

**SOUTHERN ALBERTA AREA (SABA) OF COCAINE ANONYMOUS  
STRUCTURE, BYLAWS, and STANDING RULES**

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

**Calgary**

**Lethbridge**

**Medicine Hat**

**Red Deer**

# Table of Contents

<b>I) DESCRIPTION OF AN AREA AND AREA SERVICE COMMITTEE</b>	<b>3</b>
1) SUGGESTED AREA FUNCTIONS	3
2) AREA MEETINGS	3
3) VOTING MEMBERS	4
4) VOTING PROCEDURES	4
5) AREA EXPENSES	4
6) SERVICE COMMITTEE OFFICERS	4
7) AREA SERVICE COMMITTEE OFFICERS DUTIES AND QUALIFICATIONS	4
a) Chair	4
b) Vice Chair	5
c) Secretary	5
d) Alternate Secretary	5
e) Treasurer	5
f) Alternate Treasurer	6
g) Parliamentarian	6
<b>II) BOARD OF DIRECTORS, AREA ADVISORY COMMITTEES, ADVISORY BOARDS, AND/OR STEERING COMMITTEES</b>	<b>6</b>
1) AREA STANDING COMMITTEES	7
a) Hospitals and Institutions (Chair)	7
b) Hospitals and Institutions (Alternate Chair)	7
c) Archives (Chair)	7
d) Archives (Alternate Chair)	8
e) Chips and Literature (Chair)	8
f) Chips and Literature (Alternate Chair)	8
g) Unity / Entertainment (Chair)	8
h) Unity / Entertainment (Alternate Chair)	9
i) Public Information / Internet Technologies (Chair)	10
j) Public Information / Internet Technologies (Alternate Chair)	10
k) Non-Profit Organization Liaison	11
l) Non-Profit Organization Alternate Liaison	11
m) Non-Profit Organization Director / Director at Large	12
n) SABA Convention (Chair)	12
<b>III) ATTENDANCE</b>	<b>13</b>
1) ALL POSITIONS	13
2) WSDs, AREA CHAIR, AND SECRETARY	13
<b>IV) WORLD SERVICE CONFERENCE DELEGATE</b>	<b>13</b>
1) THE DELEGATE'S JOB IS A SPIRITUAL ONE!	13

2)	PROCEDURES FOR DELEGATE/ALTERNATE ELECTION TO C.A. WSC	14
V)	STANDING RULES	15
VI)	Appendix A: Service Position Requirements and Terms - At a Glance	16

## 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 / Internet Technologies
  - (iii) Archives
  - (iv) Chips and Literature
  - (v) Unity / Entertainment
  - (vi) Non-Profit Organization (NPO)
  - (vii) SABA Convention
- 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 bylaws substantially follow the World Service Manual (WSM). Where these bylaws differ, however, the bylaws take precedence.

### 2) AREA MEETINGS

- a) The area meetings are governed by the WSM, the 12 Traditions, the 12 Concepts, and Robert's Rules of Order, superseded by the SABA Structure, Bylaws, and Standing Rules
- b) SABA shall hold, at minimum, quarterly meetings in a hybrid format, rotating to all locations within the area on the third Sunday of every second month from 11:00 AM – 2:00 PM and addresses, 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 a 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.
- d) 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.
- b) All area members arriving after the roll totals and quorum are announced at the end of a roll call, conducted at the beginning of the SABA meeting, may not vote during that session, but may speak and make motions.

### 4) VOTING PROCEDURES

- a) Determined by the SABA Chair, save and except that all motions come into effect at the 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 (or Area Alternate 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 (or Alternate Treasurer) for previous quarter expenses.

### 6) SERVICE COMMITTEE OFFICERS

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

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

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

- a) Chair
  - (i) Two (2) years continuous sobriety
  - (ii) One (1) year of active service experience in Cocaine Anonymous (C.A.)

