Service Conference Delegate
WSM	World Service Manual
WSO	World Service Office
WSOT	World Service Office Trustee
WSOB	World Service Office Board
WST	World Service Trustee
WTF	Where to Find

2. Statement of Purpose

This Service Manual is intended to provide guidance for activities in Cocaine Anonymous within the CAUK Area.

Decisions made by individuals, groups, districts and areas should be considered within the context of our Twelve Steps, Traditions and Concepts. We ought to 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 C.A. World Service Conference). It is the goal of these guidelines to offer specific insights and clarifications as to the particular needs of the CAUK Area. The adoption of these bylaws represents the conscience of the area as to their use.

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

3. The Twelve Steps of Cocaine Anonymous

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

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

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

4. The Twelve Traditions of Cocaine Anonymous

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

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

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

5. The Twelve Concepts of Cocaine Anonymous

1. Final responsibility and ultimate authority for C.A. World Services should always reside in the collective conscience of our whole Fellowship.
2. The World Service Conference of C.A. has become, for nearly every practical purpose, the active voice, and the effective conscience of our whole Society in its world affairs.
3. To ensure effective leadership, we should endow each element of C.A. — the Conference, the World Service Board of Trustees and its service corporations, staffs, committees, and executives — with a traditional "Right of Decision."
4. At all responsible levels, we ought to maintain a traditional "Right of Participation," allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard, and personal grievances receive careful consideration.
6. The World Service Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the World Service Board of Cocaine Anonymous.
7. The Charter and bylaws of the World Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the C.A. purse for final effectiveness.
8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of the C.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; and that, like the Fellowship it serves, it will always remain democratic in thought and action.

The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board. 7. The Charter and bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness. 8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities. 9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees. 10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined. 11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern. 12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; and that, like the Society it serves, it will always remain democratic in thought and action.

6. The Importance of "Anonymity"

Traditionally, C.A. members have always taken care to preserve their anonymity at the public level: press, radio, television and films. We know from experience that many people with drug problems might hesitate to turn to C.A. for help if they thought their problems might be discussed publicly, even inadvertently, by others. Newcomers should be able to seek help with complete assurance that their identities will not be disclosed to anyone outside the Fellowship.

We believe that the concept of personal anonymity has a spiritual significance for us: it discourages the drives for personal recognition, power, prestige, or profit that have caused difficulties in some societies. Much of our relative effectiveness in working with addicts might be impaired if we sought or accepted public recognition.

While each member of C.A. is free to make their own interpretation of C.A. Tradition, no individual is ever recognized as a spokesperson for the Fellowship locally, nationally or internationally. Each member speaks only for themselves.

Cocaine Anonymous is grateful to all media for their assistance in strengthening and observing the Tradition of anonymity. Periodically, the C.A. World Service Office sends to all major media a letter describing the Traditions and asking their support in observing it.

A C.A. member may, for various reasons, "break anonymity" deliberately at the public level. Since that is a matter of individual choice and conscience, the Fellowship as a whole has no control over such deviations from Tradition. It is clear, however, that they do not have the approval of the group conscience of C.A. members.

7. Statement of Policy

Who may use the name “Cocaine Anonymous,” the block letters “CA,” the official Cocaine Anonymous Logo* (hereinafter “logo”), future variations of the logo, the book titles: “A Quiet Peace”, “Hope, Faith & Courage II,” “Hope, Faith & Courage: Stories From The Fellowship of Cocaine Anonymous,” and the motto “We’re Here And We’re Free:”

a) A Cocaine Anonymous “Group” as defined herein, for its function of organizing and operating a regularly scheduled C.A. meeting. A C.A. Group may not use the name, letters or logo for any other purpose (including without limitation, dances, conventions, memorabilia, or fund raising events) without the prior written consent of its Area/District Chairperson after a vote taken by the Area/District Service Committee.

b) A C.A. District/Area has the ability to delegate the use of the C.A. name and/or logo on memorabilia. Proper discussion at the Area/District service committee meeting shall be part of the process.

c) Cocaine Anonymous World Service Office, Inc. (a California corporation) and Cocaine Anonymous World Services, Inc. (a California corporation).

d) To avoid implied affiliation, when referencing the name Cocaine Anonymous, the block letter CA, the official Cocaine Anonymous logo (hereinafter logo), future variations of the logo, and the motto ‘We’re Here and We’re Free’, on publications such as flyers, newsletters, directories, the following disclaimer should be used: “In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization or institution.” Avoid using designs that incorporate external organizations, graphics, and logos, trademarks when producing fellowship flyers or memorabilia. Committees are asked to be ever mindful of our Traditions when using the C.A. logo and creating items for sale and seek guidance if uncertain.

e) Any media (printed, electronic, or otherwise) to be made available by the group, district, or area, to the fellowship, shall have prior approval from the respective service body. For this purpose, the respective service body is the Area/District Service Committee to which you are aligned or the World Service Office for groups that are not in an Area/District.

f) The service body granting the use of the C.A. logo shall be responsible for ensuring that the proper C.A. logo, with applicable trademarks as shown below, is used on printed materials and memorabilia. Avoid using designs that incorporate external organizations, graphics, and logos, trademarks when producing fellowship flyers or memorabilia. Committees are asked to be ever mindful of our Traditions when using the C.A. logo and creating items for sale and seek guidance if uncertain.

g) The Cocaine Anonymous brand guide adopted at WSC 2021 defines the following for creating C.A. brand identity:
   - Brand colour is our deep green as known from the Hope, Faith and Courage books:
   - Pantone 3292C / RGB 0 89 79 / HEX/HTML: #00594F / CMYK 100 0 56 56.
   - Brand fonts are Open Sans and Open Sans Condensed.

h) When incorporating, no individual or entity may use the name “Cocaine Anonymous” alone or within the corporation name for incorporation purposes.

i) When collecting personal information of Cocaine Anonymous members, it is necessary for the respective service body to take great consideration in the protection of that personal data. Areas to consider are covered by the following questions:

1. What type of personal information do we hold?
   a. Are we collecting too much data?
   b. Can we reduce the amount of data we collect?
2. Why do we collect the data?
   a. What are we doing with it?
   b. Have we told the individual what we are doing with it?
   c. Do they fully understand what happens to their information once they give it to us?
3. Do we check it regularly?
   a. Do we review and update the data we hold?
4. How do we store it?
   a. Do we keep information safe and secure?
   b. Is it password protected?
   c. Are all storage devices we use encrypted?
5. How long do we store it?
   a. How do we make sure we only keep people's information for as long as we need it?
   b. Do we have a data retention policy?
6. If someone asks us to provide, delete or transfer their information, can we?
   a. Can we easily and quickly search and find people's information if they ask for it?
   b. If an outside organization or members requests the information collected, is providing the information a violation of our traditions?

No other individual or entity may use the name "Cocaine Anonymous", the block letters "CA," the official Cocaine Anonymous logo* (hereinafter "logo"), future variations of the logo, the book title "Hope, Faith & Courage: Stories From The Fellowship of Cocaine Anonymous," "Hope, Faith & Courage Volume II: Stories and Literature from the Fellowship of Cocaine Anonymous" and/or the motto "We're Here And We're Free" without the written permission of the Cocaine Anonymous World Service Board of Trustees.

Cocaine Anonymous groups, meetings and service committees should only use, display, distribute or sell the following literature and materials: the WSC Approved Literature set forth in the Appendix, the books "Alcoholics Anonymous," "Twelve Steps and Twelve Traditions," and "The A.A. Service Manual, combined with the Twelve Concepts For World Service," and Cocaine Anonymous World Service, Region, Area, District and group/ meeting approved flyers, meeting directories and other materials displaying the C.A. logo as described above.

Either of the Cocaine Anonymous logos must be used in their entirety as shown below. The first official logo includes the inner circle of the logo that contains the artistic “CA”, outer circle which contains the text “HOPE FAITH COURAGE” or any C.A. WSC approved translation thereof and the registered trademark symbol outside the outer circle. The other official logo includes the inner circle of the logo that contains the artistic text “CA”, the outer circle which contains the text “HOPE FAITH COURAGE” or any C.A. WSC approved letters “CA” may only be used alone when they bear no resemblance to the inner circle type style of the official logo.

8. Cocaine Anonymous and Co-Anon

The relationship between the fellowships of Cocaine Anonymous and Co-Anon is a special one. As the disease of addiction affects many, our recovery process inherently affects many as well. Yet the Twelve Traditions, the General Service Boards and Service Conferences of both fellowships suggest that remaining "separate" makes each more effective. The policy of "co-operation but not affiliation" is recognized as important in maintaining separate fellowships. Consistent with that premise, Cocaine Anonymous provides the following position regarding the relationship with Co-Anon:

> *"While being mindful of the impact of our disease on those who care about us and the support we receive from them, we in Cocaine Anonymous are guided by our Sixth Tradition. As such, we must ensure that our desire to cooperate with Co-Anon in thought, action and spirit does not result in affiliation, either outright or implied."*

9. The C.A. Group - Definition

Two or more C.A. members meeting regularly to share their experience, strength and hope with each other, may call themselves a Cocaine Anonymous Group when:

1. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances.
2. It is fully self-supporting.
3. Its primary purpose is to help addicts recover through the Twelve Steps of C.A.
4. It has no outside affiliations.
5. It has no opinion on outside issues.
6. Its public relations policy is based on attraction rather than promotion.

10. The C.A. Group - Description

The basic unit in C.A. is the local Group, which is autonomous except in matters affecting other Groups or C.A. as a whole. The Group has but one primary purpose, which is to help others to recover through attendance at C.A. meetings, service and the suggested Twelve Steps. Each Group is self-supporting through its own contributions. As the Twelve Steps are our guide to recovery, the Twelve Traditions are our guide to Group unity, growth and discipline. Its members maintain their personal anonymity at the level of press, radio, television and films.

A Group or Online Group, ought to be aligned with only one (1) District or Area. Loner Groups ought to be registered with WSO. This avoids inaccurate DSR/Delegate counts and permitted Area votes at Conference.

The importance of the Group, what it constitutes, and its functions cannot be stressed enough. Maintenance of our recovery depends on the sharing of our experience, strength and hope with each other, thus helping us to identify and understand the nature of our disease. A group typically meets at a regular time each week. Those that meet multiple times in a week are known as multi-meeting groups.
A multi-meeting group is defined as a group that meets on multiple occasions during a day and/or week.

A multi-meeting group has one GSR who carries the voice of the group (representing all the meetings) at the District, and/or Area level.

**For any other guidance we suggest referring to Tradition 4 on page 11 of the World Service Manual.
Most addicts in C.A. achieve and sustain their recovery as a result of their participation in the activities of the Group. The Group is the heart of Cocaine Anonymous and it is vital to the new member. It is equally important to those who have achieved recovery as a result of the program. They may continue to participate and receive assistance from the Group. The Group's total responsibility is perhaps best expressed by the First Tradition:

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

11. The C.A. Home Group

A Home Group may be defined as a meeting a member regularly attends. The Home Group provides an opportunity to begin to be of service. Experience shows a Home Group is one of the vital components to continuous sobriety. In a Home Group members can participate in the business meeting and are able to cast their vote as a part of the group conscience.

Many groups hold a business meeting monthly or at other intervals to discuss such items as: group finances, distribution of 7th Tradition, meeting format, election of trusted servants, etc. It is suggested that records be kept of group business meeting decisions.

Each group is autonomous, and the group conscience decides how business meetings may be conducted.

12. The C.A. Meeting

The C.A. meeting is the most important activity of the group. It is the place and time where a group fulfils its primary purpose.

Most meetings follow a more or less set format, although distinctive variations have developed. It is our experience that many meetings begin or end with some form of prayer. While each C.A. group is autonomous, and adopts its own format, C.A. as such never endorses, opposes or affiliates, expressed or implied, with any sect, denomination, politics, organization or institution. A leader describes the C.A. program briefly for the benefit of the newcomers, and then turns the meeting over to a speaker or to participation.

Sometime during the meeting, there is usually a period for C.A. related announcements of interest to the meeting. A collection is taken to cover rent, literature and chips, refreshments and contributions to the District, Area and World Service Office as per the 7th Tradition.

Those attending meetings are reminded that any opinions or interpretations they may hear are solely those of the speaker or participant involved. All members are free to interpret the recovery program in their own terms, but none can speak for the local Group or C.A. as a whole.

13. Meeting/Group Types:

OPEN: Attended by C.A. members, their families, friends and other interested people.
Non-C.A. members may attend but only as observers. Any questions they may have can be answered by members before or after the actual meeting.

CLOSED: Attendance is limited to C.A. members and those with a desire to stop using cocaine and all other mind-altering substances.

14. Meeting/Group Styles:

STEP STUDY: Participants study and discuss the Twelve Steps with the Group.

BOOK STUDY: Participants study and discuss with the Group any of these books:

- A Quiet Peace
- Hope, Faith & Courage (All Volumes)
- Alcoholics Anonymous (the “Big Book”)
- Twelve Steps and Twelve Traditions (the “12 and 12")
- The A.A. Service Manual, combined with the 12 Concepts For World Service”
- Twelve-Step Companion Guide

PARTICIPATION: Participants discuss their experience, strength and hope in the meeting, one member at a time.

