

# CA of Colorado, Inc. Service Manual

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## **AREA GUIDELINES of CA of Colorado Inc.:**

### **1. Intent**

The C.A. of Colorado, Inc. Area Guidelines are intended to supplement the CA World Service Manual ("WSM") and to clarify how we operate in the Colorado Area. The WSM should be used as the primary source of information, while the Area Guidelines will serve to clarify the conscience of the Colorado Area and specific procedures that have been adopted over 35+ years of experience. These Guidelines are intended to guide the fellowship in its service efforts.

### **2. Colorado Area Functions**

#### **A. What We Do / Discuss At The Area Level:**

1. Host Assemblies and, if necessary, Colorado Area Service Committee (CASC) Meetings.
2. Receive Group, District, and Standing Committee reports.
3. Receive reports from Delegates about World Service Conferences, Conference Committee work, Regional Caucuses, and other service items.
4. Elect World Service Delegates, Area Officers, and ratifies Standing Committee Chairpersons.
5. Agree on and make contributions to the C.A. World Service Office.
6. Discuss and ratify matters of Budgeting and Finance adherent to the Financial Guidelines.
7. Vote on matters of import to the Fellowship.
  - a. At least one Colorado Area World Service Delegate will attend The Southwest Regional Assembly and Caucus to carry the Area's votes.
8. Approve any action suggested or to be taken by the Fellowship.

**B. Maintains ongoing communication with the World Service Office and World Service Conference.**

**C. Maintains a bank account for Area and all Standing Committees except Convention Committee.**

**D. Maintains a local mailing address/P.O. Box.**

**E. Encourages adherence to and approves proper use of the C.A. logo and trademark guidelines as set forth in the C.A. World Service Manual.**

**F. Maintain ongoing communications with the Regional and World Service Entities.**

**G. The "WSC Parliamentary Procedure Guidelines" as adapted from "Robert's Rules of Order" and outlined in the CA World Service Manual shall take precedence if a conflict should arise during meetings.**

### **3. Financial Guidelines**

**A. As suggested by Warranties 1 & 2 of CA's 12<sup>th</sup> Concept it is wise that our Area Body never become the seat of perilous wealth or power and sufficient operating funds plus a reserve be its prudent financial principle.**

- B. As suggested by CA's 7<sup>th</sup> Tradition we should always be fully self-supporting declining outside contributions. All donations should be accepted only from CA members only.
- C. The Standing Committees and Area Officers will create a financial budget on an annual basis to be presented at the October Area Assembly to be ratified by the Area Body at the Assembly in November. Committees should plan on what their spending needs for the upcoming year will be and have their budget numbers prepared to present at the December Area Assembly for discussion. The Area Body will then ratify the budget, with any revisions, at the February Area Assembly.
- D. It is suggested that the Area have a checking account for Area, District, and Standing Committee expenses, a savings account for a prudent reserve, and a separate checking account for the State Convention expenses.
- E. For all Area bank accounts, the Area shall ensure that applicable checks and balances are in place, including without limitation those referenced in the Financial Guidelines for Groups, Districts, and Areas (<http://ca.org/service>). These include, but are not limited to:
1. Large cash deposits should be made by two (2) people as soon as possible.
  2. Provide duplicate bank statements with the account number blacked out; one to the sub-committee Chair and one to the Area Chair.
  3. The Area Treasurer is the keeper of the Area check book, writes all checks for the Area and Standing Committees, and is never a signer on the account.
  4. Requiring two (2) signatures to endorse all Area checks. It is suggested that there are (4) authorized signers on the Area bank accounts and those are the Area Chair, the Area Vice Chair and two (2) Delegates.
  5. Checks are not to be pre-signed. They should be endorsed by two signers at one time.
- F. For the State Convention bank account, the Committee shall ensure that applicable checks and balances are in place, including without limitation those referenced in the Financial Guidelines for Groups, Districts, and Areas (<http://ca.org/service>). These include, but are not limited to:
1. Large cash deposits should be made by two (2) people as soon as possible.
  2. Provide duplicate bank statements with the account number blacked out to Committee Chair. Additionally, it is required that the Convention Committee provides a report detailing revenues, expenses, and running balances for its checking account at each Area meeting.
  3. The State Convention Committee Treasurer is the keeper of the Committee check book, writes all checks for the Committee, and is never a signer on the account.
  4. Requiring two (2) signatures to endorse all Convention checks.
  5. It is suggested that there are (3) authorized signers on the Convention Committee bank accounts and those signers are the Area Chair, the Convention Committee Chair and the Convention Committee Vice Chair.

