

**BY-LAWS OF
SAN GABRIEL /POMONA VALLEY
GENERAL SERVICES ORGANIZATION**

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The following abbreviations shall be used in this document as indicated below:

- 1.) C.A. - Cocaine Anonymous
- 2.) W.S.O. - World Services Organization
- 3.) W.S.C. - World Services Conference
- 4.) S.G.P.V. - San Gabriel/Pomona Valley
- 5.) G.S.O. - General Services Organization
- 6.) G.S.R. - Group Services Representative
- 7.) D.S.R-District Service Representative

ARTICLE 1

SECTION 1 - PURPOSE OF ORGANIZATION

The purpose of the San Gabriel/Pomona Valley G.S.O. shall be the administration and coordination of C.A. activities common to the various groups comprising its membership. These activities include:

- 1.) Maintaining a Central Office
- 2.) Maintaining the standing committees and their objectives for the G. S. O.

ARTICLE 2

THE TWELVE TRADITIONS

The G.S.O. shall operate under the guidelines of the Twelve Traditions of Cocaine Anonymous.

- 1.) Our common welfare should come first; personal recovery depends upon C.A. unity.
- 2.) For our group purpose, and 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 C.A. 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 that 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 and 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 to 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 upon attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
- 12.) Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

ARTICLE 3

GENERAL SERVICES ORGANIZATION

SECTION 1 - STRUCTURE

1.) Area:

The members of the GSO shall consist of the GSO Board, World Service Delegates, Alt-World Service Delegates, District Service Representatives, a District's Chair, any GSR that is not part of a District, and Committee Chairpersons from all standing committees.

2.) District:

Each District shall create a District Service Committee (DSC). A DSC ought to consist of one or more District Service Representatives (DSR), District officers, including District Chairperson, Vice-Chairperson, Treasurer, Secretary and all Group Service Representatives (GSR) serving the groups in the District.

Each SGPVCA District shall be entitled to one DSR for every five meetings, or portion thereof, for their respective districts. The Foothill District shall have a checking account.

SECTION 2 - MEETINGS

The G.S.O. shall meet on the second Sunday of each month unless such day falls on a legal holiday. The G.S.O. chair shall determine the place and time for the next regular meeting.

SECTION 3. - FISCAL YEAR

The fiscal year of the G.S.O. shall begin on the first day of January and end on the last day of December of each year.

SECTION 4. - REPRESENTATION

- 1.) Each accredited C.A. meeting/district should elect a GSR/DSR who shall attend meetings of the G.S.O.
- 2.) Any person serving as a G.S.R./D.S.R. should have at least six (6) months of continuous sobriety and three (3) months prior service at the group level.
- 3.) A G.S.R./D.S.R should serve a term of one (1) year.

SECTION 5. - DUTIES

The G.S.R /D.S.R. shall represent his or her group within the G.S.O. and insure adequate communication of fellowship matters.

SECTION 6. - ORDER

The G.S.O. operates under the San Gabriel Pomona Valley guidelines and follows Parliamentary Procedures.

- 1.) The G.S.R'S and D.S.R'S shall conduct themselves in such a way that they may be of maximum service to the fellowship and to the meetings that they represent.
- 2.) When the Chairperson acknowledges the G.S.R./D.S.R., World Service Delegates, Alternate World Service Delegates, Standing Committee Chairs (or Vice Chair in his/her absence) and Board Members he/she may then speak.
- 3.) A G.S.R./D.S.R., World Service Delegates, Alternate World Service Delegates, Standing Committee Chairs (or Vice Chair in his/her absence) and Board Members may make a motion to the G.S.O in accordance with parliamentary procedures.
- 4.) The Board Chairperson may also, at their discretion, exercise their right to limit debate on any topic of discussion. This will nullify the need for a "call the question" motion.
- 5.) The G.S.O. is open to any interested member of the fellowship who may ask questions, but cannot vote or make motions.

SECTION 7 - VOTING

The following rules shall apply when a motion is to be voted upon on the G.S.O. floor.

- 1.) Only elected G.S.R'S/D.S.R.'S. or elected alternate G.S.R'S/D.S.R.'S, W.S. Delegates and alternate W.S. Delegates, District Chair (or District Vice-Chair when District Chair is absent), Standing Committee Chairs (or Vice Chair in his/her absence) and Board Members may vote on a motion.
- 2.) The group that a G.S.R./D.S.R. represents must be accredited.
- 3.) All new G.S.R.'S/D.S.R.'S must attend the "Orientation meeting", (held thirty (30) minutes prior to each G.S.O. meeting).
- 4.) Each voting G.S.R./D.S.R. shall possess only one (1) vote. Although an individual may represent more than one (1) group, that person still has only one (1) vote.
- 5.) The G.S.O. Board Chairperson shall possess the tie-breaking vote.

SECTION 8 - QUORUM FOR G.S.O. MEETINGS

A quorum shall consist of 33 1/3% (Thirty Three and One Third) +1 of the groups not in a district and the district service reps and District Chairs comprising the S.G.P.V. C.A. area being represented. No business shall be considered at any G.S.O. meeting at which a quorum is not present. The only motion that the Chairperson shall entertain at a meeting that a quorum is not present is a motion to adjourn.

ARTICLE 4

G.S.O. BOARD

SECTION 1 - NUMBER

The G.S.O. Board shall consist of six (6) executive officers.

SECTION 2 - DUTIES

The G.S.O. Board shall be subordinate to the G.S.O., and any decision deemed controversial by any member of the G.S.O. shall be reviewed on the G.S.O. floor. It shall be the duties of the G.S.O. Board members to:

- 1.) Appoint and remove, employ and discharge, and except as provided by these By-Laws, prescribe the duties and fix the compensation, if any, of all employees of the G.S.O.

- 2.) Supervise all officers and employees of the G.S.O. to assure their duties are performed properly.
- 3.) Meet at such times and places as required by these By-Laws.
- 4.) Insure, or attempt to insure, that these By-Laws and the 12 Traditions of C.A. are adhered to by all actions, persons, and committees of the G.S.O.
- 5.) Attend all Board and G.S.O. meetings. Any unexcused absences totaling more than two (2) in every calendar quarter shall be considered excessive. These absences could lead to dismissal from the Board.

SECTION 3. - TERMS OF BOARD POSITIONS

Each Board member shall hold their position for a period of one (1) year (unless removed from their position, as set forth by these By-Laws). The Vice-chairperson shall become the Chairperson at the end of their term for a period of one (1) year. The Chairperson shall become the By-Laws Chair at the end of their term for a period of one (1) year.

All Board positions shall begin with the G.S.O. meeting in January and shall continue for one (1) calendar year.

It is suggested that all newly elected Board members attend the old Board's final meeting. (See "Section 6" for place and times of meetings).

SECTION 4 - VOTING ON THE G.S.O. FLOOR

Board members, WS Delegates, Alternate World Service Delegates and Standing Committee Chairs (or Vice Chair in their absence) do have a vote on any motion made during the G.S.O. Meeting except when otherwise specified by the rules set out in these By-Laws. Board members, WS Delegates, Alternate World Service Delegates and Standing Committee Chairs (or Vice Chair in their absence) may make motions on the G.S.O. Floor.

In the event that a motion being voted upon results in a tie, the Board Chairperson shall possess the tie-breaking vote.

SECTION 5 - VOTING AT THE G.S.O. BOARD MEETINGS

Although the G.S.O. Board meetings are open to any member of the fellowship that wants to attend it, only the Board Vice-chairperson, Board Secretary, Board Treasurer, Alternate Treasurer, the By-laws Chair, Standing Committee Chairs (or Vice Chairperson in his/her absence), World Service Delegates, Alternate World Service Delegates have the ability to vote on any motions or issues at the G.S.O. Board meeting. The board Chairperson shall possess the tie breaking vote, and this is the only time that the Chairperson shall vote.

SECTION 6 - PLACE AND TIMES OF MEETINGS

Meeting of the G.S.O. Board shall be held at the S.G.P.V. C.A. Central Office. The Elected Chairperson of the Area will establish the meeting day and time of the Board meeting for the year. It will also be published in the SGPVCA Meeting directories.

SECTION 7 - SPECIAL MEETINGS

Special meetings of the G.S.O. Board may be called by any Board member, and such meetings shall be held at the time and place designated by the person calling the meeting.

