

**SOUTHERN ALBERTA AREA (SABA) OF COCAINE ANONYMOUS**  
**STRUCTURE AND BY-LAWS**  
**July, 2017**

**SABA is comprised of the following Districts:**

**Calgary**  
**Lethbridge**  
**Drumheller**  
**Red Deer**  
**Medicine Hat**

**Ratified on July 15<sup>th</sup>, 2017 during the SABA Special Meeting**  
**held in Medicine Hat, AB,**  
**prior to the SABA Business meeting, by those in attendance**

## I - DESCRIPTION OF AN AREA AND AREA SERVICE COMMITTEE

### 1) SUGGESTED AREA FUNCTIONS

The Area Service Committee

- a) is entrusted with local Fellowship Incorporation
- b) coordinates Area telephone and website services
- c) distributes and/or sells literature and chips
- d) has standing committees, including:
  - i) Hospitals and Institutions
  - ii) Public Information
  - iii) Archives
  - iv) Chips and Literature
  - v) Unity
- e) maintains and updates a list of all Area meetings
- f) maintains ongoing communications with the Districts
- g) maintains ongoing communication with the World Service Office (WSO) and World Service Conference (WSC)
- h) elects delegates to the WSC
- i) holds at minimum quarterly business meetings
- j) sponsors service days and workshops
- k) sponsors Area Conventions and/or other events
- l) maintains a bank account

These by-laws substantially follow the *World Service Manual (WSM)*. Where these by-laws differ, however, the by-laws take precedence.

### 2) AREA MEETINGS

- a) The area meetings are governed by the *WSM*, the *12 Traditions*, the *12 Concepts*, and *Roberts Rules of Order*, superseded by the SABA by-laws
- b) SABA shall hold, at minimum, quarterly meetings in Calgary, AB at such times and addresses as decided at the last SABA meeting, to address, amongst other things:
  - i) Election of WSC Delegates and SABA Officers
  - ii) Treasurer's report
  - iii) WSC Delegate report
  - iv) Committee Chair reports
  - v) District Service Representative (DSR) reports
  - vi) Old business / New business
  - vii) Decisions of major importance
- c) There must be a minimum of 4 members holding SABA-level or DSR positions in attendance at an SABA meeting in order for motions to be made and voted on. The only exception to this stipulation is to vote on the date and time of the next SABA meeting
  - i) The SABA body may vote to hold, or the SABA Chair may call, a special meeting

with one month's notice provided to the fellowship through the DSRs. Having notified the SABA fellowship as a whole, the members present at the special meeting will be deemed representative of the SABA conscience

**3) VOTING MEMBERS**

- a) Any SABA member, whether holding a service position or not, has the right to have their vote counted at SABA business meetings

**4) VOTING PROCEDURES**

- a) Determined by the SABA Chair, save and except that all motions come into effect at close of the SABA business meeting, unless otherwise stated
- b) After every non-unanimous vote the Chair will ask if the minority wishes to voice a "fifth concept" statement

**5) AREA EXPENSES**

- a) Costs for rent and coffee for SABA service meetings
- b) Chips and Literature inventory
- c) Telephone and website costs
- d) Standing committees (e.g. costs of mailing, copying, etc...)
- e) Postage and supplies
- f) Delegate expenses to the WSC, or a portion thereof, pending prior approval by group conscience at a SABA business meeting
- g) Bank fees
- h) Such other expenses as decided by SABA conscience
- i) Provision of quarterly disbursements to Area subcommittees by the Area treasurer in the form of cash or cheque shall occur on an as-needed basis, contingent upon the provision of receipts by the sub-committee chair to the treasurer for previous quarter expenses

**6) SERVICE COMMITTEE OFFICERS**

- a) Chair
- b) Vice Chair
- c) Secretary
- d) Treasurer
- e) World Service Delegates
- f) Alternate World Service Delegates

**7) AREA SERVICE COMMITTEE OFFICERS DUTIES AND QUALIFICATIONS**

All Area officers shall have a working knowledge of the *WSM*, *Roberts Rules of Order*, and the *Twelve Concepts* for service.