SPEAKER: One or more C.A. members share their personal experience, strength and hope in the meeting at length.

H&I MEETINGS: H&I meetings are often restricted to patients or residents only, and not open to the community as a whole. These meetings are brought into facilities by local C.A. members through the H&I committee. H&I meetings are basically beginners meetings; with the chairperson of each meeting providing the speakers. They are not usually listed in the area or world directory; and they do not observe the 7th Tradition. Certain facilities may require H&I participants to be subject to sobriety requirements, dress and conduct codes.

ONLINE MEETINGS: Any meeting where two or more members meet virtually, including but not limited to video platforms and voice chat. (See 'Online Meeting Guidance' Appendix 42)

VOICE MEETINGS: These are voice only, voice over internet protocol meetings and are similar in format to face to face meetings.

15. Group Service Positions

"For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern."
-- OUR SECOND TRADITION --

C.A. groups may create such service positions, as they deem necessary to carry on the group functions with such job duties and sobriety requirements, as they feel appropriate. Such positions by way of illustration might include: Chairperson, Vice Chairperson, Literature, Coffeemaker/Hospitality, Greeter, etc. The suggested business positions of groups are:

16. Group Service Representative (GSR)

Suggested sobriety time: One year
Term: One year

The GSR position is a very important service position for which a member can be elected. Great care should be taken with this choice; the quality of the District/Area Services and ultimately World Services can only be as good as those choices the individual Groups make. As with the Secretaries, GSR candidates should only accept positions for those Groups that they regularly attend. Regular attendance is to be defined by the groups. They are the ones who will carry the information back to the Group as to what is going on in our Fellowship on a District/ Area level as well as the World level.

It should be understood that a GSR does not require Group approval to vote on matters affecting the Group or C.A. as a whole, although it is the GSR responsibility to vote mindful of the group conscience. (See Concept 3). A good GSR is familiar with the C.A. World Service Manual and the Twelve Concepts of World Services. If the GSR cannot attend, an Alternate should attend. The person elected GSR should be trusted with the Group vote. Before accepting a nomination for GSR, the nominee must consider the level of commitment as well as the sacrifice of time involved.

Duties and Responsibilities:

1. Sees that the Traditions are followed within the Group.
2. Attends all appropriate business meetings.
3. Conducts communication between the Group, District and Area.
4. Reads/reviews communications from the District, Area and World Service.

17. Alternate GSR

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

18. Secretary

Suggested sobriety time: 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 C.A. Program.

Duties and Responsibilities:

1. Have a working knowledge of the 12 Traditions.
2. Follow the format in accordance with the group conscience.
3. See that the responsibilities of the other Group servants are met.
4. Keep an accurate, up-to-date record of changes of the group conscience.
5. Keep a record of each officer's election date.
6. Display C.A. literature and schedules.

19. Group Treasurer Qualifications

Suggested sobriety time: One year
Suggested prior service time: Six months
Term: One year
Gainfully employed and/or financially solvent.

Duties and Responsibilities:

1. Keeps an accurate bookkeeping system. (See the "Group Treasurer's Record" form located in the Financial Guidelines for Groups, Districts & Areas of Cocaine Anonymous. Pages 6-8)
2. When applicable, maintains Group bank account(s) with checks requiring two signatures.
3. Gives financial reports to the Group regularly.
4. Pays all Group expenses.
5. Passes on contributions to the District/Area and/or the World Service Office.
6. Collects and documents 7th Tradition money.
7. Collects and documents the H&I money (if H&I cans are passed at that meeting) and passes the H&I money onto the District or Area Treasurer, distinguished as H&I money.

20. Group PI Liaison

Suggested sobriety time: Six months
Term: One year

The purpose of the Group PI Liaison is to attend their local PI committee meeting, collect C.A. literature / posters and distribute these locally.
The Group PI Liaison is the one who will carry the information between their group and their local PI committee.

Duties and Responsibilities:

1. Familiarize yourself with PI guidelines and C.A.'s 12 traditions.
2. Act as a liaison between your group and your local PI committee.
3. Actively support your group by placing literature / posters in your meeting venue / local area on regular basis.
4. Keep group members informed of upcoming PI activities and opportunities for service.

21. The C.A. District - Description

The primary level of organization of Cocaine Anonymous consists of the individual groups.

A Group or Online Group, ought to be aligned with only one (1) District, avoiding inaccurate DSR counts for that particular District.
A District is a geographical unit within an Area containing a number of groups within a close proximity, which find it necessary to unify. For an online District, 'geography' and 'close proximity' are not necessarily relevant.
A District has the primary function of the unification of its groups by keeping in frequent contact with them, learning their problems and sharing ways to contribute to their growth and well-being.

It is suggested that ten (10) or more groups comprise a District and that each ten (10) groups elect a District Service Representative to sit on the Area Service Committee. When districting or re-districting, approval of the groups within each current or proposed District is essential. The proposed districting or re-districting should be approved by the Area Service Committee. As the number of groups within a District increases, the District should either split into two Districts or elect more District Service Representatives from such groups to the Area Service Committee.

Note: Current Area Conscience regarding the number of DSR's per district is:

- 1-10 meetings = 1 DSR
- 11-20 meetings = 2 DRS's
- 21- 30 meetings = 3 DSR's, and so on

22. District Service Committee

A District Service Committee (DSC) is a group made up of the Group Service Representatives from the individual groups in the District, the District Service Representatives and the DSC officers. The DSC meets on a monthly basis to handle the business needs of the District. The DSC may create committees to service such needs as Telephone (Helpline), Public Information, CPC (Cooperation with the Professional Community), Hospitals and Institutions, Literature and Chips, and Special Events.

The most important function is to serve the needs of its groups. If a group has a situation it cannot handle, it can come to the District Service Committee. The active participation of each GSR is essential for a successful DSC.

Whatever endeavour or extracurricular activity is taken on by the District, they should at all times try to use or take advantage of Area resources, in order not to duplicate efforts or expenses already incurred by the Area.

a) Possible Voting Members:

Officers of the DSC, Group Service Representatives, Alternate Group Service Representatives (optional); and other trusted servants.

b) Voting Procedures:

Determined by District: Voting examples can be found in the WSM WSC Parliamentary Procedure Guidelines.

23. District Service Positions

The District should elect officers yearly, which include:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- District Service Representatives — one DSR for every ten (10) groups or part thereof in the District, elected by the groups' GSR

- Alternate DSR (optional)
- Chairpersons of District Service Standing Committees (optional) — elected by the respective standing committees and approved by the DSC.

There should be one Group Service Representative (GSR) elected from each group. The DSC officers should be elected from among the active GSR. Upon election, the DSC officers shall no longer serve as GSR. Those groups, which they represented, must elect new GSR.

The District Service Representative (DSR) is the essential link between the groups' GSR and the 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.

District Service Officers Duties and Qualifications

a) <u>Chairperson</u>

1. Two years continuous sobriety.
2. One year commitment.
3. Six months of active service in C.A.
4. Arranges agenda.
5. Presides over monthly meetings.
6. Only votes in case of a tie.
7. Assumes the responsibilities of coordinating all activities within the District.
8. Encourages trusted servants to chair various committees.

b) <u>Vice Chairperson</u>

1. One year continuous sobriety.
2. One year commitment. – (It is suggested that the Vice Chairperson rotates into the Chairperson commitment following the completion of the Vice Chairperson term.
3. Six months of active service in C.A.
4. Coordinates all committee functions
5. In absence of Chairperson, performs the duties of Chairperson.
6. Chairperson of one standing committee.

c) <u>Secretary</u>

1. One year continuous sobriety.
2. One year commitment.
3. Six months of active service in C.A.
4. Keeps accurate minutes of each meeting.
5. Handles correspondence and maintains business records of the District.

d) <u>Treasurer</u>

1. Two years continuous sobriety
2. One year commitment.
3. One year of active service in C.A. Gainfully employed and/or financially stable.
4. Receives and deposits contributions from meetings and special events.
5. Keeps an accurate bookkeeping system.
6. Maintains bank account(s) with checks requiring two (2) signatures.

7. Gives regular financial report with a copy of the District Bank Statement (account numbers blacked out)
8. Timely filings with regulatory agencies (e.g. state and local taxes, non-profit corporation forms).
9. Pays all expenses.
10. Passes on contributions to the Area and World Service according to the optional 70/30 plan.
11. Forwards yearly district reconciliation to the Area Treasurer for the purpose of Area Reports to regulatory agencies.

e) **<u>District Service Representative</u>**

1. Two years continuous sobriety.
2. One-year commitment.
3. Six months of active service in C.A. including prior service as a Group Service Representative (GSR).
4. Represents a District in the Area Service Committee.
5. Provides communication between the District and the Area
6. Communicates with other District Service Committee members
7. Keeps GSR informed about WSC activities.
8. Acquaints GSR with the C.A. World Service Manual, the Twelve Concepts for World Service, and all other WSC-approved service materials.
9. Attends all Area and District Service Committee meetings
10. Communicates to groups the responsibilities and importance of general service work.

f) **<u>Alternate District Service Representative</u>**

Some Districts find it appropriate to elect an Alternate DSR. The Alternate should possess the same qualifications as the DSR.

24. Additional Guidance for CAUK DSR's:

Upon election, new DSRs should provide the Area Secretary with their first name, service position information (i.e. which District they are serving), and email address so they can be added to relevant Area circulation lists and communication platforms, enabling them to receive and view all Area mailings and reports.

The Area Secretary can be contacted via email at **secretary.cauk@gmail.com**

It is a conscience of the CAUK Area that all reports must be submitted two (2) weeks before the Area Service Committee meeting, this includes all DSR reports.

Reports should be emailed to the Area Secretary in PDF format.

An editable word version of a DSR report template can be found on the CAUK website, by visiting the 'Resources', 'Other' section; or by using the link below;

<u>https://docs.google.com/document/d/1h6rCfJBROSLxmNiMvjQKzp3YA738pQwXgqFXFxf3i_Y/edit?tab=t.0</u>

Please note: The Area Secretary will hold DSR information until such time as the DSR asks the Area Secretary for this to be deleted; which should be requested by the DSR once their term of service has ended.

25. 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.

26. The Area

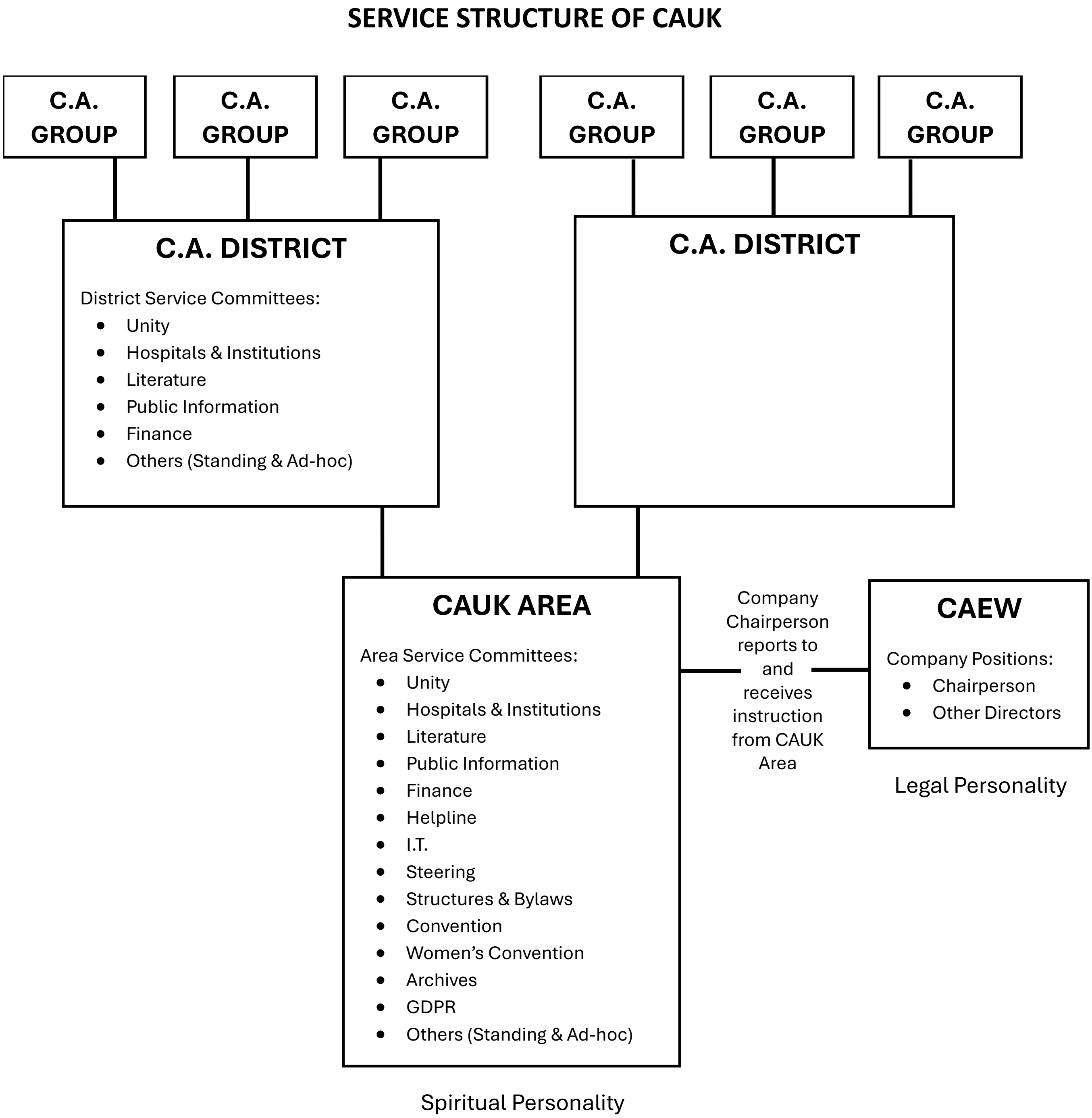
a) An Area is a defined geographical division. In heavily populated geographical locations that have many C.A. groups, there may be two or more Areas. As new Areas are created, or if an Area changes its geographical definition, the creation or change must be recognized by the World Service Conference (WSC). The CAUK geographical area is defined as England and Wales, except Central UK Area, London Area, Sussex Area, Wales Area, South West UK Area, and Online International Area (as at February 2026). 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. Groups and/or Online Groups, ought to be aligned with only one (1) Area, avoiding inaccurate Delegate counts, and permitted Area votes at Conference.

