

Service Structure Committee (SSC)

Policies and Procedures Manual

Mission

Section 1

The Service Structure Committee mission is to serve the will of the fellowship and to serve in an advisory capacity to the CoDA Service Conference, Board of Trustees, and other service entities regarding service structure and the foundational documents. This includes maintaining CoDA fundamental structural documents, including Fellowship Service Manual, Twelve Concepts, and other documents, as directed by the CoDA Service Conference.

Purpose of Policies and Procedures

Section 2

This manual acts as an administrative guide/operations manual/office handbook for SSC.

This manual sets guidelines for how SSC will operate.

This manual sets guidelines for committee members and chair.

This manual is a reference source for Service Structure Committee's Policies and Procedures.

This manual is maintained by the Committee Chair, as amended by SSC by group conscience as needed.

Service Structure Committee: History and Purpose

Section 3

History:

This committee has served the CoDA Fellowship since 1990.

Purpose:

To serve the will of the Fellowship, as expressed through the CoDA Service Conference, and to serve in an advisory capacity to the CoDA Service Conference, Board of Trustees, and other service entities regarding service structure and the foundational documents by doing the following:

- Suggest improvements to the service structure of CoDA, Inc. and coordinate implementation when requested
- Determine the implications of motions to modify, alter, or amend the CoDA Articles of Incorporation, By-laws, Conference Protocols, CoDA Fellowship Service Manual (FSM), Twelve Steps, and Twelve Traditions, Twelve Service Concepts, or other foundational documents.
- Support and maintain CoDA fundamental structural documents, including Fellowship Service Manual, Twelve Concepts, and other documents, as directed by the CoDA Service Conference.
- Produce revised documents in a timely fashion, after changes are approved by the Conference.
- Provide the link to the website where the up-to-date Fellowship Service Manual is located. Send URL to all Delegates, Chairs, board members and other voting members before the CoDA Service Conference.
- Communicate regularly with Board members, Committee chairs, Voting Entity Delegates, and other CoDA members or groups, offering relevant information and insight if needed.

Duties and Responsibilities of Committee Members

Section 4

Committee Member Description:

Committee Members are volunteers who have a solid working knowledge of the 12 Steps and 12 Traditions. Members are interested in learning about all the levels of CoDA's service structure, including home groups, Intergroups, Voting Entities, and the CoDependents Anonymous Service Conference.

Members have a minimum of two years of regular attendance at CoDA meetings and have experience with levels of service beyond the group. Committee members develop a working knowledge of the Fellowship Service Manual (FSM). Members have experience with the group conscience process.

Chairperson Responsibilities:

- Define focus and goals of committee work, according to directions of the CSC. Disseminate work and develop time schedules to accomplish it. Set agenda and schedule work-in-progress priorities.
- Maintain consistent, timely communications with committee members, the CoDA Board, CoDA Board liaison, Committee chairs when needed, and others as necessary.
- Provide reports to the Fellowship in "The CoDA Quarterly Service Report," in keeping with the group conscience decision making process.
- Submit SSC's budget by the deadline established by the CSC; review Expense Reports submitted by members; keep a record of GC decisions,
- Maintain the official copy of the CoDA Fellowship Service Manual and related documents, current and historical. Turn over records to CoDA for archives. Date all versions.
- Disclose committee goals to committee members, as well as any legal or spiritual problems or conflicts. Request a group conscience poll for solutions with all committee members.
- If problems arise, bring them to the committee for a group conscience discussion. Include Board liaison if appropriate/necessary.
- Communicate with members amiably and discuss problems directly if personal problems arise, before bringing matters to all members' attention for resolution. Relate dissenting opinions to committee members, CoDA Service Conference and Fellowship when required for the greater good of CoDA. If necessary, advise IMC, too.
- Follow the Steps and Traditions in all dealings, and aid the committee in following these principles in their communications and work.

Committee Member Responsibilities:

- Attend committee meetings and participate in monthly teleconferences. Write, edit, and recommend resolutions and ideas. Participate in the group conscience process.

- Consider any proposed changes to CoDA's service structure and procedures, considering compliance with the Twelve Steps and Twelve Traditions.
- Refer to the Steps and Traditions when formulating opinions; cite as needed for clarity.
- Keep confidential all matters as required; provide full disclosure for all other matters.

Updating of the Fellowship Service Manual

Section 5

Policy:

The Fellowship Service Manual (FSM) is typically only updated as a result of motions passed at the annual CoDA Service Conference (CSC). These motions must specifically state that the FSM is to be updated and it is preferred that a specific location to be updated is given whenever possible. There are however several exceptions to this policy which allow changes to be made without CSC approval. They are:

- Grammatical errors, typos and corrections to improperly changed information
- Committee description changes that have been approved by both the Board and the Service Structure Committee (SSC) per CSC motion 17031

Proposed Procedure:

