

**Cocaine Anonymous
of Colorado, Inc.
Bylaws and
Area Guidelines**

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Revision 2.1**

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1 Statement Of Purpose

These Guidelines are intended to provide guidance for our activity in the spiritual program of recovery in Cocaine Anonymous within the Colorado Area. Except for the Colorado Area Election Procedures as included in Section 13, Advisory Board responsibilities as outlined in Section 19.3, and in matters dealing with logos and the name "Cocaine Anonymous", suggestions are just that and decisions by individuals, groups, districts and areas should be considered within the context of our Twelve Steps, Traditions, and Concepts.

We should remember that each group is autonomous and that the group conscience is the guiding principle. We hope that you will remember when reviewing this document that these Guidelines represent a compilation of our shared experiences, good and bad. If you have any questions or concerns about the contents, please contact any of the Colorado Area Delegates or an Area Trusted Servant.

As a fellowship, we will always be guided by, and remain grounded in, the spiritual precepts of The Twelve Steps, The Twelve Traditions, and The AA Service Manual combined with The Twelve Concepts for World Service (as adopted by the CA World Service Conference) - The Three Legacies. It is the goal of these guidelines to offer specific insights and clarifications as to the particular needs of the Colorado Area. The adoption of these guidelines represents the conscience of our Area as to their use. It is intended that these guidelines take precedence over other materials citing specific "requirements" that are used or generated by our Fellowship or elsewhere.

2 Area Mission Statement

The primary function of an Area is to serve the needs of its districts and groups and to facilitate unification and communication.

3 The Area

An Area is a defined geographic division, which may include portions of more than one state. Normally there is one Area per state, except in locations which are heavily populated by C. A. groups. In those cases, there may be two or more Areas. As new

Areas are created, or if an Area changes its geographical definition, the creation or change must be recognized by the WSC. The Colorado Area geographical definition is currently defined as the entire State of Colorado.

The Area should also stay in contact with the C. A. World Service Office for the purposes of registering and updating its meeting information in the World Directory and communicating information regarding Area functions such as service conferences, conventions, and other special events to promote and ensure unity with the Fellowship of Cocaine Anonymous.

4 Colorado Area Functions

- 1.1. The Area Service Committee's Advisory Board is entrusted with governance and control of our legal entity, Cocaine Anonymous of Colorado, Inc., a Colorado non-profit corporation. Several of the Area trusted servants are, by virtue of their position, also officers and directors of this non-profit corporation. These are as follows: Area Chair, Area Vice-Chair, Area Treasurer, Area Secretary, Area LCF Chair, and the Seniormost Area Delegate.
- 1.2. Coordinates Area telephone services and / or works with the District phone line committees.
- 1.3. Standing Committees include:
 - a. IT (Internet)
 - b. Area Convention
 - c. Newsletter
 - d. Structure and Bylaws
 - e. Unity
 - f. H & I (Hospitals and Institutions)
 - g. PIP (Public Information and Phone Line)
 - h. Advisory Board (see Section 19)
 - i. LCF (Literature, Chips, and Format)
- 1.4. Maintains, updates, publishes, and distributes Area Meeting Schedules.
- 1.5. Maintains ongoing communications with the Districts.
- 1.6. Maintains ongoing communication with the World Service Office and World Service Conference.
- 1.7. Publishes newsletter.
- 1.8. Elects Delegates to the World Service Conference.
- 1.9. Holds Assemblies and/or monthly Service Meetings.
- 1.10. Sponsors service days and workshops.
- 1.11. Sponsors Area Conventions.
- 1.12. Maintains a bank account.
- 1.13. Encourages adherence to the CA logo and trademark guidelines as set forth in the CA World Service Manual at the Area level.
- 1.14. Approves proper use of CA Trademark(s) and logo(s) at the Area level (e.g. state convention and fundraising use of the logo).