- G. Committees or Members may request checks for the purchase of goods and/or services from the Area at the Area Assemblies. If checks are needed in between Area Assemblies, Committee Chairs can obtain checks at the monthly LCF meeting with the approval of two (2) Area Officers.
- H. Whenever possible, checks should be written to the organization/company from which the goods and/or services are being purchased with the explicit understanding that invoices and/or receipts for those costs will be submitted to the Treasurer within (30) days.
- I. The Treasurer may write checks to members of the Fellowship in advance to cover the cost of anticipated expenses with the explicit understanding that invoices and/or receipts for all monies spent, and any balance of unspent advance funds will be submitted to the Treasurer within (30) days.
- J. Any costs paid for personally by a member of the fellowship require complete invoices and/or receipts for all monies spent submitted within (30) days to the Treasurer for reimbursement.
- K. Ensure a sufficient balance in the checking account to cover operational costs and \$3,000 prudent reserve in the saving account unless otherwise directed by an Area Assembly vote.
- L. The CA of Colorado Organization may conduct Financial Audits where and when necessary, by an outside accounting agency.
- M. Use of Electronic Payment Platforms and Handling of Cash
1. Use of Electronic Payment Platforms (e.g., Venmo, PayPal, etc.)
    - A. (When using) electronic payment platforms (authorized users) must adhere to the principles of fiscal prudence, transparency, and accountability as outlined in CA's 12th Concept and 7th Tradition.
    - B. All electronic payment accounts must:
      1. Be registered under the name of Cocaine Anonymous of Colorado (or a similarly appropriate name reflecting the fellowship).
      2. Be managed by designated Area Officers, such as the Treasurer, and Area Chair with oversight by another Area Officer, with view only access, for checks and balances purposes.
    - C. Access to electronic payment (platform) accounts must:
      1. Be limited to authorized personnel, Area Treasurer, Area Chair, with oversight by another Area Officer, with view only access, for checks and balances purposes
      2. Include secure management of login credentials, updated regularly or as needed.
    - D. Detailed records of all electronic (payment) transactions, including (electronic) payments received and disbursed, must be maintained and included in the Treasurer's report at each Area meeting.
    - E. Electronic payment platforms may only be used for transactions directly related to fellowship activities. Personal accounts must never be used for Area and or District funds.
    - F. To ensure accountability:

1. Funds received via any electronic gateway payment platform)electronic payments must be transferred to the Area checking account (directly) within 3-5 business days.

G. The Area Body will review the use of electronic payment gateway platforms annually to:

1. Ensure compliance with financial best practices.
2. Address any new risks or technological updates.
3. Burner Phone will be passed to the Area Chair upon the election of Area Chair for the next 2 year term. This phone will be not be used for any Area business.

## 2. Handling and Managing Cash

A. All cash donations must be counted during or immediately following the event or meeting of the service committee putting on the event.

B. A record of all cash donations must be created and retained. A second member of the service committee must verify the count and countersign the record.

C. Payments to vendors or businesses should be made via check whenever possible. If only cash is accepted, a written receipt must be obtained and retained with the financial records.

D. No member or trusted servant may leave a meeting with cash donations that have not been counted, recorded, and countersigned.

E. All cash donations must be deposited into the group or committee's bank account at the earliest opportunity with 2 members of the service committee, preferably the treasurer and another member of the group or service committee.

F. If a group or service committee lacks its own bank account, cash should be deposited into an associated bank account (e.g., a District/Area account). A receipt for the deposit must be obtained and retained with financial records.

G. Under no circumstances should a member co-mingle CA funds with personal funds or deposit CA funds into a personal account, even temporarily.

H. In the event that cash balances do not reconcile with the recorded amounts:

1. An ad hoc committee should be convened to identify the source of the discrepancy.
2. The purpose of this group is to support trusted servants, not to investigate them.

A. At the Group level, the ad hoc committee may include, but not

limited to the Group Service Representative (GSR) as groups are autonomous.

- B. At District or Area levels, it may include, but not limited to the Treasurer, Chair, Vice-Chair, or relevant committee members.

#### **4. Area Assembly Meeting Times And Places**

##### **A. Frequency and Time:**

The Colorado Area shall convene monthly for Area Assemblies, each month for two hours, outlined below in section (5) 'Practices for General Business and Voting'. The date and time will be set and confirmed by the Area Chair two months prior to the Assembly.

##### **B. Location:**

The location of all business meetings must reside within the Colorado Area and may be hosted by a District to assure fairness in accessibility to the fellowship. The location will be set and confirmed by the Area Chair two months prior to the Assembly.

#### **5. Practices For Conducting General Business and Voting**

- A. Quorum for the Colorado Area is the number of voting members present at the time any roll call is made. This allows the Area to conduct business in accordance with the procedures later defined. For the purpose of Area Assemblies, there is no minimum percentage of the eligible voting members required to conduct general business.

- B. Any item of business voted on ('ratify', 'ratified') at Area passes by simple majority of the quorum (greater than 50% of the total votes cast) excluding abstentions. In matters believed to be of significant importance, it is possible for Area members to make a motion to require a greater majority (substantial unanimity) of the quorum (e.g.: 2/3 or 3/4) excluding abstentions to pass an item of business. The vote on such a motion would typically be passed by simple majority of the quorum unless a different percentage is otherwise explicitly stated in said motion.

- C. All Area Officers (with the exception of the Area Chairperson, who may only vote in the event of a tie), each Group's Group Service Representatives (GSR) or Group Member authorized to represent a Group, District Service Representative (DSR) or an Alternate DSR, World Service Conference (WSC) Delegates and Alternate Delegate, and those Chairpersons of Area Standing Committees are voting members at the Colorado Area level and may receive one vote per person. Only in the case of Area Officer position elections will the District Chairperson carry a vote. (See Section 9(F) for detailed voting procedures for electing Area Officers. Voting members may informally proxy (i.e. does not need to be written) their vote to another member who is reporting in their absence. No voting member shall carry more than one vote.