b) A District is a geographical unit within an Area containing a number of groups within close proximity. A District has the primary function of the unification of its groups by keeping in frequent contact them, learning their problems, and sharing ways to contribute to their growth and wellbeing.

c) The Districts within CAUK are currently (correct as at August 2026):

- Cotswolds District
- Digital District
- Essex District
- Hampshire District
- Kent District
- North East District
- North Kent and South East London District
- North West District
- South Central District
- South East Essex District
- Yorkshire District
- Surrey and Berkshire District
- Surrey and South West London District
- West Essex District

27. Service Structure of CAUK



28. CAUK Area Functions

1. Maintains, updates and communicates Area Meeting schedules (including Area Standing Committee meeting schedules)
2. Maintains ongoing communications with the Districts
3. Maintains ongoing communication with the World Service Office and World Service Conference
4. Maintains the CAUK Area website (www.cocaineanonymous.org.uk)
5. Maintains a CAUK meetings list (via the website)
6. Maintains the CAUK Helpline
7. Maintains a bank account
8. Supplies and distributes C.A. literature (via the online literature shop)
9. Holds Area Service Committee every two months meetings and Area Assembly meetings twice a year
10. Facilitates the CAE&W Company's Annual General Meeting
11. Elects Area Officers
12. Elects Delegates to the World Service Conference
13. Funds Delegate travel to the World Service Conference and European Regional Meetings
14. Sponsors service days and workshops
15. Sponsors Area Conventions
16. Area Standing Committees include:
    a. Helpline
    b. Hospitals and Institutions
    c. Public Information
    d. Archives
    e. Convention
    f. Women's Convention
    g. Literature
    h. Treasury
    i. Unity
    j. GDPR
    k. Structure and Bylaws
17. Forms Ad-Hoc Committees as required, to perform specific functions
18. Receives reports from all Districts, the Treasurer, CAE&W (the Company/Charity), all Standing Committees, Ad-Hoc Committees and the CAUK Area Delegates

29. Meeting Times and Places

The CAUK Area Service Committee (ASC) will meet six (6) times per year. Special meetings may be called if deemed necessary by the Area.

CAUK hold Area Assembly Meetings two (2) times per year, pre-conference and post-conference.

An Annual General Meeting (AGM) of the CAE&W Company is held once a year.

All Area Meetings (ASC, AGM and Area Assembly) are held exclusively online whilst CAUK facilitates online meetings.

Online Area Service Committee Meetings and Area Assembly Meetings will break for 5 minutes in every hour.

Members cannot actively engage in Online Area Service Meetings or Area Assembly Meetings while driving.

30. Quorum

Generally speaking, a quorum is the minimum number of voting members required to conduct business. At the CAUK Area Service Committee and Area Assembly meetings, the quorum is 10 . Quorum is achieved if 10 voting members are present.

31. Area Voting Members

All of the following are voting members at the CAUK Area meetings and may be recognized for one vote per person at times of voting:

a) Area Officers (with exception of the Area Chairperson, who may only vote in the event of a tied vote)
b) Area Standing Committee Chairpersons
c) CAE&W Company Chairperson
d) District Service Representatives (DSR's)
e) WSC Delegates and Alternate Delegates

Note: Area Assembly meetings will additionally include all GSRs as voting members.

In all its proceedings, the CAUK Area shall observe the spirit of the C.A. Tradition, taking great care that all important decisions be reached by discussion, vote, and whenever possible, by Substantial Unanimity (please reference the C.A. World Service Manual "General Warranties of the Conference", "World Service Conference Charter" and "Bylaws of Cocaine Anonymous World Services, Inc." as adapted from the 12th Concept of Alcoholics Anonymous).

32. CAE&W Company AGM - Voting Members, Voting Procedure and Quorum

An Annual General Meeting (AGM) of the CAE&W Company is held once a year, facilitated by the Area. The Company 'Articles of Association' document outlines CAE&W Company procedures, including AGM procedure; please refer to this document for more information. The list below highlights some of the key points relating to the AGM:

- Members of the Company are outlined in the Articles of Association as being; the voting members of the ASC, the GSR's and the members of the Executive Committee, i.e. as listed below;
  a) Area Officers - *(voting members of the ASC)*
  b) Area Standing Committee Chairpersons - *(voting members of the ASC)*
  c) CAE&W Company Chairperson - *(voting member of the ASC / member of the Executive Committee)*
  d) CAE&W Company Vice Chairperson - *(member of the Executive Committee)*
  e) CAE&W Company Treasurer - *(member of the Executive Committee)*
  f) CAE&W Company Secretary - *(member of the Executive Committee)*
  g) District Service Representatives (DSR's) - *(voting members of the ASC)*
  h) WSC Delegates and Alternate Delegates - *(voting members of the ASC)*
  i) Group Service Representatives (GSR's) – *(GSR's)*
- Every Member of the Company shall have one (1) vote at the AGM, except for the Area Chairperson who may only vote in the event of a tied vote
- 'There shall be no right for any Member to appoint a proxy'
- 'The Chairman of the Area Service Committee shall preside as Chairman at every General Meeting'
- 'Twenty five (25) Members personally present shall be a quorum'
- 'To be passed, a resolution must be approved by a Majority'

33. Area Officer Election Procedures

Introduction

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

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.

All Area Service Commitments, excluding Delegates and Convention Committee Chairperson(s), will run for two full years, e.g. June 2025 to June 2027. Should a new member be voted in to the position during the final month of service, then that person may rotate directly into the commitment if they wish.

Officer Voting Procedures

a) Announce position becoming available 4 months prior.
b) Nominations for all Area Officers are made at the Area Meeting; candidates must attend if they are to be considered.

34. 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 following is a list of Area Committee Officers, their requirements, duties and responsibilities. For all other Area Service Officer requirements, duties and responsibilities please see the relevant sections below.

Area Chairperson Qualifications

- Two (2) years of continuous sobriety
- Two (2) year commitment
- One (1) year of prior service at the Area Service Committee (standing committee, Delegate and/or DSR within the Area)

Duties and Responsibilities

1) Arranges and presides over all Area meetings, arranges agendas and reasonably follows Parliamentary Procedures
2) Assumes responsibilities of coordinating all activities within the Area
3) Votes only in cases where there is a tie
4) Gives a quarterly report to the Regional Trustee regarding meetings (both H&I and regular meetings) and C.A. events
5) 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
6) ‘To have all delegates credentialed upon election, but no later than 30 days prior to the WSC, using the current credentialing platform - (as reference Standing Rule 5 of the Standing Rules for the C.A. World Service Conference - please see the World Service Manual for more information)’

7) Checks Area bank statements match with Treasurer's report
8) Acts as a signatory on Area bank account(s) as required
9) Has access to and deals with all correspondence to the chair@cauk.org.uk email address
10) Joins and oversees relevant Area committee communication platform/forum/group
11) Refers to the C.A. Conference approved 'World Service Manual', Area approved 'Area Service Manual' and other relevant literature for further insight and guidance

<u>Area Vice Chairperson Qualifications</u>

- Two (2) years continuous sobriety
- Two (2) year commitment – (It is suggested that the Vice Chairperson rotates into the Chairperson commitment following the completion of the Vice Chairperson term or Chairpersons term, whichever comes first)
- One (1) year of prior service at the Area Service Committee (standing committee, Delegate and/or DSR within the Area)

Duties and Responsibilities

1) In the absence of the Chairperson, performs all duties of the Chairperson
2) Supports the Area Chair with general Area Committee activities
3) Supports and advises the Chairperson in all matters relating to the Twelve Concepts of Service, Twelve Traditions, relevant Area conscience and Parliamentary Procedure
4) Takes on the role as Chair of an Area subcommittee, when one becomes available

<u>Area Treasurer Qualifications</u>

- Three (3) years of continuous sobriety
- Two (2) year commitment
- One (1) year of prior service at the Area Service Committee (standing committee, Delegate and/or DSR within the Area)
- Gainfully employed and/or financially solvent
- Bookkeeping or Accounting experience preferred

Duties and Responsibilities

1) Receives and deposits contributions from meetings, Districts and special events
2) Keeps an accurate bookkeeping system
3) Maintains account(s) requiring two (2) signatories, and any online banking using a dual authorisation process. Mandate(s) should have a minimum of four (4) signatories, in line with current ASC conscience. It is essential that mandate(s) are updated immediately upon rotation of trusted servants
4) Submits reconciled financial report every two months with a copy of the Area Bank Statement (with personal/sensitive information redacted)
5) Timely reporting in line with the legal requirements and eligibility criteria of the proposed area conscience/bank/company/charity. To protect C.A. England & Wales charity status, through annual accounts filings. It is recommended that these filings be done in conjunction with the C.A. England & Wales charity
6) Pays all expenses and ensures all requests for reimbursements are accompanied by receipts/invoices/completed expenses forms etc.

7) Passes on contributions to World Services
8) Refers to the Area approved 'CAUK Financial Guidelines', and other relevant financial guidelines for additional insights and guidance
9) Attends all Area meetings, including Area Assembly
10) Attends the AGM (Annual General Meeting)
11) Submits reports to Area two weeks prior to the Area meeting
12) Has access to and deals with all correspondence to the asctreasurer@cauk.org.uk email address
13) Acts as a signatory on other Area Standing Committee bank account(s) as required

Area Vice Treasurer Qualifications

- Two (2) years continuous sobriety
- One (1) year of prior service at the Area Service Committee (standing committee, Delegate and/or DSR within the Area)
- Two (2) year commitment – (It is suggested that the Vice Treasurer rotates into the Treasurer commitment following the completion of the Vice Treasurer term or Treasurers term whichever comes first.)
- Gainfully employed and/or financially solvent

Duties and Responsibilities

1) In the absence of the Treasurer, performs all duties of the Treasurer
2) Acts as a signatory on other Area Standing Committee bank account(s) if required

Area Secretary Qualifications

- Two (2) years of continuous sobriety
- Two (2) year commitment
- Six (6) months of active service in C.A.

Duties and Responsibilities

1) Keeps accurate minutes of all Area meetings
2) Maintains an updated contact/phone list of all Area DSR's, officers, Delegates etc.
3) Maintains general communications within the Area
4) Has access to and deals with all correspondence to the secretary.cauk@gmail.com email address as required
5) Sends email notifications/reminders for all Area Business functions
6) Joins any relevant Area committee communication platform/forum/group
7) Invites new DSR's and Chairs to the CAUK Chairs/DSR's WhatsApp group upon request
8) Uploads all reports, minutes and other required documents as relevant to the Area Box in a timely fashion
9) Updates and distributes the 'CAUK subcommittee meetings' list accordingly
10) Updates and distributes the 'ASC commitment dates' list accordingly
11) Liaises with GDPR Committee to ensure Area email loop/Area Box are GDPR compliant

35. Delegates

Area World Service Delegates are Area Service Officers.

NOTE: Current CAUK conscience states, "Area meeting to vote Delegates in, and ratification to happen at Area Assembly, so prospective delegates can become fully informed".

World Service Conference Delegate

The Delegate's Job is a Spiritual One!