Special meetings shall only be held after ALL Board members have been notified of such meetings (unless a member is out of town). Every effort shall be made to schedule such meetings so that all Board members may be present.

SECTION 8 - QUORUM FOR BOARD MEETINGS

A quorum shall consist of a simple majority of the G.S.O. Board. No business shall be considered by the Board at any meeting at which there is not a quorum present, and the only motion which the Chairperson shall entertain at such a meeting is a motion to adjourn.

SECTION 9. - MINUTES OF BOARD MEETINGS

Clear and accurate minutes of all Board meetings, both regular and special meetings, shall be kept by the Board Secretary, or in their absence, a selected member of the fellowship, or its employee.

These minutes shall include:

- 1.) A listing of all Board members present.
- 2.) An outline of all committee reports given.
- 3.) A brief synopsis of all issues discussed and the action taken.
- 4.) All motions made, both accepted and rejected, as presented in its' entirety.

A copy of these minutes shall be given to each G.S.R. at the following G.S.O. meeting and a copy shall be placed in the permanent record of the G.S.O. archives.

SECTION 10 - VACANCIES

Vacancies on the G.S.O. Board shall exist on the death, resignation, or removal of any Board member, and whenever the number of Board members is increased. The G.S.O. Board may declare vacant the position of any Board member during his or her term if:

- 1.) A member has been declared of unsound mind by a final order of court.
- 2.) Is convicted of a felony while holding their position.
- 3) Has used cocaine or any other mind altering substance while holding their position (except as prescribed by a licensed Doctor of Medicine.)
- 4.) A member has a lack of attendance at the Board or G.S.O. meetings (as set forth in Section 2).
- 5.) A member conducts themselves in a manner that is deemed to be detrimental to the welfare and best interests of the fellowship.

Each Board member may make a recommendation as to whether or not the position should be declared vacant; however the final decision to remove a Board member from their position shall be done by a majority vote of the G.S.O.

If the G.S.O. votes to remove a Board member, the Board Chairperson or Vice-chairperson must then declare the position vacant.

All Executive Board position vacancies will be handled by the Vice Chairperson for a temporary replacement until the next G.S.O. meeting, at which time nominations must be held to fill the vacancy from the G.S.O. floor.

A person elected to fill a vacancy as provided for in this section, shall hold that position until the next regularly scheduled election for Board positions, or until their removal from the Board, as provided for in this section, whichever comes first.

SECTION 11 - NOMINATIONS AND ELECTIONS

A. NOMINATIONS:

- 1.) Nominations for Board positions shall be held at the G.S.O. meeting in the month of October. The positions that nominations shall be held for are:
- 2.) Board Treasurer
- 3.) Board Alternate Treasurer
- 4.) Board Secretary
- 5.) Board Vice-chairperson

Additionally, nominations shall be accepted for Office Manager.

The nomination process shall be performed as follows:

- 1.) Roberts' Rules of Order shall be followed.
- 2.) The Board secretary shall read the qualifications for each position.
- 3.) Nominations for each position shall be handled individually.
- 4.) A person being nominated must be present.
- 5.) Each person nominated for a position shall be given the opportunity to accept or decline before the next person is nominated.
- 6.) Each person accepting a nomination must state that they meet the minimum sobriety and prior service requirements for the position they are nominated for.

B.) ELECTIONS

Elections for Board positions shall be held at the G.S.O. in the month of November.

The election process shall be performed as follows:

- 1.) Roberts' Rules of Order shall be followed.
- 2.) The Board Secretary shall read the names of those nominated.
- 3.) Elections of each position shall be handled individually.
- 4.) Each person nominated shall be given two (2) to three (3) minutes to address the G.S.O. to:

- a.) Outline their prior service experience.
- b.) State their length of sobriety.
- c.) Outline how they feel they can best serve the fellowship in the capacity that they were nominated for.

5.) No absentee, cumulative or proxy votes shall be permitted.

6.) In order for a meeting to have a vote for new Board Members at the November G.S.O., that meeting must have had a GSR or alternate GSR in attendance for at least 50% of the GSO meetings since the previous election or from a new meeting accreditation date.

In order for a Standing Committee Chair (or Vice Chair in their absence) to have a vote for new Board Members at the November G.S.O., that Standing Committee must have had its Chair or Vice-Chair in attendance for at least 50% of the GSO meetings since the previous election or from the committee's formation date.

7.) All voting shall be done utilizing the hands or standing method (whichever the Chairperson deems appropriate). However the nominees MAY NOT be present in the room while the actual voting is being conducted.

ARTICLE 5

G.S.O. BOARD POSITIONS

SECTION 1 - TITLES OF OFFICER POSITIONS

The executive officers of the G.S.O. Board shall be the Chairperson, Vice-chairperson, Secretary, Treasurer, Alternate Treasurer and the By-Laws Chairperson.

SECTION 2 - QUALIFICATIONS

Any person serving on the G.S.O. Board shall meet the following minimum qualification standards.

A. CHAIRPERSON

- 1.) Shall have at least two (2) years of continuous sobriety
- 2.) Shall have spent the previous year as Board Vice-chairperson.
- 3.) Shall know how the G.S.O. and the Board meetings function.
- 4.) Shall have a working knowledge of Roberts' Rules of Order, the 12 Traditions of C.A. and the 12 concepts and guides to service.

- 5.) Shall have a good working knowledge of these By-Laws.
- 6.) Shall have a general knowledge of the workings of all the standing committees of the G.S.O.
- 7.) Shall have adequately fulfilled all the obligations of the Vice-chairperson.

VICE-CHAIRPERSON

- 1.) Shall have at least two (2) years of continuous sobriety.
- 2.) Shall have at least one (1) year of prior service at the G.S.O. level or as a meeting officer.
- 3.) Shall be capable of fulfilling the position of the Board Chairperson in the event of their absence.

SECRETARY

- 1.) Shall have at least one (1) year of continuous sobriety
- 2.) Shall have at least six (6) months of previous service at the G.S.O. level or as a meeting officer.
- 3.) Should have experience in secretarial duties and possess secretarial skills.

TREASURER

- 1.) Shall have at least one (1) year of continuous sobriety
- 2.) Shall have at least six (6) months previous service at the G.S.O. level or as a meeting officer.
- 3.) Should have an accounting background.
- 4.) Must be bondable.

ALTERNATE TREASURER

- 1.) Shall have at least one (1) year of continuous sobriety
- 2.) Shall have at least six (6) months previous service at the G.S.O. level or as a meeting officer.
- 3.) Should have an accounting background.
- 4.) Must be bondable.

BY- LAWS CHAIR

- 1.) Shall have at least three (3) years of continuous sobriety.
- 2.) Shall have served the previous two (2) years on the G.S.O. Board, one (1) as Vice-chairperson and one (1) as Chairperson.
- 3.) Shall have adequately fulfilled all the obligations of those positions.

ARTICLE 6

BOARD OFFICER DUTIES

SECTION 1 - CHAIRPERSON

The G.S.O. Board Chairperson shall:

- 1.) Chair all the G.S.O. and all the G.S.O. Board meetings.
- 2.) Oversee all standing committees.
- 3.) Assure, or attempt to assure, that all activities, persons and actions of the G.S.O. conduct their business in accordance with Roberts' Rules of Order, these By-Laws, and the 12 Traditions of C.A.
- 4.) Submit in writing to the World Service Office 120 days prior to the World Service Conference, the complete names, addresses (to include zip codes) and phone numbers of conference delegates and alternate delegates.
- 5.) Be prepared to assume the responsibilities of the position of By-Laws Chair at the end of their term.
- 6.) Perform the functions of the Vice-Chair of the By-Laws Committee.

SECTION 2 - VICE-CHAIRPERSON

The G.S.O. Board Vice-chairperson shall:

- 1.) Attend all G.S.O. and G.S.O. Board meetings.
- 2.) Serve as Chairperson in the Chairperson's absence.
- 3.) Be responsible for the monthly meeting directories additions and deletions.
- 4.) Serve as the G.S.O. Board representative to the Hospitals and Institutions Committee's policy council
- 5.) Conduct the new G.S.R. orientation meeting (held 30 minutes prior to each G.S.O.), so that they may vote on any issue at the G.S.O.