- D. In general practice we use Robert's Rules of Order parliamentary procedures. The "WSC Parliamentary Procedure Guidelines" as adapted from "Robert's Rules of Order" and outlined in the CA World Service Manual shall take precedence if a

conflict should arise during meetings.

E. In all its proceedings, the C.A. Colorado Area shall observe the spirit of the C.A. Traditions, taking great care that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity.

F. Area Assembly Meeting Schedule and Business Items:

1. EVEN Years:

January: General Assembly Business, Special Delegate Election, Ratify the New Incoming Convention Committee Chair, Review Budget, Approve Trustee Slate

February: General Assembly Business, Ratification of Budget, Year in Review Area Service Committees - Verbal Reports and New Annual Goals

March: General Assembly Business

April: General Assembly Business, Standing Committee Chairs report Annual Goals

May: General Assembly Business

June: General Assembly Business

July: General Assembly Business, 18 Month Area Service Committee, Verbal reports

August: General Assembly Business, Delegates facilitate a 'Mock Conference' in preparation for World Conference

September: General Assembly Business

October: General **Assembly** Business, World Service Committee Reports

November: General Assembly Business, Announce Accepting of Resumes for Area Officer Positions, Encourage Standing Committee Elections in December

December: General Assembly Business, Accept resumes, Draft Budget Presentation

2. ODD Years:

January: General Assembly Business. Election of Officers, Ratification of Standing Body Committee Chairs, Review Budget, Approve Trustee Slate Review

February: General Assembly Business, Area Service Committees Annual Goals - Verbal reports, Ratification of Budget

March: General Assembly Business

April: General Assembly Business

May: General Assembly Business

June: General Assembly Business

July: General Assembly Business, 6 Month Review of Area Service

### Committees, Verbal Reports

August: General Assembly Business, Delegates Facilitate a 'Mock Conference' in Preparation for World

September: General Assembly Business

October: General Assembly Business, Delegates report on World Conference, Draft Budget Presentation

November: General Assembly Business, Announce Accepting of Special Delegate Resumes, Encourage Standing Committee Elections

December: General Assembly Business, Accept Delegate Resumes, Draft Budget Presentation

## 6. Area Standing Committees

The service term for the Chairperson of an Area Standing Committee is two years. All other service positions on an Area Standing Committee have terms as designated by the Committee but should not exceed two years. It is recommended that Area Standing Committees meet on a monthly basis but may meet as frequently as needed. With the exception of the Colorado Area Service Committee (CASC), the Area Standing Committees will elect their own Chairpersons and other Officers or Service Positions. The election of the Committee Chairperson must be ratified by the Area Body at the Area Assembly following the election of the Committee Chairperson. If an Area Standing Committee Chair position remains vacant – unable to be filled at the Committee level, the Colorado Area may elect a chair to serve until the end of the rotation. At each Area Assembly, it is expected that a member of each Area Standing Committee attends and provides a report concerning that Committee's activities. If no member of a Committee can attend, a written report (to the Area Secretary) is acceptable. Area Standing Committees that have funds and/or bank accounts shall submit written financial reports as a supplement to its monthly report.

Standing Committees of the Area include:

A. Convention Committee (COCACO): The Convention Committee is responsible for planning, coordinating, and hosting the Area State Convention. Convention Chairperson terms (Area or Regional) are from the time of election until the convention is completed, and the convention accounting is finalized (outstanding debts paid and receivables collected or written off). In the case of the Southwest Regional convention, all items and monies required to be forwarded to the next Area committee hosting the Regional convention must also be completed. It is possible to have two Area convention chairpersons at one time – the newly elected chairperson for the convention upcoming and the outgoing chairperson for the convention that recently ended – their duties and responsibilities do not overlap.

Convention proceeds from Area Conventions shall be divided such that a portion remains in the Area Convention Bank Account for seed money for the next year (\$7,000 or more). The balance remaining after the seed money has been set aside is divided by the Area into equal portions one of which shall be retained by the Area at its discretion to meet or supplement its prudent reserve and the other being sent directly to C.A. World Services. It is suggested that the allocation of all proceeds from the convention be fully determined on a percentage basis well in advance of the

convention itself.

The foregoing does not pertain if the Southwest Regional Convention is hosted by the Colorado Area. The Southwest Regional Convention is subject to a separate apportionment and seed money process. The seed money for the Southwest Regional Convention should be provided by the Area that hosted the previous convention. Convention revenue should be divided as: One-third to C.A. of Colorado Area, one third to CAWSO, one-third to the next host of the Southwest Regional Convention.

**B. Hospitals and Institutions Committee (H & I):** Refer to Cocaine Anonymous World

Service Conference Hospitals and Institutions Committee Guidelines and Information (<http://ca.org/service>). The Hospitals & Institutions Committee carries the message of Cocaine Anonymous to individuals in hospitals, treatment centers, correctional institutions, and any facility where persons afflicted with addiction are receiving services. Groups and Cocaine Anonymous members in the Colorado Area can make donations to the H & I Committee to support their efforts at the Literature, Chips, & Format (LCF) monthly meeting.

