



STRUCTURE &
BYLAWS OF ORANGE
COUNTY COCAINE
ANONYMOUS
GENERAL SERVICE
ORGANIZATION

"We're here and We're Free"™
"Giving back what was so freely Given to us"

**TRADITION
NINE**

"C.A., as such, ought never to be organized; but we may create service boards or committees directly responsible to those they serve."

**Ratified by
OCCA GSO
10/1/2022**

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ARTICLE 1

STATEMENT OF PURPOSE

“We of Orange County Cocaine Anonymous, incorporated as OC Cocaine Anonymous, with a focus on our 1st tradition’s spirit of *Unity*, in accordance with our 9th tradition’s spirit of *Structure*, and approved by our 2nd tradition’s *Group Conscience* and spirit of *Trust*, hereby set forth the guidelines, henceforth referred to as structure and bylaws, by which our organization should be run. Keeping in mind our *Primary Purpose* under the 5th tradition, this should be to help the still suffering addict and alcoholic by providing support and structure to all those we serve. “*They are but trusted servants, they do not govern.*” Finally, in the spirit of the 12th tradition, we must always remember “*Principles before Personalities.*”

The purpose of the Orange County Cocaine Anonymous General Service Organization (hereafter referred to as OCCA GSO, or simply GSO) shall be the administration and coordination of C.A. activities common to the various groups comprising its membership. These activities include:

- 1) Maintaining the standing committees and their objectives for the OCCA GSO.
- 2) Maintaining a proper financial record in accordance with all laws regarding not-for-profit organizations.
- 3) Creation of an Executive Board to provide guidance, direction, and service to OCCA and the committees and fellowship they serve.
- 4) Maintaining facilities necessary for events and functions of OCCA GSO.

ARTICLE 2

THE TWELVE TRADITIONS OF COCAINE ANONYMOUS

The OCCA GSO 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, television, and films.
- 12) Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

THE TWELVE CONCEPTS OF COCAINE ANONYMOUS

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

- 9) Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety.
- 10) Every service responsibility should be matched by an equal service authority — the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws.
- 11) While the Trustees hold final responsibility for C.A.'s world service administration, they should always have the assistance of the best possible standing committees and service boards, staffs and consultants. Therefore the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the system of their rotation, the way in which they are related to each other, the special rights and duties of our staffs and consultants, together with a proper basis for the financial compensation of these special workers will always be matters for serious care and concern.
- 12) General Warranties of the Conference: In all its proceedings, the World Service Conference shall observe the spirit of the C.A. Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that the sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of Cocaine Anonymous, it shall never perform any acts of government; and that, like the Fellowship of Cocaine Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

ARTICLE 3

GENERAL SERVICE ORGANIZATION

SECTION 1- STRUCTURE

1) Area:

The members of the GSO shall consist of the OCCA Executive Board, World Service Delegates, Alternate World Service Delegates, Group Service Representatives, and Committee Chairpersons from all Standing Committees.

2) District:

OCCA does not, at present, have Districts.

SECTION 2- MEETINGS

The GSO shall meet on the first Saturday of each month unless such day falls on a legal holiday, in such case it shall meet the following Saturday. The OCCA Chairperson shall determine the place and time for the next regular meeting, with approval by the group conscience of the Area body.

SECTION 3- FISCAL YEAR

The fiscal year of the GSO 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 should elect a Group Service Representative (hereby known as GSR) who shall attend meetings of the GSO.
- 2) Any person serving as a GSR should have at least one (1) year of continuous sobriety and three (3) months prior service at the group level.
- 3) A GSR should serve a term of one (1) year.

SECTION 5- DUTIES

- 1) The GSR shall represent their group within the GSO through voting, debating, and proposing their own motions, and ensure adequate communication of fellowship matters to their groups.
- 2) The GSR should serve on one standing committee of the GSO to better represent their groups in the structure of OCCA. This allows the GSR a better say in how committees serve the groups they are responsible to.
- 3) GSRs should carry the vote for only one meeting. GSRs for more than one meeting should find replacements within 60 days.
- 4) A GSR risks losing accreditation (no representative vote, not in the meeting schedule) for their meeting by not attending the GSO and should therefore be present for at least two (2) GSO meetings every calendar quarter. (Two (2) out

- of every three (3) months, starting in January and renewing every third month).
- 5) Each GSR who cannot attend should send an Alternate or if unable, give a Proxy to another voting member in that event. The Proxy vote should be registered with the OCCA Board Secretary BEFORE Roll Call, in writing, signed by both the member giving their vote (the principle) and the one receiving it (the proxy). This will still count as an absence but will allow your meeting a voice on a temporary basis in emergency situations. Proxy votes are **not** allowed during elections.

SECTION 6- ORDER

The GSO operates under the OCCA guidelines and follows Parliamentary Procedures (Modified Robert's Rules of Order, see Article 14). The locally modified procedures for OCCA are set by the Chairperson and Parliamentarian.

- 1) The GSRs shall conduct themselves in such a way that they may be of maximum service to the fellowship and to their meetings that they represent. This means being present, informed, and participatory. The GSR should conduct themselves in a professional manner or risk being dismissed by the Chairperson for the duration of the current business meeting.
- 2) When the Chairperson acknowledges the GSR, World Service Delegate, Alternate World Service Delegate, Standing Committee Chair (or Vice Chair in their absence) or OCCA Board Member, or other member of the fellowship, they may then speak. They should then state their name and Title (I.e., GSR for _____ Meeting, Chairperson of _____ Committee, etc.)
- 3) A GSR, World Service Delegate, Alternate World Service Delegate, Standing Committee Chair (or Vice Chair in their absence) or OCCA Board Member may make a motion to the GSO in accordance with parliamentary procedures.
- 4) The OCCA 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, by either setting a time limit or ending debate.

(This should only be used in a time sensitive situation so as not to limit the democratic voice of the group).

- 5) The GSO is open to any interested member of the fellowship of C.A. who are allowed to ask questions or state opinions, so long as they are not dilatory or disruptive in nature, at the discretion of the Board Chairperson. They cannot, however, vote or make motions.

SECTION 7- VOTING

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

- 1) Only elected and confirmed GSRs or elected Alternate GSRs, World Service Delegates and Alternate World Service Delegates, Standing Committee Chairs (or Vice Chair in their absence) and OCCA Board Members may vote on a motion.
- 2) The group that the GSR represents **must be accredited** to have a vote.
- 3) All new GSRs must attend the "Orientation meeting", (held immediately before or after each GSO meeting) and be confirmed by the GSO, which will do so at the start of every meeting of the GSO.
- 4) Each voting GSR shall possess only one (1) vote. Although an individual may represent more than one (1) group temporarily, that person still has only one (1) vote and should only do so until a replacement has been found. Any GSR representing more than one (1) group will find a replacement to represent a single meeting within 60 days, or risk losing GSO confirmation for the meeting they began working on behalf of most recently as a GSR. This is to ensure an effective representation for all meetings and other aspects within the GSO (e.g., Standing Committees), as a meeting without a vote has no voice.
- 5) The OCCA Board Chairperson shall possess the tie-breaking or making vote. This is the only time the Chairperson may vote without relinquishing the Chair.

SECTION 8- QUORUM FOR GSO MEETINGS

A quorum shall consist of 2/3 of all voting members present at roll call. (Voting members are as stated in Article 3, Section 7, Sub-section 1). No business shall be considered at any GSO 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.

SECTION 9- EMERGENCY VOTING

The OCCA Board Chairperson may decide to conduct an item of business outside the regularly scheduled GSO meetings when deemed important enough that action endorsed by the full Area must be taken prior to the next scheduled GSO meeting.

The following special rules are in effect for emergency business:

- 1) The Area Chair will decide the means of meeting or communication for conducting emergency business including, but not limited to, email, internet relay chat, and conference call.
- 2) The Area Chair will set time limits on making motions, seconding motions, discussion of motions, and voting on motions.
- 3) A motion may be made and discussed but will be called out of order if the final tally of total votes is less than the number of voting members required for quorum at an average regular GSO meeting.
- 4) Business should follow normal GSO rules of order (Article 3, Section 6) and voting (Article 3, Section 7).
- 5) An entry appropriately fulfilling the requirements (Bylaws, legal, etc.) of the GSO will be added to the minutes of the next scheduled GSO meeting.

SECTION 10- ANNUAL AREA AGENDA

The GSO will provide an annual agenda for reoccurring events (This can be changed and edited by a simple majority vote of the GSO). These are general guidelines for items of business, events, etc., occurring at the same time every year:

JANUARY

- First committee meetings are announced.
- Start planning for Celebrate Around the World (CATW) event the first Saturday in March (Unity Committee)

- Preliminary budgets approved as needed.
- 3rd week of the month is CPC Week (PI Committee)
- Make sure meetings of the month (Change-for-Change) schedule is set for the year.

FEBRUARY

- Annual committee and delegate budget/forecast submitted for approval (Treasurer/GSO)
- Prepare for Regional Caucus: Which Delegates/Alternates are going? What are the estimated travel costs? Shall Area pay the travel costs if reasonable? Does our Area wish to submit candidates for the trustee slate (see World Service Manual)? (GSO/Delegates)

MARCH

- 1st Saturday – Celebrate Around the World (Unity Committee) Chili Cookoff
- Start planning summer/fall activities (meeting/speaker marathons, bowling, softball tournament, etc.) (Unity Committee)

APRIL

- Prepare for World Service Conference: Which Delegates/Alternates are going? What are the estimated travel costs for the Delegates? When are Delegate/Alternate registrations due? (Chairperson/Delegates)
- Museum Visit (Unity Committee)
- April 12th 1983, O.C. Cocaine Anonymous anniversary.

