

CoDA Co-NNections Committee Manual

(2014)

Mission: To work with coda.org webmaster and provide material submitted by coda members to publish to coda.org. Review material in accordance with the 12 Steps, 12 Traditions and web guidelines of CoDA. Encourage CoDA members to join the Co-Nections committee and use the group conscience process to make decisions about committee organization and submissions.

A Brief History of Co-NNections

The former Periodicals and Publications Committee provided a CoDA Newsletter in 1988 called "The Bear Facts." NSC voted to change the CoDA newsletter name from "The Bear Facts" to "Co-NNections" in 1989. The Co-NNections Committee took the place of the Periodicals and Publications Committee in 1996 and continues to publish the Co-NNections newsletter. In 2007 CSC decided to make Co-NNections a digital publication only and define Co-NNections as an "online newsletter." In 2009 Co-NNections web area on coda.org was changed from yearly article listings to category lists. The "Weekly Reading" with an email reminder service was started in 2010. In 2012 an author email address file was created so that persons wanting to duplicate an article could get permission from its author.

Co-NNections® Committee (FSM 2011)

The Co-NNections Committee's goal is to provide on-line venues for CoDA members to share their thoughts about their recovery journey. Committee members do this by overseeing and publishing Co-NNections®, an online collection of original writing, graphic art, audio and video based submissions sent in by CoDA members. The collections are located at the CoDA website (www.coda.org). "Weekly Readings," a sampling of these submissions, is also posted weekly on CoDA.org.

In publishing the Co-NNections on-line collection, and the "Weekly Readings," the committee accepts submissions from CoDA

members, evaluates submissions in terms of their adherence to CoDA's philosophy and written documentation (i.e. CoDA 12 Steps, Traditions, Web Guidelines, etc.) and communicates with authors when adjustments or additional information is needed. Further, authors submitting works for publication to Co-NNections agree to a limited release of copyright, allowing Co-NNections to publish their works for no compensation and grants Co-NNections the right to reuse any work published in future Co-NNections publications. However, all copyrights will remain with the author.

It is the committee's hope that publishing the submissions shared by CoDA members will enhance the recovery of contributors and viewers alike. We continue to search for, and implement, new ways to use the Internet to promote sharing between fellow CoDA members from around the world.

Disclaimer: Articles published in Co-NNections® reflect the opinions and beliefs of the writers only, and not necessarily those of Co-NNections®, its staff, or Co-Dependents Anonymous, Inc.

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Method of Operation:

Committee Responsibilities

Chair: Email the authors and web-master. Maintains a current list of articles up for review (original copied article emails), a list of articles with the status of the article (initial contact sent and dated, contact with author of corrections or suggestions and dated, accepted/rejected and dated, sent to web-master to post and dated.) Contact person for Board Liaison.

Co-Chair: Maintains a record of email contacts for posted article authors. Organizes teleconferences and conducts the group conscience on motions to change Committee manual. Communicates outside of Co-NNections, (information, requests, translating non English articles)

Other committee members: Participate in reviewing articles.

Positions can be rotated yearly or a motion made of how to adjust positions.

Co-NNections Editorial Policy

No submissions or articles should violate the letter or spirit of the 12 Steps or 12 Traditions.

Limited editing may be done for spelling, punctuation or to meet Tradition requirements.

Eligible for printing: Original stories, poems, artwork, cartoons, audio or video presentation created by CoDA members that reflect some aspect of recovery from codependency (recovery in other 12 Step programs can be mentioned only peripherally, not as the focus).

What are not eligible: articles from CoDA members soliciting for their own private or public enterprises or focusing on anything other than CoDA recovery.

Anyone submitting works for publication agrees to a limited release of copyright, allowing Co-NNections® to publish their works for no compensation and grants Co-NNections the right to reuse any work published in a future Co-NNections® issue. However, all copyrights will remain with the author.

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Co-NNections Catagories

New Submissions

Newly posted contributions

Sharing Strength and Hope

How CoDA and the 12 Steps have made a positive impact

Lessons Learned

Lessons learned by contributors while working the CoDA program

Working the 12 Steps

Member contributions regarding their experience working one or more of the 12 Steps

Affirmations

Original affirmations

Recovery - Tips and Techniques

Helpful Tips and techniques, which are in line with our traditions and documents

Words of Wisdom

A collection of sayings heard at meetings - What are some of your favorite sayings? How about submitting your own?

Other Thoughts

Observations, perspectives, etc.