1. Lifeline Subcommittee: The Lifeline Subcommittee's primary purpose is to help the newcomer addict's transition from treatment to the rooms of Cocaine Anonymous. Members of Cocaine Anonymous provide their contact information to clients in treatment services to assist in getting the newcomer to their first C.A. Meeting once transitioning from the treatment facility.

**C. Public Information and Phone Line Committee (PI or PIP):** The Public Information and

Phone Line Committee is responsible for increasing public awareness of Cocaine Anonymous in the Colorado Area. The Committee members answer the C.A. Phone Lines, provide information to interested individuals, coordinate and distribute print or digital media information, and ensure that Meeting Lists are accurate and up to date.

1. Phone Line Subcommittee: Responsible for fielding calls coming into the CA Phone Line, the provision of information and assistance to individuals seeking aid by phone, and directing the communication of messages received to other Committees where and when appropriate.
2. Printing Subcommittee: Responsible for updating and publishing Meeting Lists on a regular basis to be distributed at Area Assemblies and LCF and any other printing needs as deemed by the Area Body.
3. Cooperation with the Professional Community Subcommittee (CPC): Responsible for providing information to the professional community in the Colorado Area about the purpose of Cocaine Anonymous and how professionals may best contact or refer people to the fellowship. The committee may prepare presentations for professionals where members anonymously share what the program of Cocaine Anonymous has done for their recovery and to improve their lives.
4. Media Committee: The Media Committee creates and monitors CA-related content (articles, stories, posts and other submissions from members of the fellowship) across a variety of media outlets (Newsletter, Social Media, etc.) Funds for the publication are requested through the Area budget.

**D. Structure and Bylaws Committee (S & B):** The Structure and Bylaws Committee are

responsible for addressing and making changes to the Colorado Area Service Manual when the Area consciences to make revisions therein. In addition, the Structure and Bylaws Chair shall be responsible for advising the Area Assembly and Colorado Area Service Committee as to the practices detailed in the Colorado Area Service Manual; being available to answer questions and make printed copies available when necessary.

- E. Unity Committee: The Unity Committee is responsible for facilitating events that carry the message of Cocaine Anonymous and support the overall growth and wellbeing of the fellowship. These events include, but are not limited to, the annual Celebrate Around the World event on the first Saturday of March, Memorial and Labor Day Barbecues, and the Annual Holiday Dinner in December, and any educational recovery events.
- F. Archive Committee: The Archive Committee is responsible for preserving the history of Cocaine Anonymous in Colorado. The Archives Committee determines what items need to be kept digitally in a secure format and what physical items or documents need to be saved. These items include, but are not limited to, meeting minutes, district minutes, flyers, and meeting lists. The committee also will at times prepare historical presentations for Conventions and events.
- G. Colorado Area Service Committee (CASC): The Colorado Area Service Committee is an ad hoc advisory committee made up of the Area Officers, District Service Representatives, Standing Committee Chairs, Delegates, and (at the discretion of the Area Chairperson) other Elder Statesmen of the Fellowship. There are no regular meetings for his Committee, but rather would meet as necessary at the discretion of the Area Chair to discuss items of import to the Fellowship such as budgetary, legal, non-profit status, or other issues that may affect the fellowship as a whole. The Area Chair would call for the meeting of this Committee and would decide the date, time, and location of the meeting.

## **7. Area Service Officers and World Service Delegates**

It is strongly recommended that all elected Trusted Servants meet the requirements outlined for the position to which they are nominated.

### **A. Chairperson:**

1. Two (2) years of continuous sobriety.
2. Two (2) year service commitment.
3. One (1) year of service in C.A. at the District or Area Level.
4. Is the President of the Board of Directors of CA of Colorado Inc.
5. Presides over all Area meetings and arranges the dates, locations, and agendas and reasonably follows parliamentary procedures in facilitating those meetings.
6. Assumes responsibilities of coordinating all activities within the Area.
7. Is responsible for filing the Periodic Report with the Colorado Secretary of State and obtaining the Certificate of Good Standing from the Secretary of State.
8. Is responsible for filing the Annual 990 Non-Profit Tax forms.
9. Is responsible for renewing the liability and Directors and Officers insurance policy on an annual basis.