- 6.) Chair the Accreditation committee
- 7.) Be prepared to assume the responsibilities of the position of Chairperson at the end of their term.
- 8.) Establish and maintain an attendance log-book to be used to chart GSR attendance at the GSO meetings. To guarantee the accountability of Article 4, section 11, subsection 2, item 7.

SECTION 3 - SECRETARY

The G.S.O. Board Secretary shall:

- 1.) Attend all G.S.O. and G.S.O. Board meetings.
- 2.) Record and keep minutes of the G.S.O. and the G.S.O. Board meetings.
- 3.) Prepare agendas for the G.S.O. and the G.S.O. Board meetings.
- 4.) Keep attendance records of the G.S.O. and the G. S.O. Board meetings.
- 5.) Include, as a part of the minutes, all motions made, both accepted and rejected, as they were presented in its entirety. Included will be the name of the person making the motion, any friendly amendments made to the main motion, whether the friendly amendment was accepted or rejected, and the voting outcome of the motion.
- 6.) Schedule the agenda for the October G.S.O. nominations for new Board member positions.
- 7.) Include in the minutes of the October G.S.O. the names of all persons nominated, what position they were nominated for, and whether they accepted or declined the nomination.
- 8.) Schedule in the agenda of the November G.S.O. elections of the new Board members.
- 9.) Include in the minutes of the November G.S.O. the names and positions of the new Board members.
- 10.) Prepare, or cause to be prepared, a copy of the minutes of the previous months G.S.O. meeting, the Board meeting and the agenda for the current months G.S.O. meeting. A copy of these shall be given to each G.S.R. present at the G.S.O.
- 11.) Chair the Archives committee.

- 12.) Perform the task of taking Roll Call at each G.S.O. Board meeting and each G.S.O. meeting. The Roll Call is to include the names and positions of:
 - A.) All Board Members.
 - B.) All W.S.O. Delegates and Alternates.
 - C.) All Standing Committee Chairpersons (or Vice Chairperson in his/her absence).
- 13.) The names and positions of those not present shall be made a part of the minutes of that meeting.

SECTION 4 - TREASURER

The G.S.O. Board Treasurer shall:

- 1.) Attend all G.S.O. and G.S.O. Board meetings.
- 2.) Chair the Finance Committee.
- 3.) Be responsible for keeping and giving all receipts and financial records of the G.S.O.
- 4.) Prepare all required financial statements (to include, but not limited to the items listed in Article 8, section 3, items 1 - 4, and Article 9, section 5, subsection C, items 1 & 2.)

SECTION 5 - ALTERNATE TREASURER

The G.S.O. Board Alternate Treasurer shall:

- 1.) Attend all G.S.O. and G.S.O. Board meetings.
- 2.) Vice Chair the Finance Committee.
- 3.) Be co-responsible for keeping and giving all receipts and financial records of the G.S.O.
- 4.) Prepare all required financial statements (to include, but not limited to the items listed in Article 8, section 3, items 1 - 4, and Article 9, section 5, subsection C, items 1 & 2.)

SECTION 6 – BY-LAWS CHAIR

The G.S.O. By-Laws Chair shall:

- 1.) Attend all G.S.O. and the G.S.O. Board meetings
- 2.) Draw upon their prior service experience to offer assistance to the Board.

- 3.) Chair the By-Laws committee.
- 4.) Perform all duties which may be assigned to them by the Board from time to time.

ARTICLE 7

EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS

SECTION 1 - EXECUTION OF INSTRUMENTS

The G.S.O. Board may authorize any officer or agent of the G.S.O. to enter into any contract or execute and deliver any instrument in the name of and on the behalf of the G.S.O. Unless so authorized, no one shall have any power to bind the G.S.O. by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose.

SECTION 2 - CHECKS AND NOTES

Checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the G.S.O. shall be signed by the Board Treasurer and countersigned by another Board Member. (As set forth in Article 8, Section 3, Item 2). The Foothill District shall have a district checking account.

SECTION 3 - DEPOSITS

All funds should be deposited after each GSO meeting by the treasurer or alternate treasurer and a GSO board member.

SECTION 4 - FUNDING

The G.S.O. Board may accept on behalf of the G.S.O. contributions of gifts or money for the stated purposes of the G.S.O. only from individual Cocaine Anonymous groups, their members, or any organization formed by such groups.

ARTICLE 8

CORPORATE RECORDS, REPORTS, AND SEAL

SECTION 1 - MAINTENANCE OF CORPORATE RECORDS

The G.S.O. shall keep at its central office:

- 1.) Minutes of all meetings of the G.S.O. Board and the G.S.O.

- 2.) Adequate and correct books and records of accounts, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains, and losses.
- 3.) A copy of the G.S.O. By-Laws as amended to date, which shall be open to inspection by the members of the G.S.O. and the fellowship at all reasonable times during office hours.

SECTION 2 - G.S.O. BOARD INSPECTION RIGHTS

Every G.S.O. Board member shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind, and to inspect the physical properties of the G.S.O.

SECTION 3 - ANNUAL REPORT

The G.S.O. Board shall cause an annual report to be furnished to all members of the G.S.O. It shall contain the following information:

- 1.) The assets and liabilities of the G.S.O. as of the end of the fiscal year.
- 2.) The principal changes in assets and liabilities during the fiscal year.
- 3.) The revenue or receipts of the G.S.O. for the fiscal year.
- 4.) The expenses or disbursements of the G.S.O. during the fiscal year.

ARTICLE 9

FINANCES

SECTION 1 - FINANCIAL OPERATIONS

The S.G.P.V.C.A. G.S.O. shall at all times maintain a financial reserve sufficient to continue all operations of the G.S.O/ District.

This reserve shall be divided into two (2) categories: a prudent reserve and an operating expense fund. The Foothill District shall have a 1,000.00 prudent reserve for operating expenses.

SECTION 2 - DISBURSEMENT OF FUNDS

- 1.) Decisions involving the spending of money, (over the Board spending limit) all be vested solely in the majority vote of the G.S.O.
- 2.) No money shall be dispersed to any standing committee, officer, or outside business without a formal written request for funding having first been submitted to, and approved by, the Finance committee and then the G.S.O., with the exception of Board expenses that do not exceed the Board spending limit of One Hundred (\$100.00) dollars.
- 3.) Seventy percent (70%) of all surplus monies above and beyond the prudent reserve and operating expense fund, as set forth in these By-Laws shall be donated to World Services.
- 4.) No monies are to be paid out without obtaining receipts for goods or services, so that the G.S.O. may have adequate records to satisfy any governmental reporting agencies.
- 5.) Only sufficient funds to cover the average monthly expenses plus any or all approved additional expenditures, as set forth in these By-Laws are to be kept in the G.S.O. checking account.

SECTION 3 - CHECKING ACCOUNT AND THE SIGNING OF CHECKS

- 1.) Only one (1) checking account shall be maintained by the G.S.O. All checks shall require two (2) signatures, one of which is the Board Treasurer or Alternate Treasurer, the other a Board Officer.
- 2.) The succession of order in which the checks are to be signed is as follows:
A.) Treasurer or Alternate Treasurer/Chairperson (primary cosigner). B.) Treasurer or Alternate Treasurer/Vice-Chairperson. C.) Treasurer or Alternate Treasurer / Secretary. D.) Treasurer or Alternate Treasurer/By-Laws Chair.

The Treasurer or Alternate Treasurer shall make at least five (5) attempts to obtain the signature of the primary Co-signer prior to obtaining or attempting to obtain the signature of the next Board Officer.

- 3.) At the end of the fiscal year, but prior to December 31st, it shall be the responsibility of the Treasurer or Alternate Treasurer to obtain, and cause to be signed by the newly elected Board members, a signature card on the checking account for S.G.P.V. C.A. and obtaining for destruction the current signature card from the banking institution.

SECTION 4 - INVESTMENT GUIDELINES

A.) GENERAL

- 1.) The monies donated to the G.S.O. from the fellowship are to be held with extreme conservatism in mind, while at the same time keeping perspective on economic conditions.
- 2.) All monies not being kept in the checking account shall be placed in a fully insured high-yielding savings account. Any such vehicle must meet the timing of the cash flow needs of the G.S.O.