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Initial Email to Author

Hi,

I'm sending you this email to confirm that Co-NNections has received your article submission. We'll get back to you once we review it. Thank you for your willingness to share thoughts on your recovery with fellow CoDA members.

Regards
Co-NNections Committee

Acceptance Email

Hi,

I am pleased to inform you that your submission has been accepted for inclusion into the Co-NNections Collections. It will be posted under

the "New Submissions" and the "Sharing Strength and Hope" categories found at <http://coda.org/co-nnections.php> . In addition, we are adding it to our Weekly Reading list. Each week, one of the submissions from this list is highlighted on the "Weekly Reading" page at <http://coda.org/week-read.php> .

Look below to see how your submission will appear. Please note that the committee needed to add a title and chose " My Story..." We also made a few minor grammatical changes. Let us know if you would prefer adding your own title, instead of the one that is presently being used, or if any of our changes are unacceptable. We will wait a couple of days to see if you have changes before sending your submission to the web master for posting. It may take some time before the web master gets time to post your submission, but I will email you once he does.

Again, thank you for taking the time to share your recovery thoughts with your fellow CoDA members.

Please feel free to contact me if you have questions or need additional information.

Regards
Co-NNections Committee

Rejection Email

Hi,
After reviewing your submission, we feel that it doesn't match the type of submission Co-NNections publishes. We are looking for works where authors focus and share, in an uplifting manner, how being in CoDA has helped them make the personal changes necessary to acquire hope, strength and recovery. After the closing of this email I have given Co-NNections guidelines. Upon reviewing them, consider rewriting your original article and resubmitting it. We wish you continued success in your recovery journey.

Regards
Co-NNections

Co-NNections® is the on-line newsletter of Co-Dependents Anonymous, Inc. (CoDA) bringing you original stories, poems, cartoons, audio or video presentation, from CoDA members about their journeys through recovery.)

Submissions:

Anyone submitting works for publication agrees to a limited release of copyright, allowing Co-NNections® to publish their works for no compensation and grants Co-NNections® the right to reuse any work published in a future Co-NNections® issue. However, all copyrights will remain with the author. Please submit your article in plain text (.txt), Rich Text Format (.rtf) or Word (doc). Submit pictures in JPEG (.jpg) format and videos in WMV format. Submit your work (article, poem, shared thought, photo, artwork, audio or video presentation, etc.) to connections@coda.org. Be sure to include the following information: your last name, first initial - the signature you wish to use to sign the submission. - (Examples include: first name and last initial, first name only, or a pen name. You can view older submissions for additional examples.)

Editorial Policy:

No submissions or articles should violate the letter or spirit of the 12 Steps or 12 Traditions. Limited editing may be done for spelling, punctuation or to meet Tradition requirements. Eligible for printing: Original stories, poems, artwork, cartoons, photo, audio or video presentation, etc., created by CoDA members that reflect some aspect of recovery from codependency (recovery in other 12 Step programs can be mentioned only peripherally, not as the focus). What are not eligible: articles from CoDA members soliciting for their own private or public enterprises or focusing on anything other than CoDA recovery. Anyone submitting works for publication agrees to a limited release of copyright, allowing Co-NNections® to publish their works for no compensation and grants Co-NNections the right to reuse any work published in a future Co-NNections® issue. However, all copyrights will remain with the author.

Email to Web-Master to Post a Co-NNections Article

Hi,

Please post the submission attached as part of the:

"New Submissions" category found at
<http://www.coda.org/connect/co-nnections-new.php> web page.

"Words of Wisdom" category found at
<http://www.coda.org/connect/co-nnections-words.php> web page.

Regards
Co-NNections Committee

Duplicating Co-NNections Articles

Members desiring to use an article should email Co-NNections. Co-NNections will provide a form that can be completed and returned to Co-NNections. Co-NNections will send the request form to the author. The author will sign the form and send it to the requesting person. The author has the right to refuse permission. Articles that are without contact information can't be used outside of Co-NNections.

Permission to Use Copyrighted Material

Dear _____

I'm contacting you because you are the author of
_____ and I would like to reprint or use
_____.

I plan to limit my use of your material to _____. I will not use it in any other way.

I respectfully request your support as the copyright holder to allow me the right to use _____ free of charge in the manner described herein. If this is acceptable, you can simply sign and return to me a copy of this letter. Thank you for your consideration and your time.