10. Confirm C.A. of Colorado Inc.'s principal office address is up to date with the Secretary of State (i.e., the P.O. Box). All Colorado Area contracts (i.e., bank, business insurance, IRS, Secretary of State of Colorado) use the address of the chair, but mail goes to the Area P.O. Box.
11. Is the only signer of any legally binding contract for CA of Colorado Inc.
12. Votes only in the case of a tie.
13. Carries an Area vote at the Southwest Regional Assembly.
14. Generally, the Area Chairperson does not voice a personal opinion on the matters being discussed at Area meetings. In cases where the Area Chair Wishes to participate fully in the discussion surrounding a particular topic, the Area Chair must request someone else (usually the Area Vice-chair) to "Act as Chair" until the matter is tabled or closed. During this period the Area Chair gains a voice but no vote; the Acting Chair's voting status remains unchanged, but they have no voice on the subject. After the matter is tabled or closed, the Area Chair and Acting Chair resume their normal roles. If a tabled matter is re-opened for business the Area Chair repeats the process if they so choose.
15. Chair provides the World Service Office with contact information for newly elected Delegates shortly after they are elected to ensure they receive relevant materials in a timely fashion. (Credentialing)
16. Chair completes the required Delegate Registration forms designating the Delegates / Alternate Delegates that will be attending the World Service Conference per Standing Rule 5 of the C.A. World Service Manual. This form is to be received by the WSO 90 days before the Conference. Generally, it is safest to ensure this information is received at the WSO by the end of April. Contact the WSO for the applicable form. Contact the WSO for the applicable form.
17. Works with the Treasurer to maintain bank account with four authorized signers (Area Chair, Vice Chair, and two (2) of the Area Delegates). All checks require two (2) signatures of endorsement.
18. Encourages trusted servants to chair various standing committees.
19. Provide tax ID number and/or tax-exempt certificate as approved by three of the Area Officers and reported at the next Area Assembly
20. Is Responsible for holding Area Venmo phone for the entirety of their position as Area Chair that will pass to the next successive Area Chair after each service cycle. Has access to Area Venmo account (and any other electronic gateway payment platforms) to transfer funds into applicable Area banking account within the suggested timeframe as outlined in Financial Guidelines.

#### B. Vice Chairperson:

1. Two (2) years of continuous sobriety.
2. Two (2) years service commitment.
3. One (1) year of service in C.A. at the District or Area Level.
4. In the absence of the Chairperson, performs all duties of the Chairperson. 5. Coordinates general Area Committee activities.
6. Can carry vote by proxy at the Southwest Regional Caucus.
7. Attends monthly LCF / Treasurer meeting and verifies count of collected funds.
8. May be designated as the person to make the deposits from the Treasurer meeting.

9. Serves as Parliamentarian.
10. Serves on at least one Standing Committee.
11. If the Chairperson vacates and has less than 6 months remaining in Term, the Vice-Chair assumes the duties until the next regularly scheduled Election for Chairperson.
12. Has access to Venmo/Paypal accounts (and any other electronic gateway payment platforms) with view only access, for checks and balances purposes.

C. Treasurer:

1. Three (3) years of continuous sobriety.
2. Two (2) year service commitment.
3. One (1) year of service in C.A. at the Area or District Level.
4. Is the Treasurer of the Board of Directors of CA of Colorado Inc. 5. Gainfully employed and/or financially solvent.
6. Works with the Area Chair to maintain a bank account with four authorized signers (Area Chair, Vice Chair, and two (2) of the Area Delegates). All checks require two (2) signatures of endorsement.
7. Ensures prudent reserve of \$3,000 in the checking account and \$3,000 in the savings account unless otherwise directed by an Area.
8. Can receive and deposit contributions from meetings and/or special events and provides receipts for funds received. Deposits funds as soon as practical.
9. Maintains an accurate bookkeeping system. Bookkeeping or accounting experience is preferred but not required.
10. Gives a financial report at each Area meeting including year-to-date budget analysis.
11. Distributes funds as approved by Area to settle expenses, reimbursements, and make contributions to C.A. World Services.
12. Reconciles bank accounts. Provides copies of the monthly bank statements as requested with all but the last four digits blacked out.
13. Works with the Board Treasurer to maintain tax filings.
14. Refers to the C.A. Conference approved "Financial Guidelines for Groups, Districts, and Areas of Cocaine Anonymous" for additional insights and guidance.
15. Maintains and checks for mail at the P.O. Box monthly.
16. Is responsible for reconciling bank accounts in reference to Area Venmo account (and any other electronic gateway payment platforms), and uses access to Area Venmo account (and any other electronic gateway payment platforms) to transfer funds into applicable Area banking account only.

D. Secretary:

1. One (1) year of continuous sobriety.
2. Two (2) year service commitment.
3. Six (6) months of active service in C.A.
4. Is the Secretary of the Board of Directors of CA of Colorado Inc. 5. Keeps accurate minutes of all Area and CASC meetings and distributes to the Area contact list within (14) days.
6. Maintains an updated contact/phone list of all Area Officers, Delegates,

Standing Committee Chairs, DSRs and GSRs.

7. Assists the Archivist in obtaining all pertinent information for the Area Archives.
8. Has access to Venmo/Paypal accounts (and any other electronic gateway payment platforms) with view only access, for checks and balances purposes.

E. Literature Chips and Format (LCF) Chair:

1. One (1) year of continuous sobriety.
2. Two (2) year service commitment.
3. Hosts a monthly meeting to make literature, chips, format, calendars, and meeting lists available to the Fellowship.
4. Maintains and purchases literature, chips and format inventory as required.
5. Maintains records of purchases, expenses, sales, and inventory.
6. May act as one of the four authorized signers on the CA bank account if the Vice Chair or one (1) of the Delegates is not eligible to be an authorized signer.
7. Has autonomy to set prices reflecting the actual cost of items to the area in increments of five (5) cents.

F. Information Technology (IT) Chair:

1. One (1) year of continuous sobriety.
2. Two (2) year service commitment.
3. Is responsible for the overall maintenance of the website, email addresses, and shared drive.
4. Keeps online meeting list up to date.
5. Updates online calendar with current month's events.
6. Posts documents of interest (flyers, etc.) onto the website.
7. Pays fees and keeps current the accounts for website hosting and domain name registration.
8. Ensures that all Area service position emails are up to date for the current person serving in the position.