B.) PRUDENT RESERVE

The prudent reserve of the G.S.O./District shall be Four Thousand (\$4,000.00) dollars. This amount shall be reviewed every six (6) to twelve (12) months by the Finance Committee. The Foothill District shall be allotted One Thousand Dollars (1,000.00) for a District Convention.

C.) OPERATING EXPENSE FUND

The operation of the G.S.O. at this time requires more money than donations from individual meetings generate through the 7th Tradition. Therefore, the Treasurer or Alternate Treasurer shall also maintain a fund sufficient to supplement the meeting donations ensuring the continuing operation of the Central Office between fund raising events.

SECTION 5 - BOARD TREASURER RESPONSIBILITIES

Subject to the provisions of these By-Laws the G.S.O./District Board Treasurer shall have charge and custody of and be responsible for, all funds and securities of the G.S.O., and deposit such funds in the name of SAN GABRIEL POMONA VALLEY COCAINE ANONYMOUS, in such banks, trust companies or other depositories as shall be selected by the G.S.O./ District Board.

A.) RECEIPTS

The Treasurer shall give and obtain receipts for any and all monies due to or payable from S.G.P.V. C.A./District.

B.) RECORDS

The Treasurer shall keep and maintain adequate and correct accounts of the G.S.O./District properties, tax filings of any kind, and all business transactions with documentation available at the Central Office. This person shall maintain a duplicate set of records in the Treasurers possession. They must make or cause to be made available (if using an outside accounting firm) accounts or financial records to any officer or agent of any officer, of S.G.P.V. C.A./District, or Federal, State, or Local agencies upon request, there from.

C.) STATEMENTS

Prepare, and submit, a monthly statement of activity to the Board and G.S.O./District meetings. Render to the Chairperson and Officers of the G.S.O./District Board whenever requested, an account of any and all of their transactions as Treasurer, and report on the financial condition of S.G.P.V.C.A./District.

- 1.) Prepare or cause to be prepared and certify or cause to be certified annual and any special financial statements to be included in any required reports or documentation.
- 2.) In general, perform all duties incident to the office of the Treasurer and such other duties as may be required by law, or these By-Laws, or which may be assigned to them from time to time, by the Board, the G.S.O./District, or by amendment to these By-Laws.

SECTION 6 - BOARD ALTERNATE TREASURER RESPONSIBILITIES

The Board Alternate Treasurer shall perform all duties as Board Treasurer contained in Article 9, Section 5, as required.

ARTICLE 10

STANDING COMMITTEES

SECTION 1 - COMMITTEE TITLES

The G.S.O. shall maintain the following standing committees:

- | | |
|---------------------------------|------------|
| 1.) Finance. | Section 5 |
| 2.) By-Laws. | Section 6 |
| 3.) Telephone Helpline. | Section 7 |
| 4.) Public Information. | Section 8 |
| 5.) Hospitals and Institutions. | Section 9 |
| 6.) World Service Delegates. | Section 10 |
| 7.) Special Events. | Section 11 |
| 8.) S.E. Convention. | Section 12 |
| 9.) S.E. Marathon Guidelines. | Section 13 |
| 10.) Accreditation. | Section 14 |
| 11.) Directory. | Section 15 |
| 12.) Archives. | Section 16 |
| 13.) Unity Committee. | Section 17 |

SECTION 2 - OPERATIONAL GUIDELINES

Subject to the provisions of these By-Laws, the G.S.O. standing committees shall:

- 1.) Be organized under the Ninth (9th) Tradition, "C.A. as such, ought never to be organized, but we may create service boards or committees directly responsible to those they serve."
- 2.) All committees shall operate within the Twelve Traditions in all their affairs.
- 3.) All committees function within the realm of the S.G.P.V. C.A. By-Laws and no committee may take actions which jeopardize either the S.G.P.V. C.A. non-profit status or C.A. as a whole.
- 4.) Maintain and keep on file at the Central Office a Standing Operating Procedure (By-Laws) for that committee.
- 5.) Submit a proposed annual budget to the Finance committee and Treasurer of the G.S.O. not later than thirty (30) days prior to the start of the fiscal year.
- 6.) Submit a written report of activities at each meeting of the G.S.O. in addition to submitting a written report to the G.S.O. Board meeting each month.

SECTION 3 - NON-STANDING COMMITTEES

The G.S.O./District shall have such other committees as may from time to time be designated by resolution of the G.S.O./District or the G.S.O./District Board. These other committees shall act in an advisory capacity only to the appointing body and shall be clearly titled as "advisory" committees.

SECTION 4. - GENERAL GUIDELINES

The following is an outline of guidelines and structure common to all committees.

- 1.) Committee Board members are to be elected in committee.
- 2.) Committee Board members are to serve a one (1) year term.
- 3.) All Chairpersons and Treasurer's of a committee should have it least one (1) year of continuous sobriety.
- 4.) All committees are required to attend and stay for the duration of all Board and G.S.O meetings. They can be represented by the following:
 - a.) Committee Chairperson
 - b.) Committee Vice-chairperson.
 - c.) Any committee member requested to be their representative.
- 5.) All committee Chairpersons are required to prepare a written report and submit it to the Board Secretary at the Board meeting each month.

SECTION 5 - FINANCE COMMITTEE

A.) PURPOSE AND DUTIES OF THE FINANCE COMMITTEE

- 1.) The Finance committee is responsible for assisting the Treasurer or Alternate Treasurer of the G.S.O. in all matters pertaining to records, finances, income and expenditures of the G.S.O.
- 2.) The Finance committee shall meet once a month, at a time and place to be pre-determined by the committee for the purpose of fulfilling their function.

B.) FUNCTION

- 1.) The Finance committee shall review the prudent reserve of the G.S.O. on a semi-annual basis and report to the G.S.O. on such findings.
- 2.) Shall review and make recommendations on the budgets or requests for funding from all standing committees. These recommendations shall be presented to the G.S.O. for final approval prior to any funds being allocated.

- a.) The Finance committee may advise the requesting committee as to whether the event is affordable as submitted, or counter-offer with an amount that they feel is reasonable.
- 3.) In reviewing such requests the following criteria shall be considered:
 - a.) Have a proper number of bids been considered?
 - b.) Is this the most economical way of fulfilling the requesting committee's goal?
 - c.) Are there any expenses that the requesting committee may have overlooked, thereby causing this expenditure to run over-budget?
 - d.) The financial status of the G.S.O.
 - 4.) Review the expenditures of the G.S.O. to guarantee that the overall financial operations of the G.S.O. are capable of being met.
 - 5.) The S.G.P.V.C.A. Treasurer must be a signature on each check written on the convention account. The Treasurer must also be provided records on all financial dealings each month and after the convention.

The Finance committee shall include:

- 1.) The G.S.O. Board Treasurer/Alternate Treasurer shall act as the Finance committee Chairperson, and can vote only in the event of a tie.
- 2.) Finance committee Vice-chairperson (voting member).
- 3.) Finance committee Secretary (voting member).
- 4.) Three non-G.S.R. members (voting members).
- 5.) Treasurers of all other G.S.O. committees (non-voting members).

D.) RETURNING FUNDING REQUESTS TO COMMITTEES

If changes in a proposed budget are deemed necessary, the Finance committee shall send the proposed budget or request for funding back to the requesting committee to alter it and then resubmit the request to the Finance committee. All resubmitted requests for funding or budgets shall be reviewed on a priority basis.

SECTION 6 - BY-LAWS (ADVISORY) COMMITTEE

A.) PURPOSE

The purpose of the By-Laws committee is to evaluate the impact of all proposed changes, as affected by motions of the G.S.O./District. By-law changes which

are beneficial to the S.G.P.V. C.A./District area, shall be presented for approval to the G.S.O./District Board and then to the G.S.O./District floor for voting. The By-Laws committee shall act in an advisory capacity only to the appointing body (the G.S.O.) and shall be clearly titled as an "advisory" committee.

B.) COMMITTEE MAKE-UP

The By-Laws committee shall be comprised of:

- 1.) Members of the G.S.O. / District
- 2.) Members from the fellowship (there is no sobriety requirement).

