

GACA

(Georgia Area of Cocaine Anonymous)
Area Service Committee (ASC)

Service Manual Addendum

Table of Contents

| | | |
|-------|----------------------------------|---|
| I. | Description | 3 |
| II. | Terminology | 3 |
| III. | Regular Meetings..... | 3 |
| IV. | Positions | 4 |
| V. | Committee Descriptions | 5 |
| VI. | Voting | 6 |
| VII. | Elections | 7 |
| VIII. | Budget & Expense | 7 |
| IX. | Districts | 8 |
| X. | Related Forms and Documents..... | 8 |

I. Description

This addendum was created as a supplement to the World Service Manual of Cocaine Anonymous (WSM) for use by the Georgia Area of Cocaine Anonymous (GA ASC) detailing guidelines and procedures used by the GA ASC that are not otherwise covered in the WSM.

II. Terminology

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

| | |
|----------|---|
| CA | Cocaine Anonymous as a whole |
| GACA | Georgia Area Cocaine Anonymous |
| GA ASC | Georgia Area Service Committee (GACA) |
| GSR | Group Service Representative |
| DSR | District Service Representative |
| WSCD | World Service Conference Delegate |
| CAWSO | CA World Service Office |
| WSM | CA World Service Manual |
| CA, Inc. | GACA nonprofit incorporation (Cocaine Anonymous, Inc. of Georgia); purpose is to satisfy state & federal regulatory requirements (see WSM section “BOARD OF DIRECTORS, AREA ADVISORY COMMITTEES, ADVISORY BOARDS AND/OR STEERING COMMITTEES”) |

III. Regular Meetings

- a. The GA ASC holds four regular business meetings each year on the third Saturday on January, April, and July, and on the Saturday during the annual GA Area Convention from 10:00am to 1:00pm.
- b. The regular location of the first three GA ASC regular business meetings each year is the Central Church of Christ, 751 Key Street, Macon, GA 31204-5929.
- c. The location and date of the last regular business meeting of the GA ASC varies with the location of the annual GA Area Convention, and the time will be posted in the convention schedule.

- d. Dates, times, and locations of regular business meetings of the GA ASC are subject to change by a passing vote to do so by the body of the GA ASC.
- e. Emergency meetings may be held for urgent business of the GA ASC at the discretion of the Chairperson.

IV. Positions

- a. Officers of the GA ASC
 - i. Chairperson*
 - ii. Vice Chairperson
 - iii. Secretary*
 - iv. Assistant Secretary
 - v. Treasurer*

* It is suggested that those holding these positions also assume the corresponding director positions of CA, Inc. as follows: Chairperson/CEO, Secretary/Secretary, & Treasurer/CFO.

- b. Officer Duties and Qualifications
 - i. Utilize WSM, Area level, with the following distinctions:
 - ii. All officer terms are a two year service commitment.
 - iii. Attend all regular GA ASC business meetings.
 - iv. Duties specific to the GA ASC Treasurer
 - 1. Include copies of current bank statements with all regular financial reports.
 - 2. Submit a budget proposal for the new fiscal year at the first regular GA ASC business meeting of each year.
 - 3. File annual corporation renewal filing for CA, Inc. of GA no later than March of each year, as well as any applicable tax filings (check(s) to be written at 1st regular GA ASC business meeting of the year).

4. Ensure payment of P.O. Box fees annually no later than July, as well as any required insurance premiums (check(s) to be written at 2nd or 3rd regular GA ASC business meeting of the year).
- c. Standing Committee Chairs of the GA ASC
 - i. Archives Committee
 - ii. Convention Committee
 - iii. Internet Committee
 - iv. Service Manual Committee
 - v. Unity Committee

Note: Ad Hoc Committees may be formed – utilize WSM.
 - d. Standing Committee Chair Duties and Qualifications
 - i. Utilize WSM, Area level, with the following distinctions:
 - ii. One year of continuous sobriety.
 - iii. One year service commitment.
 1. Two year commitment for Convention Chair.
 - iv. Six months active service in CA.
 - v. Attend all regular GA ASC business meetings.
 - vi. Give brief oral reports at all regular GA ASC business meetings and submit written reports to the GA ASC Secretary for inclusion into the meeting minutes. If unable to attend a regular GA ASC business meeting, the committee chair will provide a written report to the Chair or Vice-Chair prior to the meeting.