1.15. For those Standing Committees with separate bank accounts the Area shall ensure that applicable checks and balances are in place, including without limitation those referenced in, the World Service Manual, the World Service Finance Committee pamphlet 'Financial Guidelines for Groups, Districts, and Areas', and those in practice in the Colorado Area.

These include:

1. Requiring two (2) signatures to endorse all checks.
2. Committee Chair, Vice-Chair, and Secretary can be signers.
3. Provide duplicate bank statements with the account number blacked out; one to the sub-committee Chair and one to the Area Chair. Additionally, it is required that the committee provides a report detailing revenues, expenses, and running balance at each Area meeting.
4. The Treasurer is never a signer on the account.
5. The Treasurer holds the check book.
6. Large cash deposits should be made by two (2) people (e.g. conventions) as soon as practicable.
7. Checks are not to be pre-signed. They should be endorsed by both signers at the sitting.

5 Meeting Times And Places

The Colorado Area Service Committee will meet monthly in Colorado at the time, location, and date designated by the Area Chair. Currently, the Area Service Committee Meeting is the third Thursday of each month in Denver, Colorado at 7:00 p.m. There may be occasions when the standing meeting date / location / time will need to be revised; the Area Chair has the latitude to set the new location / time / date and the responsibility to provide as reasonable a notice of the change as is practical.

6 Quorum

Generally speaking a quorum is the minimum number of voting members required to conduct business. For example, the CA World Service Conference requires a minimum of 2/3 of the voting members tallied at the morning roll call to be present whenever there is a vote.

At the Colorado Area, a quorum is simply the count of voting members present at the time business is conducted and the vote is taken. This is different than at the Conference. It simplifies and facilitates Area business.

7 Voting Members / Practices For General Business

See Section 13 for detailed voting procedures for electing Area officers.

Area Officers (with exception of the Chairperson, who may only vote in the event of a tie vote), those Chair-people of Area Committees who have requested and received a vote from the Area Service Committee, District Chairpersons, Group Service Representatives or their alternate, WSC Delegates and Alternate Delegate are all voting members at the Colorado Area level and may be recognized for one vote per person at times of voting. The number of voting members shall be established by a quorum prior to conducting voting activities. Trustees are encouraged to attend the Area Service meetings but do not have a vote. Voting members may informally proxy (i.e. does not need to be written) their vote to another voting member. No voting member shall carry more than two votes.

In all its proceedings, the CA Colorado Area shall observe the spirit of the CA Tradition, taking great care that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity (Please reference the CA World Service Manual “General Warranties of the Conference”, “World Service Conference Charter”, and the “Bylaws of Cocaine Anonymous World Services, Inc.” as adapted from the 12th Concept of Alcoholics Anonymous).

For purposes of voting, any item of business subjected to a vote passes by simple majority (greater than 50% of the total votes cast). It is possible for Area members to make a motion to require a greater majority (e.g. 2/3 or 3/4) to pass an item of business. The vote on such a motion would typically be passed by simple majority unless different percentage otherwise explicitly stated in said motion.

8 Area Service Officers

It is strongly recommended that all Area Service Officers meet the requirements for the position to which they are nominated. All Area Service Officers shall be voted into office by a majority vote as established by a quorum at the time of elections.

8.1 Chairperson

1. Two (2) years of continuous sobriety.
2. Two (2) year commitment.
3. One year of service in CA at the District or Area Level.
4. Presides over all Area meetings and arranges agendas and reasonably follows parliamentary procedures.
5. Assumes responsibilities of coordinating all activities within the Area.
6. Votes only in cases where there is a tie.
7. Carries the Area vote at Regional/World Functions.
8. Gives a quarterly report to the Regional Trustee regarding meetings (both H & I and regular) and upcoming events.
9. Timely filings with regulatory agencies (e.g. filing forms with the Colorado Secretary of State, completing state /local taxes and nonprofit corporation forms).
10. Generally the Area Chairperson does not voice a personal opinion on the matters being discussed at the Area Service 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.
11. Works within the Advisory Board to establish an annual budget in January of each year. Outgoing Chairperson and Treasurer help new incoming Chairperson and Treasurer create their first budget and ensure they understand the workings of the accounting system and that the books are in order at the time of transfer.
12. 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.
13. 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 CA World Service Manual. This form is to be received at the WSO 120 days prior to 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 in that year.
14. Selects to CA members to Advisory Board. See Section 19.1.1.
15. Attends Advisory Board meetings as necessary.

