

Northern Alberta Area of Cocaine Anonymous

Structure and Bylaws

Revision 11,
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A DEFINITION OF “COCAINE ANONYMOUS”

Cocaine Anonymous is a fellowship of recovering addicts throughout the World. The following definition of “Cocaine Anonymous” is found in our Fellowship’s literature and is often read at meetings of C.A.:

“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 to 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.”

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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.1

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 centers 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 press, radio, television and films.
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 CONCEPTS

1. The final responsibility and the ultimate authority for C.A. World Services should always reside in the collective conscience of our whole Fellowship.
2. The C.A. Groups delegate to the World Service Conference the complete authority for the active maintenance of our world services and thereby make the Conference — excepting for any change in the Twelve Traditions — the actual voice and the effective conscience for our whole Fellowship.
3. As a traditional means of creating and maintaining a clearly defined working relation between the Groups, the Conference, the World Service Board of Trustees and its service corporation, staffs, and committees, and of thus insuring their effective leadership, it is here suggested that we endow each of these elements of World Service with a traditional “Right of Decision.”
4. Throughout our Conference structure, we ought to maintain at all responsible levels a traditional “Right of Participation,” taking care that each classification or group of our world servants shall be allowed a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our World Service structure, a traditional “Right of Appeal” ought to prevail, thus assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will be carefully considered.
6. On behalf of C.A. as a whole, our World Service Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Conference also recognizes that the chief initiative and the active responsibility in most of these matters should be exercised primarily by the Trustee members of the Conference when they act among themselves as the World Service Board of Cocaine Anonymous.
7. The Conference recognizes that the Charter and the Bylaws of the World Service Board are legal instruments; that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Cocaine Anonymous. It is further understood that the Conference Charter itself is not a legal document; that it relies instead upon the force of tradition and the power of the C.A. purse for its final effectiveness.
8. The Trustees of the World Service Board act in two primary capacities: (a) With respect to the larger matters of overall policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs. (b) But with respect to our separately incorporated and constantly active services, the relation of the Trustees is mainly that of custodial oversight which they exercise through their ability to

elect all Directors of these entities.

9. Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety.

10. Every service responsibility should be matched by an equal service authority — the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws.

11. While the Trustees hold final responsibility for C.A.'s world service administration, they should always have the assistance of the best possible standing committees and service boards, staffs and consultants. Therefore, the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the system of their rotation, the way in which they are related to each other, the special rights and duties of our staffs and consultants, together with a proper basis for the financial compensation of these special workers will always be matters for serious care and concern.

12. General Warranties of the Conference: In all its proceedings, the World Service Conference shall observe the spirit of the C.A. Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of Cocaine Anonymous, it shall never perform any acts of government; and that, like the Fellowship of Cocaine Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

**The Twelve Concepts are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc.*

Permission to reprint and adapt the Twelve Concepts does not mean that A.A. is affiliated with this program. A.A. is a program of recovery from alcoholism. Use of the Concepts in connection with program and activities, which are patterned after A.A. but which address other problems, does not imply otherwise.

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 his or her 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.

DEFINITION OF A COCAINE ANONYMOUS “GROUP”

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.

THE C.A. GROUP

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 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.

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 multimeeting groups.

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.”

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. 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.

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. Any group that wishes to become a C.A. group may reach out to their local District/Area to be added to their area directory or register the group with C.A. World Services.

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.

MEETING/GROUP TYPES:

OPEN: Attended by C.A. members, their families, friends and other interested people.

CLOSED: Attendance is limited to C.A. members only.

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 Stories from the Fellowship of Cocaine Anonymous (the “C.A. Storybook”); Hope, Faith & Courage Volume II Stories and Literature from the Fellowship of Cocaine Anonymous, C.A. 12 Step Companion Guide; Alcoholics Anonymous (the “Big Book”), Twelve Steps and Twelve Traditions (the “12 and 12”), and The A.A. Service Manual, combined with the 12 Concepts For World Service”.

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

SPEAKER: One or more C.A. members share their personal experience, strength and hope with the meeting/group 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: Email meetings – These are email based and run 24 hours a day, 7 days a week.

Voice meetings – These are voice only, voice over internet protocol meetings and are similar in format to face to face meetings.

GROUP SERVANTS

“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:

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.

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.

