

Co-NNections COMMITTEE POLICIES and Procedures MANUAL

Purpose of Policies and Procedures

Section 1

1. This manual acts as an administrative guide/operations manual/office handbook for this committee.
2. This manual sets guidelines for how the XX Committee will operate.
3. This manual sets guidelines for committee members.
4. This manual is a reference source for CoDA's Policies and Procedures.
5. This manual can be changed by the Committee's Group Conscience, as needed.

Co-NNections Committee History and Purpose

Section 2

2.1 To curate and create, in accordance with the 12 Steps, 12 Traditions and web guidelines of 4CoDA, weekly readings and a Meeting-in-Print. Work with coda.org tech team to collect submissions and archive the readings and MiP, as well as use the email system to distribute to CoDA member subscribers.

2.2 Co-NNections was started as CoDA's newsletter in 1989 and over time transitioned from that format to the present formats. The Committee temporarily shut down in mid-2014 & was restarted in early 2015.

Duties and Responsibilities of a Committee Member

Section 3

3.1 Committee Members are voted on by the committee's GC after indicating interest, sending & overview of their recovery experience by email & sitting in on a monthly committee call.

3.2 Each Committee Member is responsible for varied duties; see below. At this point in time, we have 2 subcommittees and one temporary Work Group. "Weekly Readings", "Meeting in Print" and "Book Work Group"

3.3 Committee Responsibilities

Chair (assuming the chair is also on the weekly reading subcommittee): 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 & Email List Co-Coordinator to post) Contact person for Board Liaison.

Co-Chair/Vice Chair: Duties to be agreed upon between chair & co-chair in accordance with their individual skills & interests. If both chair & co/vice chair are from the same subcommittee, the other subcommittee will elect a liaison to the main committee.

Other committee members: Participate in reviewing articles and creating documents.

Positions can be rotated yearly or as GC'd by the committee.

SUBMISSION AND VETTING PROCESS

4. We review submissions in accordance with the 12 Steps, 12 Traditions and CoDA's web guidelines. A submission can be a writing about a recovery experience or challenge. When an article isn't used, the author is given our editorial policy and encouraged to rewrite and re-submit their article.

At this time, Weekly Readings is not set up for anything except text submissions due to Virus concerns. Meeting in Print may at some time in the future choose to accept Audio/Video, photographs &/or drawings; that is not in place now.

5. Writers agree to a shared release of copyright, allowing Co-NNections® and/or CoDA, Inc. to publish their works for no compensation and grants Co-NNections and/or CoDA, Inc the right to reuse any work in any future publications. This agreement allows the author and Co-NNections and/or CoDA, Inc the right to reuse the work in any future endeavors.

6. It is the committee's belief 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.

7. As the committee sees fit, we will ask the email list independent contractor to send out requests for submissions & committee volunteers as needed. Co-NNections will provide the content & they can be sent on either the Co-NNections list or the Announcements list. We have been alternating.

8. Disclaimer: These pages may not have been reviewed, endorsed, or approved by Co-Dependents Anonymous Inc.

9. Co-NNections Editorial Policy

10. No submissions or articles should violate the letter or spirit of the 12 Steps or 12 Traditions. We also request that authors refrain from using second party "You" statements, & stick to first person "I" statements.

11. Limited editing may be done for spelling, punctuation or to meet Tradition requirements. For more significant changes, we contact the author by email & ask for their permission &/or input on our suggested changes.

12. Eligible for printing: Original stories or poems 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).

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

14. Writers agree to a shared release of copyright, allowing Co-NNections® and/or CoDA, Inc. to publish their works for no compensation and grants Co-NNections and/or CoDA, Inc the right to reuse any work in any future publications. This agreement allows the author and Co-NNections and/or CoDA, Inc the right to reuse the work in any future endeavors.

Some Possible Topics: (this is not meant to be a limiting statement)

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.