MAY

- Start planning gratitude banquet for August (Unity Committee)
- Comedy Night (Unity Committee)

JUNE

- Corporate renewal due June 30th (to be completed by Treasurer; payment required) (Treasurer)
- SR-14 mailings sent to Delegates/Alternates (Delegates)
- June 1st-7th P.I. Poster Blitz (Public Information)
- Plan for Labor Day Picnic Delegate Fundraiser (Unity)

JULY

- Delegates/Alternates share significant SR-14 items with Area members so that feedback/discussion can take place in August (Delegate)
- OCCA Unity event with Other Areas (Delegate fund-raiser) (Unity/Delegates)

AUGUST

- Feedback/discussion report significant SR-14 items (Delegates)
- Gratitude Banquet (Unity Committee)

SEPTEMBER

- Discuss upcoming elections and who will be producing flyers to be distributed at October meeting (see Election Procedures) (Chairperson)
- Delegates/Alternates give preliminary report on World Service Conference (Delegates)
- Labor Day Picnic Delegate Fundraiser (Unity Committee)

OCTOBER

- Delegates/Alternates give full verbal and written report on World Service Conference (Delegates)
- Announce annual elections, distribute flyers (see Election Procedures)
- Steps Come Alive BBQ/Dance/Costume Party (Unity Committee)

NOVEMBER

- Nominations are announced for annual elections (see Election Procedures)
- Gratitude banquet (Unity Committee)
- Turkey Bowl (Gobble Gobble/Unity)

DECEMBER

- Elections (see Election Procedures)
- Pass-it-on month (Training) so that the newly elected trusted servants are ready to serve in January. (Outgoing Trusted Servants)

ARTICLE 4

OCCA EXECUTIVE BOARD

SECTION 1- NUMBER

The OCCA Board shall consist of seven (7) executive officers: A Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-Treasurer, Structure and Bylaws Officer, and Archivist.

SECTION 2- DUTIES

The OCCA Board shall have full legal authority to deal with any matters involving OCCA or the GSO, but they shall be beholden to the GSO by force of Tradition and the “Power of the Purse”. Votes of the GSO are to be taken as directives, and any decision deemed controversial by any Executive Board Member of the GSO shall be reviewed on the GSO floor. It shall be the duties of the OCCA Executive Board members to:

- 1) Appoint and remove, employ, and discharge, and except as provided by these bylaws, prescribe the duties, and fix the compensation, if any, of all employees of the GSO.
- 2) Supervise all officers, committees, and employees of the GSO to assure their duties are performed properly and efficiently.
- 3) Meet at such times and places as required by these bylaws.
- 4) Ensure, or attempt to ensure, that these bylaws and the 12 Traditions of C.A. are adhered to by all actions, persons, and committees of the GSO.
- 5) Attend all Board and GSO meetings. Any unexcused absences (Such as ones without a replacement sent or with no notice) totaling more than two (2) in every calendar quarter shall be considered excessive. These absences could lead to dismissal from the Board.
- 6) Create Select (*Ad hoc*) Committees and appoint a chairperson for that committee.
- 7) Approve the use of the C.A. Logo for the Area as prescribed in Article 15 of these bylaws.
- 8) If and only at need, exercise their legal authority in the absence of the GSO to provide good stewardship of the OCCA organization and prevent or lessen any catastrophic impact to the GSO by outside issues.

- 9) All members of the OCCA Executive Board must abide by the OC Cocaine Anonymous Conflict of Interest (COI) Policy (See Appendix I).
- 10) To require of the Executive Board a Bi-Annual Ratification during the Executive Board Meeting. This vote shall take place for each member of the Executive Board during that meeting. If a member is not ratified that seat shall be vacated. A member who is vacated in this way may appeal at the next GSO, and the decision of the board may be overturned with a 3/4ths majority vote. The Chairman may participate in discussion and Voting for this procedure.
- 11) Use an assigned email address for their duties and provide it to their successor upon completion of their term and be responsible for their upkeep and maintenance.

SECTION 3- TERMS OF BOARD POSITIONS

Each Board member shall hold their position for a period of two (2) years (unless their position is vacated, as set forth by these Bylaws).

All Board positions shall begin with the GSO meeting in January and shall continue for two (2) calendar years.

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 GSO FLOOR

OCCA Board members have a right to vote on any motion made during the GSO Meeting except when otherwise specified by the rules set out in these Bylaws. OCCA Board members may make motions on the GSO Floor.

If a motion being voted upon results in a tie, the Board Chairperson shall possess the tie-breaking/making vote, and this is the only time that the Chairperson shall vote without relinquishing the chair.

SECTION 5- VOTING AT THE OCCA EXECUTIVE BOARD MEETINGS

Only the Board Vice-Chairperson, Board Secretary, Board Treasurer, Board Vice-Treasurer, Board Structure and Bylaws Officer, and Board Archivist can bring

forward, debate, or vote on any motions or issues at the GSO Board meeting. The only exception to this shall be when the Board votes to lift one, or all, of these limitations. The Board Chairperson shall possess the tie breaking/making vote, and this is the only time that the Chairperson shall vote.

SECTION 6- PLACE AND TIMES OF MEETINGS

Meetings of the OCCA Executive Board shall be held at any location decided on by the OCCA Board Chairperson. The Elected Chairperson of the Area will establish the meeting day and time of the Board meeting every month. Executive Board Meetings are closed and only Board members, and those they invite, are allowed to attend.

SECTION 7- SPECIAL MEETINGS

Special meetings of the OCCA Board may be called by any Executive 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 OCCA 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 their entirety.
This includes friendly amendments.

A copy of these minutes shall be provided to the board and filed with the archive for public viewing at the end of every year.

SECTION 10- VACANCIES AND REMOVAL

Vacancies on the OCCA Executive Board shall exist on the death, resignation, or removal of any Board member, and whenever the number of Board members is increased.

The GSO Board may declare vacant the position of any Board member during their 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 GSO meetings (as set forth in Section 2).
- 5) A member conducts themselves in a manner that is deemed to be detrimental to the welfare or best interests of the fellowship.

Each Board member may make a recommendation as to whether 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 GSO.

A vote of **No Confidence** shall be taken before any removal from an occupied position is declared vacant (if removal is for the reason provided in Article 4, Section 10, Subsection 5), excepting cases of criminal behavior or gross misconduct done in their capacity as a member of the board. Should this behavior continue a removal vote may then proceed.

If the GSO 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 (or Structure and Bylaws Officer if needed) for a temporary replacement until the next GSO meeting, at which time nominations must be held to fill the vacancy from the GSO 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

I. NOMINATIONS

Nominations for open Executive Board positions shall be announced in October and November, nominations for these positions shall be held in December. The positions that nominations shall be held for are:

- 1) Chairperson
- 2) Vice-Chairperson
- 3) Secretary
- 4) Treasurer
- 5) Vice-Treasurer
- 6) Archivist
- 7) Structure and Bylaws Officer

Additionally, nominations may be accepted for Office Manager if that position needs to be filled.

The nomination process shall be performed as follows:

- 1) Roberts' Rules of Order shall be followed.

- 2) The Secretary shall read the qualifications for each position. The current Board members may explain what their position entails.
- 3) Nominations for each position shall be handled individually.
- 4) The 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.
- 7) Provision made to waive any service requirement shall be determined by 2/3 vote of the GSO.

II. ELECTIONS

Elections for Board positions shall be held at the GSO in the month of December.

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 for each position shall be handled individually.
- 4) Each person nominated shall be given two (2) to three (3) minutes to address the GSO to:
 - a) State their length of sobriety.
 - b) Outline their prior service experience.
 - c) Outline how they feel they can best serve the fellowship in the capacity they were nominated for.
- 5) No absentee, cumulative, or proxy votes shall be permitted during elections.
- 6) In order for a meeting to have a vote for new Executive Board Members at the December GSO, 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 Executive Board Members at the December GSO, 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) unless done otherwise by general consent of the GSO, in which case a secret ballot is permitted. However, the nominees MAY NOT be present in the room while the actual voting is being conducted.
 - 8) Two (2) election moderators selected from the fellowship as non-voting members shall oversee the nomination process and tally votes.

ARTICLE 5

GSO EXECUTIVE BOARD POSITIONS

SECTION 1- TITLES OF OFFICER POSITIONS

The Executive officers of the GSO Board shall be the Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-Treasurer, Structure and Bylaws Officer, and the Archives Officer.

SECTION 2- QUALIFICATIONS

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

Any person serving on the OCCA Board shall meet the following minimum qualification standards:

CHAIRPERSON

- 1) Shall have at least two (2) years of continuous sobriety
- 2) Shall have at least two (2) years of prior service at the GSO level and ideally one (1) year of prior service on the Board level.
- 3) Shall ideally have spent the previous year as Board Vice-Chairperson and automatic nomination will be given for the Vice-Chairperson to this position.
- 4) Shall know how the GSO and the Board meetings operate.

- 5) Shall have a working knowledge of Roberts' Rules of Order, the 12 Traditions of C.A. and the 12 Concepts of World Service.
- 6) Shall have a good working knowledge of these Bylaws and the Standing Rules of OCCA.
- 7) Shall have a general knowledge of the workings of all the standing committees of the GSO.
- 8) Shall have adequately fulfilled all the obligations of an Executive Officer of the Board (unless otherwise needed to be selected from the body due to removal or lack of numbers).

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 GSO level or as a meeting officer.
- 3) Shall be capable of fulfilling the position of the Board Chairperson in the event of their absence.
- 4) Shall be capable of fulfilling the role of other Executive Board members in the event of a vacancy.

SECRETARY

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

TREASURER

- 1) Shall have at least four (4) years of continuous sobriety
- 2) Shall have preferably served previously as Vice-Treasurer, or at least six (6) months previous service at the GSO level or as a Meeting treasurer.

- 3) Should have an accounting background and shall be financially solvent and/or gainfully employed.

VICE-TREASURER

- 1) Shall have at least two (2) years of continuous sobriety
- 2) Shall have at least six (6) months previous service at the GSO level or as a meeting treasurer.
- 3) Should have an accounting background and shall be financially solvent and/or gainfully employed.
- 4) Shall be capable of fulfilling the Treasurers duties in their absence.

STRUCTURE AND BYLAWS OFFICER

- 1) Shall have at least three (3) years of continuous sobriety.
- 2) Shall have served at least one (1) year previously on the GSO Board.
- 3) Shall have adequately fulfilled all obligations as a previous member of the board.
- 4) Shall have a working knowledge of these Bylaws and Standing Rules of OCCA.

ARCHIVIST

- 1) Shall have at least one (1) year of continuous sobriety.
- 2) Shall have at least six (6) months previous service at the GSO level or as a meeting officer.
- 3) Should possess organizational skills and historical knowledge of the Area and Fellowship as a whole.

ARTICLE 6

BOARD OFFICER DUTIES

SECTION 1- CHAIRPERSON

The OCCA Board Chairperson shall:

- 1) Chair all the GSO and all the GSO Board meetings.
- 2) Oversee all standing committees, this oversight consists of making sure that the committees are working to fulfill their purpose and to provide any help they may need.
- 3) Assure, or attempt to assure, that all activities, persons, and actions of the GSO conduct their business in accordance with Robert's Rules of Order, these Bylaws, and the 12 Traditions of Cocaine Anonymous.
- 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 for their Accreditation.

