

AKRON COCAINE ANONYMOUS DISTRICT

# A.C.A.D. BY-LAWS

## 2010 (voted in 11/22/10)

AKRON COCAINE ANONYMOUS DISTRICT

AKRON COCAINE ANONYMOUS

REVISED  
2/20/2010

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**BY- LAWS**  
**AKRON COCAINE ANONYMOUS DISTRICT**  
**2010**

**1. NAME**

- A. The name of this association shall be **Akron Cocaine Anonymous District.**

**2. PURPOSE**

- A. To serve the common needs of its district members and to facilitate unification of The fellowship in the spirit of the 12 Traditions.
- B. To stay in contact with the Ohio Area Service Committee of Cocaine Anonymous And The Cocaine Anonymous World Service Office for the purpose of registering/ updating its meetings information in the Ohio area directory and the World Service Office directory.
- C. To help coordinate activities common to member groups always keeping in mind our primary purpose: **TO CARRY THE MESSAGE TO THE ADDICT WHO STILL SUFFERS.**  
These activities include: communicating information regarding functions such as service conference, conventions, and other special events to promote and insure unity within the CA fellowship as a whole.
- D. Specifically excluded from the purpose/objective of the district are the operation of any club, clubhouse or detoxification place, and the endorsement of any public or private projects on addiction as outlined in Tradition Six.

**3. SUGGESTED DISTRICT FUNCTIONS**

- A. Coordinate district telephone service.
- B. Distribute and sell chips and literature.
- C. Standing committees include:
1. *HOSPITALS AND INSTITUTIONS*
  2. *PUBLIC INFORMATION*
  3. *ARCHIVES*
  4. *CHIP AND LITERATURE*
  5. *SPECIAL EVENTS/UNITY*
  6. *FINANCE*
  7. *BY-LAWS*

- D. Maintains and updates a list of all district meetings.
- E. Maintains ongoing communication with the groups within the district.
- F. Maintains ongoing communication with the Ohio Area Service committee and World Service Office.
- G. Publish a newsletter.
- H. Publish and distribute a district meeting schedule.
- I. Elect District Service Representatives (DSR'S) to the Ohio Area Service Committee of Cocaine Anonymous.
- J. Hold monthly service meetings.
- K. Sponsor service days and workshops.
- L. Sponsor district conventions
- M. Establish and administer a central office, (if appropriate).
- N. Maintain a checking account requiring a minimum of two signatures (Treasurer, Secretary, Chair, and Vice-Chair)

#### **4. MEMBERSHIP ORGANIZATION**

##### **A. *The Twelve Traditions:***

The district shall operate under the guidelines of the twelve traditions, as adopted by the World Service Conference; District meetings shall operate under The Roberts Rules of Order.

##### **B. *Structure:***

The district shall be made up from all groups in/ or surrounding the Akron area.

##### **C. *Meetings:***

1. The district shall meet monthly starting January on the 3<sup>rd</sup> Sunday of each month at 5:00pm at 41 Arch Street, Akron, Ohio or any designated point special.
2. Emergency meetings may be called by the chairperson with at least one week notice by first class mail or personal contact (any means appropriate) to all officers and voting representatives of the district.
3. District meeting are to last one hour and a half, if meeting goes longer a motion must be brought to the floor to extend fifteen minutes and thereafter.

##### **D. *Representation:***

1. Application must be submitted in writing, dated and signed by two group officers. Application must contain the name of the group, mailing address, or P.O. Box, and the names, addresses and phone numbers of all representatives for said group, yearly at the January meeting.
2. C.A. groups shall be guided by their own group conscience. The district shall have no control over internal affairs or management of any CA group.
3. Each group that has been in existence for more than thirty days should have a GSR (Here after called Group Service Representative) one of whom shall attend all meetings of the district.
4. Any person serving as a GSR to the district is suggested to have six months of continuous sobriety, prior service at the group level. Term shall be one year. Each GSR shall have one vote if they are absent their vote will then go to the Alternate GSR for

- their group, their will be no votes by proxy.
5. Only the elected GSR's, standing committee chairs, advisory committee (ad-hock) and district officers shall have voting rights, their will be no votes by proxy.
  6. All members of CA are invited to attend the district meeting and upon recognition by the chair permitted to address the committee but will have no voting privileges.
  7. Any group may withdraw from the district by giving a written notice of their intent to the chairperson of the district. Withdrawal shall be effective from that date of receipt of such notice.

## **5. DISTRICT COMMITTEE OFFICERS**

### **A. OFFICERS**

1. Officers of the district shall consist of:

- A. *CHAIRPERSON*
- B. *VICE-CHAIRPERSON*
- C. *SECRETARY*
- D. *TREASURER*
- E. *DSR'S* required, (one for every ten meetings)

These officers are to be nominated by the procedure outlined in article seven of the Nominating Committee guidelines. Voting to be by all GSR'S and officers of the district present at the time of the elections.

