

BY-LAWS

AKRON COCAINE ANONYMOUS DISTRICT

Drafted 1/18/1999

Revised 8/20/2006

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 purpose of registering/updating its meeting 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. The activities include: communicating information regarding functions such as Service conferences, 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 (6).

3. SUGGESTED DISTRICT FUNCTIONS

A. Coordinates district telephone service.

B. Distributes and/or sells chips and literature.

C. Standing committees include:

1. HOSPITALS AND INSTITUTIONS

2. PUBLIC INFORMATION

3. ARCHIVES

4. CHIPS AND LITERATURE

5. SPECIAL EVENTS

6. FINANCE

7. UNITY

D. Maintains and updates a list of all district meetings.

E. Maintains ongoing communication with the groups within the district

F. Maintains ongoing communications with the Ohio Area Service Committee and World Service Office.

G. Publishes a newsletter.

H. Publishes and distributes area meeting schedules.

I. Elects district service representatives (DSR'S) to the Ohio area service Committee of Cocaine Anonymous.

J. Holds monthly service meetings.

- K. Sponsors service days and workshops
- L. Sponsors district conventions
- M. Establishes and administers a central office, if appropriate.
- N. Maintains a checking account requiring a minimum of two signatures (Treasurer, Secretary, Chair, Vice Chair)

4. MEMBERSHIP ORGANIZATION

A. The Twelve Traditions:

The district shall operate under the guidelines of the twelve traditions, as updated by The World Service conference.

B. Structure:

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

- C. The district shall meet monthly starting in January on the third (3rd) Sunday of each month at 5:00pm at 41 Arch St Akron Ohio or any designated point special or emergency meetings may be called by the chairperson with at least one (1) week notice by first class mail or by personal contact (no electronic/phone messages), to all officer and voting representatives of the district.

D. Representation:

1. Application must be submitted in writing, dated, and signed by two (2) group officers. Application must contain the name of the group, mailing address (PO Box), and the names, addresses and phone numbers of all representatives for said group, yearly, at the January meeting.
2. Member groups shall be guided by their own group conscience. The district shall have no control over internal affairs or management of any member group.
3. Each group that has been in existence for more than thirty (30) days ought to elect a group service representative (hereinafter called GSR) and alternate GSR, one of whom shall attend all meetings of the district.
4. Any person serving as a GSR to the district is suggested to have at least one (1) year of continuous sobriety, however, a minimum of six (6) months is required, and ought to have prior service at the group level or higher. Term shall be one (1) year. Each GSR shall have one (1) vote if they are absent their vote will then go to the alternate-there as shall be no vote by proxy.
5. Only the elected GSR's standing committee chairs and district officers shall have voting rights-there shall be no votes by proxy.

6. All members of CA are invited to attend the district meetings and upon recognition by the chair permitted to address the committee but will have no voting privilege.
7. Any group may withdraw from the district by giving written notice of their desire to the chairperson of the district. Withdrawal shall be effective from the date of receipt of such notice.
8. All district meetings shall operate under Roberts Rules Of Order.

5. DISTRICT COMMITTEE OFFICERS

A. OFFICERS

1. Officers of the district shall consist of:

- A. Chairperson
 - B. Vice-chair
 - C. Secretary
 - D. Treasurer
 - E. DSR'S as required, (1 for every 10 meetings) These officers are to be nominated by the procedure outlined in article? And voting to be by all GSR'S and officers of the District present at the time of elections.
 - F. Chairpersons of standing committees (elected by the respective standing committee and approved by the district.)
- #### 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.

G. DUTIES

1. Newly elected officers need to attend a by-laws and tradition meeting that's held once a month before term of office begins.
2. The offices shall be subordinate to the district in relationship to the second and ninth tradition.
3. Perform any and all duties on them by the article of incorporation of this corporation or by these bylaws.

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.

H. VACANCIES

1. In the event of a 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-chair of the District.
3. If the office of chairperson becomes vacant before June 30th, the vice-chairperson becomes chairperson for the remainder of the term and an election for vice-chair will be held.
4. The treasurer shall appoint a nominating committee in the event 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 (1) 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 the chair and elections 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.

6. DISTRICT OFFICERS DUTIES AND QUALIFICATIONS

A. CHAIRPERSON

1. Arranges agenda
2. Presides over monthly meetings
3. Assumes responsibilities of coordinating all activities within the district
4. Encourages trusted servants to chair various committees
5. One (1) year of active service in CA
6. Suggested two (2) years of continuous sobriety
7. Only votes in case of a tie