1. Conference Delegates are required to have a working knowledge of the World Service Manual, in particular the Twelve Steps, the Twelve Traditions, The Twelve Concepts, the Standing Rules for the C.A. WSC, and the Conference Charter.
2. Prior to the Conference, the Delegate transmits SR-14 material to their Area through Area and District 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 C.A.
3. Attend the World Service Conference (WSC) prepared, in order to be able to vote knowledgeably. Conference Delegates should be present during all voting times until the end of Conference. Every Conference Delegate, after their election, will notify the World Service Office (WSO) in order to be placed on the mailing list, gain access to relevant document storage folders**,** and to receive all Conference materials, which require several hours of study.
4. After the Conference, the Delegate transmits the information back to their Area through Area and District 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 C.A.
5. Delegates shall encourage their Areas to generate funds to help support World Services.
6. Delegates must be prepared to attend District, Area and Regional service meetings. They must understand the issues in their Areas to be better able to present them to the Conference.
7. Delegates cooperate with WSO by providing local meeting schedules and local C.A. information numbers.
8. Delegates provide C.A. leadership by helping to solve local problems involving the C.A. Traditions. In the spirit of this leadership need, it is suggested that, if possible, Delegates and Alternate Delegates not hold any other service commitments at the District or Area level. Further, in the spirit of rotation, wherever possible, Delegates should only serve one term and not consecutive terms.
9. Delegates visit Groups in their Districts/Areas and are sensitive to their needs and reactions. They should learn how the Groups have reacted to Conference reports. Delegates know communication is a two-way street, with information moving in both directions.
10. Delegates serve on a World Service Conference Committee and work closely with Committee members throughout the year. It is the Delegate's responsibility to work closely with other members of their WSC committee to ensure that it is in action throughout the year.
11. Delegates keep Alternate Delegates fully informed including access to documents and processes on WSC participation requirements, so that the Alternate can replace the Delegate in an emergency.
12. Delegates shall help all newly elected WSC Delegates and Alternate Delegates from their Areas by passing on knowledge of WSC procedures including, but not exclusively, Credentialling, WSC Registration, access to document storage platform, referrals etc.

13. They are also responsible for contacting the Regional Trustee at least once per quarter to provide the Trustee with Area reports and updates.
14. Delegates and Alternate Delegates must ensure that they have been credentialed by their Area Chairperson or an authorized individual upon election, but no later than 30 days prior to the WSC, providing their full name, email address, phone number, and the number of votes they carry. If attending, Delegates must also ensure they are Registered a minimum of 30 days prior to WSC. Note: Alternate Delegates must also be Credentialed and, if attending, Registered online even if they are allocated no vote [0 vote] as this then permits them to accept a proxy vote should the situation arise.
15. Delegates and Alternate Delegates are to access the web-based document storage platform allowing them to review and familiarize themselves with all WSC materials, including Delegate Mailings.

Procedure for Delegate/Alternate Election to The Cocaine Anonymous World Service Conference

1. Delegates and Alternate Delegates are to be elected to the WSC by each Area. Each Area shall have two (2) votes which may be carried by up to two (2) Area Delegates or Alternate Delegate(s), in person or by proxy, as set forth in the Standing Rules for the Cocaine Anonymous World Service Conference. If an Area has more than 25 meetings per week of its groups (excluding H&I), then that Area will be entitled to one additional vote for every fifty (50) meetings per week of its groups (or portion thereof). This takes effect after conference 2026 for all existing areas, and after conference 2022 for new areas recognized at WSC. If an Area has any question concerning the number of votes to which it is entitled, that Area should contact its Regional Trustee. Areas should ensure that Groups and /or online groups are aligned with only one (1) Area, avoiding inaccurate Delegate counts, and permitted Area votes at Conference.
2. The purpose of the Alternate Delegate is to assist the Delegate and to assume the responsibilities of the Delegate when necessary. Suggested requirements and qualifications are the same as those for Delegates. Any Alternate who replaces the Delegate at the WSC will remain on the WSC and Regional mailing list as that Area's delegate for the balance of the unexpired portion of the original Delegate's term until the WSO and the Regional Trustee is informed otherwise by the Area Chairperson. Such an Alternate Delegate succeeding to a Delegate position is eligible to run for election to a full Delegate term.
3. The Area must decide at the Delegate election who is eligible to be a Delegate and who is eligible to vote for the Delegate. It is suggested that the GSR, District Officers, Service Committee Chairpersons, Area Officers, and other members who are involved in C.A. service qualify for election. It is further suggested that Delegates have four years of continuous sobriety.
4. The Delegates and Alternate Delegates are to be elected for a term of four (4) conferences, within a period of four (4) consecutive conferences. It is suggested that the spirit of rotation be followed.
5. When necessary, Delegate elections are to be held 120 days prior to the World Service Conference. It is recommended that all new Delegates for the current WSC be elected prior to the Regional Service Assembly.

Additional Recommendations:

a) It is recommended that the candidates for this office be active members of Cocaine Anonymous. They should also have the necessary time available to engage in the C.A. service activity required of this position. It is further suggested that nominees for this position have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts for World Service.

All delegates must be prepared to attend and participate in the World Service Conference for the four-conference duration of their commitment. They should solicit input from all standing committees and the fellowship as a whole regarding which committee at the World Service Conference they should attend. This is not, however, to be construed as binding, as Concept III of the Twelve Concepts for World Service insures each Delegate of the traditional "Right of Decision". Within 45 days upon returning from the World Service Conference, each Delegate is required to produce a written and verbal report to Area.

The CAUK Area current conscience is that all Delegates and the Area Chairperson should attend the European Regional Assembly and Caucus. Every effort should be put forth to carry the Area's group conscience at these meetings. But personal schedules and Area finances will affect our attendance. Votes can be by proxy if necessary.

b) Finances and Fundraising

The current Delegates and Alternate Delegates have a responsibility to coordinate the yearly fundraising activity "Celebrate Around the World". The funds raised through this event are to assist in the expenses involved with Delegate participation in World Service Conference and the European Regional Caucus. It is the responsibility of the Delegates to work in conjunction with the appropriate District Committee to avoid scheduling conflicts and enhance the event's success. The ability of any Delegate to perform the duties of their position should not be influenced by their financial status. Therefore, it is the responsibility of Area to provide the funds required for the Delegates participation in the following World Service Business meetings.

<u>Funding projections and policies</u>:

<u>World Service Conference</u>

- All Delegates attend
- Air fare: 1 round trip ticket per Delegate
- Hotel: 1/2 room each for up to 7 nights
- Per Diem: Up to £60 per day for a maximum of 7 days per Delegate. Amount to be reviewed annually at the preconference assembly

<u>European Regional Caucus</u>

- Hot Slate: Send all votes (Delegates and the Area Chairperson) if we can afford it
- Dead Slate: *To be advised*
- To attend Regional Assembly Meeting
- Air fare: Round trip ticket
- Hotel: 1/2 room for 2 nights
- Per Diem: Up to £60 per day for a maximum of 3 days. Amount to be reviewed annually at the Pre-Conference Assembly

The above funding projections represent the maximum amounts that would be funded by the Area for each event. It is the Delegates responsibility to explore and take advantage of any reasonable opportunities to assist in lowering expenses. The Delegates' expenses will be prepaid only when appropriate reservation paperwork is brought to an Area meeting. It is also the responsibility of the Delegates to refund any unused funds at the time that receipts are turned in.

36. Standing Committees

All Standing Committee Chairs are expected to form committees and to attend all Area meetings, including Area Assembly meetings. They are asked to provide reports two weeks in advance of each meeting, to be uploaded to the Area Box by the ASC Secretary. All Standing Committee Chairs must be voted in by election and must be present to be voted in.

It is vital that committees are formed in order to hear group conscience at this level.

a) <u>Public Information Committee (PI)</u>

Statement of Purpose

In all public relations, C.A's sole objective is to help the still-suffering addict. Always mindful of the importance of personal anonymity, we believe this can be done by making known to the addict, and to those who may be interested in their problem, our own experience as individuals and as a Fellowship in learning to live without cocaine and all other mind-altering substances. We believe that our experience should be made available freely to all who express sincere interest. We believe further that all efforts in this field should always reflect our gratitude for the gift of sobriety and our awareness that many outside C.A. are equally concerned with the serious problem of addiction.

The Public Information Conference Committee develops, initiates, and plans the means of communication to the public, which is presented to the Conference for Fellowship approval.

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, community events, etc., and handles all inquiries from the community as a whole.

<u>Public Information Committee Chairperson Qualifications</u>

- Two (2) years of continuous sobriety
- Two (2) year commitment
- One (1) year of continuous committee service prior to position

Duties and Responsibilities

1) Presides over all committee meetings and arranges agenda
2) Coordinates and directs all committee activities
3) Oversees PI subcommittee functions
4) Oversees the Festivals Committee
5) Has access to and deals with all correspondence to the pi@cauk.org.uk email address
6) Joins and oversees any Area PI committee communication platform/forum/ group
7) Introduces themselves to District PI committees and keeps an up-to-date contact list
8) Keeps in regular contact with Area/District PI committee members and facilitates monthly meetings to include District PI Chairs and interested members
9) Keeps in regular contact with Area/District PI committee members
10) Supports Area/District groups with any PI related queries
11) Attends events and offers support to Districts when invited
12) Helps to organise P.I. involvement at the CAUK Area Convention when invited
13) Seeks opportunities for Cooperating with the Professional Community, other organizations, and the public at large
14) Familiarises themselves with PI guidelines and C.A.'s 12 Traditions
15) Refers to the C.A. Conference approved 'Public Information Handbook'
16) Attends all Area meetings, including Area Assembly
17) Submits reports to Area two weeks prior to the Area meeting

b) **<u>Hospitals & Institutions Committee (H&I)</u>**

Statement of Purpose

Responsible for the coordination of and active participation in Twelve Step work within hospitals and institutions. To provide assistance and guidance to individual members as well as service Districts that initiate hospital and institutional activity.

<u>Hospitals and Institutions Committee Chairperson Qualifications</u>

- Two (2) years of continuous sobriety
- Two (2) year commitment
- One (1) year of continuous committee service prior to position

Duties and Responsibilities

1) Presides over all committee meetings and arranges agenda
2) Coordinates and directs all committee activities
3) Has access to and deals with all correspondence to the hi@cauk.org.uk email address
4) Joins and oversees any Area H&I committee communication platform/forum/group
5) Introduces themselves to Districts H&I committees and keeps an up-to-date contact list
6) Keeps in regular contact with Area/District H&I committee members
7) Supports Area/ District groups with any H&I related queries
8) Attends events and offers support to Districts when invited, to explain the importance of H&I service
9) Helps to organise H&I involvement at the CAUK Area Convention
10) Familiarises themselves with H&I Guidelines and C.A.'s 12 Traditions
11) Refers to the C.A. Conference approved 'Hospitals and Institutions Committee Suggested Guidelines and Information'
12) To produce and work closely with editor(s) of the Write Lines (CAUK's Quarterly H&I publication) and distribute to facilities and District H&I committees
13) Has oversight of the Write Lines email <u>writelines@cauk.org.uk</u>
14) Has oversight of the graphic design platform account
15) To promote and maintain a postal sponsorship service option for prison inmates and forward all correspondence received to the relevant District H&I committees
16) Attends all Area meetings, including Area Assembly
17) Submits reports to Area two weeks prior to the Area meeting

c) **<u>Structures & Bylaws Committee (S&B)</u>**

Statement of Purpose

The purpose of the Structure and Bylaws Committee (S&B) is to formulate bylaws, guidelines and a structure by which Cocaine Anonymous U.K. can operate day-to-day, at Area level. With care and diligence, we strive to be of maximum service to the fellowship by incorporating new Area consciences into a clear, accessible Area Service Manual (ASM), helping the fellowship to grow and flourish. The S&B committee also maintains the Area Service Committee's Current Conscience Document and assists in the creation of other Area guidelines as required.

<u>Structures & Bylaws Committee Chairperson Qualifications</u>

- Two (2) years of continuous sobriety
- Two (2) year commitment
- One (1) year of continuous committee service prior to position

Duties and Responsibilities

1) Arranges and presides over all committee meetings and prepares committee agendas
2) Coordinates and directs all committee activities
3) Appoints subcommittees and designates subcommittee chairs as needed
4) Interacts with other Area Service Committees, the Delegates and the Company
5) Maintains and updates the Area Service Manual (ASM)
6) Oversees / facilitates updates to the ASC Current Conscience Document
7) Joins and oversees any Area S&B Committee communication platform/forum/group
8) Attends all Area meetings, including Area Assembly
9) Submits reports to Area two weeks prior to the Area meeting

d) <u>Unity Committee</u>

Statement of Purpose

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 this committee sponsors annual workshops and other forums to promote C.A. unity.