2. Officers of the district should not hold any other district position (GSR, DSR, Standing Committee chairperson-except the Vice-chair who is the chairperson of the Finance Committee.) The purpose of this is to keep the decision making in the hands of the groups and in the spirit of the second tradition.

### **B. DUTIES AND RESPONSIBILITIES**

1. All elected officers need to attend a yearly By-Laws and Traditions meeting to be held in December and conducted by the By-laws Chair, and the District Vice-Chair. In the event that any officer becomes vacant during the year the By-Laws and or District Vice- Chair will conduct a By-Laws and Traditions meeting for the newly elected officer within one month after election.
2. The committee shall be subordinate to the District in relationship to the second and Ninth Tradition.
3. Perform any and all duties on them, by the terms of the Articles of Incorporation of this corporation or by these By-laws.
4. No officer, committee member or individual shall incur any financial obligation on behalf of and/or using the name of the District without authority and consent of the District.

## **6. DISTRICT OFFICERS DUTIES AND QUALIFICATION**

### **A. CHAIRPERSON**

1. Suggested two years continuous sobriety
2. Continuous committee Service Prior to Position one year
3. Suggested term two year

#### **DUTIES AND RESPONSIBILITIES**

1. Arrange agenda
2. Presides over monthly meeting
3. Assume responsibilities of coordinating all activities within the district
4. Encourages trusted servants to chair various committees
5. One year of active service in CA
6. Only votes in case of a tie
7. Two year commitment

### **B. VICE-CHAIRPERSON**

1. Suggested two years continuous sobriety
2. Continuous committee Service Prior to Position one year
3. Suggested term two year

#### **DUTIES AND RESPONSIBILITIES**

1. In the absence of a chairperson, performs the duties of chairperson
2. Chairs finance committee
3. Coordinates general committees activities
4. One year of active service in CA
5. Two year commitment to rotate to chair

### **C. SECRETARY**

1. Suggested one year continuous sobriety
2. Continuous committee Service Prior to Position one year
3. Suggested term one year

#### **DUTIES AND RESPONSIBILITIES**

1. Keep accurate minutes of each meeting
2. Keeps a separate record of any motion passed which amends the By-laws
3. Handles correspondence and maintains business records of the district
4. Six months of active service in CA

### **D. TREASURER**

1. Suggested two years continuous sobriety
2. Continuous committee Service Prior to Position one year
3. Suggested term two year

## DUTIES AND RESPONSIBILITIES

1. Receive and deposits all contributions from meetings, special events and meetings
2. Receive all funds from any event and deposited in bank 72 hours after event.
3. Keeps an accurate bookkeeping system
4. Maintains district bank account with checks requiring two signatures
5. Timely filing with regulatory agencies (taxes, state, non-profit corporation, forms, etc.)
6. Attends finance committee
7. Pay all district expenses
8. Send contributions to the Ohio Area Service committee and CA World Service Office
9. Give written monthly financial reports as well as produce the monthly bank Statement at each month's district meeting
10. Gainfully employed continuously at the same place of employment for at least two years.

### **E. DISTRICT SERVICE REPRESENTATIVE**

1. Suggested two years continuous sobriety
2. Continuous committee Service Prior to Position one year
3. Suggested term one year

## DUTIES AND RESPONSIBILITIES

1. Provides communication between the District and the Area
2. Communicates with other District and Area Service Committees
3. Attends all district and Area service meetings
4. Assists GSR'S and/ or member groups upon their request, with traditional issues while keeping in mind that each group is autonomous
5. Six months active service in CA

### **F. ALT- DISTRICT SERVICE REPRESENTATIVE**

1. Suggested two years continuous sobriety
2. Continuous committee Service Prior to Position one year
3. Suggested term one year

## DUTIES AND RESPONSIBILITIES

1. Provides communication between the District and the Area
2. Communicates with other District and Area Service Committees
3. Attends all district and Area service meetings
4. Assists GSR'S and/ or member groups upon their request, with traditional issues while keeping in mind that each group is autonomous
5. Six months active service in CA
6. Remains in contact with DSR's

## **7. COMMITTEES**

1. The committee shall maintain and keep on file at the district (with the secretary and archivists) a standing operating procedure for that committee.
2. Each committee chairperson shall be able to make, discuss and vote on any and all motions pertaining to the operations of the district and CA as a whole.
3. The district may adopt Rules and Regulations pertaining to the conduct of meeting of committee to the extent that such rules and regulations are not inconsistent with the provisions of these Bylaws.

