BYLAWS

Bylaws and Service Structure

These Bylaws define the purpose, structure, and operating framework of the British Columbia Area of Cocaine Anonymous. They outline how the Area serves its groups and districts, conducts business, elects trusted servants, manages committees and finances, and maintains accountability to the Fellowship. Grounded in the Twelve Traditions and the Twelve Concepts of Service, this document exists to support unity, clarity, and effective service, ensuring that authority remains with the groups while enabling the Area to fulfill its primary purpose.

Ad Hoc Committee – Gillian, Michael, Mike, Nadine, Simonne

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British Columbia Area of Cocaine Anonymous By-Laws (07/19/2026)

The C.A. Cocaine Anonymous Society is the provincial legal entity that creates the British Columbia Area of Cocaine Anonymous, hereinafter referred to as B.C. Area.

Statement of Purpose

Anonymity

Individual anonymity is paramount. No C.A. member has the right to disclose the identity or membership of any other C.A. member. We must always maintain personal anonymity at the level of all public media. Inquiries for verification of a person's membership in C.A. are always turned down. B.C. Area under no circumstances makes such a disclosure. B.C. Area also recognizes that members are encouraged not to be anonymous from one another. In fact, we believe that it is also a violation of our Anonymity Tradition if a member is so anonymous that other addicts cannot reach them.

The Importance of Anonymity according to Cocaine Anonymous World Service Office

"Traditionally, C.A. members have always taken care to preserve their anonymity at the public level: all public media. We know from experience that many people with drug problems might hesitate to turn to C.A. for help if they thought others might discuss their problems publicly, even inadvertently. 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.

A C.A. member may, for various reasons, "break their 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 11. It is clear, however, that they do not have the approval of the group conscience of C.A. members.

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

Guiding Principles

Twelve Traditions

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 all public media.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Twelve Concepts

(Adapted with permission of Alcoholics Anonymous World Services, Inc.)

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.

Supported Activities of the B.C. Area

Convention, Unity, and Fundraising

Unsupported Activities of the B.C. Area

Operating clubs, treatment centers or giving medical advice.

Overall Structure

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.

Refer to World Service Manual for the following.

- Description
- The C.A. Home Group
- The C.A. Meeting
- Meeting Types
- Meeting Styles
- Group Service Positions

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 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 an 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 as 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 and Area.
4. Reads/reviews communications from the Area and World Service.

The C.A. District

Description

The primary level of organization of Cocaine Anonymous consists of individual groups.
A Group or Online Group ought to be aligned with only one (1) District, avoiding inaccurate District Service Representative (DSR) counts for that 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 or part thereof 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.

"Groups petitioning for District status must have been in operation for a minimum of one year and must have maintained regular Area representation for at least one year."

Reference to the World Service Manual for the following

- District Service Committee
- District Service Positions

Groups seeking District status are required to complete and submit the petition form found on our website at https://ca-bc.org/, under the service tab.

Definition of Area *(As defined in the World Service Manual [WSM])*

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.

Relationship to World Service and Relationship to Groups *(As defined in the WSM)*

The Area serves the Fellowship by distributing chips and literature, carrying out local translations in accordance with the World Service office translation policy and process, 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 the 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.

Area Structure

One of the most important things to stress regarding committees is that committees are ADVISORY and have no power in and of themselves. They offer advice to the B.C. Area, which must vote to approve/authorize any action. Sometimes committees forget this, and they make decisions on their own. The B.C. Area must keep final authority. One recurring example in our area is the Public Information Committee telling a meeting that it's not following the Traditions and will be removed from the directory, when in fact they have no such power unless the B.C. Area votes to accept their recommendation.

B.C. Area Officers

The B.C. Area will have the following officers: Chair, Vice Chair, Secretary, and Treasurer. Qualifications include a minimum requirement of continuous sobriety, active service in the B.C. Area, and current membership in a B.C. Area Meeting. *B.C. Area Officers shall not be Delegate or Alternate Delegate of another existing C.A. Area.*

Election Procedure

Following nominations, all nominees stand for election; the outcome is determined by a simple majority vote. All prospective nominees can be from either the B.C. Area or from our area groups. Where there are multiple candidates, the candidates after giving written service resumes, are asked to leave the room. If there is only one candidate and there are no objections from the floor, the Chair may call for unanimous consent, rather than go through the voting process.

Election Terms

The terms for Officers of the B.C. Area shall be: ALL Officer positions in the B.C. Area reflect a two-year commitment, with exception of Treasurer. All Officer positions shall be announced to the Fellowship for a period of sixty (60) days prior to elections being held.