G. Colorado World Service Delegate:

Each Delegate is guided by the description of the position as detailed in the C.A. World Service Manual. As a supplement to those items, the following should be included:

1. Each delegate will give a report to the Area at Area Assembly Meetings setting forth their activities, impressions, other pertinent information to their subcommittee work, and other pertinent matters.
2. All delegates will make sure that their votes are appropriately proxied at the World Service Conference if they are not available for voting due to other Conference business or matters beyond their control.
3. A delegate is expected to complete any World Service Conference referral work previously assigned to them by their World Service Conference Committee after the completion of their term.
4. Each delegate will pick at least one Standing Rule-14 (see World Service Manual) from the agenda of the conference to discuss with a "committee" during the "mock conference" assembly of the Colorado Area in August.
5. Attends Area Service Committee meetings as necessary.

6. The Area will send at least one delegate to attend the Southwest Regional Assembly/Caucus to vote on behalf of the Area.

### C. Colorado World Service Alternate Delegate:

Each Alternate Delegate is guided by the description of the position as detailed in the C.A. World Service Manual. As a supplement to those items, the following should be included:

1. The position of Alternate Delegate is a one-year commitment. Every fourth year, which is the 'off year' in which there is no Delegate election, an Alternate Delegate will be elected for a two-year term.
2. The Alternate Delegate may be required to fill a vacated Delegate's position for the duration of the term (up to four years).
3. The Alternate Delegate may need to fill in for a Delegate on an interim basis due to emergency or other life issues.
4. The Alternate Delegate attends the World Service Conference.
5. The Alternate Delegate is expected to keep abreast of Delegate materials from the World Service Office and be reasonably informed of current events should they need to fill a vacated position for a short or long term.
6. Alternate Delegates should communicate their thoughts on matters with the other Delegates.
7. The Alternate Delegate may wish to participate in the resolution of any Conference sub-committee referrals the other Delegates are working on throughout the year.

## 8. C.A. of Colorado Area Election Procedures

### A. Purpose:

The Colorado Area of Cocaine Anonymous regularly holds elections to determine who will act as its trusted servants. This document contains the procedures that reflect the conscience of the Colorado Area on how elections for its trusted servants are to be conducted.

In the spirit of the Traditions and Concepts, consideration and adherence to the following is suggested:

1. The Fourth Concept – "Participation" is used because of the spiritual needs of the fellowship and belonging. There should always be a maximum amount of participation in Fellowship matters, be it individual or group.
2. The Ninth Concept – "Good service leadership at all levels is indispensable for our future function and safety." We need to give serious consideration to all of our elected leaders.

### B. Who Can Vote in Area Elections:

The following positions comprise the Voting Members of the Area Assembly, each of which carries one vote: Vice Chairperson, Treasurer, Secretary, Literature Chips & Format Chairperson, Information Technology Chairperson, World Service Delegates, Alternate World Service Delegate, District Chairpersons, District Service Representatives (DSRs), Group Service Representatives (GSRs) or Alternate GSRs filling in for a GSR, and Standing Committee Chairpersons or a Committee Member filling in for a Standing Committee Chairperson. Traditionally the Area Chairperson may only vote to break a tie.

In the event that any of the aforementioned voting members hold more than one position which would normally carry one vote, that voting member will be limited to a single vote. Also, a voting member's vote cannot be proxied to another voting member so that any voting member has more than one vote. The vote may only be proxied to a non-voting member.

#### C. Method of Voting:

The elections for Area trusted servant positions shall be done by secret ballot. The total number of ballots shall be counted to ensure there are no more ballots cast than there are voting members established by the quorum. The votes for individual candidates will then be tallied by at least two trusted servants of the Area Assembly.

#### D. Terms of Positions and Rotation of Elections:

It is strongly recommended that all Area Service Officers meet the requirements for the position to which they are nominated. All Area Service Officers will serve a term of two years, starting at the conclusion of the February Assembly. If a position is vacated for any reason an election will be held at the next Area Assembly for their replacement. Proper notification should be given to the Area, at least 1 month prior to the election of a replacement. Persons elected to replace a vacated position can be reelected for a full term provided they have served less than 18 months of the replacement term.

If the Area Chair position is vacated before the regular term expires, elections may be held as follows:

1. If the Chairperson was new, less than 1 year of their term, nominations and election would be again held via the CA Area Fellowship as if it were a new election. This should be accomplished in an expedient manner, at the next Area Assembly. The new chair would serve the remainder of the original Term. Vice Chair assumes duties until the election has been completed.
2. If the Chairperson has less than 6 months remaining in Term, the Vice Chair assumes the duties until the next regularly scheduled Election for Chairperson. (There would be No Chair, but the Vice Chair "Acting As"). If the Vice Chairperson should be absent at Area, the Secretary of Area is next in line to facilitate the Area proceedings.
3. In event the Term of Chair remaining is close to one or the other of these options, Area Body can vote which way to proceed, between number one or two, using Right of Decision.

For Officer absences at Area Meeting, the next facilitator after Chair is Vice-Chair, then Secretary and fourth, Treasurer. A Delegate does not chair an Area Meeting. They are keepers of Traditions and Concepts.

