

Georgia Area of Cocaine Anonymous
(GACA)

Service Manual Addendum



Table of Contents

I. Description	3
II. Terminology	3
III. Regular Meetings	3
IV. Positions	4
V. Committee Descriptions	6
VI. Voting	7
VII. Elections.....	8
VIII. Budget & Expense	8
IX. Districts	9
X. Related Forms and Documents	9

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
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 non-profit 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 GACA ASC holds four regular business meetings each year on the third Saturday in January, April, and July, and on the Saturday during the annual GA Area Convention from 10:00am to 1:00pm. In the event no GA Area Convention is held, the fourth regular business meeting will be held on the third Saturday in October from 10:00 am to 1:00 pm.
- b. Regular business meetings will be held via ZOOM using the GACA Zoom account:

Meeting Info: ID 894 0611 4457 Passcode 587898

Link to

meeting: <https://us06web.zoom.us/j/89406114457?pwd=qxcYJKPtIq4SbCBAbG5uydut8b2NYa.1>

- 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, if held, 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. Service Positions

- a. Officers of the GA ASC
 - i. Chairperson*
 - ii. Vice-Chairperson
 - iii. Secretary*
 - iv. 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 of the GA ASC
Utilize WSM, Area Service Positions with the following distinctions:

- i. All officer terms are a two-year service commitment.
- ii. Attend all regular GA ASC business meetings.
- iii. All officers must have a GACA home group.
- iv. Duties specific to the GA ASC Treasurer
 - a) Include copies of current bank statements with all regular financial reports.

- b) Submit a budget proposal for the new fiscal year at the first regular GA ASC business meeting of each year.
 - c) 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 the first regular GA ASC business meeting of the year.
 - d) 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. Hospitals & Institutions (H&I)
 - ii. Public Information (PI)
 - iii. Internet/Web Committee
 - iv. Unity Committee
- d. Ad Hoc Committee Chairs for the GA ASC
 - i. Service Manual Addendum
 - ii. Area Convention
 - iii. Archive
- e. Standing and Ad Hoc 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 with the exception of the Area Convention Chair. Two-year commitment for the Area Convention Chair.
 - iv. Six months active service in CA.
 - v. Attend all regular GA ASC business meetings.
 - vi. Must have a GACA home group.
 - vii. Give brief oral reports at all regular GA ASC business meetings **and** submit written reports to the GA ASC Secretary for inclusion with the meeting agenda one week prior to the GA ASC regular meeting. If unable to attend a regular GA ASC business meeting,

the committee chair will provide a written report to the Chair and Secretary one week prior to the meeting.

f. Area Delegates Duties and Qualifications

- i. Utilize WSM, Area Service Positions with the following distinctions:
- ii. Three years of continuous sobriety minimum.
- iii. One year service commitment at the Area level.
- iv. Six months active service in CA.
- v. Attend all regular GA ASC business meetings.
- vi. Must have a GACA home group.
- vii. Give brief oral reports at all regular GA ASC business meetings **and** submit written reports to the GA ASC Secretary for inclusion with the GA ASC meeting agenda one week prior to the GA ASC regular meeting. If unable to attend a regular GA ASC business meeting, the delegate will provide a written report to the Chair and Secretary one week prior to the meeting.
- viii. Provide written reports to ASR Trustee, as required.

V. Committee Descriptions

- a. Archives Committee: Utilize CAWS Manual and Archive World Service Conference Guidelines
- b. Area Convention Committee: Utilize CAWS Manual, Convention World Service Conference Guidelines and GA ASC Convention Guidelines
- c. Hospitals & Institutions (H&I) Committee: Utilize CAWS Manual and H&I World Service Conference Guidelines
- d. Internet/Web Committee: Utilize CAWS Manual and Internet World Service Conference Guidelines
- e. Public Information (PI) Committee: Utilize CAWS Manual and PI World Service Conference Guidelines
- f. Service Manual Addendum Committee
 - i. Formulate guidelines and structures (not otherwise covered in the CAWS Manual) in the form of this Addendum to the CAWS Manual by which the GA ASC can operate.
 - ii. Maintain and update this Addendum to the CAWS Manual on a regular basis, and whenever needed to reflect decisions made by the GA ASC that would in any way alter this Addendum.
- g. Unity Committee: Utilize CAWS Manual and Unity World Service Conference Guidelines

- h. 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. Voting Members:

- i. Chairperson
- ii. Vice Chairperson
- iii. Secretary
- iv. Treasurer
- v. Archives Committee Chair
- vi. Area Convention Committee Chair
- vii. Hospital & Institutions (H&I) Chair
- viii. Internet/Web Committee Chair
- ix. Public Information (PI) Chair
- x. Service Manual Committee Chair
- xi. Unity Committee Chair
- 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. Alternate GSRs (in place of GSR)

b. Voting Procedures

- i. Utilize Roberts Rules of Order, with the following distinctions:
- ii. Each voting member has one vote regardless to the number of service positions held. The Area Chairperson only votes in the event of a tie.
- iii. A quorum is required to conduct business where voting is required.
A quorum is defined as **51% of voting members**.
- 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 District qualifications found in the CAWS Manual.*

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*