Officers’ Duties and Qualifications

Chairperson

A. Two years of continuous sobriety
B. Two-year commitment
C. One year of active service in B.C. Area
D. Presides over (monthly/quarterly) meetings and develops an agenda for the business area meeting.
E. Encourages trusted servants to Chair various Standing Committees
F. Review the Area’s online bank accounts monthly to ensure transparency and financial accountability.
G. Participation in Area events
H. To have all delegates credentialed upon election, but no later than 30 days prior to the WSC, using the current credentialing platform. Votes distributed are determined based on time of service and number of Conferences and/or Regional Assemblies previously attended.
I. Only votes in case of a tie

Vice Chairperson

A. One year of continuous sobriety
B. Two-year commitment
C. Six months of active service in B.C. Area
D. Serves as Parliamentarian
E. Holds one vote

Secretary

A. One year of continuous sobriety
B. Two-year commitment
C. Six months of active service in C.A.
D. Keeps accurate minutes of each meeting
E. General communications throughout the Area
F. Records the number and location of each meeting in the Area
G. Emails accurate Area minutes to all registered GSRs, standing committee Chairs and Area Officers within one week’s time from the end of area meeting.
H. Holds one vote

Treasurer

A. Three years of continuous sobriety as outlined in the 2023 C.A. World Service Manual.
B. Two-year commitment, (Due to the complexity and importance of maintaining financial consistency, the Treasurer may serve multiple consecutive terms upon election by the Area.)
C. One year of active service in C.A.
D. Gainfully employed and/or financially stable.
E. Receives and deposits contributions from meetings and special events.
F. Keeps an accurate bookkeeping system.
G. Maintains bank account(s) All of the Area's accounts, including any sub-accounts, require the approval of two authorized signers for all financial transactions.
H. Gives regular financial reports with a copy of the Area Bank Statement (with account numbers blacked out).
I. Timely filings with regulatory agencies (e.g. local, Provincial and Federal taxes, non-profit corporation forms).
J. Pays all expenses as authorized by B.C. Area.
K. Passes on contributions as authorized by B.C. Area
L. The Treasurer supports the Chips & Literature account only when an order would reduce it below prudent reserve. When notified, the Treasurer reviews the request and transfers funds from the Area account as needed.
M. Holds one vote.

Delegates, and Alternate Delegates

World Service Delegate

A. Four Years of Continuous Sobriety
B. Four-Year commitment.
C. 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.
D. Two years active service in C.A.
E. Working knowledge of the Twelve Steps, the Twelve Traditions, the Twelve Concepts of Service, and the World Service Conference Charter.
F. Submits proposed budgets for fund-raising events to Area for approval.
G. Shares pertinent information from delegate mailings with Area members, such as materials distributed pursuant to SR-14 and items such as draft literature which are likely to be voted on at the Conference. The information should be distributed as soon as possible via Area meetings, as well as to individual groups. Within 45 days of receiving the SR-14 mailing, the delegates are to hold a forum for questions, feedback and discussion.
H. Prepares and provides both verbal and written reports to Area within 45 days after returning from the World Service Conference and Regional Assembly. The reports should summarize business conducted and matters discussed which directly affect or are most likely to be of interest to the local Fellowship. Written reports should be distributed in hard copy and/or electronically prior to or at the Area meeting during which they are discussed.

I. It is suggested that reports and any other archival materials related to the delegate position be provided to the Area Archives Committee. Digital materials may be emailed to area@ca-bc.org.
J. Turns in receipts and any unused funds to the Treasurer within 30 days following the Conference and Regional Assembly.
K. Reviews and approves flyers in accordance with the Flyer Approval Process.
L. Ensures that e-mail sent to bcdelegate@ca-bc.orgb is answered in a timely manner.
M. Additional responsibilities as set forth in the World Service Conference Delegate job description in the World Service Manual.
N. If a Delegate position is vacated mid-service year an Alternate Delegate may be elected to the position starting a new Delegate term requiring a 2/3rds majority vote.
O. A person occupying this position may not simultaneously serve as a Delegate, nor may they hold any service position in any Area other than their own.
P. Holds one vote

Alternate Delegate

A. Two years of continuous sobriety
B. Four-year commitment
C. No Delegate or Alternate Delegate attending more than six conferences as a voting member and no more than eight total conferences.
D. One year of active service in C.A.
E. Additional qualifications as set forth above and in the World Service Conference Delegate job description in the World Service Manual.
F. It is suggested that an Alternate Delegate will transition into the Delegate role upon completion of their four-year term. Accordingly, any additional service positions held by the Alternate Delegate shall conclude no later than the end of their third year. This requirement ensures sufficient availability for the responsibilities associated with preparing for the Delegate position and for participation at the Area and World Service levels.
G. A person occupying this position may not simultaneously serve as an Alternate Delegate, nor may they hold any service position in any Area other than their own.
H. Holds one vote

The Area may have a maximum total of Delegates and two Alternate Delegates, but that proportion may change in the event an Alternate is moved up to Delegate between regular elections. All Delegate/Alternate Delegate positions shall be announced to the Fellowship for a period of sixty (60) days prior to elections being held.

Pursuant to the Election Procedure, the election will be a 2/3rds majority vote needed for election. Following the spirit of rotation, new Delegates or Alternate Delegates shall be elected as needed. Whenever a Delegate term ends, the most senior Alternate Delegate will move into the vacated Delegate position, subject to approval by a 2/3rds majority vote.

If none of the Alternate Delegates receive the required 2/3rds approval to move up to Delegate, nominations will be sought from the Fellowship.