8.2 Vice Chairperson

1. Two (2) years continuous sobriety.
2. Two (2) year commitment.
3. One year of service in CA 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. Carries vote by proxy at all Regional/World functions.
7. Attends Advisory Board meetings as necessary.
8. Attends monthly Treasurer meeting and verifies count of collected funds.

8.3 Treasurer

1. Three years continuous sobriety.
2. Two year commitment.
3. One year of service in CA at the District or Area Level.
4. Gainfully employed and / or financially solvent.
5. Maintains bank account with four authorized signers (Area Chair, Area Vice-Chair, Area Secretary and one of the Area Delegates). All checks require two (2) signatures of endorsement.
6. Receives and deposits contributions from meetings and special events. Write receipts for funds received. Deposits funds as soon as practical after the Area Meeting.
7. Keeps an accurate bookkeeping system. Bookkeeping or accounting experience is preferred but not required.
8. Gives a monthly financial report.
9. Distributes funds as approved by Area to settle expenses, reimbursements, and make contributions to CA World Services.
10. Reconciles bank account with the account signers on a monthly basis. Provides copies of the monthly bank statements as requested with the account number blacked out.
11. Timely reporting with regulatory agencies, federal and state. To protect the Area's non-profit status yearly filings are required.
12. Refers to the CA Conference approved "Financial Guidelines for Groups, Districts, and Areas of Cocaine Anonymous" for additional insights and guidance.
13. Attends Advisory Board meetings as necessary.

8.4 Secretary

1. One (1) year of continuous sobriety.
2. One (1) year commitment.
3. One year of service in CA at the District or Area Level.
4. Keeps accurate minutes of all Area meetings.
5. Maintains an updated contact/phone list of all Area officers, Delegates etc.
6. Maintains general communications within the Area.
7. Attends Advisory Board meetings as necessary.

8.5 Literature Chips and Format (LCF)

1. One (1) year of continuous sobriety.
2. Two (2) year commitment.
3. Hold monthly meeting to make items available to the Fellowship.
4. Maintain and purchase product inventory as required.
5. Maintain records of purchases, expenses, sales, and inventory.
6. Attends Advisory Board meetings as necessary.

8.6 Seniormost Area Delegate

1. Simply the duly elected Delegate with the longest time in service in that position.
2. Attends Advisory Board meetings as necessary.

9 Standing Committees

At each Area meeting it is expected that a member of each Standing Committee listed above, attend and provide a report concerning that Committee's activities. If no member of a committee can attend, a previously submitted written report (to the Area Chair) is acceptable. It is strongly encouraged that each committee be represented at Area on a monthly basis. Further, for Standing Committees which have funds and their own bank accounts, such Standing Committees shall submit a written financial report to the Area Chair as a supplement to its monthly report. Some Standing Committees may only meet intermittently as needed; they shall, in turn, report on their activities only as needed (e.g. Structure and ByLaws).

10 What We Do / Discuss At Area

1. Receive Group, District, and Committee.
2. Maintain ongoing communications with the Districts / Region / World.
3. Receive reports from all Area committees.
4. Receive reports from Delegates about World Conference, Southwest Regional etc.
5. Make decisions on Area functions based on District/group conscience.
6. Elect Area Delegates and Area Officers.
7. Contributions to the CA World Service Office.
8. Planning for Area expenses related to Delegate and Area Chair travel as appropriate to represent the Area, sub-committee needs, phone line, internet, and meeting directories etc. The budget is then developed and adjusted by the Advisory Board.