SECTION 2- VICE-CHAIRPERSON

The GSO Board Vice-Chairperson shall:

- 1) Attend all GSO and GSO Board meetings.
- 2) Serve as Chairperson in the Chairperson's absence.
- 3) Be prepared to receive an automatic nomination for the position of Chairperson at the end of their term.
- 4) Act as the **Member-at-Large for the Executive Board.**
- 5) Assist the Chair and Parliamentarian in keeping order during meetings.

SECTION 3- SECRETARY

The GSO Board Secretary shall:

- 1) Attend all GSO and OCCA Board meetings.

- 2) Prepare agendas for the GSO and the OCCA Board meetings.
- 3) Keep attendance records of the GSO and the OCCA Board meetings.
- 4) Keep minutes of all meetings of the GSO and OCCA Board meetings. 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.
- 5) Schedule on the agenda the November GSO nominations for new Board member positions.
- 6) Include in the minutes of the November GSO the names of all persons nominated, what position they were nominated for, and whether they accepted or declined the nomination.
- 7) Schedule in the agenda the December GSO elections of the new Board members.
- 8) Include in the minutes of the December GSO the names and positions of the new Board members.
- 9) Prepare, or cause to be prepared, a copy of the minutes of the previous months GSO meeting, the Board meeting, the current Area meeting schedule, and the agenda for the current months GSO meeting. A copy of the GSO Meeting Agenda and Minutes will be provided to members of the GSO at each meeting.
- 10) Sit on the Archives committee and oversee the successful transfer of all GSO and GSO Board minutes to that committee yearly.
- 11) Shall provide an updated copy of the meeting schedule and meeting minutes to the P.I. Chairperson for the Area website.
- 12) Perform the task of taking Roll Call at each GSO Board meeting and each GSO meeting. The Roll Call is to include the names and positions of:
 - a) All Board Members.
 - b) All WSC Delegates and Alternates.
 - c) All Standing Committee Chairpersons.
 - d) All GSRs and what meeting they represent to guarantee the accountability of Article 4, section 11, subsection 2, item 7.
 - e) The start date of all terms for any elected member of the Board, Standing Committees, or WSC Delegates/Alternates.

- 13) The names and positions of those not present shall be made a part of the minutes of that meeting.

SECTION 4- TREASURER

The GSO Board Treasurer shall:

- 1) Attend all GSO and GSO Board meetings.
- 2) Be responsible for keeping and giving all receipts and financial records of the GSO. **Must prepare and file, or cause to be prepared and filed, all tax filings with the appropriate governmental agencies.**
- 3) Be responsible for all movements within, deposits into, and payments out of the OCCA financial accounts.
- 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 VICE-TREASURER

The GSO Board Vice-Treasurer shall:

- 1) Attend all GSO and GSO Board meetings.
- 2) Be prepared to assist the Treasurer in their duties and assume their responsibilities in their absence.
- 3) Be co-responsible for keeping and giving all receipts and financial records of the GSO.
- 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 STRUCTURE AND BYLAWS OFFICER

The GSO Board Structure and Bylaws Officer shall:

- 1) Attend all GSO and the GSO Board meetings
- 2) Draw upon their prior service experience to aid the Board.
- 3) Chair the Structure and Bylaws committee.
- 4) Perform all duties which may be assigned to them by the Board from time to time for select committees or special projects, and **act as a general Member-at-Large for the GSO.**
- 5) Conduct a yearly review of bylaws; to perform annual housecleaning (Errata, which must be documented. I.e., strike and insert), keep them accurate, and suggest changes to keep them current and up to date.
- 6) Handle with their committee, and the Executive board, any legal issues that may arise affecting OCCA.

SECTION 7- ARCHIVIST

The GSO Board Archivist shall:

- 1) Attend all GSO and GSO board meetings.
- 2) Chair the Archives Committee
- 3) Collect pertinent analog and digital documents and artifacts created by the OCCA area and area convention committee.
- 4) Contact members of the C.A. fellowship who may have documents, items, artifacts, ephemera, and memorabilia that they might wish to donate to the OCCA area for the purpose of creating a complete archive.
- 5) Implement, when necessary, industry practiced archival procedures so that the newest or most effective types of archival storage or preservation and cataloging techniques can be utilized. (See the WSC Archive Committee Guidelines).
- 6) Safely storing and preserving the archival holdings, securing it against theft, damage, and environmental or human hazards.
- 7) Advise the Board and GSO of the history of the Area and the entire C.A. organization, and to ensure a respectful and thoughtful legacy when making decisions of import.

ARTICLE 7

EXECUTION OF INSTRUMENTS, DEPOSITS, AND FUNDS

SECTION 1- EXECUTION OF INSTRUMENTS

The OCCA Executive Board may authorize any officer or agent of the GSO to enter any contract or execute and deliver any instrument in the name of, and on behalf of the GSO. Unless so authorized, no one shall have any power to bind the GSO 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 GSO over the amount of \$400 shall be signed by the Board Treasurer and countersigned by another Board Member. (As set forth in Article 9, Section 3, Item 2).

SECTION 3- DEPOSITS

All funds should be deposited after each GSO meeting by the Treasurer or Vice-Treasurer. Two (2) members of the board will always have custody of any cash or checks until they are deposited.

Any funds deposited electronically shall be sent to an OCCA account (PayPal, Venmo, Zelle etc.).

SECTION 4- FUNDING

The OCCA Executive Board may accept on behalf of the GSO contributions of gifts or money for the stated purposes of the GSO only from individual Cocaine Anonymous groups, their members, or any organization formed by such groups. The maximum individual donation is Ten-Thousand Dollars (\$10,000) per

annum, and maximum bequest donation is Twenty-Five Thousand Dollars (\$25,000).

ARTICLE 8

CORPORATE RECORDS, REPORT, AND SEAL

SECTION 1- MAINTENANCE OF CORPORATE RECORDS

The GSO shall keep at its Area Storage Location:

- 1) Minutes of all meetings of the OCCA Executive Board and the GSO.
- 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 OCCA Bylaws as amended to date, which shall be made available to the members of the GSO and the fellowship, online, and in printed form (a fee for printing is allowed) following a formal request to a Board Member at the GSO meeting.

SECTION 2- EXECUTIVE BOARD INSPECTION RIGHTS

Every OCCA 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 GSO.

SECTION 3- ANNUAL REPORT

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

- 1) The assets and liabilities of the GSO 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 GSO for the fiscal year.

- 4) The expenses or disbursements of the GSO during the fiscal year.

ARTICLE 9

FINANCES

SECTION 1- FINANCIAL OPERATIONS

The OCCA GSO shall always maintain a financial reserve sufficient to continue all operations of the GSO.

This reserve shall be divided into two (2) categories: a Prudent Reserve and an Operating Expense Fund.

SECTION 2- DISBURSEMENT OF FUNDS

- 1) Decisions involving the spending of money, over the Board spending limit of Two Hundred and Fifty dollars (\$250.00), shall be vested solely in the majority vote of the GSO.
- 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 Treasurer/Vice-Treasurer and then the GSO as a whole, except for the OCCA Boards discretionary fund (only for the business of OCCA) that do not exceed the Board spending limit of Two Hundred and Fifty (\$250.00) dollars.
- 3) Thirty percent (30%) of all surplus monies above and beyond the prudent reserve and operating expense fund, as set forth in these Bylaws shall be donated to the Cocaine Anonymous World Service Office (CAWSO) with approval from the GSO. More can be donated if within budget.
- 4) No monies are to be paid out without obtaining receipts for goods or services, so that the GSO may have adequate records to satisfy any governmental reporting agencies and maintain a transparent financial record.

SECTION 3- CHECKING ACCOUNT AND THE SIGNING OF CHECKS

- 1) Only one (1) checking account shall be maintained by the GSO. All checks over Four Hundred Dollars (\$400.00) shall require two (2) signatures, one of which is the Board Treasurer, the other a Board Officer.
- 2) The succession of order in which the checks are to be signed is as follows:
 - a) Treasurer/Vice-Treasurer (primary cosigner).
 - b) Treasurer/Chairperson
 - c) Treasurer/Vice-Chairperson
 - d) Treasurer/Structure and Bylaws Officer
 - e) Treasurer/Secretary
 - f) Treasurer/Archivist
- 3) The Treasurer or Vice-Treasurer shall make an attempt to obtain the signature of the primary Co-signer prior to obtaining or attempting to obtain the signature of the next Board Officer. At least one board officer is required to fulfill this duty following every GSO meeting.
- 4) At the end of the fiscal year, but prior to December 31st, it shall be the responsibility of the Treasurer or Vice-Treasurer to obtain, and cause to be signed by the newly elected Board members, a signature card on the checking account for OCCA, and obtaining for destruction the current signature card from the banking institution.

SECTION 4- INVESTMENT GUIDELINES

I. GENERAL

The monies donated to the GSO from the fellowship are to be held with extreme conservatism in mind, while at the same time keeping perspective on economic conditions.

All monies not being kept in the checking account shall be placed in a savings account. Any such vehicle must meet the timing of the cash flow needs of the GSO.

II. PRUDENT RESERVE

The prudent reserve of the GSO shall be Six Thousand (\$6,000.00) dollars. This amount shall be reviewed every six (6) to twelve (12) months by the Treasurer and Vice-Treasurer and can be changed based upon their recommendation and a majority vote of the OCCA Board.

III. OPERATING EXPENSE FUND

The operation of the GSO currently requires more money than donations from individual meetings generated through the 7th Tradition. Therefore, the GSO shall maintain three (3) months of operating expenses of Two Thousand (\$2000) dollars to supplement the meeting donations ensuring the continuing operation of the Area business between fund raising events. This amount shall be reviewed every six (6) to twelve (12) months by the Treasurer and Vice-Treasurer and can be changed based upon their recommendation and majority vote of the OCCA Board.

SECTION 5- BOARD TREASURER RESPOSIBILITIES

Subject to the provisions of these Bylaws, the OCCA Board Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the GSO, and deposit such funds in the name of ORANGE COUNTY COCAINE ANONYMOUS, in such banks, trust companies or other depositories as shall be selected by the GSO.

I. RECEIPTS

The Treasurer shall give and obtain receipts for all monies due to, or payable from, OCCA.