- (iii) Two (2) year commitment
- (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 (1) year continuous sobriety
- (ii) Six (6) months of active service experience in C.A.
- (iii) Two (2) year commitment
- (iv) In the absence of the Chair performs the duties of the Chair
- (v) Communicates with committee chairs and provides assistance if needed

#### **c) Secretary**

- (i) One (1) year continuous sobriety
- (ii) Six (6) months of active service experience in C.A.
- (iii) Two (2) year commitment
- (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) Alternate Secretary**

- (i) One (1) year continuous sobriety
- (ii) Two (2) year commitment
- (iii) Six months of active service in C.A.
- (iv) The Alternate Secretary works in cooperation with the Secretary to
- (v) Keeps accurate minutes of each SABA meeting and distribute an electronic and/or hard copy of said minutes to all members indicated on the current SABA mailing list (updated at each SABA meeting)
- (vi) General communications throughout SABA
- (vii) Maintain contact list of all SABA positions and the start/end date of their term

#### **e) Treasurer**

- (i) Five (5) years continuous sobriety
- (ii) One (1) year of active service experience in C.A.
- (iii) Two (2) year commitment
- (iv) Gainfully employed and/or financially stable
- (v) Teaches the roles and responsibilities required of the Treasurer to the Alternate Treasurer
- (vi) Performs the following duties in cooperation with the Alternate Treasurer
  - (1) Receives and deposits financial contributions from SABA meetings and events
  - (2) Keeps an accurate bookkeeping system
  - (3) Maintains SABA bank account(s) with cheques requiring two signatures
  - (4) Gives financial report at each SABA meeting
  - (5) 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 1st and June 1st of each year, to be approved by the SABA.
  - (6) Timely filings with regulatory agencies, in cooperation with the Non-Profit Organization Committee Chair, if applicable.
  - (7) Pays all SABA expenses

- (8) Receives contributions for SABA from Districts and passes on said contributions to World
- (9) Follows the area guidelines as contained in the Financial Guidelines for Groups, Districts, and Areas
- (10) Provide a detailed report outlining current treasury balance, funds received, and expenses incurred at each SABA business meeting.

#### f) Alternate Treasurer

- (i) Four (4) years continuous sobriety
- (ii) One (1) year of active service experience in C.A.
- (iii) Two (2) year commitment
- (iv) Gainfully employed and/or financially stable
- (v) Performs the following duties in cooperation with the Treasurer
  - (1) Receives and deposits financial contributions from SABA meetings and events
  - (2) Keeps an accurate bookkeeping system
  - (3) Maintains SABA bank account(s) with cheques requiring two signatures
  - (4) Gives financial report at each SABA meeting
  - (5) 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 1st and June 1st of each year, to be approved by the SABA
  - (6) Timely filings with regulatory agencies, in cooperation with the Non-Profit Organization Committee Chair, if applicable
  - (7) Pays all SABA expenses
  - (8) Receives contributions for SABA from Districts and passes on said contributions to World
  - (9) Follows the area guidelines as contained in the Financial Guidelines for Groups, Districts, and Areas
  - (10) Provide a detailed report outlining current treasury balance, funds received, and expenses incurred at each SABA business meeting.

#### g) Parliamentarian

- (i) Three (3) years continuous sobriety
- (ii) Two (2) years of active service experience in C.A.
- (iii) Two (2) year commitment
  - (1) Demonstrated and practical knowledge of Robert's Rules of Order, The Twelve Concepts, The Twelve Traditions, and The World Service Manual of Cocaine Anonymous
  - (2) Addresses members' questions regarding procedural issues during SABA meetings
  - (3) 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 (Chair)

- (i) Two (2) years continuous sobriety
- (ii) One (1) year active service experience in C.A.
- (iii) Two (2) year commitment
- (iv) Teaches the roles and responsibilities required of chairing the Hospitals and Institutions Committee to the Alternate Chair
- (v) The Chair works in cooperation with the Alternate Chair to fulfill the duties listed below:
  - (1) Provides report on activities of District-level Hospital and Institutions (H&I) activities at SABA meeting
  - (2) Responsible for the coordination of, and active participation in, twelve step work within hospitals and institutions
  - (3) Coordinates distribution of literature to these locations
  - (4) Develops contacts with hospitals and institutions to expand twelve step work
  - (5) Oversees and coordinates all District-level H&I activities
  - (6) 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.
  - (7) Provide a detailed report outlining current treasury balance, funds received, and expenses incurred at each SABA business meeting.