### **A. STANDING COMMITTEES**

1. The district shall maintain the following standing committees:
  - A. *Hospitals and Institutions*
  - B. *Public Information*
  - C. *Special Events/Unity*
  - D. *Chips and Literature*
  - E. *Finance*
  - F. *Archives*
  - G. *By-laws*
2. All moneys should be brought to the district meetings and presented and recorded in district minutes.
3. Committees that are district funded shall submit a proposed annual budget to the Treasurer of the district at the December district business meeting.
4. Each standing committee is required to submit a written report of its activities each month at the district business meeting to be approved or rejected in whole or in part by the district.
5. The committees shall elect their own officers from their active members. The election shall coincide with the district election. The spirit of rotation shall be honored. The committees shall inform the district of all officer changes at the next district meeting when they happen.

### **STANDING COMMITTEES CHAIR QUALIFICATIONS /DUTIES**

#### **A. HOSPITALS AND INSTITUTIONS**

1. Suggested two years continuous sobriety
2. Continuous committee Service Prior to Position one year
3. Suggested term one year

#### **DUTIES AND RESPONSIBILITIES**

1. Coordinate and direct all committee activities.
2. Attend all business meetings that are related to institutional work.
3. Keep informed on all matters affecting the committee.

4. Supply and discuss with new Meeting Chairpersons the "requirements, duties, and responsibilities" of the position.
5. Notify any Meeting Chairperson not in compliance with attendance requirements prior to the next committee business meeting.
6. Should the need arise, direct the removal of a Meeting Chairperson or Co-Chair. This action requires a simple majority vote of the full committee.
7. Temporarily fill any open Meeting Chairperson position by appointment. At the next regularly scheduled committee business meeting, the position will be filled in the normal manner.

#### *B. PUBLIC INFORMATION*

1. Suggested Sobriety Requirement: 18 Months Continuous
2. Continuous Committee Service Prior to Position: 6 Months.
3. Suggested Term of Commitment: 1 Year

#### **DUTIES AND RESPONSIBILITIES**

1. Contact institutions to establish new meetings and liaison with present ones.
2. Should be presently involved in the committee and sufficiently knowledgeable to Impart any information necessary about the committee and its "services."
3. Set up an appointment and visit the institution to determine needs. Report all contacts at the monthly committee business meeting.
4. The individuals should be well versed in C.A. Traditions in order to communicate effectively with the public.

#### *C. ARCHIVES*

1. Suggested two years continuous sobriety
2. Continuous committee Service Prior to Position one year
3. Suggested term one year

#### **DUTIES AND RESPONSIBILITIES**

1. Collecting pertinent information created by all Standing Committees
2. Contacting members of the fellowship who may have memorabilia or archived Documents they wish to loan or donate to the Cocaine Anonymous World Service Organization for the purpose of creating a complete CA Archive.
3. To implement when necessary industry practiced archive solutions so that the newest or most effective types of archival preservation techniques can be utilized
4. The storage of all physical information and memorabilia.

#### *D. CHIPS AND LITERATURE*

1. Suggested six months continuous sobriety
2. Continuous committee Service Prior to Position three months
3. Suggested term one year

#### **DUTIES AND RESPONSIBILITIES**

1. Obtain and keep on hand a sufficient inventory of soft literature and Key chains from World Services or District Service Committee.
2. Distribute literature at the monthly committee business meeting.
3. At his or her discretion appoint an assistant literature person.

*E. SPECIAL EVENTS/ UNITY*

1. Suggested two years continuous sobriety
2. Continuous committee Service Prior to Position one year
3. Suggested term one year

**DUTIES AND RESPONSIBILITIES**

1. Hold regular committee meetings to discuss issues in your areas, as well as seek solution through the unity pipeline.
2. Register with the \*C. A. World Service Office, Attn: CAWSC Unity Committee for purpose of information exchange. (This will give your committee access to solutions that other areas and districts have regarding Unity issues).
3. Correspond with the Area Unity Committee.
4. Host special events and Unity convention in the district to promote Unity.

*F. FINANCE*

1. Vice Chair of the district is the chair of the finance committee.  
(See requirements of vice chair)

**DUTIES AND RESPONSIBILITIES**

1. Correspond with groups in the district to introduce/explain efficient cash handling procedures and guidelines.
2. Oversee the districts budgets.
3. Shall conduct quarterly finance committee meeting

*G. BY-LAWS*

1. Suggested two years continuous sobriety
2. Continuous committee Service Prior to Position one year
3. Suggested term one year

**DUTIES AND RESPONSIBILITIES**

1. Hold a By-laws and Tradition meeting once a month for newly elected officers.
2. Stay current on all amendments to the By-laws.
3. Act as a source of support with all members of ACAD in regards of the By-laws, Traditions, The World Service Manual, Roberts Rules of Order, and The Twelve Concepts.
4. Chair a Service workshop every three months

**B. ADVISORY COMMITTEES (AD- HOC)**

- A. Advisory committees consist of but are not limited to Ladies of CA, Men’s Conference, and Unity Convention.
  - 1. Suggested two years continuous sobriety
  - 2. Continuous committee Service Prior to Position one year
  - 3. Suggested term one year.