11 Colorado Area Delegate Responsibilities

Each delegate is guided by the description of the position as detailed in the CA 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 an Area meeting setting forth their activities, impressions, other pertinent information to their sub committee work, and matters unresolved.
2. Each delegate is expected to attend the entire conference and will arrange for adequate transportation accordingly.
3. All delegates will make sure that his / her votes are appropriately proxied if he / she is not available for voting due to other conference business or matters beyond his / her control.
4. Each morning of the conference all delegates will meet briefly to touch base and discuss any issues pertinent to the Colorado Area or CA as a whole.
5. To the extent practicable the delegates will seek to ascertain the conscience of the Area prior the conference on any controversial issues.
6. New delegates will counsel with the Area as to what committee they should serve on.
7. A delegate is expected to complete any referral work previously assigned to them by their World Service Conference Committee after the completion of their term.
8. Delegates whose terms are completed, or who are no longer serving as Delegate, are expected to pass on their Delegate notebook and any pertinent materials to the incoming Delegate.
9. Keeps Alternate Delegate informed of all Conference issues and materials on an ongoing basis.

10. Attends Advisory Board meetings as necessary (Seniormost Delegate only.)

12 Colorado Area Alternate Delegate Responsibilities

1. The Alternate Delegate may be required to fill a vacated Delegate's position for the duration of the term (up to four years).
2. The Alternate Delegate may need to fill in for a Delegate on an interim basis due to emergency or other life issues.
3. The Alternate Delegate is expected to keep abreast of Delegate materials from the WSO so as to be reasonably informed of current events should they need to fill a vacated position for a short or long term.
4. Should a Delegate vacancy occur coincident with the World Service Conference, the Area should decide by conscience whether to send the Alternate Delegate with one vote or to proxy the vote to one of the Delegates already planning to attend. Should no Area meeting be scheduled after the vacancy occurs and in advance of the Conference, the decision is to be made by the Area Chair or Acting Area Chair.
5. Alternate Delegates should communicate their thoughts on matters with the other Delegates.
6. 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.

13 CA Colorado Area Election Procedures

13.1 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.

13.2 Scope

The following CA Colorado Area trusted servant positions are subject to the election procedures specified in this document: (1) Chairperson, (2) Vice Chairperson, (3) Treasurer, (4) Secretary, (5) World Service Delegates, (6) Alternate World Service Delegate, (7) LCF Chairperson, and (8) Area or Regional Convention Chairperson, (9) other Standing Committee Chairpersons as may be required if not elected from within the Standing Committee itself.

The Colorado Area is represented at the CA World level by three World Service Delegates. The Area also has one Alternate World Service Delegate. In the event that a World Service Delegate is unable to fulfill his or her duties, the

Area's Alternate World Service Delegate shall perform those duties and shall represent the Colorado Area at the World level.

To ensure the effective operation of the Area, when any of these positions are vacated the Area must hold elections to fill those positions. Such elections shall be held on a regular basis to fill vacancies as terms expire, or elections may be held on an as needed basis when vacancies occur for other reasons. In certain situations, the Area may choose not to fill a position because the process of holding the election would be impractical (e.g. position would be filled for only one or two months before a newly elected person would then fill the position). Alternatively, the Area may choose to extend a given term beyond the norm if holding the election prior to the normal timeline.

13.3 Who Can Vote in Area Elections

The following positions comprise the Voting Members of the Area, each of which carries one vote: Area Chairperson¹, Vice Chairperson, Treasurer, Secretary, World Service Delegates (three), Alternate World Service Delegate, District Chairpersons, LCF Chairperson, Group Service Representatives (GSRs) and Alternate GSRs filling in for a GSR, and other trusted servants that may be specifically authorized by majority vote of the Area's Voting Members to have a vote (for example, Chair people of Area Committees (who have requested and received a vote from the Area Service Committee).