Sincerely,

By: _____

Email: _____

Title: _____

Permission is Hereby Granted Pursuant
To the Terms and Conditions of this Letter

Copyright Owner

By: _____

Email: _____

Title: _____

New Member Orientation

Let's look forward to the good, we as a committee, can do for others and ourselves. The following is part of the process we've been using as a committee.

FYI... Connections@coda.org is a mailing list. When you send mail to this address, it will be sent to everyone on the Co-nnections Committee.

What we do...

The goal of the committee is to provide a place for fellow CoDA members to share their thoughts about their CoDA-related recovery journey with fellow members. Member submissions can take the form of recovery stories, poems, photos, drawings, audio and video presentations or any other type of sharing. The Co-NNections Collection serves as a place to store all submissions in the collection. Weekly Readings are selected from the collection and are chosen because they present a positive or thought provoking message to its viewers to contemplate over the coming week.

- When a submission arrives, a message is sent to the author notifying them that we have received their submission.

- Then, committee members share their thoughts about the submission by sending an email to connections@coda.org. Members answer questions like: "Did they like the submission?" "Did they see

any typographical or grammar errors?" "Do they believe that the submission will be valuable in adding to the recovery of its viewers?" Are there any conflicts that they see with the 12 Steps, 12 Traditions or the Web Guidelines? These questions serve as the basis for determining if a submission is posted. Our discussions are generally short and to the point. We usually allow a week for everyone to have time to comment. From time to time we have had to request that authors make changes to their submission before we can publish it. In the final analysis, however, it is their decision to make changes, because it is their submission. Therefore, we do not have the right to make changes without their consent. The decision to publish or not publish, however, is ours.

- Once we discuss the pros and cons of the submission, we vote. The options are yes - post it, no - do not post it, or I have no opinion on this particular post. Usually, a week is provided for everyone to respond. If for personal reasons you are unable to do so, that's okay, as they say, "Life happens, and on many occasions gets in the way of our best intentions.

- If the submission is acceptable, we then decide where it will be placed. It may go into the Co-NNections Collection web area and/or the Weekly Reading web area.

- Once we, the committee, are satisfied that the submission is ready to be posted, the committee chair will send it to the web master for posting.

How do you prepare?

Read over the questions and documents mentioned above. Use them to determine if a submission is eligible for including in the Co-NNections Collection and/or the Weekly Reading.

Please feel free to ask any question you have. "The only dumb question is the one that is not asked." Thanks to all for your willingness to do this service work.

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We'll use the following workflow pattern and process until we get up to speed. We can make changes and modifications as necessary.

EMAIL AND REGULAR SUBMISSIONS BY CODA MEMBERS

1. Email (or Regular Mail) Submissions Sent to the Committee - Once a submission has been received; a committee member will send an email, or letter, acknowledging its receipt.

- The "Cc:" field should contain Connections@codas.org.

The Text: In addition to acknowledging the receipt of the submission, a statement of appreciation for sharing their submission with others should also be included. No suggestions or other comments should be made until our committee has discussed the submission.

2. Discussion, Voting and Acting on Submissions

- Generally, one week is provided for group discussion on a given submission.

- This time period can be extended or reduced upon the request of a member and the agreement of committee members.

- It's not our job to judge or question the efforts of another CoDA members sharing. Instead, our discussions focus on whether the submission is appropriate, focuses on whether, the submission(s) or article(s) violates the letter or spirit of the 12 Steps or 12 Traditions.

- We can correct minor grammar or spelling errors. Decisions to make other changes are up to the person submitting the work as their own.

- After the discussion period is up, all members have 3 days to vote on accepting a submission. A committee member can vote "for inclusion," "against inclusion," or they can "abstain." Majority rules. An "abstain" vote is not counted.

- If unable to vote, the committee should be notified as soon as possible so that they do not wait for member who is unable to vote.

- After the vote, the appropriate action is taken as promptly as possible. The person initiating contact with the author will handle all follow-up contact with the submitter.

MOTIONS AND DECISIONS

1. Motions are usually made in the form of a request for change. Examples could include changing our web page, accepting a new initiative put forth by a member, rewording our canned acknowledgement email, or changing the way we work.
2. A member must state their request in the form of a motion. This will save time and help promote discussion.
3. A process similar to the one described above is followed. The motion is made, discussion occurs for about two weeks, a vote is conducted, and appropriate actions are taken. Discussions are usually marked by pros, cons, and requests for information and crafting the motion, if the originator agrees.
4. General questions and responses made by committee members, and not requiring a vote will be handled by chairperson.