**DUTIES AND RESPONSIBILITIES**

- 1. All advisory committee are subordinate to the body that appoints them with their duties and authority. Their parent body and or its authority shall define the numbers of regular meeting and quorum.
- 2. All advisory committees shall act in an advisory capacity only to the appointing body and shall be clearly titled as an Advisory Committee.
- 3. All advisory committee shall submit a written report to their appointing body at each regular meeting at that body.

**C. NOMINATING COMMITTEES**

**DUTIES AND RESPONSIBILITIES**

- 1. The nominating committee shall consist of the chairpersons of all standing committees and the outgoing district chairperson. The committee is to be chaired by the Vice-chair of the district.
- 2. To be eligible for nomination and election to an office of the district a person must:
  - 1. Have the required sobriety time
  - 2. Be a member of a group
  - 3. be present when nominations and election occur
- 3. The nominating committee will meet between the October and November meetings as many times as necessary to consider the qualifications of those eligible for office.
- 4. The nominating committee will select two or three eligible members of the district for each office as a slate for elections at the November meeting. Additional nominations may be submitted from the floor by voting representatives at the November election

**D. SPECIAL COMMITTEES**

**DUTIES AND RESPONSIBILITIES**

- A. Special committees shall be formed and disbanded by the district as events or needs arise (e.g. convention committees)

## **8. VOTING PROCEDURES**

1. All elected positions will be held by secret ballot.
2. Only elected GSR's Standing Committee Chairs, Advisory Committee Chairs and District officers shall have voting rights.
3. To be eligible for nomination and election to any office of the district a person must be present when nominations and elections occur.
4. There will be no votes by proxy.
5. A minimum of (4)GSR and (2) district officers of which (1) must be the chair, vice-chair, or secretary present at a regular or duly called meeting shall constitute a quorum for the transaction of any and all regular business, including but not limited to the election of offices

## **9. VACANCY**

1. In the event of the vacancy of any of the elected offices during their tenure, an election shall be held at the next district meeting following the vacancy.
2. Any resignation must be written and presented to the chairperson or Vice-chairperson of the district.
3. If the office of the chairperson becomes vacant before June 30<sup>th</sup>, the Vice-chairperson becomes chairperson for the remainder of the term and an election for Vice-chairperson will be held.
4. The treasurer shall appoint a Nominating Committee in the event that the chairperson and Vice-chairperson resign or are removed from office, and an election will occur at the next meeting as per voting procedures.
5. Any officer of the district may be removed from office for just cause upon majority vote of the district. Individuals will receive a one week notice of the proposed action.
6. In the event of no written resignation, failure of a chairperson to act for sixty days will result in termination of office. The Vice-chairperson, will move to chair and election will be held per voting procedures.
7. In the absence of the Chair and Vice-chair, the Secretary calls the meeting to order and presides over said meeting.

## **10. FINANCIAL GUIDELINES**

1. Trusted servants elected to handle money should be chosen with care.
2. Any person owing ACAD money at any level can not hold any office on an Ad-hock or Sub-committee, or District office until the money has been paid. If a dept is occurred while in office, you must relinquence the position and cannot hold any office until dept is paid .
3. All checking accounts within he district, including Standing Committees and Advisory Committees should require two signatures. Those authorized to sign consists

- of chairperson, vice-chairperson, treasurer or secretary.
4. The function of collecting cash shall be separated from the function of record keeping and audit or records. All secretaries shall keep record also. (e.g. cash, checks, etc.)
  5. The treasure shall report income and expenses on a regular (monthly) basis.
  6. Checks should not be pre-signed.
  7. Standard accounting procedures should be utilized to record all income and expenses. District or Areas may consider outside professional accounting or bookkeeping services
  8. A finance/ spending committee may be established to monitor and approve expenditures. The finance/spending committee should approve all non- operating expenditures.
  9. Monies maintained in a general account should be limited to two months operating expenses to curtail embezzlement.
  10. Receipts and or invoices shall be maintained for all expenditures.
  11. Copies of all invoices and checks shall be maintained.
  12. All non-committed funds of any Committee will be turned over to the District in accordance with the 70/30 plan. Any non-committed funds of the District will be donated to the World in accordance with the 70/30 plan. Any non-committed H & I funds will be turned over to the World H & I.
  13. At the group level, it is recommended that two members be accountable for all group funds.

## **11. AMENDING BY LAWS**

*These by laws may be amended only by an affirmative vote of two-thirds of the voting members present at the time the proposed amendment.*

AKRON COCAINE ANONYMOUS