

CoDA's Guidelines for the Development and Structure of Intergroup and Voting Entities

Presented by: CoDA's Issues Mediation
Committee (IMC)

For: CoDA's Intergroups and
Voting Entities (VEs)

2015

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SECTION 1. PREFACE

CoDA's Guidelines for the Development and Structure of Intergroups and Voting Entities (VEs) are suggested guidelines (and cited examples) only and are intended to offer CoDA's Fellowship some direction in the forming and establishment of an Intergroup(s) and Voting Entity structure. As Tradition #4 states: Each group should remain autonomous, except in matters affecting other groups or CoDA as a whole. Please feel free "to take what you want from these guidelines and to leave the rest."

These guidelines are not Conference approved in its entirety but information gathered from various existing Intergroups and Voting Entities including information from conference approved literature and other types of 12-step related documents. These documents are only a standard representation of what an Intergroup and/or Voting Entity looks like and is not a intended to embody a complete representation.

The guidelines are detailed and have many suggestions to help you with the process of forming an Intergroup and/or Voting Entity. In the beginning it is important to keep it simple.

Think in terms of the following:

- *Get four to ten CoDA group members together who are willing to make a commitment to forming a "service board".*
- *By Group Conscience select a Chair, Vice-Chair, Treasurer, and Secretary;*
- *Determine how to handle your 7th Traditions;*
- *Develop a simple plan on how to move forward;*
- *Ask for volunteers to take specific jobs to get the task done; there are many opportunities to contribute to have a "service board".*

If you have any additional questions on forming your local area's Intergroup and/or Voting Entity's structure, please feel free to contact the Issues Mediation Committee at imc@codas.org or its Voting Entity Liaison (VEL) at imcvel@codas.org or write to the VEL at:

Issues Mediation Committee of CoDA Inc.

Attn: VEL

PO Box 33577

Phoenix, AZ 85067-3577

SECTION II. CoDA's BYLAWS

Issues Mediations Committees (IMC) Role with Voting Entity Service Boards and Voting Entities

"Each State and Territory of the United States of America and each Country is established as a Voting Entity (VE) and entitled to send two (2) Delegates to the Service Conference. A single Voting Entity is established to represent all "Alternative Format Meetings" (AFM) and is entitled to send two (2) Delegates. AFM is defined as all meetings that do not physically meet face-to-face in a physical locations." *Taken from Co-Dependents Anonymous, Inc. By Laws Article IV Section 2.*

The CoDA's World Issues Mediation Committee (IMC) will handle requests for CoDA to recognize Voting Entities... In order to guarantee voting rights, each Voting Entity service board must be duly authorized by the Issues Mediation Committee. In the absence of a Voting Entity service board, members of that Entity shall present and alternative selection process based on group conscience decision making to the Issues Mediation Committee. This procedure ensures adherence to the program of recovery endorsed by this Fellowship." *Taken from Co-Dependents Anonymous, Inc. By Laws Article IV Section 2.*

SECTION III. 12 TRADITIONS AND 12 SERVICE CONCEPTS

Using the 12 Traditions and 12 Service Concepts in All our Business Affairs

Both the 12 Traditions and 12 Service Concepts are important and essential documents utilized in all of CoDA's business affairs. They are usually read at a State Assembly Meeting at the Voting Entity level which is decided by the group conscience process. .

The 12 Traditions steer our groups and help them maintain their unity. They speak to our group's unity, purpose, membership, autonomy, self support, non-professional status, structure, public policy, and anonymity policy. They are:

The Twelve Traditions of Co-Dependents Anonymous©

1. Our common welfare should come first; personal recovery depends upon CoDA unity.
2. For our group purpose there is but one ultimate authority: a loving Higher Power as expressed to our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership in CoDA is a desire for healthy and loving relationships.
4. Each group should remain autonomous except in matters affecting other groups or CoDA as a whole.
5. Each group has but one primary purpose: to carry its message to other codependents who still suffer.
6. A CoDA group ought never endorse, finance, or lend the CoDA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary spiritual aim.
7. Every CoDA group ought to be fully self-supporting, declining outside contributions.
8. Co-Dependents Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. CoDA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. CoDA has no opinion on outside issues; hence, the CoDA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

**The Twelve Traditions are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt this material does not mean that AA has reviewed or approved the content of this publication, nor that AA agrees with the views expressed herein. AA is a program of recovery from alcoholism only - use of the Twelve Traditions in connection with programs and activities which are patterned after AA, but which address other problems, does not imply otherwise.*

The 12 Traditions of AA

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose, there is but one ultimate authority--a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups of A.A. as a whole.
5. Each group has but one primary purpose--to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.