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. See that the Traditions are being followed within the Group.
2. Follow the format in accordance with the group conscience.
3. See that the responsibilities of the other Group servants are met.
4. See that Seventh Tradition contributions of the members are collected and that a record is kept of the Group's income and expenses.
5. See that the Group is represented at the District or Area Service Meeting.
6. See that rent for the meeting space is paid and that the Group's monthly contribution is forwarded to the District, Area and/or World Service Office.
7. Keep an accurate, up-to-date record of changes of the group conscience.
8. Keep a record of each officer's election date.
9. Display C.A. literature and schedules.

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

DESCRIPTION OF AN AREA

THE AREA

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

As new Areas are created or if an established area changes its boundary definition, a “Petition to Become an Area” form must be submitted, and the creation or change must be recognized by the WSC. An area that desires to change its name only (without altering its existing boundaries), must first submit a “Petition to Change Area Name” form. The change must be recognized by the WSC. Any District seeking to change Areas must complete a “Petition for a District to Change Areas” form, and the change must be recognized by the WSC. It is suggested that a copy of the Area/District minutes, showing separation has been addressed, be attached to any petition, when possible. For information on petition forms please contact a trustee or the WSO. These petitions may also be obtained online at ca.org.

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

SUGGESTED AREA FUNCTIONS

1. The Area Service Committee is entrusted with local service board incorporation, if required
2. Coordinates Area telephone services.
3. Distributes and/or sells literature and chips.
4. Standing Committees include:
 - a. Telephone (Helpline)
 - b. Hospitals and Institutions
 - c. Public Information
 - d. Archives
 - e. Convention
 - f. Chips and Literature
 - g. Finance
 - h. CPC (Cooperation with Professional Community)
 - i. Special Events

j. Unity

k. Internet

5. Maintains and updates a list of all Area meetings.

6. Maintains ongoing communications with the Districts.

7. Maintains ongoing communication with the World Service Office and WSC.

8. Publishes newsletter (subject to review by Regional Trustee).

9. Publishes and distributes Area Meeting Schedules.

10. Elects Delegates to the World Service Conference.

C.A. World Service Manual 2018 Edition

11. Holds Assemblies and/or monthly Service Meetings.

12. Sponsors service days and workshops.

13. Sponsors Area Conventions.

14. Establishes and administers a Central Office, if appropriate.

15. Maintains a bank account.

AREA MEETINGS

Areas may hold two different types of Area Service Meetings:

1. Monthly Area Service Committee Meetings: These are administrative in nature where reports on day-to-day activities and issues are received, reviewed, and if appropriate, acted upon.

2. Annual, Bi-Annual, or Quarterly Assembly Meetings: Because of time and distance, these types of meetings may be held for these activities:

a. Election of WSC Delegates and Area Officers.

b. Treasurer's report.

c. Local Convention report.

d. WSC Delegate report.

e. Central Office report, if applicable.

f. Old business/new business.

g. Decision of major importance.

Possible Voting Members:

All members of the Northern Alberta Area can vote. One member, one vote. Chairperson only votes in case of a tie.

AREA SERVICE POSITIONS

POSITIONS REQ.

TERM

CLEAN TIME/SERVICE

AREA CHAIR

2 YEAR TERM

2 Years Continuous Sobriety
1 Year active service in C.A.

Description:

The area chair presides over monthly area meetings and creates the agenda. It is the responsibility of the area chair to ensure that those speaking stay on topic, speak and behave in a way that is within the traditions, and expedites the business in a timely manner. It is suggested that the area chair assumes the responsibility of coordinating all activities within the area. The chair encourages trusted servants to Chair the various Standing Committees. The area chair has no vote, except in the case of a tie.

ALTERNATE AREA CHAIR

2 YEAR TERM

1 Year Continuous Sobriety
1 Year active service in C.A.

Description:

Steps in as area chair in their absence and fulfills the above duties. Is the Chairperson of one Standing committee

AREA SECRETARY

2 YEAR TERM

1 Year Continuous Sobriety
6 mos. active service in C.A.

Description:

Keeps accurate minutes of each area meeting and emails them to those in attendance in a timely manner. Sends general communications throughout the area.