II. RECORDS

The Treasurer shall keep and maintain adequate and correct accounts of the GSO properties, tax filings of any kind, and all business transactions with documentation available at the Area Storage Location. This person shall maintain a duplicate set of records in the Treasurer's 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 OCCA, or Federal, State, or Local agencies upon request.

III. STATEMENTS

Prepare, and submit, a monthly statement of activity to the Board and GSO meetings. Render to the Chairperson and Officers of the Executive Board whenever requested, an account of any and all of their transactions as Treasurer, and report on the financial condition of OCCA.

Prepare or cause to be prepared or cause to be certified annual and any special financial statements to be included in any required reports or documentation.

In general, perform all duties incident to the office of the Treasurer and such other duties as may be required by law, or these Bylaws, or which may be assigned to them from time to time, by the Board, the GSO, or by amendment to these Bylaws.

SECTION 6- BOARD VICE-TREASURER RESPONSIBILITIES

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

ARTICLE 10

STANDING AND ADVISORY COMMITTEES

SECTION 1- COMMITTEE TITLES

The GSO shall maintain the following standing and advisory committees:

- 1) Structure and Bylaws
- 2) Information Technology
- 3) Public Information
- 4) World Service Delegates (Advisory)
- 5) Convention

- 6) Group Meeting Relations (Advisory)
- 7) Archives
- 8) Unity
- 9) Chips
- 10) Literature
- 11) Workshop (Advisory)

SECTION 2- OPERATIONAL GUIDELINES

Subject to the provisions of these Bylaws, the GSO standing/advisory 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 OCCA Bylaws and no committee may take actions which jeopardize either the OCCA non-profit status or C.A. as a whole.
- 4) Create, update, and maintain a written Standing Operating Procedure (Called OCCA [insert name here] Committee Guidelines) for that committee. Those guidelines are free to be written and maintained in committee but must contain any pertinent structure as defined in this document under their respective descriptions and cannot conflict with the OCCA Structure and Bylaws document nor any OCCA Standing Rules.
- 5) Submit all financial support needed (Request for Funds), first in writing to the Board Treasurer, then as a motion to the GSO monthly meeting.
- 6) Submit a written report of activities at each meeting of the GSO in addition to submitting a small written update to the GSO Board meeting each month. This will be submitted to the Board secretary. (a small concise report submitted to the board and shared with the GSO as a status on committee meetings and activity).

SECTION 3- VACANCIES

Vacancies of Committee Chairs shall exist on the death, resignation, or removal of any Committee Chairperson, and whenever the number of Committees is increased. The GSO Executive Board may declare vacant the position of any Chair during their 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 GSO meetings (50% of GSO meetings per 6 months).
- 5) A member conducts themselves in a manner that is deemed to be detrimental to the welfare and best interests of the fellowship.

Any GSO Board member may make a recommendation as to whether the position should be declared vacant; however, the final decision to remove a Chairperson from their position shall be done by a majority vote of the GSO.

A vote of No Confidence shall be taken before any removal from an occupied position, and it is declared vacant, provided removal is for the reason provided in subsection (5) in this section. Any member of the body may recommend a vote of no confidence. Should this behavior continue or not be addressed a removal vote may then proceed.

If the GSO votes to remove a Committee Chairperson, the Board Chairperson or Vice-Chairperson must then declare the position vacant.

All Committee Chair position vacancies will be handled by the Structure and Bylaws Officer (as the general member-at-large) or a qualified Vice-Chairperson of that committee for a temporary replacement until the next GSO meeting, at which time nominations must be held to fill the vacancy from the GSO 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 Chairperson positions, or until their removal, as provided for in this section, whichever comes first.

A vacancy may also occur in the event a committee is defunct, and a chair for this committee may be voted in at any time during the year to fill this vacancy provided that their service is noted to go until the end of the year (upon which they may be voted in again, same as with someone filling another vacancy).

SECTION 4- NOMINATIONS AND ELECTIONS

I. NOMINATIONS

1) Nominations for Committee Chairpersons shall be announced in October and November, nominations for these positions shall be held in December. The positions that nominations shall be held for are:

- a) Information Technology Chairperson
- b) Public Information Chairperson
- c) Hospitals and Institutions Chairperson
- d) World Service Delegates/Alternates
- e) Convention Chairperson
- f) Group Meeting Relations Chairperson
- g) Unity Chairperson
- h) Chip Committee Chairperson
- i) Literature Committee Chairperson
- j) Workshop Committee Chairperson

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) The 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.
- 7) Provision made to waive any service requirement shall be determined by 2/3 majority vote of the GSO.

II. ELECTIONS

Elections for Committee Chair positions shall be held at the GSO in the month of December.

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 for each position shall be handled individually.
- 4) Each person nominated shall be given two (2) to three (3) minutes to address the GSO 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 during elections.
- 6) In order for a meeting to have a vote for new Chairpersons at the December GSO, 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 December GSO, 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) unless made otherwise by a majority vote of the GSO (at which point a secret ballot may be used). However, the nominees MAY NOT be present in the room while the actual voting is being conducted.
- 8) Two (2) election moderators selected from the fellowship as non-voting members shall oversee the nomination process and tally votes.

SECTION 5- NON-STANDING COMMITTEES

The GSO shall have such other committees as may from time to time be designated by resolution of the GSO or the OCCA Executive Board. These other committees shall act in an advisory capacity only to the appointing body and shall be clearly titled as “*Ad Hoc*” or Select committees.

Ad-Hoc committees, formed for a singular purpose of a temporary nature, may be formed at the Board’s discretion and a chairperson appointed by the Board. These Chairpersons do not receive a vote for the GSO but act solely to achieve the goal of their committee and to recommend action to the Area as a whole.

Select Committee Chairs should make monthly reports on progress to both the OCCA Board and to the GSO at their respective meetings.

SECTION 6- GENERAL GUIDELINES

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

- 1) Committee Board members (Excepting Chairpersons, which are elected by the GSO as a whole) are to be elected in committee.
- 2) Committee Board members are to serve a one (1) year term, excepting Chairpersons as provided under their respective sections.
- 3) All Chairpersons and Vice-Chairpersons of a committee should have it least one (1) year of continuous sobriety, excepting as provided under their respective sections, some Committees recommend a longer length of sobriety due to the amount of commitment involved. (This requirement can be waived by 2/3 majority vote of the GSO or their Committee respectively, and under special circumstances.)
- 4) All committees are requested to attend and stay for the duration of all GSO 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 OCCA Board meeting each month.
- 6) All Committee Chairpersons shall use an assigned email address for their duties and provide it to their successor upon completion of their term and be responsible for their upkeep and maintenance.

- 7) All Committee Chairpersons will make sure of a proper transition during “pass-it-on month” to incoming Chairpersons upon completion of their term. This is to ensure a proper spirit of rotation and smooth functioning of the GSO duties.

SECTION 7- STRUCTURE AND BYLAWS COMMITTEE

A) PURPOSE

The purpose of the Structure and Bylaws (S&B) committee is to evaluate the impact of all proposed changes, as affected by motions of the GSO, to the Structure and Bylaws of OCCA. Bylaw changes which are beneficial to the OCCA Area, shall be presented for approval to the OCCA Board and then to the GSO floor for voting. They also evaluate and look for conflicts with proposed Standing Rules and examine all legal ramifications (including to Non-profit statutes) of changes made by the GSO and OCCA Board. Legal issues arising that can affect OCCA will be within the purview of this committee.

B) COMMITTEE MAKE-UP

The Structure and Bylaws committee shall be comprised of:

- 1) The Structure and Bylaws Officer of the Area Board, who serves as its Chairperson.
- 2) Members of the GSO as approved by the OCCA Executive Board.
- 3) Members from the fellowship (there is no sobriety requirement) as approved by the OCCA Executive Board.

C) COMMITTEE REPORT

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

- 1) Any motions on the table, past or present, will affect the current structure and bylaws, distinguishing if they will affect the structure and bylaws adversely or otherwise.
- 2) Any expenditure necessary to maintain the committee.

D) FUNCTION

- 1) The S&B committee will evaluate all proposed changes to the Structure, Bylaws, and standing rules, including additions, and make recommendations to the board.

- 2) The S&B committee can hold a proposed addition or change in committee and not recommend the change to the board.
- 3) A proposed change or addition can be pulled out of committee regardless of recommendation by a 2/3 vote of the GSO as a whole.
- 4) Perform and maintain annual housekeeping of this document, documenting changes (strike and insert). Housekeeping changes to this document are allowed, so long as they are documented and do not materially change the content or intent of these Structures.
- 5) Keep this document up to date with changes and updates subject to the laws of the state of California regarding not-for-profit entities.
- 6) Keep apprised of legal matters regarding OCCA, and how laws could affect them, to include their status as a non-profit, and recommend action to the Board and GSO when these issues arise.

SECTION 8- INFORMATION TECHNOLOGY COMMITTEE

A) PURPOSE

The Information Technology (IT) Committee is a major part of our outreach program. It provides a conduit for those who seek help through the Hotline as well as the recovering addict seeking meeting information or service commitments. They do this also through the maintenance of the Area Website.

B) RESPONSIBILITIES

The IT Chairperson and Vice-Chairperson are responsible to:

- 1) Schedule and make sure phone calls are answered.
- 2) Train hotline volunteers and alternates.
- 3) Be available for guidance if questions arise.
- 4) Form a reliable sub-committee to pitch at meetings; collect telephone numbers of individuals who might be interested in volunteer or alternate positions. The requirements are as follows:
 - a) Have a working knowledge of the 12 steps of recovery.
 - b) Minimum of nine (9) months of sobriety.
 - c) Access to and a knowledge of the OCCA website.

- 5) Keep an accessible active hotline roster who can answer phone calls as they come in.
- 6) Create, review, and maintain guidelines to be used as a reference which should:
 - a) Be approved by the GSO or 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 directory.
 - g) Review a list of rules that volunteers are to adhere to.
- 7) Have a policy in place for when disputes occur during phone calls. (see WSCPI Handbook)
- 8) Maintain the Area website through an appropriate subcommittee:

I. WEBSITE SUBCOMMITTEE

A) PURPOSE

The purpose of the Website subcommittee is to create, update, and maintain the OCCA website (orangecountyca.info) and to be sure the schedules and information contained therein are accurate.