<u>Unity Committee Chairperson Qualifications</u>

- Two (2) years of continuous sobriety
- Two (2) year commitment
- One (1) year of continuous committee service prior to position

Duties and Responsibilities

1) Presides over all committee meetings and arranges agenda
2) Coordinates and directs all committee activities
3) Appoints subcommittees and designates subcommittee chairs as needed
4) Has access to and deals with all correspondence to the unity@cauk.org.uk email address
5) Joins and oversees any Area Unity committee communication platform/forum/group
6) Introduces themselves to Districts Unity committees and keeps an up-to-date contact list
7) Keeps in regular contact with Area/District Unity committee members
8) Supports Area/District groups with any Unity related queries
9) Interacts with other Area Service Committees
10) Helps the Delegates to organize our annual "Celebrate Around The World" event (CATW) - this event is normally held on the 1st Saturday in March
11) Sponsors Unity events and workshops in the CAUK Area
12) Working knowledge of the Twelve Steps and Twelve Traditions with a willingness to serve
13) Refers to the C.A. Conference approved 'CAWSC Unity Committee Guidelines/Duties' for further information and guidance
14) Attends all Area meetings, including Area Assembly
15) Submits reports to Area two weeks prior to the Area meeting
16) Sponsors and supports the Unity Committee Vice Chairperson into the Chairperson role at the end of their service term

e) <u>Convention Committee</u>

Statement of Purpose

The purpose of the CAUK Convention is to promote enthusiasm and unity within the Fellowship of Cocaine Anonymous and financially support Area's efforts to carry the message.

<u>Convention Committee Chairperson Qualifications</u>

- Two (2) years of continuous sobriety
- One (1) year commitment
- One (1) year of continuous committee service prior to position, must have served on at least one convention prior

Duties and Responsibilities

1) Presides over all committee meetings and arranges agenda
2) Coordinates and directs all committee activities
3) Appoints subcommittees and designates subcommittee chairs as needed
4) Joins and oversees any Area Convention committee communication platform/forum/group
5) Liaises with other CAUK Standing Committees regarding their potential involvement at the Area Convention
6) Ensures all contracts are approved by the CAEW Company Chair
7) Refers to the C.A. Conference approved 'World Service Conference Convention Committee Guidelines' for further guidance as appropriate
8) Attends all Area meetings, including Area Assembly
9) Submits reports, including financial reports, to Area two weeks prior to the Area meeting

f) <u>Literature Committee</u>

Statement of Purpose

Responsible for acquiring, storing and the distribution of literature and chips to C.A. Districts and interested institutions. Making sure all literature, chips and other inventory are latest versions.

<u>Literature Committee Chairperson Qualifications</u>

- Two (2) years of continuous sobriety
- Two (2) year commitment
- One (1) year of continuous committee service prior to position, with a minimum of six (6) months of service on the CAUK Literature Committee

Duties and responsibilities:

1) Presides over all committee meetings and arranges agenda
2) Coordinates and directs all committee activities
3) Appoints subcommittees and designates subcommittee chairs if required
4) Joins and oversees any Area Literature committee communication platform/forum/group
5) Has access to and deals with all correspondence to the literature@cauk.org.uk email address
6) Acquires stock in a timely fashion and maintains stock at reasonable levels
7) Fulfils literature orders and distributes stock as required
8) Supplies Literature and organises stall for the CAUK Convention
9) Attends all Area meetings, including Area Assembly
10) Submits reports to Area two weeks prior to the Area meeting, including income and expenditure details and redacted copies of the Literature bank account statements
11) Liaises with the Literature Committee Treasurer and CAUK Treasurer regarding matters relating to the Literature bank account
12) Liaises with the CAUK IT Committee regarding matters relating to the online CAUK Literature Shop

g) Information Technology Committee (IT)

Statement of Purpose

The purpose of the CAUK I.T. Committee is to provide a public face for C.A. on the web by managing the CAUK website within the 12 Traditions as well as the relevant C.A. guidelines.

Information Technology Committee Chairperson Qualifications

- Two (2) years of continuous sobriety
- Two (2) year commitment
- One (1) year of continuous committee service prior to position

Duties and Responsibilities

1) Presides over all committee meetings and arranges agenda
2) Coordinates and directs all committee activities
3) Appoints subcommittees and designates subcommittee chairs as needed
4) Joins and oversees any Area IT committee communication platform/forum/group
5) Has access to and deals with all correspondence to the itcommittee@cauk.org.uk email address
6) Manages incoming email forwarding anything that comes in for other parties and committees
7) Provides technical support regarding the cauk.org.uk email addresses
8) Keeps the CAUK website up to date in a timely manner
9) Supports the Literature committee in managing the online ordering system
10) Supports Groups and Districts in managing the online Events page
11) Supports all Area trusted servants and subcommittees in presenting their information on the CAUK website
12) Cooperates with other Areas and World IT committees
13) Refers to the C.A. Conference approved ‘WSC IT Committee Workbook’ for further information and guidance
14) Attends all Area meetings, including Area Assembly
15) Submits reports to Area two weeks prior to the Area meeting

h) Helpline Committee

Statement of Purpose

Being part of the CAUK Helpline committee and helping to ensure that the Helpline runs efficiently and responsibly at all times.

Helpline Committee Chairperson Qualifications

- Two (2) years of continuous sobriety
- Two (2) year commitment
- One (1) year of continuous committee service prior to position
- Sponsored from the Big Book of Alcoholics Anonymous
- Has a C.A. Home Group
- Access to a laptop/computer, with internet access
- A working knowledge of Excel/general IT literacy preferable
- Experience on the Helpline as a volunteer and/or committee member preferable

Duties and responsibilities:

1) Presides over all committee meetings, arranges agenda and ensures agenda and minutes are issued to the committee
2) Coordinates and directs all committee activities
3) Appoints subcommittees and designates subcommittee chairs as needed
4) Joins and oversees any Area Helpline committee communication platform/forum/group
5) Has access to and deals with all correspondence to the helpline@cauk.org.uk email address
6) Ensures the Helpline 'Statement of Purpose' is being met, and that calls are handled in line with the 'Statement of Purpose'
7) Recruits Helpline committee members
8) Ensures there are sufficient volunteers on the waiting lists for all service areas, and, if not, reach out to the ASC and DSR's to help with recruitment
9) Raises awareness within C.A. of the Helpline and helps promote any vacant service positions
10) Provides guidance and support to committee members and volunteers, catching up with all committee members periodically 1-2-1
11) Sets performance targets for answering calls, web chats, emails (plus any other new medium), and for the completion of shift forms
12) Monitors performance to ensure these targets are being met and, if not, follow up with the relevant committee member to find out why levels have dropped within their area and to see how we can improve
13) Ensures individual volunteer performance is monitored and that consistently under-performing volunteers are removed from service (in line with committee conscience, and with committee approval). Be prepared to have delicate conversations with volunteers if required
14) Handles any complaints regarding the Helpline or its volunteers
15) Handles any complaints received by the Helpline made against C.A. as a whole or specific meetings / persons
16) Handles any queries received by the Helpline from Press, Police or Social Services
17) Manages the overall Telecoms portal
18) Manages the relationship with the Telecoms provider (currently Windsor Telecom), and builds an effective relationship with the appointed Account Manager
19) Liaises with the Telecoms provider on a regular basis, including checking to ensure the Helpline is on the best available financial package
20) Ensures the Helpline is operating within the ASC approved budget
21) Manages the committee members logins / access and passwords with MS Office and ensures billing is paid monthly
22) Ensures all documents are up to date and stored correctly in MS Office, including all Induction Presentations, Role Descriptions Statement of Purpose, Minutes and Flyers
23) Drives forward improvements & modernisations across all areas
24) Liaises with the Convention committee to ideally ensure the Helpline has a presence at the Annual CAUK Convention
25) Ensures any other Area across the UK using the CAUK Helpline are charged accordingly
26) Liaises with other Area Helpline Chairs across the UK, sharing responder data if they are willing to do so
27) Cooperates with other Area Helpline Chairs across the UK on any cross UK initiatives
28) Attends all Area meetings, including Area Assembly
29) Represents the Helpline at all Area meetings, and is accountable to the ASC, giving a fair and accurate picture of what's happening with the Helpline
30) Submits reports to Area two weeks prior to the Area meeting
31) Attends other Area Service Group calls if requested
32) Submits Budgets annually to the ASC for approval

i) Steering Committee

Statement of Purpose

Responsible for researching information on specific tasks and topics as instructed by the ASC. The committee will therefore be able to guide the ASC on these tasks and topics to ensure informed consciences take place.

Steering Committee Chairperson Qualifications

- Two (2) years of continuous sobriety
- Two (2) year commitment
- One (1) year of continuous committee service prior to position

Duties and Responsibilities

1) Arranges and presides over all committee meetings and prepares committee agendas
2) Coordinates and directs all committee activities
3) Joins and oversees any Area Steering Committee communication platform/forum/group
4) Attends all Area meetings, including Area Assembly
5) Submits reports to Area two weeks prior to the Area meeting

J) Archive Committee

Statement of Purpose

The purpose of the CAUK Archive Committee is to permanently document the work of Cocaine Anonymous in the UK and make the history of the organisation accessible to C.A. members.

Archive Committee Chairperson Qualifications

- Two (2) years of continuous sobriety
- Two (2) year commitment
- One (1) year of continuous committee service prior to position

Duties and Responsibilities

1) Arranges and presides over all committee meetings and prepares committee agendas
2) Coordinates and directs all committee activities
3) Appoints subcommittees and designates subcommittee chairs as needed
4) Provides general guidance and oversight of all committee activities, including, collecting, preserving, cataloguing and curating archive materials
5) Joins and oversees any Area Archive Committee communication platform/forum/group
6) Has access to and deals with all correspondence to the archives@cauk.org.uk email address
7) Helps to organise the Archive Committee involvement in the CAUK Convention
8) Liaises with the CAUK IT Committee in matters relating to the Archives pages on the CAUK website
9) Liaises with the CAWS Archive Committee
10) Refers to the C.A. Conference approved 'WSC Archives Committee Guidelines' for further information and guidance
11) Attends all Area meetings, including Area Assembly
12) Submits reports to Area two weeks prior to the Area meeting

k) **Tea & Coffee Person** *(Currently dormant as at August 2025, as all Area meetings are online)*

Statement of Purpose

The purpose of the Tea and Coffee Person is to provide tea and coffee and other refreshments to members attending the meetings of the ASC.

Tea and Coffee Committee Chairperson

- No Suggested Sobriety Requirement although ought to be sober
- Suggested Term of Commitment: 1 Year

Note: This position does not carry a vote

l) **General Data Protection Regulation Committee (GDPR)**

Statement of Purpose

CAUK has a requirement to comply with GDPR in relation to its guidelines. At all times it is the responsibility of the GDPR Liaison to ensure that practices are up to date and in line with our current guidance.

GDPR Liaison Committee Chairperson Qualifications

- Two (2) years of continuous sobriety
- Two (2) year commitment
- One (1) year of continuous committee service prior to position
- Access to the internet
- A good working knowledge of GDPR guidelines and the mechanics of GDPR consent

Duties and Responsibilities

1) Arranges and presides over all committee meetings and prepares committee agendas
2) Coordinates and directs all committee activities
3) Joins and oversees any Area GDPR Committee communication platform/forum/group
4) Keeps ahead of the latest GDPR guidance and guidelines
5) Updates Privacy Notice and GDPR guidelines when necessary
6) Regularly reviews Area GDPR compliance and suggests improvements
7) Supports Groups and Service Committees in meeting their GDPR requirements
8) Reports directly to the CAUK Area Service Committee
9) Attends all Area meetings, including Area Assembly
10) Submits reports to Area two weeks prior to the Area meeting

Note: *The 'CAUK GDPR Guidance' document (as ratified October 2020) can be viewed on pages 51-52 of this manual*

APPENDICES

37. Basic Parliamentary Procedure

Part One – Procedure

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

a) A motion must be seconded before it can be discussed.
b) Following discussion on a motion, a call to vote may be made. If the call to vote carries, the motion on the floor may be voted upon.

Eligibility - Those eligible to vote or make motions before CAUK Area are Area Officers (Except the Chair), District Service Representatives, Chairpersons of Standing Committees or their representative and Delegates to the World Service Conference.

a) In most cases, a vote is a show of hands.
b) In some elections, a written ballot maybe required.
c) Before the vote is taken, the Chairperson calls for the secretary to restate the motion.
d) A motion which passes is "carried."

Point of Information - A Point of Information is a question of the Chair, or someone else the Chair designates to answer, regarding the motion on the floor. Points of Information will be taken after debate is heard since many questions are answered during the debate.

Questions - Regarding the motion may be directed to the person making the motion, though the person asking the question still retains the floor.

Point of Order – A Point of Order can be raised by anyone at any time during the course of the meeting as long as it relates to a breach of the rules. This point takes precedent over anything else.

Part Two - Types of Motions

1) **Motion to accept the minutes** - A motion to accept and approve the minutes of the previous month's meeting, and add these to the record.
2) **Motion to accept the Treasurers report** - A motion to accept and approve the Treasurer's report and add it to the record.
3) **Friendly Amendment to the motion -** A request to add something to a motion under discussion; it is up to the person making the motion to accept or reject a Friendly Amendment. If a friendly amendment is accepted, it then becomes part of the motion.
4) **Motion to suspend the rules** - A motion to forgo the regular order of business, usually so that a motion can be made.
5) **Motion to table** - This suspends discussion on the motion until the next scheduled business meeting (if the motion to table carries); this motion has precedence in that it is the first item discussed under old business at the next meeting of the committee. A motion to table requires a second and a simple majority vote to carry. It is not debatable.
6) **Motion to call for a vote** - This suspends all discussion on a motion, and, if carried, requires that the motion currently under discussion be voted upon at once. A second and a simple majority vote are required to carry a motion to call for a vote.
7) **Motion to adjourn** - Along with a second and a vote, is required to adjourn the meeting.
8) **Motion to limit debate** - A motion to limit debate can be made in one of two ways.

a. By time - a specific period of time is allotted to discussion, after which the vote is taken.
b. By members - a specific number of members may be allowed to present their views, after which a vote is taken.