C.) COMMITTEE REPORT

A written report shall be submitted to the G.S.O. Board at each regular meeting of that body as a minimum. The written report shall include, but is not limited to:

- 1.) Any motions past or present which will affect the current Bylaws adversely or otherwise.
- 2.) Any expenditure necessary to maintain the committee.

SECTION 7 - TELEPHONE HELPLINE COMMITTEE

A.) PURPOSE

The Helpline Committee is a major part of our outreach program. It provides a conduit for those who seek help as well as the recovering addict seeking meeting information or service commitments.

B.) RESPONSIBILITIES

The Helpline Chairperson, Vice-Chairperson and/or the Day-Chairpersons are responsible to:

- 1.) Schedule and make sure phone slots are manned.
- 2.) Train phone slot volunteers and alternates.
- 3.) Be available for guidance if questions arise.
- 4.) Create, implement and review the sign-in log.
- 5.) Coordinate sign-in log with the telephone bill and obtain reimbursement for outgoing personal calls (all out-going calls are to be logged with stated purpose).

- 6.) Form a reliable sub-committee to pitch at meetings; collect telephone numbers of individuals who might be interested in volunteer or alternate positions. The sobriety requirements are as follows:
 - a.) 60 days to train for a phone slot.
 - b.) 90 days to have your own slot.
 - c.) One (1) year to have an overnight phone slot.
- 7.) Keep an accessible active phone schedule and replace volunteer misses with alternates whenever possible.
- 8.) Create and maintain a phone guidebook to be used as a reference which should:
 - a) Be approved by the G.S.O. / Board
 - b) Be divided and labeled by category.
 - c.) Provide a pertinent number directory in front.
 - d.) Have a table of contents in front.
 - e.) Have a section which explains how to take messages and what to do with them.
 - f.) Include a World Service National directory.
 - g.) Review a list of rules that volunteers are to adhere to.
 - h.) Make sure each overnight Helpline volunteer has a current guidebook to be used as a reference.
- 9.) Develop and maintain a night call-forwarding system for every night of the week.
- 10.) Establish and maintain a phone answering system with the Office Manager.
- 11.) Have a maximum no-show policy of three (3) misses before loss of phone slot.
- 12.) Have a visitor access policy where the Helpline volunteer controls access or presence in the office should any dispute occur.

SECTION 8 - PUBLIC INFORMATION COMMITTEE

A.) PURPOSE

The purpose of the Public Information committee is to carry the message of Cocaine Anonymous to the still suffering addict. The P.I. committee makes our presence known to the person, community groups and interested parties affected by drug addiction. It also has the task of keeping our own fellowship informed and up to date on the changes of Cocaine Anonymous.

B.) FUNCTION GUIDELINES

The methods that the committee may use include, but are not limited to:

- 1.) Word of mouth.

- 2.) Letter writing.
- 3.) Billboards.
- 4.) Speaking at non-C.A. meetings.
- 5.) Radio and TV Public Service Announcements.
- 6.) Cooperating with the Professional Community.
- 7.) Public Information Newsletter.

In performing these duties, the P.I. committee shall always be mindful of the 12 Traditions of C.A. While doing P.I. work with any outside entity, they need to always to remember "COOPERATION NOT AFFILIATION".

The C.A. World Service Public Information Workbook should always be consulted prior to undertaking any of these tasks.

C.) CHAIRPERSON QUALIFICATIONS

Any person serving as Chairperson of the Public Information committee shall:

- 1.) Have at least two (2) years sobriety.
- 2.) Have a working knowledge of the 12 Traditions and the C.A. World Services Public Information Workbook.
- 3.) Have served on the G.S.O. floor for at least six (6) months.
- 4.) Be articulate in communicating with the professional community.
- 5.) Have enough time available to fulfill the obligations of this committee.
- 6.) Keep and maintain the newest C.A. World Service Public Information Workbook.

SECTION 9 - HOSPITALS AND INSTITUTIONS

Hospitals and Institutions (“H & I”) is a large standing committee which conducts its own operations subject to H & I By-Laws, which may not conflict with S.G.P.V.C.A. By-Laws.

A.) PURPOSE

The sole purpose of the S.G.P.V. C.A. H & I committee is to carry the message of C.A. to those confined voluntarily or involuntary in institutions. Institutions served may include, but is not limited to, Correctional, Hospital, Residential

Institutions and other facilities engaged in the treatment and rehabilitation of Cocaine Addicts; both government and private.

C.A. Panel meetings will be held at the invitation of the institution or administration, ever mindful of the admonition: Cooperation Not Affiliation.

B.) REPRESENTATION

- 1.) Representation at the G.S.O. meeting will be by their selection process. The individual's responsibility will be to present H & I's message and views to the G.S.O.
- 2.) Representation at the G.S.O. Board meeting will be to:
 - a.) Provide a monthly report of major issues.
 - b.) Provide a copy of the prior months reconciled bank statement.
 - c.) Provide the current balance sheet of the H & I committee.

H & I will be the only standing committee, notwithstanding, that will keep a separate banking account for the sole purpose of that committee.

SECTION 10 - W.S.O. DELEGATES

The purpose of the W.S.O. delegates and alternates is to represent our area at the W.S.C. in helping to make world-wide decisions. When delegates attend the conference meetings, they bring to it the problems of their area. They consider and vote on all questions, not as representatives of particular areas, but as members of the conference whose duty it is to act in the best interest of C.A. as a whole.

A.) REQUIREMENTS

- 1.) Shall have a minimum of two (2) years continuous sobriety
- 2.) Shall have at least six (6) months of active service on the G.S.O. floor.
- 3.) Shall have a working knowledge of the 12 steps, the 12 Traditions, 12 concepts of service and Robert's Rules of Order.
- 4.) Should have time available-- not only for attending the Conference, but for all efforts necessary before and after the conference, including studying the W.S.C. Charter to achieve a working knowledge of the W.S.C..
- 5.) In general, must be capable of adherence to the standing rules of the C.A. W.S.C., and knowledge of the C.A. service structure.

B.) TERM

- 1.) The number of W.S.C. delegates to serve the area shall be based upon the W.S.C. guidelines, which is 3 Delegates for the first 75 meetings, or any

portion thereof, then 1 additional Delegate for every 50 meetings or portion thereof.

- 2.) Delegates shall serve a term of four (4) consecutive calendar years.
- 3.) Loss of sobriety is automatic disqualification.
- 4.) The delegate(s) with the most voting experience at the W.S.C. level shall be deemed the senior delegate(s).
- 5.) Any delegate/alternate may be removed from this position by a majority vote of the G.S.O. for:
 - a.) Lack of attendance (as described hereafter).
 - b.) By any conduct that is deemed by a majority vote of the G.S.O. to be detrimental to the welfare and best interest of the fellowship.

C.) ALTERNATE DELEGATE(S)

- 1.) Shall be elected from the G.S.O. floor.
- 2.) Shall be capable of fulfilling all the obligations of a W.S.C. Delegate.
- 3.) Shall automatically succeed the vacating delegate(s) in the order that they have been elected.
- 4.) In the event that a W.S.C. Delegate cannot attend the conference, the alternate that was elected first, shall fulfill the delegate's obligation at the conference. This shall not be counted as one of the alternates years served as a delegate, (as set forth in the Section B. Item 2) unless;
 - a.) The delegate that the alternate is replacing decides to vacate the delegate role, or
 - b.) That delegate is removed from their position. (as set forth in Section B. Item 5) before the next scheduled W.S.C.
- 5.) If the delegate returns to their position after the conference, it shall still be counted as one of the delegates years served, (as set forth in section B. Item 2).
- 6.) Perform the functions of Article 10, section 11, subsection D item 5b.
- 7.) Perform the functions of Article 10, Section 14, Subsection D, item 3.

D.) DUTIES

The World Service Conference Delegate's job is a demanding one.

- 1.) Conference delegates must have a working knowledge of the 12 Steps, the 12 Traditions, the 12 Concepts of Service and the World Services Conference Charter.
- 2.) Attend the World Service Conference in August prepared, in order to vote knowledgeably. Every conference delegate, after their election, will notify

the W.S.O. to be put on the mailing list in order to receive all conference materials, which require several hours to study.