Each Delegate and Alternate Delegate shall be ratified annually as part of the regular Area election process, or between elections if the Area service body deems it necessary.

To promote productivity through consistency, any Alternate Delegate and/or newly elected Delegate moving into a Delegate position vacated because of term completion, non-ratification or resignation will be allowed to serve a new and full Delegate's term of four years following election. However, following the spirit of rotation, it is suggested that no Delegate or Alternate attend more than four consecutive Conferences.

The number of Delegates and/or Alternate Delegates attending each Conference or Regional Convention may vary, based upon their availability and Area's financial status.
Whenever possible, at least one Delegate or Alternate Delegate with prior experience shall attend the WSC and Regional Assembly. The Area Chair will have all delegates credentialed upon election, but no later than 30 days prior to the WSC, using the current credentialing platform. Votes distributed are determined based on time of service and number of Conferences and/or Regional Assemblies previously attended.

Standing Committees

Standing committees may be formed by the B.C. Area to serve the needs of the area and the groups they serve. These committees are established by 2/3 vote of the B.C. Area. Standing committees as outlined in the WSM may include, but are not limited to Chips and Literature, Convention, Fundraising, Hospitals and Institutions (H&I), Internet and Technology (IT), Public Information (PI), Structure and By-laws (S&B), and Unity.

All the standing committees are to be fully accountable to the B.C. Area and the groups they serve and will follow these general guidelines:

Terms for committee structure (with exception of the Chair who is voted in at Area) – will be determined by a vote within the committee, by committee members.

   a. Vice Chair,
   b. Secretary,
   c. Treasurer,

2. No member of C.A. may hold a standing committee Chair position for two consecutive terms unless otherwise stipulated by the area body by a 2/3 vote.
3. Each committee will develop and maintain a statement of purpose and committee guidelines. (Refer to WSC Guidelines) All committee guidelines must be submitted to B.C. Area for final approval.
4. Each committee will maintain regular minutes of their respective meetings to be available to B.C. Area and group members upon request.
5. Monthly committee reports will be given to B.C. Area by the committee Chair during the B.C. Area Monthly meeting

All other B.C. Area Standing Committee's functions are as set out in the WSM but are not limited to those outlines, depending on the needs of the Committee as it relates to its responsibility to B.C. Area as a whole.

Standing Committees may not maintain bank accounts with the exception of Convention and Chips & Literature. Other committee's needing funding will utilize the B.C. Area treasury through the B.C. Area budget process for any financial needs. Standing committees shall maintain prudent operating reserves and ensure that funds are allocated in support of B.C. Area priorities. Committees are expected to refrain from accumulating funds in excess of what is reasonably required to fulfill their duties. B.C. Area will establish a standing committee prudent reserve all money above said prudent reserve will be transferred to the B.C. Area account.

Standing Committee Duties and Qualifications

Chips and Literature Chair

A. Two Years of continuous sobriety
B. 2-year commitment and the necessary time available and willingness to fulfill all the responsibilities of the position.
C. One year of active service in C.A.
D. Maintains Area chip & literature inventory in a secure, dry location.
E. Prior to stock running low, the Chips & Literature Chair shall place an order with the World Service Office (WSO) as follows:
    a. Reviews current inventory and determines the quantities required for replenishment.
    b. Logs into the WSO ordering portal using the credentials assigned to the Chips & Literature account.
    c. Completes the purchase using their own Visa, Mastercard, or Debit-Visa card, as required for international payment processing.
F. The Chips & Literature Chair must ensure that no order reduces the Chips & Literature account below its established prudent reserve.
    a. If an order would fall below prudent reserve, the Chair shall adjust the order accordingly.
    b. If additional funds are required, the Chair may notify the Area Treasurer, who may support the account as outlined in the Treasurer's duties.
G. The Chips & Literature Chair shall submit all receipts to the Area Treasurer for reimbursement.
    a. Reimbursement shall be issued by e-transfer once receipts are verified.
    b. All reimbursement requests must follow Area financial procedures and be seconded on the Area floor where required.
H. Attends and provides a written report of stock on hand, recent purchases/sales, and current account status at each Area meeting.
I. Arrange delivery /pick-up of any Chips & Literature orders with representatives of each Group providing an invoice for order.
J. Inventory to be conducted annually (April) and at election, or when the Chips & Lit. Chair is to change.
K. Responsible for monitoring the cost of materials, the corresponding conversion, shipping costs, and price materials accordingly.
L. To conduct a yearly review (April) of our B.C. area's price list and updated when necessary.

M. Chips n Lit supports Public Information and Hospitals & Institutions committees by providing chips, literature, and related materials for presentations, facilities, and events. Any proceeds from the sale of such items shall be returned to the Chips n Lit account. All committees shall retain invoices and receipts related to their activities.
N. Provide incoming Chairperson with an overview of the requirements, duties, and responsibilities of the position.
O. Holds one vote.