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 (this is different than is stated in Section 7 for normal business).

13.4 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 not more ballots cast than there are voting members established by the quorum. The votes for individual candidates will then be tallied. Individual vote tallies will not be shared with anyone else at any time.

13.5 Terms of Positions:

The Area Chairperson¹, Vice Chairperson, Treasurer, LCF Chairperson, and Secretary are Area Service Committee Officers and are elected for two year

¹ Traditionally the Area Chairperson votes only to break a tie vote.

terms. The Area's three World Service Delegates are elected for four year terms. Because there are three delegates, each elected for a four year term, there can be a year in which a delegate term has not expired to necessitate an election. The Alternate Delegate shall serve either a one year term or a two year term, depending on the election cycle. If the Alternate Delegate fills a Delegate position that has been vacated, he / she will fill that term only until the next Delegate election.

13.6 *Rotation and Term of Elections*

In order to ensure the continuity of Area operations, regular elections for the Area Chairperson and Treasurer shall be conducted in alternating years from the regular elections for Area Vice-Chair, Area LCF Chair, and Secretary, when regular terms expire. That is, the Chairperson and the Treasurer shall be elected in one year, and the Vice Chairperson and Secretary shall be elected in the following year. The intent is that in any given year, all four positions would not be subject to election and filled by newly elected officers.

Regular elections for a World Service Delegate shall be conducted when a Delegate's term will be expiring.

If the Area Chairperson, Vice Chairperson, Treasurer, Secretary, LCF Chairperson, Delegate or Alternate Delegate positions are vacated before the regular term expires, elections may be held as needed.

Convention Chairperson terms (Area or Regional) are from the time of election until the convention is completed, the convention accounting is finalized (outstanding debts paid and receivables collected or written off). In the case of the Regional convention, all items and monies required to be forward to the next Area committee hosting the Regional convention must also be completed. It is possible to then have two Area convention chairpersons at one time – the newly elected chairperson for the convention upcoming and the outgoing chairperson for the convention recently ended – their duties and responsibilities do not overlap. Convention chairperson elections are held on an as needed basis depending on when the Area plans to hold conventions.

13.7 Voting Procedures for Area Service Committee Officers

For each officer position, the candidate receiving a simple majority¹ is elected. If one candidate does not receive a simple majority in the first round, the two receiving the most votes shall have a runoff². The candidate receiving a simple majority in the runoff is elected.

13.8 Voting Procedures for Delegates

The Delegate and the Alternate Delegate are elected separately, and both must be elected by a simple majority. To facilitate this process, it is expected that the GSRs bring their groups' conscience for delegate and alternate delegate. After the Delegate is elected, a second election is held for the Alternate Delegate. It is possible that GSRs could use their right of decision for the Alternate Delegate election.³ All candidates for Delegate are eligible for Alternate Delegate. The procedure is as follows:

1. The Delegate must be elected by a simple majority. If there is not a simple majority in the initial round, a runoff shall be held between the two candidates receiving the highest number of votes². The candidate receiving a simple majority in the runoff is the Delegate.
2. The Alternate Delegate election follows the Delegate election, using the same pool of candidates minus the candidate who was elected Delegate. The Alternate Delegate must be elected by a simple majority, using the same procedure as described in (1) regarding the Delegate election.

13.9 Single Candidate (Area Officer or Delegate):

If there is only one candidate it is encouraged that they be elected by a simple majority vote.

¹ A simple majority is defined to be greater than 50% of the votes actually cast. Abstentions are not counted.

² In the event that more than two candidates are tied for the two highest numbers of votes, all candidates included in the tie shall be in the runoff (e.g. one candidate has nine votes and two candidates have eight votes).

³ 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.

13.10 Timing of Elections

Positions not explicitly addressed below are elected on an as needed basis.