- 3.) After the conference, the delegate transmits the information back to their areas through area meetings and district meetings as well as individual groups. It is important that this information about the W.S.O. and the W.S.C. be passed on with enthusiasm, encouraging the continued health and growth of C.A.
- 4.) They shall encourage their areas to generate funds to help support World Services.
- 5.) They must be prepared to attend service meetings. They must understand the issues in their areas to be better able to present their ideas before the conference:
 - a.) Delegates shall attend at least two (2) G.S.O. meetings out of every calendar quarter.
 - b.) The delegates and alternate Delegates shall divide the S.G.P.V.C.A. area into smaller areas that they will divide amongst themselves, so that the delegate may attend meetings within their own area, to better understand the issues of the individual groups. The Delegates and Alternate Delegates shall inform one another of their findings and these shall be included within their monthly report to the Board and the GSO.
- 6.) They cooperate with the W.S.O. in obtaining information for example, by providing current local meeting schedules to update the C.A. World Directory
- 7.) They provide C.A. leadership by helping to solve local problems involving C.A. Traditions.
- 8.) Delegates will be sensitive to the needs and reactions of their areas. After the Group Service Representatives (G.S.R s) have reported on conference actions, delegates shall learn how the groups have reacted on conference actions. Delegates know this is a two-way street with information flowing in both directions.
- 9.) They serve on a World Service Conference Committee, working closely with other conference committee members throughout the year, as well as at the W.S.C.
- 10.) They keep alternate delegates fully informed so that the alternate can replace the delegate in an emergency.
- 11.) They shall help all newly elected W.S.C. Delegates by passing on knowledge of W.S.C. procedures.

- 12.) It is the delegate's responsibility to insure that their W.S.C. committee is in action throughout the year and that Bi-monthly committee reports are sent to the W.S.O.
- 13.) It is recommended that all new delegates for the W.S.C. have replaced the outgoing delegate prior to the regional service assemble.
- 14.) Perform the functions of Article 10, Section 14, Sub-section D item 3.

SECTION 11 - SPECIAL EVENTS COMMITTEE

A. PURPOSE

The Special Events committee is responsible for doing the footwork to put on any special informational seminars, marathons, celebrations, fund-raisers, picnics, annual events, or other special meetings.

B. CHAIRPERSON REQUIREMENTS AND POSITION DESCRIPTION

- 1.) Suggested two (2) years of continuous sobriety with G.S.R, and a broad range of experience.
- 2.) It is a two (2) year commitment, one year as Vice-chairperson and one year as Chairperson.
- 3.) Maintain open communication with other C.A. Boards, including World Services, and be aware of any conflicting events in surrounding areas. This should be done on a calendar of events to aid successors.
- 4.) The Chairperson shall be responsible for and involved in all levels of commitments for all individual events.
- 5.) To serve as a direct link between the G.S.O. Board., the G.S.O. and the Special Events committee and sub-committees.
- 6.) Should solicit, collate, and report to the Board as well as the G.S.O. suggestions of events the fellowship would like the area to sponsor. They should also attempt to hold events in all areas.
- 7.) A written report shall be submitted at each G.S.O. Board meeting to include:
 - a.) A calendar of events, both current and future.
 - b.) Budgets pending approval by the Finance committee.

C. OPERATIONAL GUIDELINES

Operational guidelines shall be implemented as follows:

- 1.) A minimum of ninety (90) days prior to all planned functions, the Special Events Chairperson shall submit a proposed budget to the Finance committee for consideration. This proposal shall include a minimum of three (3) bids on all items of the expenditure.
- 2.) Once a proposed budget has been returned (with an approval recommendation) from the Finance committee, the Special Events committee Chairperson or their representative shall present the proposed expenditure to the G.S.O. Board for review.
- 3.) All budgets and expenditures must obtain final approval from the G.S.O. floor by majority vote.
- 4.) The Board Treasurer must be provided with duplicate records of all financial dealings as they are entered into.

D. COMMITTEE TREASURER

- 1.) Suggested two (2) years of continues sobriety.
- 2.) Shall work in conjunction with the Board Treasurer to:
 - a.) Verify the amount of money received from the G.S.O.
 - b.) Return all money to the Board Treasurer at the end of each event no later than the next Board meeting.
- 3.) Be responsible for collecting all moneys at the events.
- 4.) Obtain receipts of all expenditures, with the Board Treasurer receiving the original and the committee Treasurer keeping 3 duplicate file.
- 5.) At the end of each event the committee Treasurer shall submit a Treasurer's report to the G.S.O. to include, but not limited to, all debits, credits, and net income.

SECTION 12 - SPECIAL EVENTS CONVENTION COMMITTEE

A. PURPOSE

The convention committee is responsible for doing the footwork to put on the annual area San Gabriel/Pomona Valley and Foothill District Convention, with the primary purpose of creating unity and spreading the message to the addict that still suffers, in keeping with the Sixth Tradition. The committee's secondary function will be to act in the capacity of fund raiser, as stated in these By-laws.

B. CHAIRPERSON REQUIREMENTS AND POSITION DESCRIPTION

- 1.) They shall have two years sobriety, with 6 months service as a G.S.R., D.S.R. Or District Board member and a broad range of experience. The Chairperson is to be elected from the G.S.O. floor.

- 2.) This Position shall be a two year commitment. one year as Vice-chair and one year as Chairperson
- 3.) The Chairperson must appoint sub-committee heads that will be personally responsible and involved in all levels of commitments to the convention.
- 4.) To serve as a direct link to the S.G.P.V.C.A. Board., G.S.O., and when necessary the Special Events committee so as to not have any conflicts in events in the area.
- 5.) Must be bondable.

C. OPERATIONAL GUIDELINES

- 1.) A general budget will be set in committee and submitted to the Finance Committee for review in order to advise the Board AS well as the G.S.O. if the event is affordable, or the Finance committee can counteroffer with an amount they feel is reasonable.
- 2.) All items costing up to \$200.00 require approval of three (3) Board members, any amount in excess of this amount will require G.S.O. approval.
- 3.) The S.G.P.V. C.A. Board Treasurer must be a signatory on each check written to the Convention Committee. The Board Treasurer must also be provided with duplicate records of all financial dealings (by way of a report) after the convention.
- 4.) The Convention Committee's authority shall be limited to the annual convention for which it was formed to conduct. Upon completion of its duties, the committee will be dissolved to make way for the formation of the forthcoming convention's committee.
- 5.) Upon formation, the Convention Committee shall open a checking account (and when necessary, a savings account) for the disbursement of operating expenses. All convention accounts shall be closed sixty (60) days after the conclusion of the annual convention and reconciliation of the convention's financial obligations, including but not limited to: the returning of seed money, donations to the Area, the District and the W.S.O.

D. CONVENTION GUIDELINES

- 1.) Board members may participate in, but not function as speakers, chairs or "emcee's" for the convention.
- 2.) Speakers should be members of the fellowship.
- 3.) An admission charge may be required.

- 4.) The names of speakers for the Convention may be publicized using first names and first initial of the last name only, provided we have a signed waiver from the speaker giving S.G.P.V. C.A. permission.
- 5.) The Convention is to be an annual event (when it is financially feasible).
- 6.) The Convention will operate under the umbrella of the 12 Traditions of C.A.
- 7.) Meetings and actions of the Convention Committee shall be governed by, noticed, held and taken in accordance with the provisions of these By-laws, except that the time for regular meetings of the committee may be fixed by resolution of the committee.
- 8.) The appointing body of the Committee may also adopt rules and regulations (By-Laws) pertaining to its conduct to the extent that such rules and regulations (By-Laws) are not inconsistent with the S.G.P.V. C.A. By-Laws.

SECTION 13 - MARATHON GUIDELINES

A. STATEMENT OF PURPOSE

The primary purpose of the Marathon Committee is to promote area unity, and to financially support the Area's effort to carry the message to the addict that still suffers.

B. STATEMENT OF POLICY

The Spirit of the 12 Traditions and 12 Concepts of Service should be foremost to guide us in our service work on this Marathon Committee.