B) FUNCTION

- 1) Have a dedicated webservant(s) to assist the meetings and events with information to be provided for the Orange County Area.
- 2) Bring ideas for innovation of the website when necessary.

SECTION 9- 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.

FUNCTION GUIDELINES

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

- a. Word of mouth.
- b. Letter correspondence.
- c. Billboards.
- d. Speaking at non-C.A. meetings or events.
- e. Radio and TV Public Service Announcements.
- f. 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 Handbook 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 Service Public Information Handbook.
- 3) Have served on the GSO 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 OCCA Public Information Guidelines.
- 7) When possible, be involved in World Service P.I. calls to be up to date on the latest procedures and ideas involving P.I. for our local area.

I. COOPERATION WITH THE PROFESSIONAL COMMUNITY SUBCOMMITTEE

A) PURPOSE

This Committee, also known as CPC, attempts to establish communication between C.A. members and the professional community to find productive methods of cooperation, not affiliation. By professional community, we mean any organization or individual whose activities could provide additional contacts and exposure for the Fellowship of Cocaine Anonymous. This committee is responsible for a unique brand of 12-Step work by carrying the message of C.A. to professionals who, in their line of work, may have some supervisory capacity or direct contact with individuals who may have a problem with cocaine, alcohol, or other drugs. This involves informing the professional(s) of what C.A. does, setting up meetings and, above all, honoring the commitments you make to them.

Those include, but are not limited to:

- Employee Assistance Programs (EAPs).
- Health and treatment professionals and their organizations.
- Schools and universities.
- Law enforcement agencies.
- Trade unions.
- Local and State government social service agencies.
- Private social service agencies (churches, charities, etc.).
- Outside helplines and directories.
- Medical associations.
- Court systems.

B) FUNCTION

- 1) The CPC committee shall divide the OCCA area into smaller geographical areas and assign a CPC Committee Representative responsible to their assigned areas. The size of the areas and the number of representatives needed shall be established in committee.
- 2) The CPC Committee Representatives will attempt to reach out to various professionals (such as mentioned above under Section 18, Subsection A.) in doing so they will establish what C.A. is and what we can and cannot do in helping these professionals with addicts in our communities.

- 3) CPC Committee Representatives shall attempt to establish C.A. as a city resource for various local government agencies (City Halls, Fire Departments, Police Departments, etc.).
- 4) CPC Representatives will coordinate with the P.I. committee in order to provide literature and presentations to the various professionals they encounter and acquire information from these professionals once a working relationship is established. This give and take is to include:
 - 5) Mailing lists of associations, agencies, or any professional contacts.
 - 6) Listings and notices in professional journals and newsletters, providing phone numbers to the addict who still suffers.
 - 7) Addict referrals to the Fellowship.
 - 8) In performing these duties, the CPC committee shall always be mindful of the 12 Traditions of C.A. While doing CPC work with any outside entity, they need to always to remember "COOPERATION NOT AFFILIATION".
 - 9) The C.A. World Service Public Information Handbook should always be consulted prior to undertaking any of these tasks.

SECTION 10- HOSPITALS AND INSTITUTIONS COMMITTEE

Hospitals and Institutions (“H&I”) is a large standing committee which conducts its own operations subject to H&I Standard Operating Procedure (H&I Committee Guidelines), which may not conflict with OCCA Structure and Bylaws.

A) PURPOSE

The sole purpose of the OCCA 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 those addicted to cocaine and/or all other mind-altering substances, 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”.

A) REPRESENTATION

- 1) Representation at the GSO meeting will be by their selection process. The individual's responsibility will be to present H&I's message and views to the GSO.
- 2) Representation at the OCCA Board meeting will be to:
 - a) Provide a monthly report of general status and major issues.
 - b) Provide the current request for funds for the H&I committee.

B) CHAIRPERSON DUTIES

- 1) Be sure to submit a current roster of all H&I Panels to include those that are on hold.
- 2) Be ultimately responsible for all H&I panels.
- 3) Working knowledge of the status of panel leaders and active communication to those leaders within the committee.
- 4) Be capable of presenting the message of C.A. in the capacity of H&I.
- 5) Careful to avoid outside affiliation and of how they represent OCCA. (Refer to WSC H&I Guidelines)
- 6) Prepare and maintain the Guidelines for OCCA H&I, they may not conflict with OCCA Structure and Bylaws.

SECTION 11- WORLD SERVICE DELEGATES (Advisory)

The purpose of the World Service Conference Delegates and Alternates is to represent our area at the WSC in helping to make world-wide decisions. When delegates attend the conference meetings, they bring to it the concerns of their area. They consider and vote on all questions, not as representatives of individual areas, but as members of the conference whose duty it is to act in the best interest of C.A. as a whole. The Delegates and their Alternates also act as advisors to the Area body. Their committee shall act in an advisory capacity only to the appointing body (the GSO) and shall be clearly titled as an "advisory" committee. No Chair will be appointed as the delegates serve in an equal capacity.

A) REQUIREMENTS

All Delegates and their Alternates:

- 1) Shall be elected from the GSO floor, with automatic nominations given to Alternate delegates to succeed their Delegate.
- 2) Shall have a minimum of four (4) years continuous sobriety for delegates and two years (2) for Alternates.

- 3) Shall have at least one (1) year for delegates and six (6) months for Alternates of active service on the GSO floor.
- 4) Shall have a working knowledge of the 12 Steps, the 12 Traditions, 12 Concepts of World Service and Robert's Rules of Order.
- 5) Should have time available- not only for attending the Conference, but for all efforts necessary before and after the conference, including studying the World Service Conference (WSC) Charter to achieve a working knowledge of the WSC and the Regional Assemblies and Caucuses.
- 6) In general, must be capable of adherence to the standing rules of the C.A. WSC, and knowledge of the C.A. service structure.
- 7) Serve on the Group Meeting Relations committee as described in Article 10, Section 14.

B) TERM

- 1) The number of WSC delegates to serve the area shall be based upon the WSM guidelines, which is 2 Votes for the first 25 meetings, or any portion thereof, then 1 additional Vote for meetings over 25. (See WSM for the number of votes past 3) There shall be one (1) Alternate per Delegate.
- 2) Delegates shall serve a term of four (4) consecutive conferences. Alternates shall serve for two (2) years with an option to serve another two (2) with a ratification vote. If the ratification is not passed, then nominations for the vacant position may proceed. (Excepting force majeure conditions, in which the term may lengthen)
- 3) Loss of sobriety is an automatic disqualification.
- 4) Any Delegate/Alternate may be removed from this position by a majority vote of the GSO for:
 - a) Lack of attendance (as described hereafter).
 - b) By any conduct that is deemed by a 2/3 majority vote of the GSO to be detrimental to the welfare or best interest of the fellowship.

C) ALTERNATE DELEGATES

- 1) Shall be elected from the GSO floor. One Alternate per Delegate shall work with a specific delegate to be able to take over their position if needed.
- 2) Shall be capable of fulfilling all the obligations of a WSC Delegate.

- 3) Shall automatically be nominated to succeed the vacating delegate that they are working with.
- 4) In the event that a WSC Delegate cannot attend the conference, the alternate that is working with that delegate, shall fulfill the delegate's obligation at the conference. When serving in this capacity they will be reimbursed as the acting Delegate. 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 4) before the next scheduled WSC
- 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 11, Subsection D, Item 3.
- 8) Serve on the Group Meeting Relations committee.

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 WSO 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 WSO and the WSC 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. (To include in participation of area events and attend meetings in the area regularly.)

- 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) GSO meetings out of every calendar quarter.
 - b) The Delegates and Alternate Delegates shall divide the OCCA 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.
- 6) They cooperate with the WSO 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 and issues with Area Guidelines (including use of the C.A. logo, name, and slogan. See C.A. WSM Statement of Policy).
- 8) Delegates will be sensitive to the needs and reactions of their areas. After the Group Service Representatives (GSRs) 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 WSC.
- 10) They keep their Alternate Delegates fully informed so that their Alternate can replace the Delegate in an emergency.
- 11) They shall help all newly elected WSC Delegates by passing on knowledge of WSC procedures.
- 12) It is recommended that all new delegates for the WSC have replaced the outgoing delegate prior to the Regional Service Caucus.
- 13) Delegates and Alternate Delegates from the OCCA area that are elected by the GSO are recommended to reside in the area they have been appointed to (Orange County). They must physically attend the OCCA GSO and OCCA Meetings.
- 14) Perform the functions of Article 10, Section 11, and Subsection D, Item 3.

SECTION 12- CONVENTION COMMITTEE

A) PURPOSE

The convention committee is responsible for doing the footwork to put on an annual Orange County Area 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 Bylaws. This committee is unique in that it may be active or inactive, depending on the planning stage and financial feasibility of a convention at any given time.

B) CHAIRPERSON REQUIREMENTS AND POSITION DESCRIPTION

- 1) They shall have two (2) years of sobriety, with 6 months service in area and have a broad range of planning experience. The Chairperson is to be elected from the GSO floor.
- 2) This Position shall be a two-year commitment.
- 3) The Chairperson must be sure to appoint subcommittee heads that will be personally responsible and involved in all levels of commitments to the convention. These subcommittees are to be named by the committee itself to fulfill the need of the convention committee.
- 4) To serve as a direct link to the OCCA Board, GSO, and when necessary, the Unity committee so as to not have any conflicts in events in the area.

C) OPERATIONAL GUIDELINES

- 1) A general budget will be set in committee and submitted to the Treasurer for review in order to advise the Board, then for approval at the GSO if the event is affordable, or the Treasurer 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 GSO approval.
- 3) The OCCA 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, including dissemination of any and all information useful to the incoming committee, then and only then will the current committee 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 and the WSO.

D) CONVENTION GUIDELINES

- 1) OCCA Board members may participate in, but not function as Chairpersons (subcommittees included) for the convention.
- 2) Speakers should be members of the C.A. 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 OCCA permission. (See WSCPI Handbook)
- 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 bylaws, 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 pertaining to its conduct to the extent that such rules and regulations are not inconsistent with the OCCA Bylaws.

SECTION 13- GROUP RELATIONS COMMITTEE (Advisory)

A) PURPOSE

The purposes of this committee are to provide current information to the Board Secretary regarding meeting schedules, perform the research of the GSO regarding established meetings, and act in an advisory capacity to aid in the

starting-up of new meetings, by providing guidance and materials should the group accept.