**a) Chair**

- i) Two years continuous sobriety
- ii) Two year commitment
- iii) One year of active service in Cocaine Anonymous (C.A.)
- iv) Presides over all SABA meetings and arranges agenda
- v) Assumes responsibilities of coordinating/supporting all activities within the SABA
- vi) Encourages trusted servants to chair various standing committees
- vii) Only votes in the case of a tie

**b) Vice Chair**

- i) One year continuous sobriety
- ii) Two year commitment
- iii) Six months of active service in C.A.
- iv) In absence of Chair performs the duties of the Chair
- v) Communicates with committee chairs and provides assistance if needed

**c) Secretary**

- i) One year continuous sobriety
- ii) Two year commitment
- iii) Six months of active service in C.A.
- iv) Keeps accurate minutes of each SABA meeting and distributes an electronic and/or hard copy of said minutes to all members indicated on the current SABA mailing list (updated at each SABA meeting)
- v) General communications throughout SABA
- vi) Maintains contact list of all SABA positions and the start/end date of their term

**d) Treasurer**

- i) Three years continuous sobriety
- ii) Two year commitment
- iii) One year of active service in C.A.
- iv) Gainfully employed and/or financially stable
- v) Receives and deposits financial contributions from SABA meetings and events
- vi) Keeps an accurate bookkeeping system
- vii) Maintains SABA bank account(s) with cheques requiring two signatures
- viii) Gives financial report at each SABA meeting
- ix) Submits a line-item budget proposal of SABA expenses for the next 6 months, bi-annually, as part of their report, by the business meeting closest to January 1<sup>st</sup> and June 1<sup>st</sup> of each year, to be approved by the SABA
- x) Timely filings with regulatory agencies, if applicable
- xi) Pays all SABA expenses
- xii) Receives contributions for SABA from Districts and passes on said contributions to World

- xiii) Follows the area guidelines as contained in the *Financial Guidelines for Groups, Districts, and Areas*
- e) Parliamentarian
  - i) Five years continuous sobriety
  - ii) Two year commitment
  - iii) Three years of active service experience in C.A.
  - iv) Demonstrated and practical knowledge of *Robert's Rules of Order, The Twelve Concepts, The Twelve Traditions, and The World Service Manual of Cocaine Anonymous*
  - v) Addresses members' questions regarding procedural issues during SABA meetings
  - vi) Responsible for imparting procedural knowledge to SABA C.A. members

## **II – BOARD OF DIRECTORS, AREA ADVISORY COMMITTEES, ADVISORY BOARDS, AND/OR STEERING COMMITTEES**

A C.A. “corporation” of any Area must have, for legal reasons, a certain number of Directors. These vary from province to province. These Directors shall at all times be accountable to their Area Service Committee. These Directors should never be excused from the responsibility to render proper reports of ALL significant actions taken. The Directors are directly responsible to their Area and should consult their Area Service Committee before an important decision or action is taken.

Our C.A. program rests squarely upon the principle of mutual trust. For purposes of advice and guidance, Area Service may create Advisory Boards or Steering Committees directly responsible to those they serve, principally the Area Service Committee. Board members of the society are responsible to the SABA.

*Note:* The only “Board of Trustees” recognized and existing within C.A. is the World Service Board of Trustees (WSBT), which is directly responsible to the WSC. The title, “Board of Trustees” should not be used at the Area service level.

### **1) AREA STANDING COMMITTEES**

It is suggested that the following Standing Committee Chairs form a standing committee if necessary. Other special committees can be established by the SABA as needed.

#### **a) Hospitals and Institutions**

- i) Minimum two years continuous sobriety
- ii) Two year commitment
- iii) One year active service experience in C.A.
- iv) Provides report on activities of District-level Hospital and Institutions (H&I) activities at SABA meeting
- v) Responsible for the coordination of, and active participation in, twelve step work within hospitals and institutions
- vi) Coordinates distribution of literature to these locations
- vii) Develops contacts with hospitals and institutions to expand twelve step work
- viii) Oversees and coordinates all District-level H&I activities
- ix) H&I is overseen by SABA but all Districts can also have their own H&I representative responsible for such functions as may be agreed upon by the two entities

#### **b) Archives**

- i) Minimum two years continuous sobriety
- ii) Two year commitment
- iii) One year active service experience in C.A.
- iv) Provides report at SABA meetings bi-annually and if/when anything significant occurs