### b) Hospitals and Institutions (Alternate Chair)

- (i) One (1) year continuous sobriety
- (ii) Six (6) months active service experience in C.A.
- (iii) Two (2) year commitment
- (iv) The Alternate Chair works in cooperation with the Chair to fulfill the duties listed below:
  - (1) Provides report on activities of District-level Hospital and Institutions (H&I) activities at SABA meeting
  - (2) Responsible for the coordination of, and active participation in, twelve step work within hospitals and institutions
  - (3) Coordinates distribution of literature to these locations
  - (4) Develops contacts with hospitals and institutions to expand twelve step work
  - (5) Oversees and coordinates all District-level H&I activities
  - (6) 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
  - (7) Provide a detailed report outlining current treasury balance, funds received, and expenses incurred at each SABA business meeting.

### c) Archives (Chair)

- (i) Two (2) years continuous sobriety
- (ii) One (1) year active service experience in C.A.
- (iii) Two (2) year commitment

- (iv) Teaches the roles and responsibilities required of chairing the Archives Committee to the Alternate Chair.
- (v) The Chair works in cooperation with the Alternate Chair to fulfill the duties listed below:
  - (1) Provides report at SABA meetings bi-annually and if/when anything significant occurs
  - (2) Responsible for the collection, organization, categorization, copying, preservation, and physical and electronic storage of all SABA C.A.'s historically valued documentation and memorabilia
  - (3) Upload electronic files representing SABA archived inventory to Cocaine Anonymous World Services (CAWS) Archives subcommittee through the Cocaine Anonymous "Virtual Museum"

#### d) Archives (Alternate Chair)

- (i) One (1) year continuous sobriety
- (ii) Six (6) months active service experience in C.A.
- (iii) Two (2) year commitment
- (iv) The Alternate Chair works in cooperation with the Chair to fulfill the duties listed below:
  - (1) Provides report at SABA meetings bi-annually and if/when anything significant occurs
  - (2) Responsible for the collection, organization, categorization, copying, preservation, and physical and electronic storage of all SABA C.A.'s historically valued documentation and memorabilia
  - (3) Upload electronic files representing SABA archived inventory to Cocaine Anonymous World Services (CAWS) Archives subcommittee through the Cocaine Anonymous "Virtual Museum"

#### e) Chips and Literature (Chair)

- (i) Three (3) years continuous sobriety
- (ii) One (1) year active service experience in C.A.
- (iii) Two (2) year commitment
- (iv) Gainfully employed and/or financially stable
- (v) Teaches the roles and responsibilities required of the Chips and Literature position to the Alternate Chair
- (vi) The Chair works in cooperation with the Alternate Chair to fulfill the duties listed below:
  - (1) Provides report at all SABA meetings, listing available funds, literature, and chips
  - (2) Responsible for the distribution of literature and chips to SABA C.A. Districts, groups, and members
  - (3) Oversees the Chips and Literature bank account in accordance with the WSC C.A. financial guidelines
  - (4) Provide a detailed report outlining current treasury balance, funds received, and expenses incurred at each SABA business meeting.

#### f) Chips and Literature (Alternate Chair)

- (i) Two (2) years continuous sobriety
- (ii) One (1) year active service experience in C.A.
- (iii) Two (2) year commitment
- (iv) Gainfully employed and/or financially stable
- (v) The Alternate Chair works in cooperation with the Chair to fulfill the duties listed below:
  - (1) Provides report at all SABA meetings, listing available funds, literature, and chips
  - (2) Responsible for the distribution of literature and chips to SABA C.A. Districts, groups, and members
  - (3) Oversees the Chips and Literature bank account in accordance with the WSC C.A. financial guidelines
  - (4) Provide a detailed report outlining current treasury balance, funds received, and expenses incurred at each SABA business meeting.