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

B) FUNCTION

- 1) The Group Relations (GRC) committee shall divide the OCCA area into smaller geographical areas and assign an GRC 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.
- 2) The GRC shall at minimum consist of the Chairperson of the committee and the three (3) World Service Delegates and their Alternates. A Delegate or Alternate ideally should be the Chair of this committee during their term.
- 3) The GRC Representatives shall establish and maintain costs and records of communication with the officers of the meetings in their area.
- 4) The GRC representatives shall keep the GRC Chairperson informed of all new meetings accredited and all contacts made to the meetings. This should be done prior to each month's regularly scheduled Board meeting.
- 5) The GRC Chairperson shall include a brief synopsis of all the GRC actions in each month's report to the Board.
- 6) All new meetings, wanting to be a part of the OC Area of C.A., shall be accredited (by vote of the GSO) after their fourth (4th) regular meeting, providing that the meeting fulfills certain criteria as set forth by C.A. World Services, C.A. Traditions, or these Bylaws.
- 7) Provide "starter kits" to new meetings, or the weblink or form to World Services to be provided with one (to include meeting formats, starter literature packets, books, etc.)

C) OUTLINE OF GUIDELINES FOR MEETING ACCREDITATION

The GRC Representative that is going to a new meeting for the purpose of accrediting that meeting as an autonomous group of OCCA 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) Read "We Can Recover" taken from "Hope, Faith, and Courage", this encompasses the 12 Steps.
- 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 available be consistent with World Services approved guidelines, separating approved from non-approved literature.
- 8) That there be a brief, organized, and timely GSR report with current information at each meeting.
- 9) That the meeting adheres to the 12 Traditions of C.A.
- 10) "Who is a Cocaine Addict?" from the pamphlet "To the Newcomer" shall be read at the beginning of each meeting.

D) REPRESENTATION

Representation is a function of the GRC committee. Their sole purpose is to guarantee at each meeting a representative at the GSO.

- 1) If a meeting has not had a GSR or elected alternate GSR at the GSO for two (2) months in a row, the Representation committee shall contact the meeting officers to discuss the importance of their representation at the GSO level.
- 2) Make sure that a meeting does not have a GSR that has been serving as a GSR for two (2) meetings for more than sixty (60) days. The GRC representative should remind them that a GSR has only one vote and that their group without a vote has no voting voice.
- 3) Offer guidance on ways to guarantee the meetings representation at the GSO, including reminding the GSR of when the next GSO meeting is, and electing an alternate GSR, or making sure to send their proxy vote with an approved voting member to be registered with the board secretary before roll call. (This counts as an absence but will still make sure the meeting has a voice on a temporary basis).

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 OCCA Board and the GSO 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 GSR 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) Publicization of Speakers:

A speaker at a regular meeting should be publicized only by word of mouth, excepting with permission of the speaker.

SECTION 14- ARCHIVES COMMITTEE

A) PURPOSE

Archives are a place where records are kept that are of historical interest to the OCCA area, and C.A. as a whole. 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 GSO meetings and OCCA Board meetings. Archives are maintained by the OCCA Archives Officer.

B) COMMITTEE MAKEUP

The Archives committee shall be comprised of:

- 1) The Archivist of the OCCA Board, who serves as its chairperson.
- 2) Members of the GSO.
- 3) The Board Secretary who sits on the committee to ensure GSO and Board records are transferred successfully.
- 4) Members from the fellowship (there is no sobriety requirement) as approved by the Committee Chair.

SECTION 15- UNITY COMMITTEE

A) PURPOSE

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. These elements may include: race, ethnicity, national origin, gender, sexual preference, age, disability, and/or native language.

B) FUNCTION

- 1) The Unity Committee shall divide the OCCA area into smaller geographical areas and assign a Unity 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.
- 2) The Unity Representatives shall provide reports on meetings they attend to the Unity Chairperson for their monthly report who shall provide an update on meeting wellness in the OC area.
- 3) The Unity Representatives shall determine issues arising in the fellowship due to our diverse elements and to propose solutions, such as: Spanish speaking meetings, traditions meetings, etc. These will be provided to the Board as recommendations by the Committee.

- 4) The Unity Committee should work with the GMR Committee to attend to all meetings in Orange County and talk to the meeting Secretaries and GSRs, to reduce or eliminate dissension between/among meetings by promoting Unity under the 1st Tradition.
- 5) Work with Public Information, and other committee chairs to Sponsor annual workshops, events, fundraisers, and other forums to promote C.A. unity.
- 6) Contact other area Committee Chairpersons, World Service Delegates, etc. to coordinate with OCCA committees for events/fundraisers and outreach opportunities.

C) CHAIRPERSON REQUIREMENTS AND POSITION DESCRIPTION

- 1) Suggested two (2) years of continuous sobriety with knowledge being a GSR, and a broad range of GSO experience.
- 2) It is a two (2) year commitment, and it is suggested that they serve as Vice-Chair of this committee prior to election.
- 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 OCCA Board, the GSO, and the Activities subcommittee of Unity.
- 6) Should solicit, collate, and report to the Board as well as the GSO, suggestions of events the fellowship would like the area to sponsor. They should also attempt to hold events in all areas of Orange County.
- 7) A written report shall be submitted at each OCCA Board meeting to include:
 - a) A calendar of events, both current and future.
 - b) Potential budgets to be approved by the OCCA Board to be considered by the GSO.

D) OPERATIONAL GUIDELINES

Operational guidelines shall be implemented as follows:

- 1) A minimum of ninety (90) days prior to all planned functions, the Unity Chairperson shall submit a proposed budget to the OCCA Board for consideration. This proposal is *suggested* to include a minimum of three (3) bids on all items of the expenditure.
- 2) All budgets and expenditures must then obtain final approval from the GSO floor by majority vote.
- 3) Must provide to the Board Treasurer receipts for review, to keep track of all expenditures.
- 4) Must create and maintain additional written operational guidelines for use within their committee.

I. ACTIVITIES AND FUNDRAISING SUBCOMMITTEE

A) PURPOSE

The Activities and Fundraising subcommittee of Unity is responsible for doing the footwork to put on any special informational seminars, marathons, celebrations, fund-raisers, picnics, annual events, or other special meetings. Not all activities are to fundraise, but OCCA recognizes the opportunity to generate funds when able.

SECTION 16- CHIP COMMITTEE

A) PURPOSE

The purpose of the chip committee is to provide Milestone Chips to the meetings of OCCA.

B) FUNCTION

The Chip Committee Chairperson shall:

- 1) Work with the Treasurer to determine an amount of funds feasibly available for purchases, establish a monthly operating inventory, and maintain an inventory adequate to the areas average two (2) months usage.
- 2) Make Requests for those funds at Area meetings to make purchases.
- 3) Place orders for chips with C.A. World Service.
- 4) Pick up the order.

- 5) Have chips ready for sale at the monthly GSO meeting and have order forms prepared.
- 6) Fill orders submitted by the GSRs during the GSO meeting.
- 7) Create and maintain an up-to-date, monthly list of inventories.

SECTION 17- LITERATURE COMMITTEE

A) PURPOSE

The purpose of the Literature Committee is to provide pamphlets, books, and other C.A. WSC approved literature to the meetings of OCCA.

B) FUNCTION

- 1) Work with the Treasurer to determine an amount of funds feasibly available for purchases, establish a monthly operating inventory and maintain an inventory adequate to the areas average two (2) months usage.
- 2) Make Requests for those funds at Area meetings to make purchases.
- 3) Place orders for pamphlets, books, etc. with C.A. World Service.
- 4) Pick up the order.
- 5) Have literature ready for sale at the monthly GSO meeting and have order forms prepared.
- 6) Fill orders submitted by the GSRs during the GSO meeting.
- 7) Create and maintain an up-to-date, monthly, operating guidebook of procedures and inventories.

SECTION 18- WORKSHOP COMMITTEE

A) PURPOSE

To provide to the members of C.A. the opportunity to attend a facilitated workshop for the completion of their 4th step of the 12 steps of Cocaine Anonymous.

B) FUNCTION

- 1) Provide a location for the workshop to take place once a month.

- 2) Provide the materials necessary to facilitate the workshop.
- 3) Provide a facilitator to run the workshop.
- 4) Recommended to budget for a monthly prudent reserve of \$200 for any cost incurred by the workshop.

C) DISCLAIMER

This workshop may have the use of non-World Service Conference approved literature in the execution of the workshop. This is simply a facilitation of the process and does not imply affiliation with any outside source.

THIS IS NOT A C.A. FUNDRAISING WORKSHOP. Its purpose is solely to help with the completion of the 4th step.

D) CHAIRPERSON DUTIES

- 1) Plan a yearly schedule for a facility.
- 2) Purchase necessary materials for the use of the workshop.
- 3) Provide a facilitator for the workshop.

ARTICLE 11

THE BOARD AND AREA MEETINGS, AND STORAGE AND ARCHIVE LOCATION

SECTION 1- BOARD AND AREA MEETING LOCATIONS

The location of the meeting area of OCCA for the Executive Board and other meetings, as set forth herein is:

Area Meeting at: Orange Coast Unitarian Universalist Church 2845 Mesa Verde Dr. E Suite 8 Costa Mesa CA, 92627

The OCCA Board of Directors may meet anywhere designated by the Chairperson up to fourteen (14) days prior to meeting, including online meetings.

The GSO may locate its meetings elsewhere, upon appropriate decision by the Board and by final resolution of the GSO, as provided for in these Bylaws.

The meeting place of any committee maintained by the GSO may be chosen by the individual committees, to include online meetings.

SECTION 2- AREA STORAGE AND ARCHIVES LOCATION

The GSO will maintain both a P.O. Box and a Central Storage Facility. The Central Storage shall be the repository of all Archival Records and any property of OCCA not in use by its members. At least three (3) Board Members, who shall be the Chair, Vice-Chair, and Treasurer, shall keep keys to the storage. The location of the Central Storage shall be determined, and changed if so decided, by the GSO. The storage unit should always be in the name of one of the three board members with a key.

The following information is subject to change by resolution of the GSO by majority vote-

The P.O. box address is at: P.O. Box 1374 Costa Mesa CA, 92628

The storage Unit is currently located at: I-5 Self Storage 2631 Michelle Dr Tustin CA, 92780

ARTICLE 12

NON-PARTISAN ACTIVITES

In keeping with our Traditions: 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

BYLAWS

“We hereby Incorporate using the name OC Cocaine Anonymous, doing business as Orange County Cocaine Anonymous (OCCA)”

SECTION 1- PROVISIONS

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

- A) Subject to the power of the members, if any, to change or repeal these Bylaws by approval of the GSO, unless the bylaw 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 bylaw 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 OF PROPOSED BYLAW AMENDMENTS

All proposed amendments to these Bylaws shall first be submitted in writing to the Structure and Bylaws committee, which will evaluate the impact of proposed changes and report to the GSO Board.