V. Committee Descriptions

- a. Archives Committee
 - i. Utilize WSM.
- b. Convention Committee
 - i. Utilize GA ASC Convention Guidelines and WSM.
- c. Internet Committee
 - i. Utilize WSM.

- d. Service Manual Committee
 - i. Formulate guidelines and structures (not otherwise covered in the WSM) in the form of this Addendum to the WSM by which the GA ASC can operate.
 - ii. Maintain and update this Addendum to the WSM on a regular basis, and whenever needed to reflect decisions made by the GA ASC that would in any way alter this Addendum.
- e. Unity Committee
 - i. Utilize WSM.
- f. The GA ASC may form a Steering Committee to establish the goals of the GA ASC and the plans for achieving them.

VI. Voting

- a. Possible Voting Members:
 - i. Chairperson
 - ii. Vice Chairperson
 - iii. Secretary
 - iv. Assistant Secretary
 - v. Treasurer
 - vi. Archives Committee Chair
 - vii. Convention Committee Chair
 - viii. Internet Committee Chair
 - ix. Service Manual Committee Chair
 - x. Unity Committee Chair
 - xi. Any Ad Hoc Committee Chairs
 - xii. GA ASC World Service Conference Delegates
 - xiii. Alternate GA ASC World Service Conference Delegate
 - xiv. DSRs
 - xv. Alternate DSRs (in place of DSR)
 - xvi. GSRs (for districts that do not have a DSR)
 - xvii. Other Trusted Servants

- b. Voting Procedures
 - i. Utilize Roberts Rules of Order, with the following distinctions:
 - ii. Each voting member has one vote for each position held. The Area Chairperson only votes in the event of a tie.
 - iii. A quorum is required to conduct business where voting is required.
 - iv. A quorum is defined as 51% of filled, voting positions.
 - v. Proxy votes are not recognized by the GA Area.

VII. Elections

- a. Nominations for opening GA ASC Officers, Committee Chair, and Delegate positions will be opened at the 3rd regular GA ASC business meeting of the year. Nominations will be closed and elections will be held at the last regular GA ASC business meeting.
- b. Where commitments are not being met by any Officer, Committee Chair, or Delegate, a motion can be brought to remove that person from his or her position. See this addendum and the WSM for duties of each position.
- c. When a GA ASC officer or committee chair resigns or is otherwise removed before their commitment is completed, nominations will automatically become open for that position. The position remains open until the next regular GA ASC business meeting, at which time, elections for the position should be held.

VIII. Budget & Expense

- a. The operating budget for the GA ASC will be maintained on a calendar year, January – December.
- b. All Committee Chairs and Delegates shall submit to the Treasurer the upcoming year's preliminary budget proposal for their respective committee (utilize the "Committee Annual Budget Form" in the "Related Forms" section of this Addendum) at the last area meeting of the year. Where no committee budget proposal is submitted, the Treasurer may use discretion to create a complete budget for approval.

- c. At the first meeting of the year, the final proposed budget for the new fiscal year will be voted on.
- d. All expenses should be previously approved and accounted for with receipts; reimbursement is only provided for documented expenses (utilize the Request for Funds/Reimbursement Form” in the “Related Forms” section of this Addendum).

IX. Districts

- a. Qualification
 - i. To be recognized as a District of GA ASC, the district should be established and have met the Districts qualifications found in the WSM.
- b. Registration
 - i. Each District should provide an Annual registration to the GA ASC (Utilize the “District Annual Registration Form” in the “Related Forms” section of this Addendum), as well as updated meeting information and a current list of officers at each regular GA ASC business meeting.

X. Related Forms and Documents

- a. Forms
 - i. District Annual Registration Form
 - ii. Committee Annual Budget Form
 - iii. Delegate/Chair Travel Budget Form
 - iv. Request for Funds/Reimbursement Form
- b. Documents
 - i. GA ASC Convention Guidelines