Public Information Chair (PI)

A. One Year Continuous Sobriety
B. 2-year commitment and the necessary time available and willingness to fulfill all the responsibilities of the position.
C. One year of active service in C.A. and a working knowledge of the 12 traditions.
D. Responsibilities include distributing literature and information to the public and B.C. Area.
E. Responsible for overseeing phoneline, and website (when no IT Chair position filled).
F. Preside over monthly committee meetings and arrange the agenda. The Committee shall hold a business meeting prior to each Area meeting to fulfill the responsibilities of the Chair and to allow for Fellowship participation.
G. Attends and provides monthly reports at the Area business meeting.
H. Follows the world service public information handbook (pi.ca.org)
I. Provide incoming Chairperson with an overview of the requirements, duties, and responsibilities of the position.
J. Holds one vote.

Hospitals and Institutions Chair (H&I)

A. One year of continuous sobriety
B. 2-year commitment and the necessary time available and willingness to fulfill all the responsibilities of the position.
C. Six months of active H&I service in C.A.
D. Coordinate and direct all committee activities.
E. When required, attend external meetings related to Hospitals and Institutions activities to address matters arising from H&I service work.
F. Remain informed of all matters affecting the committee and its activities.
G. When a Panel Chair or Vice Chair is unable to attend a scheduled panel meeting, the H&I Chair must attend unless a suitable alternate is arranged. The meeting must not close due to the absence of a Panel Chair or Vice Chair.
H. Preside over monthly committee meetings and arrange the agenda. The Committee shall hold a business meeting prior to each Area meeting to fulfill the responsibilities of the Chair and to allow for Fellowship participation.
I. Provide incoming Chairpersons with an overview of the requirements, duties, and responsibilities of the position.
J. Notify any Meeting Chairperson not in compliance with attendance requirements prior to the next committee business meeting.

K. In the event of a serious situation, immediately remove a Meeting Chairperson or Co-Chair from their position, with the action to be reviewed, discussed, and confirmed or reversed by majority vote at the next Hospitals and Institutions Committee meeting.
L. When necessary, temporarily appoint a member to fill any open Meeting Chairperson position. The appointment shall be reviewed and the position filled by election at the next regularly scheduled Hospitals and Institutions Committee business meeting.
M. Attends and provides monthly reports at the Area business meeting.
N. Holds one vote.

C.A. Unity Chair

A. One Year of continuous sobriety
B. 2-year commitment and the necessary time available and willingness to fulfill all the responsibilities of the position.
C. One Year active service in C.A.
D. Preside over monthly committee meetings and arrange the agenda. The Committee shall hold a business meeting prior to each Area meeting to fulfill the responsibilities of the Chair and to allow for Fellowship participation.
E. Attends and provides monthly reports at the Area business meeting.
F. Sponsors workshops and other events to promote C.A. unity such as Celebrate Around the World, always being mindful of Tradition One: “Our common welfare should come first; personal recovery depends upon C.A. unity.”
G. 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.
H. Provide incoming Chairpersons with an overview of the requirements, duties, and responsibilities of the position.
I. Oversee the following.
    a. Fundraising Activities (when Fundraising Chair isn’t filled)
    b. Outreach
J. Holds one vote.

Information Technology Chair

A. One Year of continuous sobriety.
B. 2-year commitment and the necessary time available and willingness to fulfill all the responsibilities of the position.
C. One year of active service in C.A.
D. Has a working knowledge of the World Service Conference Information Technology (IT) Committee Workbook and Guidelines (hereinafter “IT Guidelines”), which can be found in the Service section of the C.A. World Services website, ca.org.
E. Updates and maintains Area website in accordance with the IT Guidelines.
F. Posts meeting schedule updates and event information e-mailed to webservant@ca-bc.org, as appropriate. Gathers additional meeting and event details, pertinent contacts, and other information as needed for inclusion on the website. Approval of Area and/or at

least two Delegates and/or Alternate Delegates is required before flyers are posted on the Area website.

G. When necessary, confers with Delegates, the WSC IT Committee and/or the World Service Board of Trustees if there are questions about whether the site as a whole or any specific content conforms to C.A. Traditions.
H. Updates website, and meeting finder app, as well, updated memberships on any e-mail or other online groups or file sharing systems used to facilitate Area business and sharing of information.
I. Updates forwarding addresses on Area e-mails related to specific service commitments.
J. Ensures that e-mail sent to area@ca-bc.org, is answered in a timely manner, forwarding to other committees and/or trusted servants as appropriate.
K. Maintains digital archives of approved Area minutes. Care should always be taken to ensure that minutes are redacted to protect our members' anonymity.
L. Administers Area social media presence(s) to facilitate membership and ensure that all posts are C.A.-related and in compliance with the 12 Traditions.
M. Provides the Area Chair with a current list of all logins and passwords needed to administer the website, e-mails, groups, social media, etc.
N. Maintains a log of all login credentials, passwords, and emails for Area positions.
O. Provide incoming Chairpersons with an overview of the requirements, duties, and responsibilities of the position.
P. Responsible for Zoom setup and hybrid facilitation of Area.
Q. Holds one vote.