It is appropriate for CA members involved in service to be careful in their dealings with outside vendors, businesses and /or services. Specifically, quite often what is service work to the C.A. member is business (i.e. money) to the business being dealt with. Consequently, the business may provide, or at least attempt to provide certain "perks" (i.e. benefits, gifts, etc.) to the CA member or members responsible for the decision(s) as to who to use or but for a particular CA event/activity. What is important here is that the fellowship receives the benefit of impartial decisions based upon what is best for the fellowship. Whenever a decision-maker is the recipient of "outside benefits" there is always the possibility that his or her judgment may be affected. Moreover, even when the receipt of such benefits does not in fact influence the CA member, it nevertheless gives the appearance to others, both inside and outside the fellowship. Such an appearance can only lead to unnecessary controversy. Discounts such as :travel expenses, free hotel rooms, etc. which to some are standard benefits of doing business, belong to the fellowship of Cocaine Anonymous and as such must be treated accordingly (i.e.

property of CA is managed and/or dispersed via the group conscience of the Marathon Committee).

Certainly none of us would ever knowingly “take” the property of CA much less ever want outside businesses to believe that a CA member in service could be so influenced. Such action would only lead CA as a whole to having a tarnished reputation with the business community.

In light of the above, it seems only appropriate that members in service agree with and acknowledge this Statement of Policy.

C. CHAIRPERSON

Sobriety Requirement: 3 Years continuous sobriety

Past Service Work Required: Participation on a C.A. Marathon

Qualifications: Strong leadership skills.

DUTIES:

- 1.) Within 120 (One Hundred and Twenty) days of the marathon the Marathon Chair shall form a committee of elected positions of Vice-Chairperson, Secretary, and Treasurer. All opened positions shall be open to any C.A. member.
- 2.) 120 (One Hundred and Twenty) days prior to the marathon event the Chairperson shall to attend the monthly Special Events committee meeting.
- 3.) Schedules, attends and chairs all general marathon committee meetings.
- 4.) Oversees and if necessary recommends replacement(s) of committee heads for cause (example: non-performance, loss of sobriety, etc.)
- 5.) Oversees the preparation of the marathon budget and submission of budget to the SGPVCA Special Events Chairperson.
- 6.) Is responsible for closing the books and submission of all records and receipts to the G.S.O., in conjunction with the Treasurer at the next GSO meeting. Post marathon meeting shall meet within 15 days after end of the marathon, the purpose is to discuss and receive wrap-up reports to be presented at next GSO meeting.
- 6.) Upholds the SGPVCA Marathon Statement of Purpose.
- 7.) Upholds the 12 Traditions and 12 Concepts of Service.
- 8.) Shall be familiar with all Cash Handling procedures as outlined in the Marathon Guidelines.
- 9.) All Foothill District marathons shall come to the District business meeting first.

D. VICE CHAIRPERSON

Sobriety Requirement: 2 years continuous sobriety

Past Service Work Required: Participation on a C.A. Marathon

Qualifications: Strong leadership skills

DUTIES:

- 1.) Be familiar with Chairperson'
- 2.) Voting member of the marathon committee and in the absence of chairperson will be acting as chair.
- 3.) Obtain 3 (three) competitive bids for taping of marathon events, coordinates with selected vendors signing of contract and handling all vendor needs.
- 4.) Be available to perform duties assigned by the Chairperson

E. TREASURER

Sobriety Requirement: 3 years of continuous sobriety.

Past Service Work Required: Participation on a C.A. Marathon

Qualifications: Strong leadership skills, accounting experience, gainfully employed.

DUTIES:

- 1.) Works with Area Treasurer to maintain records of all funds (cash and checks)received and dispersed.
- 2.) Treasurer is responsible upon election to contact the Area Treasurer to get the current record keeping procedures. This should be the first order of business after the Treasurer is elected.
- 3.) Assurance of checks and balances in the handling of cash prior to and during the actual marathon. Supervises cash handling procedures during pre-marathon fundraisers as well as during the actual marathon.
- 4.) Uses forms and procedures as outlined in the guidelines.
- 5.) To have final financial report prepared for the next SGVCA Special Events and GSO Floor meetings.
- 6.) Be familiar with Cash Handling procedures as outlined by Marathon Guidelines

F. S.G.P.V.C.A. MARATHON CASH HANDLING PROCEDURES

- 1.) General:

- a.) There shall be no commingling of any funds raised on behalf of the marathon and personal funds.
- b.) No obligation or indebtedness shall be issued in the name of the Marathon without the affirmative vote of the majority of the Marathon Committee and approval of the Area Chair and Marathon Chair

2.) On-Site:

- a.) Marathon Chair, Co-Chair, Treasurer, Co-Treasurer will be responsible for collecting all monies.
- b.) A drop box will be reserved and used at the marathon site. The drop box may only be accessed by a minimum of two of the following:

Marathon Chair
 Marathon Co-Chair
 Marathon Treasurer
 Marathon Co-Treasurer
 Area Treasurer

- c.) All monies will be counted on the floor of designated area, and taken directly to the Marathon drop box.
- d.) Duplicate receipt book shall be used whenever money is taken in.
- e.) Committee Chairperson counts the money and signs the receipts.
- f.) Treasurer and Co-Treasurer verify count and write receipts for money and signs.
- g.) 48 hours (forty-eight) after the close of the marathon. Chairperson should meet with the Area Treasurer for counting of the monies, which is to be deposited into the area account.
- h.) All funds collected under the CA Logo are the areas funds, not the groups, and shall be distributed by the area i.e. World Service or other Special Events

G. ORGANIZAIONAL STRUCTURE

SPECIAL EVENTS

Chair
 Vice Chair
 Secretary
 Treasurer

SUB-COMMITTEE OF SPECIAL EVENTS

MARATHON COMMITTEE

Chair
 Vice-Chair
 Treasurer
 Secretary
 Program Chair

Memorabilia
Refreshments
Entertainment
Information & Services
Outreach
Decorations

H. OPERATIONAL GUIDELINES

- 1) Each Marathon shall have a maximum of \$500.00 seed money.
- 2) All fliers and memorabilia shall be approved on the GSO floor prior to printing.
- 3) Memorabilia and fliers shall have the SGPVCA logo.
- 4) All budgets shall be submitted to the Special Events Committee for presentation to the Finance Committee.
- 5) The Foothill District shall have a maximum of \$ 1,000.00 seed money.

SECTION 14 - ACCREDITATION COMMITTEE

A. PURPOSE

The purposes of this committee are to provide current information to the directory committee chairperson, perform the research of the G.S.O./District, and act in an advisory capacity to aid in the starting-up of new meetings with materials.

The committee is to have no decision making or governing powers, they act in an advisory capacity and assist committees of the G.S.O. only.

B. FUNCTION

- 1.) The Accreditation committee Chairperson shall be the vice-chairperson of the S.G.P.V. C.A. G.S.O.
- 2.) The Accreditation committee shall divide the S.G.P.V. C.A. area into smaller geographical areas and assign an Accreditation Committee Representative responsible to all the meetings (new and old) in their assigned areas. The size of the areas and the number of representatives needed shall be established in committee.
- 3.) The Accreditation Representatives shall establish and maintain costs and records of communication with the officers of the meetings in their area.

- 4.) The Accreditation Representatives shall keep the Accreditation committee Chairperson informed of all new meetings accredited and all contacts made to meetings. This should be done prior to each month's regularly scheduled Board meeting.
- 5.) The Accreditation committees Chairperson shall include a brief synopsis of all the Accreditation committee's actions in each months report to the Board.
- 6.) All new meetings, wanting to be a part of the S.G.P.V. area of C.A., shall be accredited after their fifth (5th) regular meeting, providing that the meeting fulfills certain criteria as set forth by C.A. World Services, C.A. Traditions, or these By-Laws.
- 7.) Provide "starter kits" to new meetings, (to include meeting formats and starter literature packets).

C. OUTLINE OF GUIDELINES FOR MEETING ACCREDITATION

The Accreditation Representative that is going to a new meeting for the purpose of accrediting that meeting as an autonomous group of S.G.P.V. C.A. shall inform the meeting officers of the necessary criteria for establishing and maintaining their accreditation. The *suggested* meeting criteria are as follows:

- 1.) The Twelve Traditions of C.A. are read.
- 2.) The C.A. preamble is read.
- 3.) Chapter 5 from the "Big Book of Alcoholics Anonymous" entitled "How It Works" including the 12 steps and through points A, B, and C are read.
- 4.) The meeting must have a regular meeting time and place.
- 5.) The meeting must not have a name in violation of the Traditions. (i.e.: The facility name may appear in the directory for location purposes but "... we are not allied with any sect, denomination, politics, organizations or institutions"). This is for the purposes of liability as well as the Traditions.
- 6.) The meeting must pay some form of rent, even if nominal or by barter.
- 7.) That their literature table be consistent with World Services approved guidelines, separating approved from non-approved literature.
- 8.) That there be a brief, organized and timely G.S.R. report with current information at each meeting.
- 9.) That the meeting adhere to the 12 Traditions of C.A.
- 10.) "Who's An Addict" from the pamphlet "To The Newcomer" shall be read at the beginning of each meeting.