- v) Responsible for the collection, organization, categorization, copying, preservation, and physical and electronic storage of all SABA C.A.'s historically valued documentation and memorabilia
- c) Chips and Literature
  - i) Minimum three years continuous sobriety
  - ii) Two year commitment
  - iii) One year active service experience in C.A.
  - iv) Provides report at all SABA meetings, listing available funds, literature, and chips
  - v) Responsible for the distribution of literature and chips to SABA C.A. Districts, groups, and members
  - vi) Oversees the Chips and Literature bank account in accordance with the WSC C.A. financial guidelines
- d) Unity
  - i) Minimum one year continuous sobriety
  - ii) Two year commitment
  - iii) Six months of active service experience in C.A.
  - iv) Provides a report at each SABA meeting
  - v) Responsible for the communication and outreach among the diverse elements within the C.A. fellowship at all levels in the interest of carrying the C.A. message
  - vi) It is also suggested that these committees sponsor annual workshops and other forums to promote SABA C.A. unity
- e) Public Information
  - i) Minimum two years continuous sobriety
  - ii) Two year commitment
  - iii) One year of active service experience in C.A.
  - iv) Working knowledge of *Twelve Traditions* and *Twelve Concepts*
  - v) Previous experience in public relations
  - vi) Provides a report of all Public Information (PI) activities at SABA meetings
  - vii) Performs all public outreach on behalf of SABA C.A. in cooperation and coordination with SABA standing committees
- f) Web servant / IT
  - i) Two years continuous sobriety
  - ii) Two year commitment
  - iii) One year of active service experience in C.A.
  - iv) Provides report of website changes at all SABA meetings
  - v) Responsible for matters relating to the creation, update, and maintenance of the SABA website, in accordance with the Area and/or WSC internet committee guidelines
  - vi) Responsible for referring e-mail information requests to appropriate committees
- g) Entertainment
  - i) Six months continuous sobriety
  - ii) One year commitment

- iii) Three months of active service experience in C.A.
- iv) Provides report on all entertainment functions at each SABA meeting
- v) Works in coordination with Unity to organize and implement fellowship-building events (e.g. bbq's, dances, etc...)

### **III – ATTENDANCE**

#### **1) All positions**

- a) In order to maintain one's service position one must not miss two (2) consecutive SABA meetings (or more than 25% of the meetings in one's term) and must submit one's written report regardless of attendance/absence
- b) Attendance is defined as being physically present at the SABA business meeting with a written report ready to be given to the SABA body
- c) Defaulting on attendance requirements will result in dismissal from one's service position

#### **2) WSDs, Area Chair, and Secretary**

- a) If a WSD must be absent he/she must ensure that another WSD or alternate WSD will be present at the SABA meeting
- b) If the Chair must be absent, he/she must ensure the Vice-Chair will be present at the SABA meeting
- c) If the Secretary must be absent he/she must arrange for a suitable member to keep a record of the SABA meeting minutes



**IV – WORLD SERVICE CONFERENCE DELEGATE****1) THE DELEGATE'S JOB IS A SPIRITUAL ONE!**

- a) Conference Delegates are required to have a working knowledge of the *Twelve Steps*, the *Twelve Traditions*, the *Twelve Concepts of Service*, and the *World Services Conference Charter*
- b) Attend the WSC prepared in order to be able to vote knowledgeably. Every conference Delegate, after his/her election, will notify the World Service Office (WSO) in order to be placed on the mailing list and receive all conference materials (which require several hours of study)
- c) After the WSC, the Delegate transmits the information back to his/her Area through Area and District meetings as well as to individual groups. It is important that the information about the WSO and WSC be passed on with enthusiasm, encouraging the continued health and growth of C.A.
- d) Delegates shall encourage their Area to generate funds to help support World Services
- e) Delegates must be prepared to attend District, Area, and Regional service meetings. They must understand the issues in their Areas to be better able to present them to the WSC
- f) Delegates cooperate with WSO by providing local meeting schedules and local C.A. information numbers
- g) Delegates provide C.A. leadership by helping to solve local problems involving the C.A. Traditions. In the spirit of this leadership need, it is suggested that, if possible, Delegates and Alternate Delegates not hold any other service commitments at the District or Area level. Further, in the spirit of rotation, wherever possible, Delegates should only serve one term and not consecutive terms
- h) Delegates visit groups in their Districts/Area and are sensitive to their needs and reactions. They should learn how the groups have reacted to WSC reports. Delegates know that communication is a two-way street, with information moving in both directions
- i) Delegates serve on a WSC Committee and work closely with Committee members throughout the year. It is the Delegate's responsibility to work closely with other members of their WSC Committee to ensure that it is in action throughout the year
- j) Delegates keep Alternate Delegates fully informed so that the Alternate Delegate can replace the Delegate in an emergency
- k) Delegates shall help all newly elected WSC Delegates from their Area by passing on knowledge of WSC procedures
- l) Delegates are also responsible for contacting the Regional Trustee at least once per quarter to provide the Trustee with Area reports and updates