#### g) Unity / Entertainment (Chair)

##### **UNITY**

- (i) Two (2) year continuous sobriety



- (ii) Six (6) months of active service experience in C.A.
- (iii) Two (2) year commitment
- (iv) Teaches the roles and responsibilities required of the Unity position to the Alternate Chair
- (v) The Chair works in cooperation with the Alternate Chair to fulfill the duties listed below:
  - (1) Provides a report at each SABA meeting
  - (2) 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.
  - (3) It is also suggested that these committees sponsor annual workshops and other forums to promote SABA C.A. unity.
  - (4) Provide a detailed report outlining current treasury balance, funds received, and expenses incurred at each SABA business meeting.

#### **ENTERTAINMENT**

- (vi) Two (2) years continuous sobriety
- (vii) Three (3) months of active service experience in C.A.
- (viii) One (1) year commitment
- (ix) Teaches the roles and responsibilities required of the Entertainment position to the Alternate Chair
- (x) The Chair works in cooperation with the Alternate Chair to fulfill the duties listed below:
  - (1) Provides report on all entertainment functions at each SABA meeting.
  - (2) Works in coordination with Unity to organize and implement fellowship-building events (e.g., BBQ's, dances, etc...).
  - (3) Provide a detailed report outlining current treasury balance, funds received, and expenses incurred at each SABA business meeting.

### **h) Unity / Entertainment (Alternate Chair)**

#### **UNITY**

- (i) One (1) year continuous sobriety
- (ii) No previous active service experience in C.A. required
- (iii) Two (2) year commitment
- (iv) The Alternate Chair works in cooperation with the Chair to fulfill the duties listed below:
  - (1) Provides a report at each SABA meeting
  - (2) 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
  - (3) It is also suggested that these committees sponsor annual workshops and other forums to promote SABA C.A. unity.
  - (4) Provide a detailed report outlining current treasury balance, funds received, and expenses incurred at each SABA business meeting.

#### **ENTERTAINMENT**

- (i) One (1) year continuous sobriety
- (ii) No previous active service experience in C.A. required
- (iii) One (1) year commitment
- (iv) The Alternate Chair works in cooperation with the Chair to fulfill the duties listed below:
  - (1) Provides report on all entertainment functions at each SABA meeting
  - (2) Works in coordination with Unity to organize and implement fellowship-building events (e.g., BBQ's, dances, etc...)
  - (3) Provide a detailed report outlining current treasury balance, funds received, and expenses incurred at each SABA business meeting

i) Public Information / Internet Technologies (Chair)

**PUBLIC INFORMATION**

- (i) Two (2) years continuous sobriety
- (ii) One (1) year of active service experience in C.A.
- (iii) Two (2) year commitment
- (iv) Working knowledge of Twelve Traditions and Twelve Concepts
- (v) Previous experience in public relations and internet technology an asset
- (vi) Teaches the roles and responsibilities required of the Public Information position to the Alternate Chair
- (vii) The Chair works in cooperation with the Alternate Chair to fulfill the duties listed below:
  - (1) Provides a report of all Public Information (PI) activities at SABA meetings
  - (2) Performs all public outreach on behalf of SABA C.A. in cooperation and coordination with SABA standing committees
  - (3) Responsible for referring e-mail information requests to appropriate committees
  - (4) Provide a detailed report outlining current treasury balance, funds received, and expenses incurred at each SABA business meeting
  - (5) 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
  - (6) Administration and moderation of the Facebook SABA CA group in coordination with the WSD's.