9) **Motion to reconsider** - Once a motion has passed, it cannot be reconsidered except by a motion to reconsider the vote, or a "Right of Appeal" under the Fifth Concept for World Service. A motion to reconsider must be made by a person who voted on the prevailing side during the debate.
The Fifth Concept of the Twelve Concepts for World Service, the "Right of Appeal" should always be observed, "assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will carefully be considered."

10) **Motion to Withdraw** - A motion may be withdrawn by the person who made it before a vote is taken.

SPECIAL NOTE: In general, CAUK Area follows Basic Parliamentary Procedure as described in "Robert's Rules of Order." There are however, important exceptions in regards to where these conflict with the Twelve Traditions and/or the Twelve Concepts for World Service, which must always take precedence.

JUST A FRIENDLY REMINDER
'PRINCIPLES BEFORE PERSONALITIES'

38. Table of Motions

Based on *Robert's Rules of Order Newly Revised* *(10th Edition)*

Main Motions

These motions are listed in order of precedence.
A motion can be introduced if it is higher on the chart than the pending motion.

§	PURPOSE	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for…	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to…	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to…	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to…	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by…	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] …	No	Yes	Yes	Yes	Majority

Incidental Motions

No order of precedence.
These motions arise incidentally and are decided immediately.

§	PURPOSE	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	No	No	No	No	No

Motions that bring a question again before the assembly

No order of precedence.
Introduce only when nothing else is pending.

§	PURPOSE	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table…	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind…	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider	No	Yes	Varies	No	Majority

§ *indicates the section from Robert's Rules.*

39. WSC Approved Literature

The following literature has been approved by the World Service Conference:

Books:

- A Quiet Peace
- Hope, Faith & Courage Volume I: Stories and Literature from the Fellowship of Cocaine Anonymous
- Hope, Faith & Courage Volume II: Stories and Literature from the Fellowship of Cocaine Anonymous
- Twelve-Step Companion Guide

Pamphlets:

- . . . And All Other Mind-Altering Substances
- 12 Principles
- A Guide to the 12 Steps
- A Higher Power
- A Message to Professionals
- A New High from H&I
- Anonymity
- Being a GSR
- Being of Service
- C.A for the LGBTQ+ Addict
- C.A. Lifeline
- Choosing Your Sponsor
- Cocaine Anonymous Online: Unlimited Seating 24/7/365
- Cocaine Anonymous Self-Test
- Crack
- Do’s & Don’ts for 12th-Step Calls for Addicts
- Having Fun in Recovery
- Honesty, Open-Mindedness & Willingness
- Our Common Welfare
- Reaching Out to the Deaf and Hard of Hearing
- The 7th Tradition
- The First 30 Days
- The Home Group
- Tips for Staying Clean & Sober
- To the Newcomer
- Too Young to Recover?
- Tools of Recovery
- Unity
- What is C.A.?
- Who is a C.A. Member?
- Yes, You Can Start a C.A. Meeting

Other Materials:

- Newcomer Booklet

Guidelines and Workbooks:

- Cocaine Anonymous World Service Conference Committee Guidelines
- Cocaine Anonymous World Service Conference Hospitals and Institutions Committee Suggested Guidelines and Information
- Cocaine Anonymous World Service Convention Committee Guidelines

- Cocaine Anonymous World Service Literature, Chips, & Format Committee Guidelines
- Cocaine Anonymous World Service Manual
- Cocaine Anonymous World Service Public Information Handbook
- Cocaine Anonymous World Service Financial Guidelines
- Information Technology (IT) Committee Workbook and Guidelines
- CAWSC Unity Committee Guidelines/Duties
- Cocaine Anonymous Brand Guide
- Cocaine Anonymous World Service Archive Committee "Pass-It-On" Archiving Guidelines and Procedures

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

August 20, 1989:
"The books Alcoholics Anonymous and Twelve Steps And Twelve Traditions of Alcoholics Anonymous are two of our most valuable tools of recovery and as such, it is the opinion of Cocaine Anonymous that meetings should be allowed to have these books available to support members in their recovery."

September 4, 2004:
"The book "A.A. Service Manual," combined with the "Twelve Concepts For World Service" is a valuable tool of recovery in service, and as such, it is the opinion of Cocaine Anonymous that meetings and service meetings within the fellowship should be allowed to have this book available to support the members in their recovery."

40. Financial Guidelines for Groups, Districts and Area

CAUK has produced a Financial Guidelines document which outlines how to establish financial procedures for Groups, Districts, Areas and Sub/Standing Committees.

The guidelines provide information and best practice guidance on matters such as;

- Treasury Service Positions
- Accounting and Managing of Funds
- Prudent Reserves
- Bank Accounts
- Online Payment Platforms & Online Payment Gateways
- Inducting New Treasurers
- Preventing Mismanagement of Funds

The CAUK Financial Guidelines are available to view, print, and / or download from the CAUK website, within the 'Resources', 'Area Downloads' section: https://www.cocaineanonymous.org.uk/ca-area-downloads/

41. CAE&W – The Incorporated Charity

a) **The Relationship Between the Fellowship of Cocaine Anonymous UK [CAUK] and CAE&W The Incorporated Charity**

The fellowship of Cocaine Anonymous (CA) is a group of men and women who work together to solve their common problem, the illness of addiction. It is voluntary alliance of people that in England and Wales handles tens of thousands of pounds in donations and contracts many thousands of pounds worth of goods and services.

In order to safeguard its spiritual integrity, CAUK set up an incorporated charity to provide a clear separation between the spiritual and financial aspects of its operation.

The simplest way of looking at the relationship is the fellowship of CA focuses on recovery, being a charity means we do not pay tax on our prudent reserves. the limited company is a necessary part of being an incorporated charity and carries out any legal and financial tasks as directed by the fellowship, it should be noted the company and charity do not have a budget or revenue raising powers. All activity is carried out as directed by the fellowship, and all finances are managed by the fellowship.

b) **The Reason the Company Exists**

The Fellowship as an organisation collects and spends money to achieve certain aims – and in law the Fellowship has to show the money it has collected, the money it has spent, and what it has used the money for. The law requires this to ensure the money is being used correctly, there is no theft or fraud, and all tax which needs to be paid has been paid. This is the same for all organisations which collect and spend money, The Fellowship is not special and different in this and it is being treated exactly the same as any other similar organisation. The way The Fellowship fulfils this legal necessity about which it has no choice, is through using the company.

When the company was created, a legal document called 'The Memorandum and Articles of Association' was created, which for legal purposes states what The Fellowship as an organisation was set up to do – it is effectively the legal birth certificate for the company. Again this is the same for all organisations like The Fellowship, there is nothing special or different about this.

c) **The Benefit of Being a Registered Charity**

CA in England and Wales is an incorporated charity, which means the charity is registered as a limited company with companies' house as well as a charity with the charity commission. The directors of the charity are also the directors of the company, and the company is a legal entity in its own right. The majority of charities in the UK are set up this way.

The main benefit of being a registered charity is to hold charitable status with HM revenue and customs. This ensures any surplus money show on the annual accounts is not subject to corporation tax. Additionally, some suppliers may charge charities special beneficial rates for products and services, which allow CAUK to do more with the donations it receives.

CAE&W acts in the same way as a sub-committee of the area service committee and is an administrator for the decisions of the fellowship of CA in England and Wales. Its primary purpose is to safeguard CA's CAUK's spiritual integrity by keeping a separation between the spiritual and financial sides of CA's activity in England and Wales, in the spirit of concept 12.

Concept One says the final responsibility and ultimate authority for CA resides in the collective conscience of our whole fellowship. Therefore, CAE&W exists to support members, committees, districts, the ASC and area assembly, and not to lead them in any way.

By virtue of the fact CAE&W is a company limited by guarantee, major decisions affecting the charity have to be agreed by 75% of members (members being GSRs, DSRs, area committee chairs, delegates and all other voting members of ASC). This safeguards Concepts 1, 3, 4 and 5 (collective consciousness, right of decision, right of participation and right of appeal) to group level, by preventing small lobbies of vested interest from making far reaching decisions without wide support from the fellowship.

The CAE&W Chairpersons involvement in the ASC is the same as any other subcommittee. Right of participation, right to make motions, right to vote and all other rights to be involved in the ASC applies to the Chair the same as any Sub Committee. In the absence of the Chair another Director may attend and hold the vote in place of the Company Chair.

CAE&W is a company limited by guarantee, which is typical for non-profit organizations in the UK that also require a legal personality (e.g. to sign contracts). There is no share capital. Instead all members (GSRs, DSRs, area committee chairs, delegates and all other voting members of ASC) act as guarantors, contributing a nominal amount in the event of the winding-up of the charity. CAE&W cannot distribute profits or provide special services to members, as this would compromise its charitable status.

The limited company element of the charity (CAE&W ltd.) gives the fellowship a legal entity that takes responsibility for any legal and financial commitments required to keep our fellowship effective. The limited company takes the financial responsibility off the shoulders of any one individual and shares it across the fellowship.

For example, when a contract needs to be signed with an external supplier, the contract will typically be negotiated by members of the appropriate committee and signed by a director of CAE&W on behalf of the committee. By doing so the fellowship becomes legally responsible for meeting the terms of the contract. If an individual were to sign a contract, they would be personally responsible for all payments and could ultimately be sued should anything go wrong.

d) **The Role of The Directors of CAE&W Ltd**.

The directors are chosen from members of CAUK by members of CA in England and Wales. It is up to the members of CA to appoint the people they believe will run the company well on their behalf. The only restrictions that prevent anyone becoming a company director in the UK are:

1) The person must not have been disqualified by a court from acting as a company director (unless they have been given leave (permission) to act by a court for a particular company);
2) The person must not be an un-discharged bankrupt (except with leave of the court); 3) They should be at least 16 years of age

The director's discharge their duties in accordance with the guidelines laid out in CA's world service manual, which states "the 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". (CA World Service Manual 2013 edition pg.28)

Concepts 3, 4 and 5 gives each member of CA a right of decision, a right of participation and a right of appeal in CA's activities. In the case of CAE&W, members' right to participation is enabled by the directors of CAE&W being obliged to attend ASC and area assembly, and bound by the fellowship's decisions. It is further safeguarded by the company's memorandum and articles of association that state a 75% majority of members must agree to major changes in purpose or policy

A company director in the UK is ultimately responsible for managing the company and ensuring it remains legal and solvent. Every company director has a personal responsibility to ensure that statutory documents are delivered to the registrar of companies as and when required by the companies act. In particular, financial accounts, annual returns, notice of change of directors or secretaries or in their particulars and notice of change of registered office.

e) **The Role of The Company**

In the case of CAE&W these statutory obligations are:

1) Submit report and accounts to companies' house (annually by June of the following year). Each year the law states that a document called 'The Annual Return' must be prepared by the company for The Fellowship. The Annual Return contains very basic information such as the address and contact details of CA, the main activities The Fellowship has done during the year (these are the legal definitions of the activities, and match the activities shown in 'The Memorandum and Articles of Association') the details of the Directors of the Company, the amount of money collected and spent during the year, and the prudent reserve.
2) File a company return at companies' house (annually by September of the following year)
3) Submit a corporate tax return to HM Revenue and Customs (annually by December of the tax year-end)
4) Hold an annual general meeting (annually in February as part of the Area Service Committee meeting)
5) Appoint an auditor to review the accounts (annually as part of the AGM)
6) Each year the law dictates that a document called 'The Trustees Annual Report' must be prepared by the company for The Fellowship and submitted to the charities commission. The Trustees Annual Report contains basic information about the main activities of The Fellowship, but these are described in the language used in the CA World Service Manual and by The Fellowship, and it is therefore very similar each year. Again, there is the same statement of the money collected, the money spent and the prudent reserve. Please note that for legal purposes, what is important is that 'The Annual Return' and 'The Trustees Annual Report', match the activities which were stated in 'The Memorandum and Articles of Association' when the company was created.
7) As the Fellowship involves organising activities and events, it must have a public liability insurance policy to cover the possibility of accidents, injury or property damage during an event or activity. To ensure a Fellowship event is covered by the Fellowship Public Liability Insurance policy, the Public Liability Insurance Cover document must be downloaded from the PI section of the CA website and shown to the organisation responsible for the venue. Next, the document agreeing to hire the venue must be signed or countersigned by a CA Director.
8) To remind The Fellowship that when a contract which is for the benefit of the Fellowship needs to be renewed or retendered, it must be done in an open and transparent process for the benefit of The Fellowship. This is a legal duty called 'Stewardship of Assets' – the company has no part or influence in how any contract is tendered or the decision which The Fellowship takes, but it does have a role in reminding The Fellowship it must act openly and transparently when doing so.
9) In addition, the directors of the company must be represented at the Area assembly and ASC meetings

f) **The Role of The Director of a Charity in England and Wales**

In the UK charity directors are legally responsible for running a charity, for its property, finances and the employment of any staff or volunteers, whilst ensuring it stays accountable to its beneficiaries, to the charity commission and the public in general. However with the exception of the statuary obligations outlined below the fellowship has placed all financial and organisational responsibilities within the fellowship as the final responsibility and ultimate authority for CA resides in the collective conscience of our whole fellowship, the charity directors must discharge duties as directed by committees, Districts, ASC and Area Assembly (as suggested by Concept 1).

