

# **Structure and Bylaws Guidelines**

## **Statement of Purpose**

The Structure and Bylaws Committee (S&B) is to formulate bylaws, guidelines and a structure by which Cocaine Anonymous can operate day-to-day, at Conferences, Regions, Areas and elsewhere around the World. We execute with great diligence, the task of being of maximum service to our fellowship, by introducing new verbiage into a comprehensive, easy to read, World Service Manual (WSM). This manual will be distributed in the first quarter of the year following our conference, allowing our fellowship to grow and flourish. The committee also maintains Region and Area maps, to be accessible at ca.org.

## **Functions**

At the World Service Conference (WSC) and other times during the year, the Structure and Bylaws Committee is asked to investigate concerns regarding our current World Service Manual and either challenge the request by identifying a current solution or create new verbiage to present to the Conference floor, through which, we accommodate the referral.

When creating new verbiage, careful deliberation is undertaken in finding a solution that considers functionality and longevity.

The Structure and Bylaws Committee 'Region and Area Maps Sub-committee' creates and maintains maps of new Areas and Regions and / or changes to existing Areas and Regions following recognition / approval by the WSC.

## **Timeline**

Here is a procedural timeline for what happens at the WSC and throughout the year, prior to the distribution of the updated WSM:

1. Referrals are received from the WSO prior to, & at the WSC.
2. The S&B chair & vice-chair shall review all referrals & make grouping suggestions for breakdown teams to the S&B Committee for approval.
3. The referrals S&B receives will be divided amongst the breakdown teams of S&B. These breakdown teams will be determined at the WSC, in the S&B breakout Committee. and again throughout the year as needed. The teams will be determined on a voluntary basis of who is interested in addressing which referrals.

4. Using a large portion of the time allotted for the breakout committee, the teams will address the referrals, with the mindful intent of adding clarity and simplicity to the WSM, while attending to the concerns of the author.
5. While in the breakdown teams, each team should craft a response to be presented to the S&B Committee, either through creating a motion, or by explaining why there is no action taken or passed on to a different committee
6. If a team so happens to complete the addressment of their given referrals before the breakout session is over, they should attempt to split up & help the remaining teams in their task.
7. Once all referrals have been addressed by breakdown teams, the S&B chair or vice chair will facilitate a review by the entire S&B Committee. This effort is for the S&B Committee as a whole to have substantial unanimity in the responses presented to the Conference Floor. If substantial unanimity is not reached in the S&B Committee, we may decide to hold the referral(s) in committee, to be revisited throughout the year.
8. After passing on the conference floor, the S&B secretary makes the appropriate changes to the WSM and sends out a modified copy (1<sup>st</sup> draft) of the WSM to the Committee within 35 days from the close of the Conference.
9. A 14 day period is allowed for responses from the committee with changes or approval.
10. If changes are necessary, the S&B secretary makes the changes within 7 days from the due time of the last notification and sends out a revised copy allowing 14 days for responses from the committee with changes or approvals.
11. This process is repeated until no changes are needed.
12. If no changes are needed, the WSM is considered to be a final draft copy and is sent to the appropriate Trustee for approval.
13. After Trustee approval the draft is now considered finalized.
14. A copy is sent to the World Service Office for distribution to the fellowship.
15. Referrals that are held in committee shall be distributed to the Committee, in electronic form, 35 days after the close of the Conference.
16. Referrals received post conference shall be distributed to the Committee, in electronic form, 30 days from the date the chair receives them from the Conference Committee.

17. The Structure and Bylaws Committee will meet via conference calls and online throughout the year.

### **WSC STRUCTURE AND BYLAWS (S&B) COMMITTEE OFFICERS DUTIES, QUALIFICATIONS & SELECTION**

The S&B Committee should nominate and select its own officers each year prior to presenting its motion(s) on the Conference floor. In the selection of all of these officers, there are some qualities that might be considered: temperance, perseverance, being teachable, a team player, diligence, thoroughness, detail oriented, etc.

#### **S&B COMMITTEE CHAIRPERSON**

- a. Preside over all Committee meetings.
- b. Appoint subcommittees and designate subcommittee chairs as needed.
- c. Prepare Committee Agenda, including agendas for the monthly conference calls.
- d. Oversee all Committee budgeting matters.
- e. Interact with other WSC Committees, the Trustees and WSO.
- f. Submit a quarterly report to the S&B Trustee.
- g. Prior service of at least one year on a WSC Committee.
- h. Serves a two year term.

#### **S&B COMMITTEE VICE-CHAIRPERSON**

- a. Becomes Chairperson and assumes all Chairperson responsibilities, for balance of Chair term in event of Chairperson vacancy.
- b. Take notes during the appropriate session(s), as to what referrals are "Held in Committee".
- c. Assist the Chairperson in distribution of the "Held in Committee" & "Post Conference" Referrals.
- d. Communicate with Chairperson in the effort to facilitate productive progression throughout the year.
- e. In absence of Chairperson, performs Chairperson duties.
- f. Prior service of at least one year on a WSC Committee.
- g. Serves a one-year term.

#### **S&B COMMITTEE CO-SECRETARIES**

- a. Keeps accurate minutes of each meeting of the S&B Committee.
- b. General communications throughout the year with the S&B Committee.
- c. Proficiency in current documentation programs for making changes to and distribution of the WSM
- d. Responsible for maintaining and updating the groups.io for the function of the committee (referral tracker, contact sheet, minutes, and group membership and etc.).

- e. Take notes during the appropriate session(s) as to what changes have passed through the Conference floor, thus allowing a rough draft to be created & distributed to the S&B Committee in accordance with our "Timeline".
- f. Review the redacted dailies to ensure that the changes made in the rough drafts are accurate.
- g. Coordinate with each other as to who will handle which tasks (i.e. minutes, housekeeping, change insertions, rough drafts, final draft, etc.)
- h. Serves a one-year term.

### **REGION AND AREA MAPS SUB-COMMITTEE**

Following each WSC any changes to Region or Area maps are updated and maintained on appropriate software. Once the S&B Committee has reviewed the updated individual maps, they are sent to the relevant Regional Trustee for written approval prior to the revised World map being issued to the World Service Office for uploading to the World Website. A copy of the revised World map is issued to the WSC Archives Committee along with copies of the individual Area and Region Trustee approvals.

### **SUB-COMMITTEE OFFICERS**

#### **Sub-committee Chair**

- a. Preside over all Sub-committee meetings.
- b. Prepare sub-committee agendas.
- c. Interact with Trustees and WSO.
- d. Submit a report for monthly S&B Committee conference calls and S&B Committee reports to the WSC.
- e. Serves a one-year term.

#### **Sub-committee Vice Chair**

- a. Becomes Sub-committee Chair and assumes all Chair responsibilities, for balance of Chair term in event of Chairperson vacancy.
- b. In absence of Chairperson, performs Chairperson duties.
- c. Serves a one-year term.

#### **Sub-committee Secretary**

- a. Keeps accurate minutes of each meeting of the Sub-committee.
- b. General communications throughout the year with the Sub-committee.
- c. Serves a one-year term.

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Last update: Oct 2022