- After the completion of CSC the chair of SSC receives an email from the Events committee with a report containing all the activity that occurred during CSC. All the approved motions are included in this report.
- If the chair is not the designated person who will be doing the FSM update the chair forwards this email to that designated person.
- The designated person reviews all the approved motions and makes the specified changes to the FSM, remembering to change the date in the header to the current year's date.
- When all the approved changes have been made to the FSM the designated person sends an email to the chairs forum (chairs@codas.org) and to the SSC's board liaison (SSCliaison@codas.org) with all 5 parts of the FSM attached. All recipients are asked to review their entity's motions to ensure that they have been updated correctly and respond to SSC by a named date if any corrections are required.
- When the above date has passed and all requested corrections have been made the designated person does the following;
 - Creates the combined file
 - Sends an email to their board liaison (SSCliaison@codas.org) with all 5 parts of the FSM plus the combined file and the FSM webpage if it has been modified and asks to have them all sent to the webmaster (webmaster@codas.org) to be loaded on the CoDA.org website
 - When the designated person is notified that all files have been loaded he/she verifies that the correct files have all been loaded.
- He/she then sends an email to the Board (boardonly@codas.org) and the chairs forum (chairs@codas.org) notifying them that the updated FSM has been loaded on the CoDA.org website.

Updating of the Other Foundational Documents

Section 6

Policy:

The Service Structure Committee (SSC) is responsible for maintaining the following Foundational Documents:

- The Welcome (both long and short version)
- The Preamble
- The 12 Steps
- The 12 Traditions
- The 12 Service Concepts
- The 12 Promises

The Foundational Documents are seldom changed and are only updated as a result of motions passed at the annual CoDA Service Conference (CSC). These motions must specifically state what document is to be updated and exactly where that update should occur. The ONLY exception to this policy which allow changes to be made without CSC approval is to fix grammatical errors, typos and corrections to improperly changed information.

Proposed Procedure:

- After the completion of CSC the chair of SSC receives an email from the Events committee with a report containing all the activity that occurred during CSC. All the approved motions are included in this report.
- The chair reviews the report to determine if there are any approved motions which require changes to any of the above Foundational Documents. If there are none nothing else needs to be done.
- If there are some Foundational Documents that require changes and the chair is not the designated person who will be doing the FSM update the chair forwards this email to that designated person.
- The designated person reviews all the approved motions and makes the specified changes to the correct Foundational Document(s), remembering to change the date in the header to the current year's date.
- When all the approved changes have been made the designated person sends an email to the Board (boardonly@codas.org) and to the chairs forum (chairs@codas.org) with the revised Foundational Document(s) attached. All recipients are asked to review their entity's motions to ensure that they have been updated correctly and respond to SSC by a named date if any corrections are required.
- When the above date has passed and all requested corrections have been made the designated person does the following:

- Sends an email to their board liaison (SSCliaison@codas.org) with modified Foundational Document(s) and asks to have them all sent to the webmaster (webmaster@codas.org) to be loaded on the CoDA.org website
- When the designated person is notified that all files have been loaded he/she verifies that the correct files have all been loaded.
- He/she then sends an email to the chairs forum (chairs@codas.org) and SSC's liaison (SSCliaison@codas.org) and then notifies them that the updated Foundational Document(s) have been loaded on the CoDA.org website.

Procedure for handling committee description changes between CSCs

Section 7

Policy:

As mentioned above a motion 17031 was passed at CSC 2017 that allows committee description changes to be made without CSC approval as long as the changes have been approved by both the Board and the Service Structure Committee (SSC). Here is the text of the motion:

Description: Motion: That all proposed committee and or board changes to their description in the Fellowship Service Manual (FSM) be sent to the board to be reviewed by Service Structure Committee (SSC), the CoDA Board, the delegates and chairs, to ensure they are in accord with the Foundational Documents and the legal and fiduciary responsibility of the CoDA Inc. If SSC and the Board agree the proposed changes meet those criteria, they will automatically be incorporated into the FSM without the necessity of being proposed as motions at CSC. If they do not agree they meet those criteria, the changes will/can be proposed as motions at CSC. All such actions by SSC and the Board be reported at the next CSC.

Intent: To cut down on the number of motions at CSC that are strictly for the purpose of updating/correcting the FSM. We would like to see more time at CSC devoted to the big picture of how CoDA can do more to reach the still suffering codependent.

Proposed Procedure:

- The chair of any committee that would like to change their approved description in the Fellowship Service Manual (FSM) will send an email to their board liaison with their requested change.
- Their board liaison will forward the request to the whole board (boardonly@codas.org), to SSC (SSC@codas.org) and to the chairs forum (chairs@codas.org)
- Both the board and SSC will review the requested change to ensure that the following are not being violated in any way:
 - The change is in accord with the Foundational Documents and the legal and fiduciary responsibility of CoDA Inc.
 - That the change does not impact in any way a responsibility that currently belongs to another CoDA Inc. service entity.
 - That the change does not remove a current responsibility without the existence of that responsibility either being no longer needed or being moved to another CoDA Inc. service entity.
- The board and SSC will discuss their findings and reach a joint decision on

whether this change can be made without CSC approval.

- If the board and SSC decide that the change CANNOT be made without CSC approval the committee's board liaison will notify the committee of the decision and that if they still want this change to occur they can bring a motion to the next CSC.
- If the board and SSC decide that the change CAN be made the person on SSC who is currently maintaining the FSM will make the change following the procedure described in **Section 5** above (**Updating of the Fellowship Service Manual**).