Most people over 18 years of age can become trustees, except:

1. Those who have already been disqualified as company directors
2. Those who have been convicted of an offence involving dishonesty
3. People who receive financial or practical benefits from the charity

The statutory obligations are:

a) Complete and submit an annual return to the charity commission (annually by July of the following year)
b) Confirm that there are no serious incidents or other matters which need to be reported to the charity commission
c) Send a copy of the directors' annual report (commonly known as a trustees annual report or tar), audited or independently examined accounts and examiner's report to the charity commission (annually by July of the following year)

g) **Qualifications of An Addict Director of CAE&W**

In addition to the criteria outlined above, directors of CAE&W need:

1) Willingness to serve for 2 years.
2) A commitment to service as shown by experience; working as a member of other CA service committees; and contributions to the continuation and growth of the fellowship.
3) The time and resources necessary for active directorship.
4) Qualification as a director by the 'laws of the land' i.e. no outstanding warrants, not under bankruptcy.
5) A minimum of two years of continuous abstinence from cocaine and all other mind-altering substances at the time of the election as a director.
6) Has to have served as a voting member or committee chair of world services, CAUK area, or one of CAUK districts.
7) A good working knowledge of the Twelve Traditions.
8) A working knowledge of the Twelve Concepts of service.

h) **Company Director Appointment Procedure**

A Director of the company must be voted in at the ASC. The same procedure must be followed as when a Committee Chair is voted in (if elected they do not hold the same rights as a chair). Once elected it is the responsibility of the Company Chair to provide Company's House with an accurate copy of the minutes from the meeting including full name and address of new Director. Its vital the minutes that go out to the fellowship have the full name and address redacted before distribution.

i) **Circumstances Warranting the Removal of a Director of CAE&W**

1) Failure to maintain sobriety.
2) Failure to attend at least 2 CAUK area service meetings per annum and at least one area assembly per annum (applies to the chairperson only)
3) Failure to respond in a timely manner to communication from other company directors.
4) Changes in personal circumstances, no longer permitting them to be a director under the laws of the land.
5) Disqualification by a court from acting as a company director
6) Becoming bankrupt

42. Online Meeting Guidance

Many features of online meeting software contradict our spirit of anonymity. The following guidance aims to support security, respect, and anonymity for fellows of Cocaine Anonymous when attending or hosting online meetings. For more detailed guidance please see the 'Virtual Services' section of the WSC Information Technology (IT) Committee Workbook and Guidelines.

Personal Anonymity

Each member is responsible for protecting their own anonymity.

Whenever signing up to an online platform, members should be aware that information such as names, email addresses, phone numbers, and profile details may be visible to others depending on their settings.

Members are encouraged to use first names only (or first name and initial) as their displayed name.

Members should check the privacy, security, and account settings of the application they use.

Online or Hybrid Meeting Disclaimer

It is suggested by the WSCIT Committee to read and/or post this meeting disclaimer regarding the technology being utilized to facilitate the C.A. Online or Hybrid Meeting:

> *"Due to the technologies being used for these meetings, your anonymity could be compromised at a public level. You may choose your level of participation in this meeting. Our group conscience reminds us that Anonymity is the Spiritual Foundation of all our Traditions.*
>
> *Additionally, in the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization, or institution and as such does not endorse and is not affiliated with any of the specific technology providers utilized to facilitate this meeting."*

Members may also be reminded that by joining the meeting, they consent to participate in the digital environment.

Recording of any kind is not permitted.

Use of Cameras

Members may decide whether to have their camera on or off during the meeting.

Some groups may request cameras on when initially joining for verification. Groups should balance this with anonymity and safeguarding concerns.

Alternative verification (e.g., private message to host) may also be appropriate.

Service Positions

Each C.A. group may create service positions they feel appropriate to carry out the group functions (see Section 15 'Group Service Positions') however for online meetings, additional service positions are suggested, such as each online meeting having a Host and Co-Host.

Each C.A. group should train and inform all service members on the security protocols for the group's platform as decided by the group conscience to maintain a safe and secure meeting according to the first Tradition.

The **Host** may carry out functions such as;

- Opening the meeting ahead of time
- Admitting members to the meeting and managing the waiting room
- Seeing the Traditions are followed within the meeting
- Helping with security to guard against internet attacks
- Monitoring hand-raises and muting/unmuting
- Managing screen sharing for meeting readings, literature, announcements etc.
- Acting as the meeting Secretary (if the group do not choose to create a separate Secretary position)

The **Co-Host** would support the Host with the functions as above.

Group Email Address

Groups may consider setting up a dedicated group email address to create and manage online meeting accounts.

This reduces the burden on any one member and supports continuity of service.

Checklist for Selecting an Online Platform

Groups should research the platform they intend to use and the features of that software.

Considerations include:

- Password protection — can it be enabled?
- Waiting room — can it be enabled?
- Record function / Cloud recording — can it be fully disabled?
- Screen sharing — can it be restricted to Host only?
- Auto-save chat — can it be disabled?
- File transfer — can it be disabled?
- Feedback to platform — can it be disabled?
- Virtual backgrounds — are they available for members?
- Chatroom — can it be limited or disabled?
- Does the platform minimise the collection of personal data?
- Can participant lists be restricted or hidden?
- Training – Does the platform offer training and support that can be utilised?

This list is not exhaustive. Groups should use their own discretion when choosing a platform.

A group service team should be knowledgeable about their chosen platform as this will help them to know how to protect the meeting should anything happen.

Although many applications offer end-to-end encryption, non-fellows may still gain access unexpectedly, groups should take reasonable steps to mitigate this risk.

Platform and Personal Device Security

Further considerations to help protect the meeting include:

- Have an agreed group conscience around how to handle emergency and security problems, which group members should follow
- Ensure all devices are kept updated and secured
- Stay informed of any platform updates, as changes made may affect your security settings
- A group may hold regular training / service workshops for service / home group members

Respect, Behaviour and Safeguarding

Members deserve respect within a meeting.

Groups have the authority to remove attendees whose behaviour is crude, abusive, or disruptive. This authority must be used with caution and never in contradiction of Tradition Three. Members removed due to behaviour may return at the next meeting. If disruptive behaviour continues, the group may remove them again, but no member should ever be permanently excluded.

Groups may also review disruptive incidents at group conscience to learn and strengthen safeguarding.

If a minor or vulnerable adult appears unexpectedly, the meeting may be paused while the group seeks safeguarding guidance.

GDPR and Data Protection Considerations

When hosting an online meeting, a group may temporarily act as a “data controller” for personal data shared on the platform, including names, audio, video, and chat content.

Groups should avoid collecting or storing personal data unnecessarily.

Chats, participant lists, screenshots, or recordings must not be saved or distributed.

If any identifying information or recordings are captured accidentally (e.g., screenshots, saved chats, cloud recordings), the group should notify affected members promptly and delete the data immediately.

Online platforms may collect technical data such as IP addresses and device information; members should be aware of this.

Members may enhance their privacy by using first names only, initials, and virtual backgrounds.

No recording is permitted under any circumstances.

Members join voluntarily and may leave the meeting at any time if they do not consent to the digital environment.

43. CAUK Literature Royalty Agreement & Literature Licence Agreement (with CAWSO)

The current Literature Royalty Agreements and Literature Licence Agreements between CAUK and CAWSO are signed off by the WSOB Chairperson, a World Service Trustee, the ASC Chairperson and Regional Trustee.

Please see below for a basic summary of these Agreements. For more information about either of these Agreements, please speak to the ASC Chairperson.

CAUK Literature Royalty Agreement *(as at February 2026)*

The CAUK ASC currently has a Royalty Agreement with CAWSO regarding the production and sale by the ASC of Cocaine Anonymous World Service Conference approved books.

The agreement grants the ASC licence to print and distribute specific WSC approved books, under the terms set out in the Agreement.

Current agreed and approved materials to be printed are as follows:

- A Quiet Peace
- Hope, Faith & Courage Vol. 1
- Hope, Faith & Courage Vol. 2
- Twelve-Step Companion Guide (2nd Edition)

The ASC, at their own expense, must provide 2 x copies from the initial printing to the World Service Office for final approval.

The ASC must provide reconciliation and royalty payments annually to CAWSO of the quantity of books locally published, currently in amount of US $3.00 in U.S. funds per book produced, on all books produced.

The Royalty Agreement may be cancelled with ninety (90) days written notice by either party, in which case the licence to print and distribute will be revoked. Upon revocation, the ASC must provide CAWSO with a final reconciliation and final royalty payment within thirty (30) days.

At the end of each calendar year the ASC must provide analysis to CAWSO of actual amounts sold during the duration of the Agreement.

CAUK Literature License Agreement *(as at February 2026)*

The CAUK ASC currently has a Licence Agreement with CAWSO regarding the production and sale by the ASC of Cocaine Anonymous World Service Conference approved pamphlets.

The agreement grants the ASC licence to print and distribute specific WSC approved pamphlets, under the terms set out in the Agreement.

This allows the ASC easier access to C.A. approved literature, with simplified accounting.

Costs are assessed yearly, based on the number of weekly meetings conducted by the Area's Groups.

Licenses are for a calendar year, with the initial year being pro-rated for the balance of that year.

Annual licence payments are to be made to CAWSO in advance by the ASC, currently for the total amount of USD $7.50, GNI (Gross National Income) per 4th Quarter Area Report. This payment licenses any Group within the CAUK Area to print approved pamphlets as needed, during the calendar year. This also includes the distribution of electronic copies. No accounting of pamphlet numbers is required.

Institutional meetings conducted by the local H&I Committee or pamphlets used by the local P.I. Committee are not counted.

CAWSO provide an exhaustive list of pamphlets covered by the Agreement, and notify the ASC if any pamphlets are added, changed or withdrawn during the licence term.

The Agreement may be cancelled at the end of each calendar year by the then-chairperson of either party, upon written notice, ending the license at that time.

The Agreement renews on 1st January of each year, unless cancelled by either party.

44. Our Common Welfare Statement

Our common welfare is vitally important. Each member of Cocaine Anonymous is but a small part of a greater whole. Therefore, it is important that we address the issues of welfare, unity and safety and procedures to ensure that the Fellowship remains a safe place for all members.

Occasionally situations may arise that threaten the safety and wellbeing of a C.A. group or its individual members. This statement has been written for those who feel they are negatively affected by behaviours they find threatening and for those who may or may not be aware of how their behaviour impacts others. Its aim is to support change on the part of the individual, empower members to seek help and to support groups in addressing unhealthy and/or unwanted attention or behaviour while remaining mindful of C.A.'s Twelve Traditions.

C.A. groups are spiritual entities where people gather for the primary purpose of staying sober and helping others to achieve freedom from addiction to cocaine and all other mind-altering substances. The conscience of each group is derived from its members. We are not immune to the issues and difficulties that affect others within society, both inside and outside our meetings.

Our Third Tradition states, "The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances." However, if our common welfare comes first, certain behavioural standards are necessary. A person could achieve sobriety in C.A. yet still lack understanding as to what might be considered "acceptable" or "appropriate" behaviour. Some behaviours that can compromise the group as a whole and its members include, but are not limited to:

- Inappropriate sexual attention or activity and predatory behaviour
- Aggressive, violent, or confrontational behaviour, such as shouting at, intimidating or bullying others
- Racial, religious or gender-based prejudice or intolerance
- Pressuring members into adopting certain views or beliefs on medical treatments, medications, politics, religion, or other outside issues

This is by no means an exhaustive account of behaviour that may cause issues within the group and therefore affect welfare, unity, and safety.

Our common welfare is the responsibility of each member and the group as a whole. If any situation arises which compromises a person's safety or is in breach of the law, the individuals involved are encouraged to take appropriate action. Groups that ask people who are acting in inappropriate or unacceptable ways to temporarily leave a meeting do not go against any of our Traditions. When such action is taken, it is important that group members specify behavioural changes that will help the individual to return, as recovery is afforded to all those who seek it. However, anonymity is not a cloak to protect criminal or inappropriate behaviour. When it comes to any behaviour that violates the law, calling the authorities may be an appropriate course of action for a group or an individual.

Our hope is that each person reading this will take their own inventory regarding their conduct in the meeting rooms, asking themselves, "Am I following the group conscience or am I acting in a way that is contrary to our spiritual principles?"

C.A. unity ensures the welfare of the group and is paramount to personal recovery. As stated in the Unity pamphlet, “Unity is a common bond that transcends all differences. We’ve discovered no matter how different our circumstances or the paths that brought us here, we all suffer from the same disease: addiction”.