D. REPRESENTATION COMMITTEE

The Representation Committee is a sub-committee of the Accreditation committee. Their sole purpose is to guarantee at each meeting a representative at the G.S.O.

- 1.) If a meeting has not had a G.S.R. or elected alternate G.S.R. at the G.S.O. for two (2) months in a row, the Representation committee shall contact the

- meeting officers to discuss the importance of their representation at the G.S.O. level.
- 2.) Offer guidance on ways to guarantee the meetings representation at the G.S.O., including reminding the G.S.R. of when the next G.S.O. meeting is, and electing an alternate G.S.R.
 - 3.) This committee shall be comprised of the S.G.P.V.C.A. Areas World Services Delegates and Alternate Delegates and any other interested members from the fellowship.

E. MEETINGS

Meetings, as described herein, means those autonomous groups as referred to in the Fourth (4th) Tradition of C.A., "Each group should be autonomous except in matters affecting other groups or C.A. as a whole". As such, this section is to clarify limits upon the Board and the G.S.O. with respect to those groups. It is also to offer guidance and suggestions in areas in which the group must answer for itself.

1.) Secretary's Responsibilities:

The secretary should be responsible to control meeting lengths and reports. If someone needs to give a report (whether business or not) the secretary should be notified before the meeting starts so that the meeting can be shortened, or a business or steering committee meeting can be called for after the meeting to allow time for the report and discussion thereof, so that the meeting participation time is not interfered with.

Officers of a meeting should be present at business or steering committee meetings, called for the purpose of conducting meeting business. They are open to all meeting members who want to attend.

2.) Outside Issues:

Whether the meeting chooses to endorse outside organizations by allowing announcements of other than C.A. events is up to the group conscience. So as not to lend the C.A. name to these activities it is hoped that these announcements would be held before the meeting starts, or at the end of the meeting (after the closing prayer), or that the secretary or G.S.R. would clarify what is C.A. related and what is not. The conflict seems to involve Tradition two (2), regarding the group conscience; Tradition four (4) regarding autonomy; and Tradition six (6) regarding outside entities. It is our opinion that leaving it up to the group conscience allows for the greatest opportunity to hear the only authority express itself.

3.) Publicizing of Speakers:

A speaker of a regular meeting should not be publicized except by word of mouth.

SECTION 15 - DIRECTORY COMMITTEE

A. PURPOSE

The Directors Committee is responsible for compiling the meeting information gathered by the Accreditation Committee and getting out a thorough, accurate, and readable meeting schedule. The directories are to denote which meetings are non-smoking, handicap access, and what type of meeting it is (ie: Big Book Study, Participation, Step-study, etc.).

SECTION 16 - ARCHIVES COMMITTEE

A. PURPOSE OF THE ARCHIVES

Archives are a place where records are kept that are of interest to the S.G.P.V. C.A. area. They consist of: the records themselves, which may be written or printed papers, pictures, photographs, films, etc., and include documents, as well as all minutes from the G.S.O. meetings and G.S.O. Board meetings. Archives are maintained by the G.S.O. Board secretary.

SECTION 17 - UNITY COMMITTEE

Purpose of Unity Committee:

The stated purpose of the Unity Committee is to enhance our communication and outreach among the diverse elements within the fellowship in the interest of carrying the C. A. message and to promote C. A. unity.

ARTICLE 11

THE CENTRAL OFFICE

SECTION 1 - PURPOSE

The San Gabriel/Pomona Valley Cocaine Anonymous (S.G.P.V.C.A.) Central Office has as its primary purpose assisting in the recovery of addicts who are suffering from the disease of addiction; and, to that end, to provide a central office through which the message of Cocaine Anonymous may be brought to the suffering addict and others through telephone, personal contact, or mail. News papers, film, radio, television and whatever other means are available for that purpose.

SECTION 2 - LOCATION

The location of the office of S.G.P.V.C.A. for the transaction of business, as well as for the Board of Directors' and other meetings, as set forth herein is: 114 E. St. Joseph, Arcadia, Calif. 91006.

The G.S.O. may locate its principal office, as well as the meetings held therein, elsewhere, upon appropriate decision by the Board and by final resolution of the G.S.O., as provided for in these By-Laws.

Although the meeting place of any committee Maintained by the G.S.O. may be chosen by the individual committees, the Central Office shall always be available to such committees upon request where from. The committees should request the Office with as much advance notice as possible.

SECTION 3 - PURPOSE AND DUTIES OF THE OFFICE MANAGER

The Office Manager is responsible to keep the Central Office clean, logging and direct all incoming mail to the Board secretary. They shall call the responsible party if communication seems urgent. In general, they make sure the office is running smoothly. Visits the central office are at least three (3) times a week to follow up on the mail log, check telephone log and review with the Helpline Chair and clean the office. The office manager also maintains Central Office supply levels (Coffee supplies, etc.).

SECTION 4 - CHIPS AND LITERATURE GUIDELINES

The Office Manager is also responsible for chips and literature, making sure S.G.P.V.C.A. has sobriety tokens of achievement (chips), Newsletters, Directories, fliers, and C.A. approved literature available for meetings, as well as maintains set hours at the Central Office to distribute or sell these materials as follows:

- 1.) Work with the Finance committee to determine amount of funds available for purchases, establish a monthly operating inventory and maintain an inventory adequate to the areas average two (2) months usage.
- 2.) Pick up check to make purchases.
- 3.) Keep the cash drawer down to \$25.00 dollars by making frequent deposits into the account of the S.G.P.V. C.A. G.S.O. at the banking institution that the Board has chosen to maintain its primary checking account at, then to give the deposit slip to the G.S.O. Board Treasurer.
- 4.) Place orders with C.A. World Service.
- 5.) Pick up the order.
- 6.) Have chips and literature ready for sale during specified hours at the Central Office.
- 7.) Transport chips and literature to monthly G.S.O. meeting.
- 8.) Fill orders submitted by the G.S.R'S during the G.S.O. meeting.
- 9.) Seek out, train (suggested nine (9) months continuous sobriety), and maintain a working committee of responsible sales people, the goal being to have consistent daily hours for sales of chips and literature at both the Central office as well as the monthly G.S.O. meeting.
- 10.) Create and maintain an up-to-date, monthly, operating guidebook of procedures and inventories.

ARTICLE 12

NON-PARTISAN ACTIVITIES

We are not allied with any sect, denomination, politics, organization, or institution. We do not wish to engage in any controversy. We neither endorse nor oppose any causes.

ARTICLE 13

BY-LAWS

SECTION 1 - PROVISIONS

Subject to any provision of laws applicable to the amendment of By-Laws of public nonprofit corporation, these By-Laws or any of them may be altered, amended or repealed and new By-Laws adapted as follows:

- A.) Subject to the power of the members, if any, to change or repeal these By-Laws by approval of the GSO unless the by-law amendment would materially and adversely affect the rights of members, if any, as to voting or transfer provided, however, if the GSO has admitted any members, then a by-law specifying or changing the fixed number of Directors (Board Members) , or changing from a fixed to variable Board or vice versa, may not be adopted, amended or repealed except as provided in subparagraph (b) of this section.
- B.) By approval of the members, if any, of this General Service Organization.

SECTION 2 - PROCEDURE FOR SUBMISSION OR PROPOSED BY-LAW AMENDMENTS

All proposed amendments to these By-Laws shall be submitted to the by-law committee, which will evaluate the impact of proposed changes and report to the G.S.O.

SECTION 3 – AMENDMENTS

After submission to and evaluation of impact by the By-Laws committed, these By-Laws shall be amended by the G.S.O. by majority voted, in the following way:

- 1.) A motion for an amendment is made and seconded, and,
- 2.) The motion is passed by a majority vote.