ALTERNATE AREA SECRETARY 1 YEAR TERM

1 Year Continuous Sobriety
6 mos. active service in C.A.

Description:

In the absence of the area secretary performs those duties of the secretary

AREA TREASURER

2 YEAR TERM

3 Years Continuous Sobriety
1 year active service in C.A.
Gainfully Employed

Description:

Preferably has bookkeeping or accounting experience. Receives and deposits contributions from meetings and special events. Keeps and accurate bookkeeping system. Maintains bank account(s) with checks requiring 2 signatures. Gives regular financial reports with a copy of the Area Bank Statement (with account numbers blacked out). Pays all expenses. Passes on contributions to World Service.

H & I CHAIR 1 YEAR TERM 1 Year Continuous Sobriety

Description:

Facilitates monthly meetings of H & I Liaisons. Fills in any position that is vacant. Facilitates orientations for new speakers. Ensures that Liaisons have contact with their facilities and that there is up to date binders at each location. Obtains literature for liaisons to distribute at their facilities as needed. Updates the speaker contact list

PUBLIC INFORMATION CHAIR 1 YEAR TERM 1 Year Continuous Sobriety

Description:

Responsible for the distribution of literature and information to the public. Has the CA Helpline telephone and ensures someone is manning it. Ensures CA has a table at the local recovery day event and has volunteers to man it

ENTERTAINMENT CHAIR 1 YEAR TERM 1 Year Continuous Sobriety

Description:

Helps promote fun in recovery by hosting events as a committee or in conjunction with other committees for the fellowship

UNITY CHAIR 1 YEAR TERM 1 Year Continuous Sobriety

Description:

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

CONVENTION CHAIR 1 YEAR TERM 1 Year Continuous Sobriety

Description:

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

Website Liaison and Facebook Group Moderator Chair 1 YEAR TERM 1 Year Continuous Sobriety

Description: Collects and forwards any updates for our Area website, to the Web Servant. This includes updates for the official meeting list's (in-person/hybrid/virtual), Convention and event posters, new group details and posters, service committee meetings and documents. Responsible to create a committee of moderators for the Northern Alberta Area of Cocaine Anonymous Facebook group. It is suggested that the committee be limited to 3 members at a time, including the member elected in this position. All moderators ought to have an understanding of the Twelve Traditions and the guidelines for our Facebook group. Review and follow the World P.I. guidelines for social media.

WEB SERVANT 2 YEAR TERM 1 Year Continuous Sobriety
 1 Year Active service in C.A.

Other Requirements: Desktop or Laptop computer (phone/tablet not sufficient), internet access
 Suggested Experience: WordPress, HTML, CSS

Description:

To maintain and update the Northern Alberta Area of Cocaine Anonymous website. This includes updating official meeting lists(in-person/hybrid/virtual), Convention and event posters, new group details and posters, service committee meetings and documents. The Web Servant should be well versed in the Twelve Traditions, as the website is public facing. Major changes, updates, improvements to the website ought to be approved by the Area before implementation. It is suggested that all appropriate passwords or access details be held at all times by at all times by Web Servant and Area Chair. Review and follow the World I.T. guidelines for Area websites.

KEYTAGS & LITERATURE CHAIR 2 YEAR TERM 2 Years Continuous Sobriety
 Gainfully Employed

Description:

Responsible for the distribution of literature and Chips to CA districts, groups, members and interested institutions. Responsible for monitoring the cost of materials, the corresponding conversion, shipping costs and price materials accordingly. To conduct a yearly review of our Area's price list.

ARCHIVE CHAIR 1 YEAR TERM 1 Year Continuous Sobriety

Description:

Responsible for the collection, organization, categorization, copying, preserving and electronically storing all of Cocaine Anonymous' historically valued documentation and memorabilia.

ARCHIVIST 5 YEAR TERM 2 Years Continuous Sobriety

Description:

Documents the work of C.A. in the area. Makes the history of C.A. in the area available to it's members. Provides a context for understanding C.A.'s progression, principles, and traditions.

OUTREACH CHAIR 1 YEAR TERM 1 Year Continuous Sobriety

Description:

Communicate NAACA information to different areas in the Pacific North Region of Cocaine Anonymous. Reach out to the different communities within the Northern Alberta Area to ensure they are up to date on the NAACA business and events.

SUB-COMMITTEE CHAIR 2 YEAR TERM 1 Year Continuous Sobriety

Description:

Facilitate monthly meetings with the Group Service Representatives of the home groups held in the Edmonton Alano Club facility. Ensure Sub-Committee positions and/or responsibilities are filled to facilitate the ongoing rental and maintenance of the meeting room in the Edmonton

Alano Club room.