Groups and members can discuss the topic of safety through a Traditions Group Inventory or by developing a group conscience on the subject, keeping in mind the importance of placing principles before personalities. Through sponsorship, workshops, and meetings, we raise awareness in the Fellowship and acquire the knowledge and experience necessary to create a safe environment for all.

Some helpful suggestions:

- Talk about safety issues as they arise in your regular business meeting.
- Encourage sponsorship which teaches appropriate behaviour, pointing out warning signs or potentially unhealthy situations for sponsees and newcomers.
- Conduct a Group Inventory which includes the topic of individual behaviour and meeting safety.
- Consider developing group guidelines and safety procedures for all attendees.
- If you have any concerns regarding your own safety or that of another C.A. member, please report your concerns to the Group Secretary, GSR and/or any other longstanding group member. Alternatively, speak to a DSR or the District Unity Chair.
- It is also acceptable to speak with the local social service agencies if you feel that there is risk of harm to a vulnerable adult or child.
- If there is an immediate risk of abuse or injury, please call the police.

Our hope is that through appropriate communication and practices, mutual understanding can be achieved, and our meetings and Fellowship can continue to grow, flourish and be a place of kindness, understanding and love. Groups may also wish to include a reading or statement as part of their meeting format.

Remember – personal conduct matters. You do not have to accept unacceptable behaviour.

(The draft leaflet ‘Our Common Welfare’, which was included in the LCF delegate mailing shared at the February 2021 Area Assembly, was used in developing this statement) Approved at ASC April 2021

45. Safeguarding Statement

The purpose of this statement to provide a document of intent in relation to safeguarding. This is not a policy, which would be regulated by laws.

Both as members and a wider organisation, we recognise that all individuals have an equal right to protection from all forms of harm, neglect and abuse. Through applying the Twelve Steps and the Twelve Traditions, we grow in love, tolerance, and respect for each other. This spiritual growth diminishes the risk of abuse and harm to others and allows us to rise above prejudice, regardless of religion, ethnicity, economic status, age, gender, or sexual orientation.

However, if C.A. members believe they are being abused or know/suspect that another member or child is being abused, the following actions should be given serious consideration as appropriate:

- Report your concerns (this can be done anonymously) to one of the following;
    - Local Authority Adult’s Social Care Team
    - Local Authority Children's Social Care Team
    - NSPCC
- If there is immediate risk of abuse or threat to life call 999

It is not the responsibility of a C.A. member to decide whether or not abuse has taken place. It is their responsibility to act, as suggested above, if there is cause for concern, in order that the appropriate action can be taken to protect the adult and/or child from further abuse and harm.

As individual C.A. members we all have a duty to be aware of our responsibility to others and follow legal requirements in safeguarding when participating in the service work for the fellowship. We may at times while undertaking service, be asked that a DBS check be undertaken. Neither the fellowship of Cocaine Anonymous, nor the Charity CAE&W, carry out DBS checks for members. Where an organisation requests that a member holds a current DBS certificate to undertake service, it may be appropriate for the member to seek the support of the requesting organisation to obtain one.

A copy of this statement should be made available to all members and be included in the Area Service Manual.

For any safeguarding queries, or issues raised, members may email **safeguarding@cauk.org.uk**

Note: The following Policies are available to view / download on the 'Area Downloads' section of the CAUK website: **https://www.cocaineanonymous.org.uk/ca-area-downloads/**

- **'CA England & Wales Policy for the protection of vulnerable adults at risk'**
- **'CA England & Wales Bullying and Harassment Policy'**

46. CAUK GDPR Guidance

Overview

New legislation – the General Data Protection Regulation (GDPR) - came into force in May 2018. This legislation built on the existing Data Protection rules to ensure that everyone has control over how organisations collect and use their personal data.

Personal data, in terms of the legislation, is any data which can be used to identify an individual. This could be their name, address, email, telephone number etc. Individuals have the right to ask an organisation for access to their own data – as well as to amend the data or have it removed all together.

What this means for the fellowship

CAUK both collect and use the personal data of members and, on occasion the data of non-members, we have a duty to make sure that we handle and store this data in line with the legislation.

The law says we must:

- Always gain consent, which should be stored in a secure manner
- Obtain all information in a fair and transparent fashion
- Collect data for only valid reasons
- Where data is collected, it is only used for the reasons it was collected
- That information, where relevant, should be accurate and up to date
- That it is only kept as long as is necessary
- That it is stored securely

What is and isn't covered by GDPR

The GDPR legislation relates to the holding of personal information and not that which relates to business or organisational purposes. *It is best practice to obtain written consent from any member who is involved in CA service work, where any personal information is collected and stored*.

- Telephone numbers exchanged at meetings are not held by, and nor are they the responsibility of, CAUK and so are not covered
- It is good practice to ensure that all emails addresses are sent using blind carbon copy (BCC) to ensure members anonymity and to ensure contact details of members are only given out with their consent.
- All changes to personal information and removal of consent, must be actioned in a timely manner.

47. End of Document

48. Document Revisions & Updates

Date/ Version	Page/ Section	Revision	Updated By
30/08/17	n/a	• Header text updated to: CAUK Service Manual v1. 2017 Edition • Pages 16 thru 23 inclusive of 2017 CA WSM added at point 9 • CAUK Service structure diagram updated • Draft watermark removed	Michelle D
30/03/19	Multiple	• Welsh logo added • Office Manager role & responsibilities removed, Feb 18 ASC • Wales District added, Aug 18 ASC • Change of name for West Country District, Aug 18 ASC • Change to the Helpline Chair role & responsibility, Aug 18 ASC • Addition to the role & responsibility of the PI Chair to oversee the festivals committee, Oct 18 ASC	
22/03/20	Multiple	• Changed text to gender neutral • Re-formatted helpline chair to match font and layout • Added suggested vice chair rotates into chair position to district vice chair requirements	Josh H
02/05/20 - v.4		• Amendment to cover • Added online meeting recommendations • Changed version header	Josh H
08/07/20		• Removal of Welsh logo • Amendments to contents	Josh H
21/11/20	13	• Amendment to section 20 to make inclusive to Online District	Josh H
04/06/21		• Addition of the GDPR Committee to the Area Sub committees	Josh H
09/07/21	Sect 37/c	• Amendment to role of company chair to include rights that the Chairperson holds within the ASC	Josh H
09/07/21	Sect 37/h	• Addition of Company Director Appointment Procedure	Josh H
31/07/21	P10 / Sect 10	• Addition of 'attendance at CA meetings, service and'	
03/04/21 - v.5	P40 / Sect 40	• Addition of new section – 'Our Common Welfare'	Justine K
03/04/21 - v.5	P42 / Sect 41	• Addition of new section – 'Safeguarding Statement'	Justine K
20/01/22 - v.5	P40 / Sect 39	• Addition of new section – 'Literature Licensing Agreement (with ca.org)'	Justine K
03/08/24 - v.6	P6 / Sect 7	• Statement of Purpose updated	Debs M
03/08/24 - v.6	Sect 10	• Addition of the definition of a multi-meeting group	Debs M
03/08/24 - v.6	P / Sect 25	• Standing committees added at point n.	Debs M
03/08/24 - v.6	P /Sect 23	• Amend list of districts, removing Sussex and Devon and Cornwall districts and adding Yorkshire district	Debs M
03/08/24 - v.6	P / Sect 25	• Amendments to chairperson guidelines	Debs M
03/08/24 - v.6	P / Sect 25	• Amendments to vice chairperson guidelines	Debs M
03/08/24 - v.6	P / Sect 25	• Amendments to treasurer guidelines	Debs M
03/08/24 - v.6	P / Sect 25	• Amendments to vice treasurer guidelines	Debs M
03/08/24 - v.6	Sect 26	• Added guidance of driving and ASC	Debs M
03/08/24 - v.6	Sect 26	• Added guidance of break duration and frequency during online ASC meetings	Debs M
03/08/24 - v.6	Sect 29	• Added guidance of term of service at ASC	Debs M
03/08/24 - v.6	P / Sect 31	Added the following: • Delegates ratified at the Area Assembly • Change number for delegates CAUK qualifies for to 6 as of 31.05.2024 • Amend delegate term to four conferences removing reference to four years	Debs M
03/08/24 - v.6	P / Sect 31	• Change to: All delegates must be prepared to attend and participate in four (4) World Service Conference over the duration of their commitment.	Debs M
03/08/24 - v.6	P / Sect 31	• Change number of votes Regional Caucus and Assembly to 7 (all delegates (6) plus the Area Chairperson)	Debs M
03/08/24 - v.6	P 16 & 36	• Add word 'optional to 70/30 split regarding districts donations	
07/05/25 - v.6	P 12 / Sect 12	• Amendment to description of an Open Meeting in 'Meeting/Group'	Jodie W
07/05/25 - v.6	P2-3	• Correction of page numbers in 'Table of Contents'	Jodie W
07/05/25 - v.6	P19 / Sect 26	• Amendment to 'Meeting Times and Places'	Jodie W
07/05/25 - v.6	P17 / Sect 23c	• Amendment to the Districts with 'The Area'	Jodie W
08/07/25 - v.6	Sect 32	• Amendments to Area Secretary guidelines (as agreed Feb '25 Assembly) • Amendments to Area Unity guidelines (as agreed Feb '25 Assembly)	Jodie W
08/07/25 - v.6	Multiple	• Formatting corrections and maintenance • Update to page numbers	Jodie W
02/08/25 Aug 2025 - v.7	Multiple	August 2025 Edition approved at August Area Assembly with multiple updates to document including; • Formatting error corrections • Page numbering and section numbering error corrections • Grammatical error corrections	Jodie W

		• Updates to text in sections relating to Meetings, Groups and Districts, from current World Service Manual • Additions to text in sections relating to Meetings, Groups and Districts, from current World Service Manual • Addition of pre-existing Area approved consciences which had not been added • Update to CAUK Service Structure chart • Update to Area information regarding other Areas and Meeting Times and Places • Update to 'WSC Approved Literature' • Update to Area H&I Chair roles and responsibilities • Update to Area S&B roles and responsibilities and Statement of Purpose • Update to Delegates section	
02/08/25 Aug 2025 - v.7	P48-55 / Sect 44 & 45	• Inclusion 'CA England & Wales Bullying and Harassment Policy' and 'CA England & Wales Policy for the protection of vulnerable adults at risk' (Sections 44 & 45) as requested for inclusion by Area (Feb 2025)	Jodie W
07/02/26 Feb 2026 – v.8	Multiple	February 2026 Edition approved at February Area Assembly with multiple updates to document including Housekeeping; • Title Page – P1 • Table of Contents – P2 • Multiple Sections - P15, P19, P21, P22, P23, P32	Jodie W
07/02/26 Feb 2026 – v.8	Multiple	February 2026 Edition approved at February Area Assembly with multiple updates to document; • Convention Committee - Section 35 e P32 • Literature Committee - Section 35 f P 32 • Information Technology Committee - Section 35 g P33 • Helpline Committee - Section 35 P33-34 • Steering Committee - Section 35 I P35 • Archive Committee - Section 35 j P35 • GDPR Committee - Section 35 l P36 • Acronyms - Section 1 P4 • CAUK Area Functions - Section 27 P21 • Meeting Times and Places - Section 28 P21 • Quorum - Section 29 P22 • Area Voting Members - Section 30 P22 • CAE&W Company AGM - Voting Members, Voting Procedure and Quorum - Section 31 P22 • Online Meeting Guidance - Section 41 P47-48 • CAUK Literature Royalty Agreement & Licence Agreement (with CAWSO) - Section 42 P49-50	Jodie W
07/02/26 Feb 2026 – v.8	Multiple	Other Housekeeping, i.e. updates from new World Service Manual (2026 Edition, reflecting actions from the 2025 World Service Conference) • Amendment to The Twelve Concepts of Cocaine Anonymous (amending long form to short form) • Amendment to The C.A. Meeting • Amendment to Meeting/Group Types • Amendment to Meeting/Group Styles • Amendment to (Group) Secretary • Amendment to World Service Conference Delegate • Amendment of Contents page numbers	Jodie W
01/08/26 Aug 2026 – v.9	Multiple	August 2026 Edition approved at August Area Assembly with multiple updates to document including; • Update to Table of Contents, section numbers & page numbers • Addition of new District & District name change - Section 26 P19 • Addition of CAUK GDPR Guidance – Section 46 • Additional Guidance for CAUK DSR's (new section) • Area Officers - Area Treasurer Duties and Responsibilities • Area Officers - Area Secretary Duties and Responsibilities • General Data Protection Regulation Committee (GDPR) (note added) • Financial Guidelines for Groups, District for Area (new Section in place of previous Section; 'Suggested Money Handling Techniques') • Safeguarding Statement (notes added re CA Policies as below)) • Removal of CA England & Wales Bullying and Harassment Policy • Removal of CA England & Wales Policy for the protection of vulnerable adults at risk • Amendment of use of word bi-monthly to every 2 months	Jodie W