Fundraising Chair

A. One Year of continuous sobriety
B. 2-year commitment and the necessary time available and willingness to fulfill all the responsibilities of the position.
C. Six months active service in C.A.
D. The responsibility of this Committee is to raise funds for the Area.
E. Holds raffles within the Fellowship.
F. Sales of memorabilia and other fundraising items to members of the Fellowship.
G. Is mindful to abide by all British Columbia gaming laws.
H. Keeps in mind our Seventh Tradition, which states that we are fully self-supporting, declining outside contributions.
I. Provide incoming Chairpersons with an overview of the requirements, duties, and responsibilities of the position.
J. Holds one vote.

Structure and By-Laws Chair

A. One Year of continuous sobriety.
B. 2-year commitment.
C. One year of active service in C.A.

D. Formulates bylaws, guidelines, and structures by which the Area can operate day-to-day.
E. Maintains current versions of the Bylaws, Guidelines, and incorporates any amendments or changes made to them during the year.
F. Drafts new or amended Guidelines as needed for approval by Area.
G. Coordinates with the Secretary of Area to confirm all passed motions resulting in Guideline changes.
H. Provides an updated copy of the Bylaws/Guidelines for posting on the Area website and/or hard copy printing.
I. Provide incoming Chairpersons with an overview of the requirements, duties, and responsibilities of the position.
J. Holds one vote.

Prudent Reserve

All Standing Committees utilizing the Area bank account must provide receipts for all reimbursements. Prior to any expenditure that exceeds the established prudent reserve must be brought to the Area floor for approval and passed by majority vote.

Prudent Reserve Structure

1. Area Operating Account – Total Prudent Reserve: $4,500
    a. Hospitals & Institutions (H&I): $250
    b. Public Information (PI): $300
    c. Unity Committee – Total Prudent Reserve: $500
        i. Fundraising Subcommittee: $500
2. Chips & Literature Account – Prudent Reserve: $2,000
3. Convention Account – Prudent Reserve: $2,500

B.C. Area Ad Hoc Committees

Ad Hoc Committees

Ad hoc committees may be formed at the discretion of the B.C. Area to perform an advisory role with a specific purpose and clearly defined goal. Such committees may be established when additional work, research, planning, or clarification is required beyond the scope or capacity of standing committee(s). Ad Hoc Chairs to be elected by a majority vote.
The purpose and duration of an ad hoc committee shall be determined at the time of its formation. Ad hoc committees shall dissolve upon completion of their assigned task unless otherwise directed by the B.C. Area.
Chairs of ad hoc committees do not hold a vote at the Area level.
Should an ad hoc committee determine that additional time or an expanded scope is required to complete its work, the matter shall be brought back to the B.C. Area for direction.

Convention Committee (Ad Hoc)

The decision to hold a Convention shall be voted on annually by the B.C. Area. Approval to hold a Convention is not automatic and is subject to a 2/3rd vote by the B.C. Area.
Upon approval by the B.C. Area to hold a Convention, the Convention Chair position shall be opened for election for a period of thirty (30) days, in accordance with Area election procedures.
Upon the election of the Convention Chair, the Convention Committee shall be formed as an ad hoc committee and shall operate within the purpose, scope, and duration approved by the B.C. Area.
The Convention Committee shall dissolve upon completion of its mandate unless otherwise directed by the B.C. Area.

Convention Chair

A. Two Years of continuous sobriety.
B. Prior experience on a C.A. Convention Committee.
C. Strong leadership skills.
D. Working knowledge of the Twelve Steps, Twelve Traditions, the Twelve Concepts for World Service and Roberts Rules of Order.
E. The necessary time available to engage in the C.A. service activity required of this position.

Duties:

1. Schedules all committee meetings and conference calls and reserves meeting space as needed.
2. Attends all committee meetings and conference calls.
3. Presides over committee meetings and arranges agenda.
4. Oversees and assists other committee members as needed.
5. Upholds the Statement of Purpose and the 12 Traditions.
6. As an ad-hoc member of all committees, the Chair votes in the main Convention Committee meetings only in the event of a tie.
7. Gives monthly reports at the Area business meeting.
8. Provides to Area with a copy of the committee's updated guidelines by February of each convention year.
9. Convenes a post-convention 'wrap' meeting to receive verbal wrap reports from all committee members. Oversees the preparation and submission by each subcommittee chair of a report to be incorporated in the Chair's final report. The wrap meeting should be held within three weeks of the conclusion of the convention, and the final report should be submitted to the Area within one month after the wrap meeting. Financial figures shall be provided to the Area as soon as possible after the convention, but no later than the second Area meeting following the close of the convention.

Area Service Meeting Guidelines

1. Any new items can be given to the Chair prior to the meeting or can be brought up in new business and not after. It is suggested that new items of business be discussed with the Chair, so that the Chair may add those new items to the agenda.
2. It is suggested to stay focused on one topic at a time. Priority of Agenda items will be set at the discretion of the Chairperson.
3. All members of B.C. Area (voting and non-voting) can discuss any item on the agenda, provided the Chair recognizes them. The only exceptions are those related to Robert's Rules of Order (RRO) (e.g. Point of Order, Parliamentary inquiry, etc.)
4. Only voting members of B.C. Area may make motions and second them.
5. Motions
    a. A motion which does not receive a second is considered to have failed.
    b. The Chair will allow time for a motion to be seconded and may indicate if has not, to facilitate the discussion.
    c. Motions may be withdrawn by the maker at any time before a final vote.
    d. Upon a second from the floor, motions will be open for discussion.
    Note – Questions on the motion should be addressed Point of Information or Point of Clarification.