A Brief History of Co-NNections

Co-NNections has begun as CoDA's newsletter in 1989. The newsletter was combined with the Quarterly Service Report and was mailed by the US postal service to subscribers for \$6 yearly. The Periodicals and Publications committee published Co-NNections until 1996 when Co-NNections became a standing committee and took the place of Periodicals and Publications. The Co-NNections logo was designed in 1992 by a CoDA member from the logo contest. The 1996 Co-NNections copyright policy was updated in 2015 and is our current copyright policy. The paper newsletter became costly and in 2007 Co-NNections became an online publication and free to CoDA members. In 2009 the "Weekly Readings" service was created. Subscribers to the "Weekly Readings" receive a weekly email containing a share from a member of the fellowship. Archives of past readings can be found at the following links:

New committee (from 2015 on only)

<http://codependents.org/cgi-bin/dada/mail.cgi/list/connections/>

2. Everything that was sent out by email pre-2015

<http://connections.coda.org/index.cfm/categories/>

Members and Committee

The Co-NNections committee is a group of volunteers with at least one year of CoDA recovery. After being vetted by email, applicants are invited to the committee to attend a teleconference. If potential problems seem to appear, The Chair lets the applicant know we will get back to them. If all seems well, the committee members are invited to ask the applicant questions about recovery practices and history of service to CoDA. The chair then asks the applicant if they would like to join the committee. If the applicant says yes, The chair calls for a vote and the committee votes. Upon receiving a majority of affirmative votes the applicant becomes a committee member. 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 "Weekly Readings" and a monthly/quarterly "Meeting-in-Print" on CoDA.org and sent via email.

The subcommittees meeting individually as needed, via conference call or on-line video conferencing. The full committee meets via conference call every two months or as needed. Members share with each other personal emails as well to communicate more directly.

As per CoDA guidelines, the Co-NNections committee can meet in person once each year. Members are reimbursed for travel, accommodations, and food per our budget in each year.

Email Form Letters

Our goal is to respond to ALL incoming emails, or forward to the appropriate CoDA entity. The chair responds by default, but can ask individual members to respond instead.

Initial Email to Author

Hi _____,

We have received your story. Thank you for responding to our call for new submissions.

We will review it soon!

In Service,

_____.

CoDA Co-NNections Chair

Acceptance Email

Hi,

I am pleased to inform you that your submission has been accepted for

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> & sent out by email.

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,

CoDA Co-NNections Chair

Rejection Email

Thank you ____ for your submission to CoDA-Co-NNections. Your support and participation in our Committee work is appreciated. We, by a Group Conscience (GC) decided we cannot publish your article in its present form. Our Committee Guidelines suggest the published articles contain in some degree Experience Strength and Hope, how it was, how it is, how CoDA helped. The GC decided this submission lacked these traits and I was selected by the GC to write to you. Please consider editing this article to meet the CoDA-Co-NNections guidelines. If you would like help in the editing process please let us know and a committee member will help you in this editing process. On behalf of the entire Coda-CoNNections committee, thank you and we encourage you to continue to submit articles. If you decide to edit this submission and I can be of help, please contact me.

In Fellowship,

CoDA-CoNNections Committee

Reply Template to Reader Emails of Editorial Opinion

Dear ____,

Thank you for subscribing to and reading Weekly Readings. On behalf of the committee thank you for taking the time to write to us. Your support of Weekly Readings is appreciated. Please consider submitting an article on an aspect of your own personal recovery.

In Fellowship,

____, CoDA Co-NNections Committee Chair

Email to Webmaster:

As currently constituted, that needs to come from the chair, co-chair or Email List coordinator to be directly sent to the webmaster. The weekly reading needs to be sent to both the Email List Coordinator & the webmaster. Currently we send though them on Monday for a Tuesday posting & emailing.

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:

Above form is not yet
approved by the
CoDA board

Meeting in Print
Subcommittee

MiP Committee History and Purpose

Section 2

2.1 The purpose of this committee is to provide a written equivalent to attending a live meeting.

2.2 This committee is still under construction and in the development phase. No publications have been sent and a first broadcast of our message has been set for the fall of 2016

**Duties and
Responsibilities of
a Committee
Member**

Section 3

3.1 Committee Members are volunteers.

3.2 No formal responsibilities have been assigned to the committee members.

Whatever other Sections you might need

Section 4

4.1 General Policies TBD