SECTION 3- AMENDMENTS

After submission to and evaluation of impact by the Bylaws committee, these Bylaws shall be amended by majority vote of the GSO in the following way:

- 1) A motion for an amendment is made and seconded
- 2) The motion is passed by a 2/3rds majority vote.

ARTICLE 14

WSC PARLIAMENTARY PROCEDURE GUIDELINES

(Adapted From Robert's Rules of Order)

“The purpose of parliamentary procedure is ...—to permit a majority to accomplish its ultimate purpose within a reasonable period of time but only after allowing the minority reasonable opportunity to express its views on the question at issue.”

- Lehr Fess, Former Parliamentarian, U.S. House of Representatives

This brief summary of parliamentary procedure, drawn largely from Robert's Rules of Order, was prepared for use at the World Service Conference. The Conference believes that it may also be of use to Areas and Districts. Please use it in the spirit that it is intended; to aid in the orderly conduct of business meetings. It does not replace or take precedence over a charter, bylaws, standing rules, or the principles upon which the traditions, the steps and the Twelve Concepts for Service are based.

A potential exists for one or more people to use parliamentary procedure to control and/or otherwise manipulate a group away from its intention. Scrupulous and incessant attention to principle is the only way to prevent these guidelines for business meetings from being used to circumvent or unjustly influence the Group Conscience.

Motion to Divide so that portions of the Main Motion may be debated and voted upon separately.

RECOGNITION

A member desiring to speak or make a motion shall raise their hand until recognized by the Chairperson. For motions not requiring recognition, the member must stand and speak, interrupting the current speaker. The ONLY motions where this is in order are:

1. Objection to Consideration.
2. Appeal from Decision,
3. To Rise to a Point of Order; and
4. Parliamentary Inquiry.

MAIN MOTIONS

A Main Motion is any motion that brings business before the Conference. Main Motions must be seconded, are debatable and require a majority vote for adoption. Main Motions should be simply worded and not include arguments for their adoption. Complicated or long motions may be divided by a debated and voted upon separately.

FRIENDLY AMENDMENT

The offering and acceptance of friendly amendments are a regular practice on the Conference floor. Speakers are permitted to suggest changes to the wording, grammar, punctuation, or minor changes in the content of Main Motions As practiced by the Conference, if accepted by the maker of the Main Motion and there are no objections from the floor, the changes are added to the Main Motion without a separate vote. If there is an objection, a Motion to Amend may be made.

AMEND

Main Motions and the Motions to Limit Debate and Refer to Committee may be amended. Motions to Amend must be seconded, are debatable and require a majority vote for their adoption. Amendments to amendments are permitted but an amendment to an amendment may not be amended.

LAY ON THE TABLE

A motion tabled may not be taken from the table the same day. Tabling therefore has the effect of postponing action on the motion in question. The Motion to Table requires a second but is not debatable. It requires a majority vote to Table.

REFER TO COMMITTEE

Motions may require the attention of a standing committee (which always exists) or an ad hoc committee (created for a special purpose). The Motion to Refer must be seconded, is debatable and requires a majority to adopt. A motion referred to committee may be renewed on the floor after review by the committee.

CLOSE (OR LIMIT) DEBATE

Otherwise known as “Calling the Question”, the motion to Close Debate and vote immediately on the Main Question requires a second, is not debatable and requires a 2/3rds majority to pass. The Motion to Limit Debate to, for example, 20 minutes, applies only to the Main Motion being considered and requires a 2/3rds majority.

WITHDRAW THE CURRENT MOTION

A member making a motion may decide, after it has been seconded that they wish to withdraw the motion. The Chairperson will ask for objections. If there are any, the Chair will call for a vote on whether to allow the motion to be withdrawn. The Withdraw Motion is not debatable and requires a majority of those voting for adoption.

RECONSIDER

A Motion to Reconsider a previous vote, if successful, returns the previous motion to the floor as if no vote had ever been taken, and debate begins anew. The motion to Reconsider may only be made and seconded by members who voted with the prevailing side. The Motion to Reconsider must be made in the same day as the motion being reconsidered. It is debatable if the motion to which it applies was debatable. Adoption of a motion to Reconsider requires a simple majority vote. No motion may be twice reconsidered.

RESCIND (PASSED MOTION)

The Motion to Rescind, unlike the Motion to Reconsider, overturns the passage of the previous motion. If the Motion to Rescind succeeds, the affected motion (which previously passed) now fails. Any member may make or second a Motion to Rescind and it may apply to any motion passed at any time during the Conference. It requires a second and is debatable. It requires a 2/3 vote, to pass unless at least one day's notice is given of the attempt to rescind. If previous notice is given, only a simple majority is required to adopt.

SUSPEND THE RULES

This Motion must be qualified by stating why the rules should be suspended, i.e., to consider a motion out of order of the agenda or accepted procedure. Suspending the rules may not be used to bypass the charter or bylaws but may be used to suspend the effect of standing rules or previous motions only when passed by a 2/3rds majority. —Simple suspensions, which are used to consider a motion out of its order in the agenda, require a simple majority. Neither motion is debatable; both require a second and are in effect only until the reason for suspension is resolved.

EXAMPLE: I move we suspend the rules to elect a new Conference Committee Chairperson before taking action on the Conference Committee's recommendations. (Requires simple majority) motion to be displayed using an overhead projector. (Requires 2/3 majority).

EXAMPLE: I move we suspend Standing Rule #11 to allow a Revised 12/12 motion to be displayed using an overhead projector. (Requires 2/3 majority)

OBJECTION TO CONSIDERATION

Occasionally, a ridiculous, offensive, or repugnant motion is made by an obstreperous member to insult or otherwise waste the Conference's time. A member may rise without being recognized, saying, and —**Madame /Mr. Chairperson, I object to the consideration of this motion.** This motion requires no second and is not debatable. The Chairperson must immediately call for a vote.

If more than one third votes for the consideration of the motion, the objection is overruled.

APPEAL FROM DECISION

Any decision by the Chairperson (or Parliamentarian) may be appealed. The appeal is debatable only if the challenged decision refers to a debatable motion. The appeal requires a second and a majority vote reverses the decision of the Chair. All appeals must be made immediately after the decision in question.

REQUESTS AND INQUIRIES

1. Parliamentary Inquiry- A member who has a question regarding parliamentary procedures, rules of order, and items in the World Service Manual or parliamentary strategies may make a parliamentary inquiry of the chair. Without being recognized by the chair, a member may rise saying:

—**Madame/Mr. Chairperson, I have a parliamentary inquiry!** The question must be related to the business at hand and asks for the opinion of the chair. It is not a ruling of the chair and cannot be appealed. If a motion is made despite the chair 's opinion, and the chair then rules the motion out of order, that ruling may be appealed.
2. Point of Order- A member who feels that the parliamentary procedure is out of order may rise saying:

—**Madame/Mr. Chairperson, I rise to a point of order!** When the chairperson asks for his/her point, (s) he states where a motion is out of order, where a parliamentary procedure is incorrect, where a proposed motion violates the charter, a previously enacted bylaw, a standing rule, or a motion. The Chairperson immediately rules on the validity of the point,
3. Point of Information- A Point of Information is a request for information about a motion or the suspected impact of a motion being considered.

MOTION TO ADJOURN (RECESS)

The Motion to Adjourn is debatable only when there are no other motions before the Conference. It is in order only when the time for the next meeting has been determined. To adjourn for a short period (Recess), the motion to Recess may be made. The duration of the Recess is required in the motion. It is advisable that the reason for the Recess be stated.

EXAMPLE: I move we recess until 1 PM for lunch.

EXAMPLE: I move we recess for 15 minutes to get coffee.

RULES FOR VOTES ON MOTIONS

QUORUM

A quorum shall be defined to be 2/3 of the Conference votes present at Roll Call for that particular Conference Session. The membership of the Conference shall be determined by a call of the roll at the first regularly scheduled session of each Conference Day. It is the Chairperson's responsibility to verify that a quorum is present whenever there is a vote on any motion. A member doubtful of the quorum may rise to a Point of Order by saying, **—I question the quorum or —I challenge the quorum.** Rules and precedence are the same as for Rise to a Point of Order. NOTE: A quorum is not necessary for discussion, debate, or committee reports.

PASS/FAIL

A simple majority is defined to be 50 % plus 1 of votes cast excluding abstentions. Most motions require only a simple majority. The following motions require a 2/3rds margin:

Motion to Close (or Limit) Debate

Motion to Suspend the Rules (Charter or Bylaws)

Motion to Object to the Consideration

Determination of whether a motion passes or fails shall be as follows:

If AYES > NAYS then Motion passes.

If AYES < NAYS then Motion fails.

If AYES = NAYS then Chairperson casts deciding vote.

METHODS: Voting shall be by one of four methods.

1. Voice: If the Chairperson or a member is in doubt of the outcome, either may call —**Division of the House**. The Chairperson will then call for show of Hands.
2. Hands: The Chairperson makes a visual inspection of hands raised for and against and declares the result. Questionable results will be counted.
3. Count: The Chairperson shall appoint two assistants to help count the votes. When all three counters agree, the outcome will be announced.
4. Secret: Rarely used, but the Chairperson may call for a ballot where the anonymity of votes is considered important.

The Chairperson decides which method of voting will best serve the interests of the Conference, except when a Division of the House is called.

ELECTIONS

The Chairperson shall call for elections where necessary or as the agenda specifies. The procedure shall be to ask for nominations from the floor. Nominations must be seconded. After a cogent pause in nominations, the Chairperson shall ask someone to move that nominations be closed. This requires a second before voting. The Chairperson shall determine if those nominated shall speak. The election shall proceed after the candidates have left the room. If one candidate does not receive a majority of the votes, the two receiving the most votes shall remain outside the room while a runoff election is held. If a secret ballot is held, it is not necessary for the candidates to leave the room.