**INTERNET TECHNOLOGIES**

- (i) Two (2) years continuous sobriety
- (ii) One (1) year active service in CA
- (iii) Two (2) year commitment
- (iv) Working knowledge of the 12 traditions and 12 concepts
  - (1) Provides report of website changes at all SABA meetings
  - (2) 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.
  - (3) Administration and moderation of the Facebook SABA CA group in coordination with the WSD's.
  - (4) Previous experience with Internet Technology is an asset.
  - (5) Provide a detailed report outlining current treasury balance, funds received, and expenses incurred at each SABA business meeting.

j) Public Information / Internet Technologies (Alternate Chair)

**PUBLIC INFORMATION**

- (i) Two (2) years continuous sobriety
- (ii) One (1) year of active service experience in C.A.
- (iii) Two (2) year commitment
- (iv) Working knowledge of Twelve Traditions and Twelve Concepts
- (v) Previous experience in public relations an asset
- (vi) The Alternate Chair works in cooperation with the Chair to fulfill the duties listed below:
  - (1) Provides a report of all Public Information (PI) activities at SABA meetings
  - (2) Performs all public outreach on behalf of SABA C.A. in cooperation and coordination with SABA standing committees
  - (3) Responsible for referring e-mail information requests to appropriate committees
  - (4) Provide a detailed report outlining current treasury balance, funds received, and expenses incurred at each SABA business meeting.

**INTERNET TECHNOLOGIES**

- (i) Two (2) years continuous sobriety

- (ii) One (1) year of active service experience in C.A.
- (iii) Two (2) year commitment
- (iv) Working knowledge of the 12 traditions and 12 concepts
- (v) Works in cooperation with the Chair to fulfill the duties listed below:
  - (1) Provides report of website changes at all SABA meetings
  - (2) 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
  - (3) Administration and moderation of the Facebook SABA CA group in coordination with the WSD's.
  - (4) Previous experience with Internet Technology an asset.

#### **k) Non-Profit Organization Liaison**

- (i) Five (5) years continuous sobriety
- (ii) Three (3) years previous service experience in C.A.
- (iii) Two (2) year commitment
- (iv) Teaches the roles and responsibilities required of the Non-Profit Organization Committee position to the Alternate Chair
- (v) The Chair works in cooperation with the Alternate Chair to fulfill the duties listed below:
  - (1) Ensure nomination of members for vacant Board of Directors positions by SABA service body.
  - (2) Maintain non-profit organization registration status by filing annual report, tax return, change of Directors, or any other applicable paperwork.
  - (3) Oversee and liaise between the Board of Directors and the SABA service body. Ensure the SABA body is aware of any needs / new policies of the NPO (i.e., funds, reimbursements, use of insurance, etc.)
  - (4) Act as the Agent for Service for the NPO receiving and distributing any electronic or mailed communications to the NPO.
  - (5) Provide a detailed report outlining current treasury balance, funds received, and expenses incurred at each SABA business meeting.
  - (6) Obtain funds from the Area and pay the annual membership and mailbox rental fee (October of each year).
  - (7) Sign annual membership agreement on behalf of the NPO.
  - (8) Attend yearly AGM on behalf of SABACA.
  - (9) Ensure the office has your current email address and phone number for all communications.
  - (10) Inquire about availability of space when requested by a group or committee.
  - (11) Book rentals on behalf of the group or committee wishing to rent the space.
  - (12) Receive emailed monthly invoices (1st week of the month), make sure the information is correct, obtain funds from the group or committee that rented the space and pay the invoice by the 3rd week of the month.
  - (13) Impart knowledge to all groups or committees renting the space on building procedures (i.e. set up/ clean up requirements, smoking policy, garbage and recycling, locking doors and windows after using the space, what to do in case of emergency, etc.).
  - (14) Provide access or key to all groups renting the space.

#### **l) Non-Profit Organization Alternate Liaison**

- (i) Three (3) years continuous sobriety
- (ii) One (1) year active service experience in C.A.
- (iii) Two (2) year commitment
- (iv) The Alternate Chair works in cooperation with the Chair to fulfill the duties listed below:
  - (1) Ensure nomination of members for vacant Board of Directors positions by SABA service body.