13.10.1 Area Chair, Area Vice Chair, Treasurer, Secretary, and LCF Chairperson:

1. **September & October:** Nominations are opened.
2. **November:** Close nominations and announce final slate of candidates. GSRs take slate of candidates to group for consciences in advance of December Area Service Meeting. Candidates should have enough service resumes available at the November Area meeting so that GSRs may take one to each Group for reference during their Group conscience.
3. **December:** Hold elections. (Due to the holiday season, this meeting may be held on the second Thursday in December.)
4. **January:** New trusted servants take office on January 1st following the election.

13.10.2 Delegate / Alternate Delegate:

1. **November & December:** Nominations are opened. Accepting a nomination for Delegate is also accepting to stand as and Alternate Delegate and visa versa.
2. **January:** Close nominations and announce final slate of candidates.
3. **February:** Candidates are encouraged to be present at this meeting with enough service resumes available so that GSRs may take one to each Group for reference during their Group conscience. GSRs take slate of candidates to Groups for consciences in advance of March area meeting.
4. **March:** Hold election(s).
5. **April:** Delegate / Alternate Delegate takes office.

14 Colorado Area Trustee Slate Nominations Guidelines

Nominations will made at the Area meeting held in August with the election taking place at the next area meeting in September. Any CA member meeting the requirements in the CA 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 CA member nominated by the Area must also complete the service resume form applicable for that year (contact World Services for the form). The Area shall vote to affirm or not affirm that it will offer that candidate for the Trustee slate at the subsequent Southwest 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.

The Area should encourage its members to serve at the World level as it is important to the vitality of our Area.

15 General Guidelines

1. “Robert’s Rules of Order” is adopted by the Area to be used as a supplement to the CA World Service Manual. 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.
2. Convention proceeds from Area Conventions shall be divided such that a portion remains in the Area Convention Account for seed money for the next year (up to \$1,000) with the balance being 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 CA World Services. This does not include when the Colorado Area hosts the Southwest Regional Convention which is subject to a separate apportionment and seed money process. 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. Doing this can save a lot of wasted time at the Area meeting if the convention is more financially successful than expected.
3. Interest on all Area and Area sub-committee accounts using the CA of Colorado Tax Identification Number is forwarded through the Area directly to CA World Services.

16 Suspension / Removal Of Elected Trusted Servants

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.

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 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 his or her voting rights or reasonably fulfilling the requirements of the position.

A meeting to consider the removal of a Trusted Servant may be called and noticed 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 argument at the meeting as to why he or she should not be suspended or removed.

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.

17 Guidelines For Dispute Resolution

In any dispute between members relating to the activities of the service board, 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 board. If the service board determines that the matter is such that it affects the purposes of the service board, the board may choose to submit the matter to a vote by the members.

18 Maintenance Of Guidelines

These guidelines may be updated from time to time to address the needs of the Area.

19 Advisory Board

The Area has an 'Advisory Board' consisting of the following members:

1. Area Chair
2. Area Vice Chair
3. Area Treasurer
4. Area Secretary
5. Area LCF Chair
6. Area Seniormost Delegate
7. District Chairperson(s) (If they choose to participate.)
8. Two (2) general Colorado Area CA members

19.1.1 Selection Of General Colorado Area CA Members To Advisory Board

The selection of the two general CA members to the Advisory Board is solely at the discretion of the Area Chairperson.

It is highly recommended that the individuals selected have prior Area level experience such as past Area officers, delegates, GSRs, or trustees. Should the bulk of the Advisory Board members be from one geographic region of the Area, the Area Chair may want to consider, in their selection of the two general members, an individual bringing representation from another geographic region within the Area.

It is required that the individuals selected be members of CA in Colorado.

It is required that the individuals selected not be directly involved at the Area level as an Area officer, delegate, GSR, DSR, sub-committee chair, or District Chair.

It is required that the individuals selected have NO voting capacity at the Area including carrying votes proxied to them by other CA members.