AREA PARLIAMENTARIAN

The Area body (GSO) may appoint a designated Parliamentarian in order to interpret and advise the Area with nonpartisan guidance on parliamentary rules and procedure. This post is advisory only and serves at the discretion of the body as a whole. This service commitment is at will, with no term, and can be rotated by the Area Board or GSO at any time. This post does not carry a vote (although the Parliamentarian may carry a vote serving in another capacity), and should have the following qualifications:

- 1) Have previously served a minimum of 1 (one) year at the Area (or higher) level.
- 2) Be familiar with any local customs regarding debate and voting (Modified Robert's Rules).
- 3) Have a working knowledge of the 12 Traditions and 12 Concepts of World Service.
- 4) Have a working knowledge of Robert's Rules of Order.

ARTICLE 15

COCAINE ANONYMOUS NAME, LOGO, AND SLOGAN

Use of the Cocaine Anonymous Name, Logo, and Slogan ("We're here and we're free") shall be approved for use (flyers, memorabilia, etc.) by the Board of OCCA or by the GSO after it's submission to a GSO Board member or a WSC Delegate who will share it and recommend action. Its approval can be submitted by GSRs or CA members for meetings (Including to start new meetings), and the GSO Board members or Committee Chairs for usage at the area level. Approval requires a simple majority of the Board or the GSO. When a vote of approval is given, the Area Chairperson must give approval in writing. Usage approval must follow the guidelines as follows taken from the WSM Statement of Policy:

STATEMENT OF POLICY

Who may use the name "COCAINE ANONYMOUS," the block letters "CA," the official COCAINE ANONYMOUS LOGO* (hereinafter "logo"), future variations of the logo, the book titles: "A QUIET PEACE", "HOPE, FAITH & COURAGE II," "HOPE, FAITH & COURAGE: STORIES FROM THE FELLOWSHIP OF COCAINE ANONYMOUS," and the motto "WE'RE HERE AND WE'RE FREE:"

A. A Cocaine Anonymous "Group" as defined herein, for its function of organizing and operating a regularly scheduled C.A. meeting. A C.A. Group may not use the name, letters or logo for any other purpose (including without limitation, dances, conventions, memorabilia, or fund raising events) without the prior written consent of its Area/District Chairperson after a vote taken by the Area/District Service Committee.

B. A C.A. District/Area has the ability to delegate the use of the C.A. name and/or logo on memorabilia. Proper discussion at the Area/District service committee meeting shall be part of the process.

C. Cocaine Anonymous World Service Office, Inc. (a California corporation) and Cocaine Anonymous World Services, Inc. (a California corporation).

D. To avoid implied affiliation, when referencing the name Cocaine Anonymous, the block letter CA, the official Cocaine Anonymous logo (hereinafter logo), future variations of the logo, and the motto We're Here and We're Free®, on publications such as flyers, newsletters, directories, the following disclaimer should be used: "In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization or institution."

E. Any media (printed, electronic, or otherwise) to be made available by the group, district, or area, to the fellowship, shall have prior approval from the respective service body.

F. The service body granting the use of the C.A. logo shall be responsible for ensuring that the proper C.A. logo, with applicable trademarks as shown below, is used on printed materials and memorabilia.

G. Although not officially adopted, when using the green color traditionally used by CAWSO Inc., the Pantone # is 3292 and the calibrated CMYK values be used.

H. When incorporating, no individual or entity may use the name "Cocaine Anonymous" alone or within the corporation name for incorporation purposes.

Either of the Cocaine Anonymous logos must be used in their entirety as shown below. The first official logo includes the inner circle of the logo that contains the —CA, the outer circle which contains the text —HOPE FAITH COURAGE and the registered trademark symbol outside the outer circle. The other official logo includes the inner circle of the logo that contains the text —CA, the outer circle which contains the text —HOPE FAITH COURAGE and the registered trademark symbol. No other text or design element may touch, overlap or show through behind the logo other than a solid color. The block letters CA may only be used alone when they bear no resemblance to the inner circle type style of the official logo.



ARTICLE 16

STANDING RULES

The GSO shall allow Standing Rules to complement these Structure and Bylaws, so long as they do not conflict. Standing Rules should be offered first to the Structure and Bylaws Committee to determine if they conflict, and if the recommendation is that they do not, it may proceed to a motion for the GSO to approve by a majority vote. A standing rule may be brought out of committee to the floor only by recommendation of the Structure Bylaws Committee or by 2/3rds vote of GSO members.

The Standing Rules of OCCA may be recorded here and are as follows:

SR-1: *Written Committee Reports may be given to the Board and GSO meetings in the form of an email sent to the Board Secretary.*

SR-2: *Meeting minutes are to be approved at the beginning of each GSO meeting and should be read by voting members before the meeting.*

GLOSSARY OF TERMS AND ABBREVIATIONS

(This section may be added to, or edited by the Structure and Bylaws Committee at any time)

Terms:

OCCA Executive Board; Colloquially OCCA Board, Board, Board of Directors- This is the Executive board comprising the 7 executive officers of the Orange County GSO.

Abbreviations:

C.A.: Cocaine Anonymous

CATW: Celebrate Around the World

CAWS: Cocaine Anonymous World Service

CAWSO: Cocaine Anonymous World Service Office

CPC: Cooperation with the Professional Community

GRC: Group Relations Committee

GSO: General Service Organization

GSR: Group Service Representative

H&I: Hospitals and Institutions

OCCA: Orange County Cocaine Anonymous

PI: Public Information

S&B: Structure and Bylaws

SR: Standing Rule

WSC: World Service Conference

WSCPI: World Service Conference Public Information

WSM: World Service Manual

(For more information regarding terms see the CA WSM)

APPENDIX I

CONFLICT OF INTEREST POLICY

Article I. Overview

Purpose

The purpose of this policy is to help board members of Orange County Cocaine Anonymous to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of O.C.C.A. and manage risk. Conflicts of interest commonly arise, and do not need to present a problem to the organization if they are openly and effectively managed. It is the policy of O.C.C.A. as well as a responsibility of the board, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations to O.C.C.A. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Why is a policy necessary?

As a nonprofit, charitable organization, Orange County Cocaine Anonymous is accountable to both government agencies and members of the public for responsible and proper use of its resources. Board members have a duty to act in the organization's best interests and may not use their positions for their own financial or personal benefit. Conflicts of interest must be taken very seriously since they can damage the organization's reputation and expose both O.C.C.A and affiliated individuals to legal liability if not handled appropriately.

Who does the policy apply to?

This policy applies to the board members of Orange County Cocaine Anonymous.

Article II. Definitions

Definition of Conflict of Interest

A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional interest or public interest.

Interested Person

Any board member who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- An ownership or investment interest in any entity with which O.C.C.A. has a transaction or arrangement,
- A compensation arrangement with O.C.C.A. or with any entity or individual with which O.C.C.A. has a transaction or arrangement, or
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which O.C.C.A. is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2 of IRS form 1023 clarifies that a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

What are some examples of potential conflicts of interest?

It is impossible to list all the possible circumstances that could present conflicts of interest. Potential conflicts of interest include situations in which any board member or that person's relative or business:

- Has an ownership or investment interest in any third party that O.C.C.A. deals with or is considering dealing with.
- Serves on the board of, participates in the management of, or is otherwise employed by or volunteers with any third party that O.C.C.A. deals with or is considering dealing with.
- Receives or may receive compensation or other benefits in connection with a transaction into which O.C.C.A. enters.
- Receives or may receive personal gifts or loans from third parties dealing with O.C.C.A.
- Serves on the board of directors of another nonprofit organization that is competing with O.C.C.A. for a grant or contract.
- Has a close personal or business relationship with a participant in a transaction being considered by O.C.C.A.
- Would like to pursue a transaction being considered by O.C.C.A. for their personal benefit.

Article III. ProceduresResponsibility of the Board

The board is responsible for:

Establishing a system for identifying, disclosing and managing conflicts of interest across the organization, monitoring compliance with this policy, and reviewing this policy on an annual basis, [following the annual general meeting], to ensure that the policy is operating effectively.

Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Confidentiality of Disclosures

The executive board will have access to pertinent information via the board secretary. The board will notify O.C.C.A. world service delegates of any disclosures, who will provide oversight. Determination of conflicts of interest should be audited by world service delegates. When world service delegates also serve on the executive board, a designated board auditor will assure concurrence of determinations.

Action Required for Management of Conflicts of Interest

Once the conflict of interest has been appropriately disclosed, the board (excluding the board member disclosing and any other conflicted board member) must decide whether or not those conflicted board members should:

- Vote on the matter (this is a minimum).
- Participate in any debate.
- Be present in the room during the debate and the voting.

The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the governing board or committee shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

In exceptional circumstances, such as where a conflict is very significant or likely to prevent a board member from regularly participating in discussions, it may be worth the board considering whether it is appropriate for the person conflicted to resign from the board.

What should be considered when deciding what action to take:

In deciding what approach to take, the board will consider the following:

- Whether the conflict needs to be avoided or simply documented.
- Whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making.
- Alternative options to avoid the conflict.
- The organization's objects and resources, and the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, Orange County Cocaine Anonymous.

The approval of any action requires the agreement of at least a majority of the board (excluding any conflicted board member/s) who are present and voting at the meeting. The action and result of the voting will be recorded in the minutes of the meeting and in the register of interests.

Article IV. Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

- The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

O.C.C.A.'s register of interests must be maintained by the board secretary and record information related to a conflict of interest, including the nature and extent of the conflict of interest and any steps taken to address it.

Article V. Compensation

A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

Article VI. Annual Statements

Each board member shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. has read and understands the policy,
- c. has agreed to comply with the policy, and
- d. understands the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Article VII. Compliance with Policy

If the board has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.

If it is found that this person has failed to disclose a conflict of interest, the board may take action against them. This may include seeking to terminate their relationship with the organization.

If a person suspects that a board member has failed to disclose a conflict of interest, they must:

- a. Discuss with the person in question,
- b. notify the board, or
- c. notify the person responsible for maintaining the register of interests.

Article VIII. Periodic Reviews

To ensure O.C.C.A. operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- Whether partnerships, joint ventures, and arrangements with management organizations conform to O.C.C.A.'s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article IX. Use of Outside Experts

When conducting the periodic reviews as provided for in Article VIII, Orange County Cocaine Anonymous may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

“To truly have victory, you must surrender. To grow in knowledge, you must “know” nothing. To truly know God, you must acquire faith. To keep what you have, you must give it away. To be absolutely free, you must put others before yourself.”