- (2) Maintain non-profit organization registration status by filing annual report, tax return, change of Directors, or any other applicable paperwork.
- (3) Oversee and liaise between the Board of Directors and the SABA service body. Ensure the SABA body is aware of any needs / new policies of the NPO (i.e., funds, reimbursements, use of insurance, etc.)
- (4) Act as the Agent for Service for the NPO receiving and distributing any electronic or mailed communications to the NPO.
- (5) Provide a detailed report outlining current treasury balance, funds received, and expenses incurred at each SABA business meeting.
- (6) Obtain funds from the Area and pay the annual membership and mailbox rental fee (October of each year).
- (7) Sign annual membership agreement on behalf of the NPO.
- (8) Attend yearly AGM on behalf of SABACA.
- (9) Ensure the office has your current email address and phone number for all communications.
- (10) Inquire about availability of space when requested by a group or committee.
- (11) Book rentals on behalf of the group or committee wishing to rent the space.
- (12) Receive emailed monthly invoices (1st week of the month), make sure the information is correct, obtain funds from the group or committee that rented the space and pay the invoice by the 3rd week of the month.
- (13) Impart knowledge to all groups or committees renting the space on building procedures (i.e. set up/ clean up requirements, smoking policy, garbage and recycling, locking doors and windows after using the space, what to do in case of emergency, etc.).
- (14) Provide access or key to all groups renting the space.
- (15)

#### **m) Non-Profit Organization Director / Director at Large**

- (i) Three (3) years previous service experience in C.A.
- (ii) Three (3) year commitment
- (iii) Have a basic knowledge of Nonprofits.
- (iv) Attend all meetings of the Society (Approximately 3-4 times per year).
- (v) Carry out all special projects and tasks as needed by the Society.
- (vi) A member nominated as a Director by the SABA must be ratified as a director of the society by the Board of Directors. The nominated Director will be eligible for ratification only if they are present at the A.G.M. or Special Meetings for ratification. The member appointed by the SABA as a Director must provide written acceptance of such at least seven (7) days prior to the meeting at which ratification would take place to the President or Secretary of the Society.

#### **n) SABA Convention (Chair)**

- (i) Two (2) years continuous sobriety
- (ii) One (1) year of active service experience in C.A.
- (iii) One (1) year commitment dependent on the date of the previous and current year's convention
  - (1) Moderates convention planning committee (CPC) meetings in accordance with Roberts' Rules of Order and ensures the Twelve Traditions are observed throughout the planning and unfolding of the convention.
  - (2) Assumes the responsibilities of any vacant service positions over the course of convention planning.
  - (3) Provides support and guidance to the convention committee's subcommittees.
  - (4) Provides a report to the area body of the convention planning committee's activities at SABA meetings.

- (5) Provide a detailed report outlining current treasury balance, funds received, and expenses incurred at each SABA business meeting

### **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) Either the Chair or Alternate Chair of each standing committee must be present at every SABA business meeting
- d) 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 World Service Manual, Twelve Steps, the Twelve Traditions, the Twelve Concepts of Service, and the World Services Conference Charter.
- b) Prior to the Conference, the Delegate transmits SR-14 material to their 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.
- c) Attend the World Service Conference (WSC) prepared, in order to be able to vote knowledgeably. Conference Delegates should be present during all voting times until the end of conference. Every conference Delegate, after their election, will notify the World Service Office (WSO) in order to be placed on the mailing list, gain access to relevant document storage folders, and receive all conference materials (which require several hours of study).
- d) After the conference, the Delegate transmits the information back to their 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.
- e) Delegates shall encourage their Area to generate funds to help support World Services
- f) 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 Conference.
- g) Delegates cooperate with WSO by providing local meeting schedules and local C.A. information numbers.
- h) 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.