Standing Committees elections should be held in odd years, at the committee meeting before the February Area Assembly.

#### E. Voting Procedures for Delegates:

1. Persons interested in serving as the Delegate or Alternate Delegate must submit their resume to the Chair and Secretary for the November Assembly prior to the election Assembly where a new Delegate and/or Alternate Delegate will be elected.

2. The Third Legacy method of electing Delegates by a two-thirds vote or by lot has proved highly satisfactory. This system of choosing has greatly reduced political friction; it has made each Delegate feel that he or she is truly a trusted servant rather than just the winner of a contest.
3. The Delegate and the Alternate Delegate positions are elected separately, and both must be elected by the Third Legacy Procedure referenced below. To facilitate this process, it is expected that the GSRs bring their groups' conscience for Delegate and Alternate Delegate to the election. After the Delegate is elected, a second election is held for the Alternate Delegate using the remaining pool of nominees. It is possible that GSRs could use their right of decision for the Alternate Delegate election. For example, a GSR may wish to use his or her right of decision if (1) the group's second choice for Delegate is elected Delegate, or (2) neither the first nor second choice of the group is elected Delegate. In such cases, the GSR may decide to vote the group's original first choice for Delegate as Alternate Delegate
4. The Third Legacy Procedure is as follows:
  - a. The names of eligible candidates are posted on a board. Discussion of candidates. All voting members cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
  - b. The first candidate to receive a two-thirds of the total vote is elected.
  - c. Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, their name is automatically withdrawn – except that the top two candidates must remain. Discussion of candidates. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
  - d. After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. Discussion of candidates. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
  - e. After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-place candidates remain. At this point, the election is deemed tabled and will be added to the next Area Agenda. The top two candidates should be taken to the groups to discuss. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)

#### F. Voting Procedures For Area Officers:

1. All Area Officers shall be elected by a simple majority. A simple majority is defined as half of the total voting quorum plus one.
2. The Chair will open the elections by asking for nominations from the floor.
3. The names of nominated candidates are posted on a board. Discussion of candidates takes place before each ballot. All discussions should be productive and conducted in a way that aligns with the spiritual principles of C.A. All voting members cast written ballots, one choice to a ballot. The

tally for each candidate is posted on the board.

4. The first candidate to receive a simple majority of the total vote is elected.
5. If there are more than two candidates and no candidate receives a simple majority after the first round, the top two vote getters move on to a second round of voting.
6. If no candidate receives a simple majority the Chair will break the tie. G.

Single Candidate (Area Officer Or Delegate):

1. If there is only one candidate a vote to elect that candidate still takes place and needs to get a simple majority of the total vote.

#### H. Colorado Area Candidates For Regional Trustee/Trustee At Large Position Guidelines

1. Nominations and affirmations will take place at the February Assembly. Any C.A. member meeting the requirements in the C.A. World Service Manual who desires to serve as a Trustee and who completes the service resume form applicable for that year shall so inform the Area. Any qualifying C.A. member nominated by the Area must also complete the service resume form applicable for that year (contact Regional Trustee for the resume form). The Area shall vote to affirm or not affirm that it will offer that candidate for the Trustee slate at the subsequent Regional Assembly. A simple majority vote of the voting members of the Area is sufficient to have the nominee's name go forward. Please see the "Qualifications of Addict Trustees" section of the World Service Manual (as revised annually) to verify that candidates meet the requirements.
2. The Area should encourage its members to serve at the World level as it is important to the vitality of our Area.

#### I. Suspension / Removal Of Elected Trusted Servants

1. Prior to initiating any formal action to suspend or terminate a trusted servant, the service body shall exercise all reasonable efforts to seek the trusted servant's re-commitment or voluntary resignation.
2. The members of the service body may vote to suspend or remove an elected Trusted Servant at any time, only for good cause and after a hearing. Good cause includes broken sobriety, actions involving a serious breach of the Traditions, Concepts, or the principles of Cocaine Anonymous, the best interest of the service body, or disability to the extent that it causes the Trusted Servant to be functionally incapable of exercising their voting rights or reasonably fulfilling the requirements of the position.
3. A meeting to consider the removal of a Trusted Servant may be noticed and called following the procedures provided in the bylaws. The notice of the meeting shall state that the issue of possible suspension or removal of the Trusted Servant will be on the agenda. The Trusted Servant shall have the right to present an argument at the meeting as to why they should not be suspended or removed.
4. At the meeting, the service body shall consider possible arrangements for

resolving the problems that are in the mutual interest of the service body and the Trusted Servant. A Trusted Servant may be suspended or removed by the affirmative vote of 2/3rds of the voting members of the service body.

### **9. Guidelines For Dispute Resolution**

In any dispute between members relating to the activities of the Colorado Area, all parties involved shall cooperate in good faith to resolve the dispute. If the parties cannot resolve the dispute between themselves, they shall bring the matter to the attention of the applicable service body. If it is determined that the matter is such that it affects the purposes of the Colorado Area, the Area Chair ought to be approached and in conjunction with three Area Officers shall determine if the matter should be brought to the Area Assembly. It is not the business of the Colorado Area to resolve personal disputes or to dictate in any way the conduct of its members as neither the Colorado Area nor C.A. of Colorado, Inc. hold any governing authority or retain any responsibility for the membership they serve. As per the 12 Concepts of World Service, the service structure is made up of trusted servants who represent and are accountable to the fellowship which holds the Ultimate Responsibility and Authority for all World Services. The responsibilities and authority, so delegated to the trusted servants of the Colorado Area, are to take actions and make decisions regarding the development and execution of supportive services, which empower the fellowship to provide its most important service to the community: the practice of the 12<sup>th</sup> Step.