STRUCTURE & BYLAWS CHAIR 2 YEAR TERM

2 Years Continuous Sobriety

Description:

Creates and/or updates the Structure and Bylaws for the local area. Publish a current S &B document quarterly (Feb, May, Aug, Nov.).

DELEGATE

4 CONSECUTIVE CONFERENCES

2 Years Continuous Sobriety

Description:

Has a working knowledge of the Twelve Steps, the Twelve Traditions, the Twelve Concepts of Service and the World Services Conference Charter. Attends the World Service Conference prepared, in able to vote knowledgeably. Delegates attending World Service Conference should be present during all voting times until the end of conference. Notifies the World Service Office to be placed on the mailing list after being elected. After conference, transmits the information back to the area and the individual groups with enthusiasm, encouraging and promoting health and growth in the fellowship. Encourages their areas to generate funds to help support World Services. Provides meeting schedules and local CA information to World Service Office. Provide leadership within the fellowship by helping to solve local problems using the Traditions. It is suggested Delegates and Alternate Delegates not hold any other service positions within the area. In the spirit of rotation, wherever possible, Delegates should only serve one term and not consecutive terms. Delegates serve on a World Service Conference Committee and work closely with that committee throughout the year. Delegates keep Alternate Delegates fully informed so that if needed the Alternate can replace the Delegate. Delegates pass on knowledge of World Service Conference procedures to newly elected Delegates in their area. Responsible for contacting the Regional Trustee at least once per quarter to provide the Trustee with Area reports and updates.

ALTERNATE DELEGATE 2 CONSECUTIVE CONFERENCES

2 Years Continuous Sobriety

Description:

1. See Delegate Description

Standing Rules

1. In the event a member holding an area service position misses three meetings, they will be removed from the position making it available to the fellowship.
2. An area service position must be announced at an area meeting and communicated to the rest of the fellowship 30 days prior to voting in a trusted servant.
3. Provide one of each article of memorabilia created for area events to archives for record keeping.
4. In the event an area service position is vacated, the member voted in as a replacement will fulfill the remainder of the term. The member must be voted in at the annual elections meeting to take on another term.
5. In the event a group's GSR, Alternate GSR, or other group service representative is not at the area meeting, that group may not provide a report.
6. Prudent reserve for Northern Alberta Area set at \$900.00.
7. The Area business meeting will be limited to 2 hours, except for the September elections Area business meeting.

Revision Records

Rev #	Date:	Description:	Name:
01	Feb 10, 2019	New	Audz/Adrien
02	June 9, 2019	Add Area positions and descriptions for Archivist, Outreach Chair, and Sub-Committee Chair, added standing rules 1-5	Adrien
03	Nov 24, 2019	Added standing rule #6 Area Prudent Reserve of \$900.00	Adrien
04	May 24, 2020	Changed Delegate term to 4 conferences and Alternate Delegate term to 2 conferences	Adrien
05	Sep 13, 2020	Changed Structure and Bylaws position term from 1 year to 2 years	Adrien
06	Nov 22, 2020	Changed voting body to be open to all members, one member, one vote	Audz
07	Mar 20, 2021	Updated Chips and Literature duties, as per decision of Feb. area	Audz
08A	July 10, 2022	Corrected Term length of Archivist to 5 years term, Keytags and Literature term to 2 years.	David L.
08B	July 10, 2022	Added Standing Rule #7, Area Meeting 2 hour limit except September elections meeting. *These corrections are all verifiable from Area minutes.	David L.

9	Dec 11, 2022	Changed references to Dwayne's Home to Edmonton Alano Club. Updated Term length of Subcommittee Chair to 2 years. Updated definition of a CA Group.	David L.
10	May 14, 2023	Added "To conduct a yearly review of our Area's price list." To Area Chip and Literature Chair duties. Added "Publish a current S &B document quarterly (Feb, May, Aug, Nov.)" to Structure and Bylaws Chair duties. Both as passed in March 2023	David L.
11	August 13, 2023	Minor formatting changes and spelling corrections Added C.A. 12 Step Companion Guide to Book Study style of meeting Added Website Liaison and Facebook Group Moderator Chair and Web Servant to Area Service Structure	David L.