- i) Delegates visit groups in their Districts/Area and are sensitive to their needs and reactions. They should learn how the groups have reacted to Conference reports. Delegates know that communication is a two-way street, with information moving in both directions.
- j) Delegates serve on a World Service Conference 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.
- k) Delegates keep Alternate Delegates fully informed including access to documents and processes on WSC participation requirements, so that the Alternate Delegate can replace the Delegate in an emergency.
- l) Delegates shall help all newly elected WSC Delegates (and Alternate Delegates) from their Area by passing on knowledge of WSC procedures including, but not exclusively, credentialling, WSC registration, access to document storage platform, referrals, etc.
- m) Delegates are also responsible for contacting the Regional Trustee at least once per quarter to provide the Trustee with Area reports and updates.
- n) Delegates and Alternate Delegates must ensure that they have been credentialed by their Area Chairperson, or an authorized individual, upon election, no later than 30 days prior to the WSC, providing their full name, email address, phone number, and the number of votes they carry. If attending, Delegates must also ensure they are registered a minimum of 30 days prior to WSC. Note: Alternate Delegates must also be credentialled and, if attending, registered online even if they are allocated no vote {0 vote} as this then permits them to accept a proxy vote should the situation arise.
- o) Delegates and Alternate Delegates are to access the web-based document storage platform allowing them to review and familiarize themselves with all WSC materials, including Delegate mailings.

## 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 two (2) votes which may be carried by up to two (2) 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 25 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). This takes affect after conference 2026 for all existing Areas, and after conference 2022 for new areas recognized at WSC. If an Area has any questions concerning the number of votes to which it is entitled, that Area should contact its Regional Trustee.
- 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 Chairperson. 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 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 conferences. 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.
- f) Delegates/Alternate Delegates are to have a service resume submitted to the area body one month prior to those elections.

## V) STANDING RULES

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

- 1) Robert's Rules of Order is the operating procedure of the SABA
- 2) The SABA C.A. business meeting will be held on Zoom for the third Sunday of every second month at 1:00 PM.
- 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 WSD
  - h) Provide a Delegate log of activities at each SABA meeting
  - i) Be ratified by the Area body on an annual basis (January).
- 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
  - f) Be ratified by the Area body on an annual basis (January).
- 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) SABA shall not loan funds. Funds approved through group conscience at SABA meetings are given without expectation of return.
- 8) Any proposed changes to the SABA Structure and Bylaws (including the Standing Rules) may only be made by the following:
  - a) Unanimous consent of the voting body present. These changes would come into effect immediately, or
  - b) 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.
- 9) Whenever possible, all elections shall take place one SABA meeting prior to the current chair's term ending.
- 10) A person's clean time requirements will be considered at the start date of the term they are being elected for.

## VI) Appendix A: Service Position Requirements and Terms - At a Glance

Position		Sobriety	Service Experience	Term
Area Service Committee Officers				
Chair		2 years	1 year	2 years
Vice Chair		1 year	6 months	2 years
Secretary		1 year	6 months	2 years
Alternate Secretary		1 year	6 months	2 years
Treasurer		5 years	1 year	2 years
Alternate Treasurer		4 years	1 year	2 years
Parliamentarian		3 years	2 years	2 years
World Service Delegate		4 years		4 years
Alternate World Service Delegate		4 years		4 years
Area Standing Committees				
Hospitals and Institutions	Chair	2 years	1 year	2 years
	Alternate	1 year	6 months	2 years
Archives	Chair	2 years	1 year	2 years
	Alternate	1 year	6 months	2 years
Chips and Literature	Chair	3 years	1 year	2 years
	Alternate	2 years	1 year	2 years
Unity / Entertainment	Chair	2 years	6 months	2 years
	Alternate	1 year	-	2 years
Public Information / Internet Technologies	Chair	2 years	1 year	2 years
	Alternate	2 years	1 year	2 years
Non-Profit Organization Liaison	Chair	5 years	3 years	2 years
	Alternate	3 years	1 year	2 years
Non-Profit Organization	Director / Director at Large		3 years	3 years
Community Wise Liaison	Chair	1 year	6 months	2 years
Convention Planning Committee	Chair	2 years	1 year	1 convention