**2) PROCEDURES FOR DELEGATE/ALTERNATE ELECTION TO C.A. WSC**

- a) Delegates and Alternate Delegates are to be elected to the WSC by each Area. Each Area shall have three (3) votes which may be carried by up to three (3) Area Delegates or Alternate Delegate(s), in person or by proxy, as set forth in the *Standing Rules for the Cocaine Anonymous World Service Conference*. If an Area has more than 75 meetings per week of its groups (excluding H&I), then that Area will be entitled to one additional vote for every fifty (50) meetings per week of its groups (or portion thereof). If an Area has any questions concerning the number of votes to which it is entitled, that Area should contact its Regional Trustee or the WSO
- b) The purpose of the Alternate Delegate is to assist the Delegate and to assume the responsibilities of the Delegate when necessary. Suggested requirements and qualifications are the same as those for Delegates. Any Alternate who replaces the Delegate at the WSC will remain on the WSC and Regional mailing list as that Area's Delegate for the balance of the unexpired portion of the original Delegate's term until the WSO and the Regional Trustee are informed otherwise by the Area Chair. Such an Alternate Delegate succeeding to a Delegate position is eligible to run for election to a full Delegate term
- c) The Area must decide at the Delegate election who is eligible to be a Delegate and who is eligible to vote for the Delegate. It is suggested that the GSRs, District Officers, Service Committee Chairpersons, Area Officers, and other members who are involved in C.A. service qualify for election. It is further suggested that Delegates have a minimum of four (4) years continuous sobriety
- d) The Delegates and Alternate Delegates are to be elected for a term of four (4) Conferences, within a period of four (4) consecutive years. It is suggested that the spirit of rotation be followed
- e) When necessary, Delegate elections are to be held 120 days prior to the WSC. It is recommended that all new Delegates for the current WSC be elected prior to the Pacific North Regional Service Assembly

**V - STANDING RULES**

*Standing Rules cannot be suspended while a SABA meeting is in session*

- 1) *Roberts Rules of Order* is the operating procedure of the SABA
- 2) The location of the SABA C.A. business meeting is to be within the Calgary District
- 3) All WSDs MUST:
  - a) Be willing and able to travel to the WSC each year of their term, recognizing that the SABA may or may not be able to provide any or all funds for travel, or any expenses related to attending the WSC (outside of Delegate fundraising)
  - b) Provide reports of WSC and WSC Standing Committee activities to the SABA
  - c) Attend at least one C.A. district meeting in each SABA District every year of their term
  - d) Provide confirmation to the SABA via reports at each area meeting that they continue to serve on their WSC Standing Committees
  - e) Provide Quarterly reports to the Regional Trustee
  - f) Attend the Regional Caucus whenever possible
  - g) Work with alternate delegates and newly elected delegates to prepare them for service at the WSC
  - h) Provide a Delegate log of activities at each SABA meeting
- 4) All Alternate WSDs MUST:
  - a) Be willing and able to travel to the WSC each year of their term (as needed in the absence of the WSC Delegate), recognizing that the SABA may or may not be able to provide any or all funds for travel, or any expenses related to attending the WSC (outside of Delegate fundraising)
  - b) Be elected to, and fulfill the alternate Delegate position with the goal and aspiration of moving into the position of Delegate and with an understanding and ability to fulfill the requirements of that position if elected
  - c) Attend at least one C.A. District meeting in each SABA District every year of their term
  - d) Provide Quarterly reports to the Regional Trustee
  - e) Attend the Regional Caucus whenever possible
- 5) All written reports must be submitted to the SABA Secretary one week (at the latest) prior to the SABA meeting
- 6) Only the reports of Executive Officers, WSDs, Standing Committee Chairs, Special Committee Chairs, and DSRs (or their appointed alternate) will be recognized by the SABA Chair at the SABA meeting
- 7) Any proposed changes to the SABA *Structure and By-laws* (including the Standing Rules) must be presented to the SABA fellowship as a whole a minimum of 30 days prior to being voted on and require a two-thirds majority to be passed
- 8) Whenever possible, all elections shall take place one SABA meeting prior to the current chair's term ending

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