6. Points of Order and Points of Information on a motion should be addressed to the Chair. Points of Order take precedence over other discussions and should be addressed immediately. Points of Information will be held by the Chair until discussion has ended, and addressed if not answered during discussion, before the vote is taken.

7. Discussion regarding a topic on the floor may continue with questions or requests for Information or Clarification. Discussion should stop in the case of a Point of Order, until the Chair has addressed it.

Voting Discussion

1. Discussion shall be as long as needed; however, the Chair may, at their discretion, limit debate if the discussion seems to be redundant.
2. Once identified by the Chair, those speaking must identify either for the motion or against the motion prior to adding to discussion.
3. Equal Opportunity: Everyone gets to speak once before anyone speaks twice – the motion maker speaks first and last on their motion.
4. Any voting member may move to close debate – Motion to Close Discussion or Call the Question
5. The motion to close will take precedent over all other motions. There is no debate, voting begins immediately on the motion to close debate.
6. If the motion to close debate fails, discussion continues on the main motion.
7. If there seems to be no further discussion and at the discretion of the Chair, providing that the minority opinion has been given an opportunity to speak, the Chair may then move to vote on the main motion.
8. Only voting members of the B.C. Area may vote. Those members include
    a. Committee Chairs

b. GSRs or Alternate GSRs
c. Area Officers
d. Delegate and Alternate Delegates

9. No member of the B.C. Area will hold more than one vote, unless by written proxy. Proxies must be submitted in writing to the Area Chair prior to the Area meeting and must indicate which group shall hold the proxy vote. If no group is specified, the proxy should be assigned by the Area Chair at the start of the meeting. Only GSRs may hold proxy votes.
10. Only GSRs may proxy votes, and only to another GSR. No GSR may hold more than two votes.
11. Alternate GSRs may vote in the absence of the GSR and only then can they carry the proxy for another GSR.
12. Where a member is a GSR and a Chair of a Standing Committee, the member will vote as a GSR only. The group's voice is always the most important.
13. Where a member has two votes by way of proxy, the member will show two fingers indicating the number of votes.
14. All other members will show a closed fist indicating one vote.
15. For the purposes of conducting business, the Chair does not have an opinion on the items being discussed or a favor on the outcome of any item of business. If the Chair feels strongly regarding an issue or motion, they may enter debate. The Chair must stand aside, clearly stating their wishes to debate and allow the Vice Chair the gavel for the remainder of the motion.
16. Challenge the Chair – Any member may challenge the Chair on a ruling. The Chair must immediately stand aside and allow the Vice Chair to conduct business. The Chair then allowed first discussion regarding the ruling being challenged. See Robert's Rules of Order regarding this topic.
17. Friendly Amendments – The B.C. Area recognizes the friendly amendment, where a member may offer a change to a motion without formalizing it as a motion. The maker and the second of the motion must both accept the amendment in order for the amendment to the motion to take place. If either the maker or the second refuses the friendly amendment, the original motion is restated, and discussion continues.
18. Amending a Motion – A formal change to the motion may be made if a friendly amendment is not accepted. An amendment to the motion takes precedent over all discussion. It is a debatable motion and must receive a second. In the event the amendment to the motion fails, the original motion is brought back up as the main motion. If the amendment passes, it then becomes the main motion and debate continues. See Robert's Rules of Order for further information on this topic.
19. The Chairperson only votes in the case of a tie.

Standing Rules

1. Any Area Officer, Delegate, Alternate Delegate, or Committee Chair who does not attend a minimum of nine (9) B.C. Area business meetings a year are considered not to fulfill the requirements of the elected position.
    a. Elected Officers unable to attend the B.C. Area business meeting(s) should express their inability to attend the Area Chair and/or Vice Chair 24 hours before by text message and submit all reports via the GSR Form on the website regarding their inability to attend said meeting. If three (3) or more B.C. Area business meetings are missed without communication to either the Area Chair or Vice Chair, then Standing Rule 1 would apply, and the Area Chair would rule the elected officer or Committee Chair unable to fulfill their term.
    b. When a position becomes vacant, the Area Chair will announce the vacancy and open the position for service. The B.C. Area will fill vacant positions within the following timeframes: Officers, Delegates, and Alternate Delegates within sixty (60) days, and Committee Chairs within thirty (30) days. It is in the best interest of Cocaine Anonymous as a whole to maintain a full and functioning body of Officers, Delegates, Alternate Delegates, and Committee Chairs.
    c. The Area Chair may call for a vote by the B.C. Area members to overrule Standing Rule 1 in extreme circumstances. Two-thirds of the majority is required to over-rule.