19.1.2 Advisory Board Chair

The Advisory Board Chairperson shall be elected from the two CA members selected per Section 19.1.1.

19.1.3 Voting

All members of the Advisory Board listed in Section 19 above have a vote excepting the Advisory Board Chairperson who votes only in the event of a tie. In general voting methods at the Advisory Board are at its own discretion.

19.1.4 Suspension Or Removal Of Advisory Board Members

This process shall be per Section 16 for members who are Area Officers. For the two selected general CA members the principles of Section 16 shall also apply but the 2/3 vote will be replaced by 5 of 8 members voting in the affirmative due to the small size of the board. The member under duress retains their vote. The vote shall not be by closed ballot and abstentions are not permitted.

19.1.5 Guidelines For Dispute Resolution

These are the same as offered in Section 17 above.

19.2 Purpose

1. The purpose of the Advisory Board is to consider matters that are fundamental to CA of Colorado Inc's Spiritual and functional well being as well as issues that may be too complex to be readily solved at the regular Area meeting without some preliminary research having been conducted.
2. The Advisory Board may consider and discuss topics of its own choosing at its own volition. CA members are encouraged to bring matters to the Advisory Board for consideration.
3. The Advisory Board, from time to time, shall update the CA of Colorado, Inc. Area Guidelines. This effectively serves as the 'Structure and ByLaws' function.
4. Except as noted below, the Advisory Board's conclusions on matters considered by the board are simply suggestions or opinions as to what might be appropriate or in the best interests of CA in Colorado. As such these opinions need to be ratified by a majority vote of the Area Service Committee to have any effect.

19.3 Responsibilities

These items are the responsibility of the Advisory Board and require a 2/3 majority vote of the Area to be recalled or overturned. This is intended to be largely consistent with article 5 of the CA World Service Conference Charter as addressed in the CA World Service Manual.

1. That the Advisory Board exist and consist of the members defined in Section 19 above.
2. The Advisory Board is entrusted with governance and control of our legal entity, Cocaine Anonymous of Colorado, Inc., a Colorado non-profit corporation. They shall ensure the Area Chair has timely filed any required documents necessary to safeguard and maintain our Colorado Non-profit Corporate status. See Section 8.1 sub-item 8.
3. The Advisory Board shall create an Area operating budget for use in guiding and planning Area financial matters. The budget is not exact but is a planning tool and, as such, may be amended as often as is necessary based upon the actual and/or projected state of the Area's finances. The Advisory Board relies on input from the Area subcommittees as to their needs. It

should be noted here that simply because an item is budgeted does not mean there is necessarily money to spend on that item at any given time.

4. The Advisory Board shall establish, review and adjust the ‘prudent reserve’ level as necessary to best achieve the budgeted financial goals for the Area.
5. Colorado Area CA members are free to attend the Advisory Board meetings and to have a voice in any discussions; they will not, however, have a vote. There may be circumstances of sufficient gravity to require the Advisory Board meeting to be closed to Advisory Board members only; this is decided at the discretion of the Advisory Board Chairperson.

20 General Background

It is noted here that these guidelines have been created and modified over time by different members of CA in Colorado to reflect the needs and operations of the CA Colorado Area.

There was a time, for example, when CA of Colorado had three Districts – Southern, Denver, and Northern. In the past couple of years the two remaining Districts – Southern and Denver – have ceased to operate as separate service bodies and combined their efforts with those of the Area. This is noted to suggest the Colorado Area always be mindful of its needs and adapt to them as required.

The CA World Service Manual itself is largely a guideline and as such there is no driving requirement that CA of Colorado match its structure to that outlined in the CA World Service Manual. Common sense and the needs of a united Fellowship that is guided by a Higher Power should suggest what is or is not appropriate for CA of Colorado.

These guidelines are, generally speaking, a tool; they are not perfect and may be open to reasonable interpretation. They are not meant to be used or manipulated to achieve self-serving ends.

21 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