### **10. Maintenance Of Guidelines**

These guidelines may be updated from time to time to address the needs of the Area. The Area Body will ask the Structure and Bylaws Committee to make and present any recommended or requested changes to the Area Body for ratification. Any changes to the Bylaws or Guidelines must be approved by a 2/3 majority vote.

### **11. The Twelve Traditions (Short Form)**

## THE TWELVE TRADITIONS

1. Our common welfare should come first; personal recovery depends upon C.A. unity.
2. For our group purpose 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 who 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 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 on 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.



"We're Here and We're Free"™  
 C.A. World Service Conference-Approved Literature  
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*The Twelve Traditions are reprinted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Traditions does not mean that A.A. is affiliated with this program. A.A. is a program of recovery from alcoholism. Use of the Traditions in connection with programs and activities which are patterned after A.A. but which address other problems does not imply otherwise. THE TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS: 1. Our common welfare should come first; personal recovery depends upon A.A. unity. 2. For our group purpose 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 A.A. membership is a desire to stop drinking. 4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole. 5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers. 6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose. 7. Every A.A. group ought to be fully self-supporting, declining outside contributions. 8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers. 9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve. 10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy. 11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films. 12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.*

## 12. The Twelve Concepts (Short Form)

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 relationship between the Groups, the Conference, the World Service Board of Trustees and its service corporation, staff, and committees, and of thus ensuring 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; and 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, staff 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 staff 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 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.

(From the C.A. World Service Manual 2022 Edition)

### 13. Revision History

Change	Date
Converted MS Word document and reformatted as needed.	11/17/2008
Updated to bring current with present Area operations.	11/17/2008
Added Section 19 – Advisory Board	11/17/2008
Added Section 20 – General Background	11/17/2008
Added Table Of Contents	11/17/2008
Updated title page to reflect our legal corporate name and to identify this document as our by-laws which they have in practice been	03/19/2009
Structure & Bylaws committee updated	07/18/2013
Advisory Board Requested Update	09/11/2014
Significant revisions adding District Information, changing Assembly Meeting Frequency, changing election procedures, and other changes reflecting A.A. Area Guidelines	03/20/2019
Significant revisions to restore the flavor, experience, and format of C.A. guidelines and methodology based on 30 plus years of history and knowledge.	11/20/22
Significant revisions to change Area Assemblies to meet on a bi-monthly basis, restate the business items to be discussed at the Assemblies, deactivate the Colorado Area Service Committee (CASC), deactivate the Cooperation with the Professional Community (CPC) and the Newsletter Committees and make those sub-committees of the Public Information (PI) Committee, and to change the Alternate Delegate term from one year to two years in the fourth	2/26/23

year when there is no regular Delegate election.	
Alternate delegate World Service Conference requirement update.	4/16/23
Updated Area Assembly frequency to meet on a monthly basis. Added/modified even and odd Area Assembly Monthly Meeting schedules and business items.	1/14/24
Financial Guideline 3A specific month updates based off recently updated Area Assembly Monthly Meeting schedule. Same section, next paragraph: Change of seed money amount for the next year (\$5,000).	3/16/24
Updated Unity Committee 6E	Nov. 16, 2024
Updated Financial Guidelines 3L+ and Duties of Executive Officers of the Area Body regarding Electronic Payment platforms	Jan. 18, 2025
Update to remove abstentions from quorum in voting procedures	March 15, 2025
Add language to Guidelines for sending a Delegate to SWR Assembly: 2A7a and 7G6	October 18, 2025

## **BYLAWS of CA of Colorado Inc.:**

### **1. Name**

The corporation shall be known as CA of Colorado Inc.

### **2. Mission**

CA of Colorado, Inc. is a fellowship of people who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from their addiction.

### **3. Statement of Purpose**

CA of Colorado is a 501 c (3) nonprofit organization. The Corporation is organized exclusively for charitable, scientific, literary or educational purposes within the meaning of §501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding section of any future federal tax code (the “Code”). The Corporation may carry on any other lawful activity consistent with its Articles of Incorporation, these Bylaws, the Code and the Colorado Revised Nonprofit Corporation Act (the “Act”). The purpose of CA of Colorado is to help those seeking a solution to the disease of addiction and to support its members, Groups, Districts, and Standing Committees in their efforts to fulfill our 5<sup>th</sup> Tradition primary purpose of ‘Carrying our message of recovery to the addict who still suffers’.

### **4. Legal Oversight**

The legal oversight of CA of Colorado is delegated to a Board of Directors. The Board of

Directors shall consist of a President, who shall be the Area Chairperson; a Secretary who shall be the Area Secretary; and a Treasurer who shall be the Area Treasurer. Their duties and responsibilities are outlined in the Area Guidelines, above.