Note – GSRs are not included in this standing rule. B.C. Area has no say in the qualifications of meeting GSRs or how each group defines its GSRs. It is at the discretion of each group.

2. No member of the B.C. Area may ever be punitive or personally damaging to any individual or group.

3. Logo use – The B.C. Area and its groups and committees may use the C.A. logo where it is not altered or changed with permission from the C.A. Area to ensure proper use of logo. The C.A. logo may not be used for any outside purpose and may not be used in conjunction with any other event(s) without express permission of the B.C. Area. No one can use the C.A. logo or its slogan “We’re Here and We’re Free” ™ for personal gain or profit. However, it may be used by Unity, Fundraising, and Convention for jewelry, coins or other items where the intent is to raise funds for the B.C. Area or C.A. as a whole. We understand the significance of the C.A. logo and its slogan as key fundraising assets for C.A. We’re committed to preserving their integrity and ensuring they remain free from trademark infringement. For proper use of the C.A. logo, refer to the World C.A. Brand and Guidelines.

4. A motion is needed at the November Area meeting for the total number of delegates/alternates in the B.C. Area is sent to the World Service Conference and to the Regional Assembly. In lieu of a delegate/alternate unable to attend, the area chair may substitute for the regional assembly. Thorough discussion is recommended since Standing Rule 6 states that the B.C. Area cover the Delegate expenses. See Standing Rule 6 for the current limit per Delegate/alternate/chair.

5. World Service Conference and Regional Convention – Delegate Attendance and Financial Support

Subject to the financial feasibility of the Area, all elected Delegates are expected to attend the World Service Conference and applicable Regional Conventions. The Area may provide financial support for Delegates as outlined below.

World Service Conference

- Airfare: One (1) round-trip airline ticket per Delegate/Alternate. It is strongly recommended that airfare be booked no later than March of the conference year to support cost efficiency.
- Accommodation: Reimbursement of one-half (½) of the hotel room rate, inclusive of applicable taxes and fees, per night for the duration of the World Service Conference. This shall include accommodation for the night prior to the start of the conference to ensure Delegates are able to fully carry out their responsibilities.
- Per Diem: A per diem allowance of fifty dollars ($50) per day per Delegate/Alternate, inclusive of travel days.
- Registration: One (1) conference registration fee per Delegate.

Regional Convention

- Travel: One (1) round-trip airfare per Delegate/Alternate or reimbursement at the Canada Revenue Agency (CRA) standard kilometre rate, depending on the distance travelled.
- Accommodation: Reimbursement of one-half (½) of the hotel room rate, inclusive of applicable taxes and fees, including parking for the night prior to the Assembly, per Delegate/Alternate
- Per Diem: A per diem allowance of fifty dollars ($50) per day per Delegate/Alternate, inclusive of travel days for a maximum of two days.
- Registration: One (1) basic registration per Delegate/Alternate.

Per Diem and Expense Guidelines

The per diem is intended to cover meals and incidental expenses.

- Meals include reasonable amounts spent on food, beverages, applicable taxes, and customary gratuities.
- If a Delegate elects to participate in organized group meals at a Conference or Regional Convention, the cost of those meals shall be deducted from the per diem.
- Incidental expenses include significant travel-related expenses, such as baggage fees (for a maximum of one checked bag) and shuttle or ground transportation fees, shall be reimbursed separately.
- Personal expenses, including but not limited to tobacco products, memorabilia, or souvenirs, are the sole responsibility of the Delegate.
- No other expenses shall be paid by B.C. C.A. unless expressly approved by the Area.

Delegate Responsibilities

- Delegates are responsible for attending the entirety of each Regional Assembly and the World Service Conference. Travel plans shall be made accordingly to fulfill these obligations.

- Delegates are encouraged to explore reasonable opportunities to reduce travel costs, including participation in Area-approved fundraising efforts.

No separate motion is required to authorize the above expenses for Delegate(s), provided that Standing Rule 6 is adhered to.

6. Any expenses paid for by the B.C. Area must have an expense report and include official receipts. Each person wishing to be reimbursed by the B.C. Area for ANY expense IS responsible for producing an expense report in a timely manner either before or after the event or purchase. In the event a member cannot produce receipts for their expenses incurred, then a motion must be made to cover the expenses the member is claiming.

7. For the B.C. Area to conduct business, the number of Group Service Representative (GSR) votes present must exceed the combined total of Officer, Delegate, and Committee Chair votes by at least two (2) at the time of roll call. All voting members must be physically present in the room and/or on video conference at the time quorum is established. The reason for this is that the power is always in the groups of the B.C. Area and not in the Officers, Delegates, Alt Delegates, and Committee Chairs. No business can be conducted otherwise. However, reports and regular business (such as bill payments and approved expenses of the B.C. Area) may be conducted. For information on who can vote, see section entitled Voting Discussion, Item 8.

8. All changes to the B.C. Area By-Laws MUST be submitted electronically via an SR-8 form on the website and emailed/submitted to the Chair for New Business. Proposed changes must also go to the fellowship of the B.C. Area for a minimum of 30 days prior to voting on proposed by-law changes.