8. Two (2) year commitment

B. VICE-CHAIRPERSON

1. In absence of chairperson, performs the duties of chairperson

2. Chairs finance committee

3. Coordinates general committee activities

4. One (1) year of active service in CA

5. One (1) year of continuous sobriety

6. Two (2) year commitment-to rotate to chairperson

C. SECRETARY

1. Keep accurate minutes of each meeting

2. Keeps a separate record of any motions passed which amends the bylaws

3. Handles correspondence and maintains business records of the district

4. Six (6) months of active service in CA

5. One (1) year continuous sobriety

6. One (1) year commitment

D. TREASURER

1. Receives and deposits all contributions from meetings, special event and meetings

2. Receives 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 (2) 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 CA service committee and CA World Service

9. Give written monthly financial reports as well as produce the monthly balance statement at each months district meeting

10. Gainfully employed continuously at the same place of employment for at least (2) years
11. Two (2) years continuous sobriety
12. Two(2) years active service in CA
13. Two (2) year commitment

E. DISTRICT SERVICE REPRESENTATIVE

1. Provides communication between the district and the area
2. Communicates with other district 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(6) months active service in CA
6. Suggested two (2) years continuous sobriety
7. One (1) year commitment

7.NOMINATING COMMITTEE

- A. 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.
- B. 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 member group
 3. Be present when nominations and elections occur
- C. 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.
- D. The nominating committee will select two (2) or three (3) eligible members of the District for each office as a state for election at the November meeting. Additional nominations may be submitted from the floor by voting representatives at the November meeting.

8.VOTING PROCEDURES

A. QUORUM

1. A minimum of four (4) GSR and two (2) district officers (of which one (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.
2. Elected officers of the district may make and discuss motions brought to the committee and have the right to vote in all matters pertaining to CA as a whole.

9.COMMITTEES

A. ADVISORY COMMITTEE

1. All advisory committees are subordinate to the body that appoints them with their duties and authority. Their parent body and/or its authority shall define the number of regular meetings 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 committees shall submit a written report to their appointing body at each regular meeting of that body

B. STANDING COMMITTEE

1. The district shall maintain the following standing committees
 - A. Hospitals and Institutions
 - B. Public information
 - C. Special events
 - D. Chips and literature
 - E. Finance committee
 - F. Audio committee

2. Any personal owing ACAD money cannot hold any office on a ad-hock or sub-committee until the money has been paid or unless the dept is less than 90 days old and or they are currently making payments.
3. The committee shall maintain and keep on file at the district (with the secretary and archivist) a standing operating procedure for that committee.
4. The district may adopt Rules and Regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are not inconsistent with the provisions of these bylaws.
5. All moneys should be brought to the district and presented and recorded in district minutes.
6. The duty of all committees will be to keep a written list of all contacts, events, accomplishments, and goals of said committees and submit it to the district at the December district business meeting.
7. Committees that are district funded shall submit a proposed annual budget to the Treasurer of the district at the December district business meeting.
8. Each standing committee is required o submit a written report of its activities each month at the district business meeting to be approved or rejected in whold or in part by the district.
9. The committees shall elect their own officer from their active members. The elections shall coincide with the district election. The spirit of rotation shall be honored. The committees shall inform the district of all officers changes at the next district meeting when they happen.
10. Each committee chairperson shall be able to make, discuss, and vote on any and all motions pertaining to the operation of the district and CA as a whole.

C.SPECIAL COMMITTEES

1. Special committees shall be informed and disbanded by the district as events or Needs arise (e.g. convention committees)

10.AMENDING OF BY LAWS

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

Amended By-laws

iv. membership organization:

- A. Newly elected officers need to attend a by-laws and tradition meeting that's held once a month before term of office begins.

D. Treasurer:

- 1. All funds from any event given by ACAD are to be deposited into the bank 72 hours after event is over.

ix. committees:

B. Standing committees

- 1. The district shall maintain the following standing committees:

- A. Any person owing ACAD any money cannot hold any office or any ad-hock and sub-committees until the money has been paid or unless the debt is less than 90 days old and/or they are currently making payments.

AKRON COCAINE ANONYMOUS DISTRICT GENERAL GUIDELINES FOR FINANCES

1. Trusted servants elected to handle money should be chosen with care.
2. All checking accounts within the district, including standing committees and ad-hoc committees should require 2 signatures. Those authorized to sign consist of chairperson, vice-chairperson, treasurer or secretary.
3. The functions of collecting cash shall be separated from the function of record keeping and audit or records. All secretaries shall keep records also (i.e.: cash, checks etc).
4. The treasure shall report income and expenses on a regular (monthly) basis.
5. Checks should not be pre-signed.
6. Standard accounting procedures should be utilized to record all income and expenses. Districts or areas may consider outside professional accounting or bookkeeping services.
7. A finance/spending committee may be established to monitor and approved expenditures. The Finance Chair shall conduct quarterly finance committee meetings.
8. Monies maintained in a general account should be limited to two months operating expenses to curtail embezzlement.
9. Receipts and/or invoices shall be maintained for all expenditures.
10. Copies of all invoices and checks shall be maintained.
11. 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 World H&I.
12. At the group level, it is recommended that two members be accountable for group funds.