9. No member of C.A. may hold a B.C. Area Officer position for two (2) consecutive terms, with the exception of Treasurer. Wherever possible, we want to uphold the spirit of rotation, reserving the right to protect our financial resources by re-electing, when necessary, a Treasurer for a second or third term.

10. When the B.C. Area business meeting occurs on a statutory holiday (Christmas, Thanksgiving, etc.), as well as Mothers/Father's Day the business meeting shall be held on the second or fourth Sunday of the month at the discretion of the Chair.

B.C. Area Ratification Process and Voting Procedures

Ratified Positions:

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Treasurer
5. Delegate #1
6. Delegate #2
7. Delegate #3
8. Alternate Delegate #1
9. Alternate Delegate #2
10. Alternate Delegate #3

Once a year at the start of the November Area business meeting, all B.C. Area Officers, Delegates, and Alternate Delegates shall stand for ratification, excluding any newly elected Officers/Delegates/Alternates (60 days or less) or Officers/Delegates/Alternates whose term ends within 60 days.

If necessary, 5th Concept statements and nominations for open positions will take place during the December Area business meeting. Any necessary elections will take place during the January Area business meeting.

This will be done by secret ballot with one ballot available per vote. No member may hold more than two (2) votes as per B.C. Area by-laws. The members up for ratification shall not hold a vote while being ratified.

Each ballot shall only be marked with a simple ‘Yes’ or ‘No.’ Any others will be null and void.

A 2/3 majority is required for a ratification vote to pass. The number of votes to be determined before proceeding is as per B.C. Area by-laws quorum confirmation at the November Area business meeting. The Area Chairperson and one (1) non-voting member shall count the ballots twice for accuracy. If no non-voting members are available, the votes shall be counted by the Area Chairperson and one (1) GSR selected prior to the ratification process by the Area Chairperson. Area Chairperson ratification ballots shall be counted by the Vice Chairperson and the previously established non-voting member or GSR.

The option to make a 5th Concept statement at the December B.C. Area business meeting shall be made available to any Officer or Delegate/Alternate which did not pass ratification. No 5th Concept statements will be heard 30 days after the ratification process. After 5th Concept Statements are heard, members may make a ‘Motion to Reconsider.’ Only members that voted with the prevailing side may make a Motion to Reconsider. This motion needs simple majority to proceed. If this passes, then ratification vote will immediately take place for the position in question. Decision from this second vote is then final.

For the purpose of conducting the business of the B.C. Area, any Officer or Delegate/Alternate position that has not been ratified will be immediately filled by the respective Vice Chairperson or the next available and logical Officer. Example – The Chairperson position would be filled by the Vice Chairperson, the Vice Chairperson position would be filled by the Secretary, etc. In the event that the next available and logical Officer has not been ratified, the Area Chairperson will appoint an area member to fill the position temporarily until a new Officer is elected to fill the vacant position.

If necessary, the B.C. Area will promptly put forth to all B.C. Area groups and its members' information about any positions up for election.

Annual Area Agenda

These are general guidelines for items of business, events, etc., occurring at the same time every year or second year:

JANUARY

- Start planning for Celebrate Around the World (CATW) the first Saturday in March (Unity Committee)
- Chair and Vice Chair Elections
- Public Information Elections
- Prepare for Regional Convention:
  - Which Delegates/Alternates are going?
  - What are estimated travel costs?

FEBRUARY

- Does our Area wish to submit candidates for the trustee slate (see World Service Manual)?

MARCH

- 1st Saturday – Celebrate Around the World (Unity Committee)
- Start planning summer/fall activities (Delegates/Alternates – US/CAN border event)
- Secretary Elections

APRIL

- Chips n Lit Annual Inventory

MAY

- Start planning gratitude day (Delegates and Alternates)
- Non-profit renewal due May 6th (to be completed by Treasurer; payment required)
- Chips n Lit Elections

JUNE

- SR 14 mailing sent to Delegates/Alternates
- US/CAN Updates (US or Canadian side of park, DATE)
- Society Insurance renewal (to be completed by treasurer; payment required)

JULY

- Delegates/Alternates share significant SR 14 items with Area members so that feedback/discussion can take place in August

AUGUST

- Feedback/discussion of significant SR 14 items
- US-CAN unity event with WSCA (delegate fund-raiser)

SEPTEMBER

- Delegates/Alternates give preliminary report on World Service Conference
- BCCA Area Convention first two weeks of September
- Reminder sent to fellowship Gratitude Day

OCTOBER

- Delegates/Alternates give full verbal and written report on World Service Conference
- Convention Discussion
- Treasurer Elections

NOVEMBER

- Ratification is conducted for all Area Officers, Delegates, and Alternate Delegates.
- Prepare for World Service Conference:
  - Which Delegates/Alternates are going?
  - What are estimated travel costs?
  - When are Delegate registrations due?
- Gratitude Day Event (Delegate/Alternate Event)
- Convention chair submits their final report

DECEMBER

- Holiday dinner (unity committee)