7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. AA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence, the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

The 12 Service Concepts are CoDA's guiding principles for its service structure and an interpretation of World's service structure. They offer the guidance of the conduct of our service and speak to our decision making, authority, accountability, spirituality, fairness, responsibility, and finances. They are:

The Twelve Service Concepts of Co-Dependents Anonymous©

1. The members of the Fellowship of Co-Dependents Anonymous, in carrying out the will of a loving Higher Power, advance their individual recoveries, work to insure the continuance of their groups and their program, and carry the message to codependents who still suffer. They may also collectively authorize and establish service boards or committees and empower trusted servants to perform service work.
2. The Fellowship of CoDA has the responsibility of determining, through its group conscience, the service work to be performed, and the best manner to perform such work. This authority is expressed through our group conscience. Authority carries responsibility; thus, CoDA groups conscientiously provide adequate funding and support for the service work they authorize.
3. Decisions about service work in the Fellowship and all CoDA affairs are made through the group conscience decision making process. For this spiritual democratic process to work, every member of the group is encouraged to participate, consider all the facts and options concerning the issue, listen respectfully to all opinions expressed, then reflect and meditate to find a loving Higher Power's will. Finally, we deliberate honestly and respectfully to determine the proper course of action. Unanimity in the group is the desired outcome; a majority vote is a group conscience.
4. All those who volunteer to do service work for CoDA by serving on committees, boards, or corporations are trusted servants, not authority figures. Ideally, trusted servants volunteer out of a desire to follow their Higher Power's will, out of gratitude for the gifts they have received from CoDA, out of a desire to grow in their ability to create and keep healthy relationships, and to contribute what they can of themselves to CoDA. The Fellowship recognizes the need to select the most qualified people willing to serve as trusted servants. At times, trusted servants may hire individuals outside of the Fellowship for commercial services.
5. Trusted servants are directly responsible to those they serve and are bound to honor the group conscience decision making process and uphold those decisions concerning their service work. The Fellowship also recognizes the need and right for members to honor their own experience, strength, and hope and their Higher Power's will as expressed to them. When the group conscience violates an individual's own truth and makes participation impossible, the individual may relinquish the service position.

6. The Fellowship guarantees trusted servants the right and authority to freely make decisions commensurate with their responsibilities and the right to participate in group conscience decisions affecting their responsibilities. Each CoDA member is also guaranteed the right to respectfully dissent during the group conscience decision making process. A member may freely and safely express any personal grievances as long as no particular person or group is unexpectedly singled out as the subject of the grievance. Members are encouraged to honor their own integrity as well as the integrity of others.
7. Trusted servants do practice the Twelve Steps and Twelve Traditions in their service work and in all of their affairs. Trusted servants do not seek power, prestige, wealth, status, or acclaim; do not govern, coerce, or attempt to control others; and do not push a personal agenda, promote controversy, or advance outside issues at CoDA's expense. Since issues over authority, will, money, property, and prestige can and do arise in service work, trusted servants need to practice emotional sobriety, including anonymity, humility, tolerance, gratitude, making amends, and forgiveness.
8. The CoDA Service Conference (Conference), through its group conscience decision making process, guides the Fellowship in making policy decisions and in following the Twelve Steps and Twelve Traditions. The Conference, though providing guidelines, holds no authority over the decision making process of individual groups. The group conscience process is our decision making process. Failure to honor this process may violate Traditions One and Four and a sanction may be imposed. The harshest sanction Conference can impose on an individual or group is to no longer recognize it as belonging to CoDA; this sanction may only be imposed on those who consistently violate the Twelve Steps and Twelve Traditions, as determined by guidelines accepted by Conference.
9. By tradition, the CoDA Service Conference gives responsibilities to working committees composed of Conference Delegates and other CoDA volunteers or to separate service boards or corporations. All are directly responsible to the Conference. The scope of the work a committee does is determined by the Conference group conscience. The chairperson of each committee assumes the responsibility to ensure the work assigned to the committee is completed in a timely manner.
10. When the CoDA Service Conference is in session, the CoDA Board of Trustees is directly responsible to the Conference. When not in session, the Conference assigns its decision-making authority on material matters to the Trustees. The Board of Trustees is authorized to monitor the work of Conference-appointed service committees and may provide assistance or guidelines when necessary. The Trustees serve as the board of directors of CoDA, Inc., the non-profit corporation, are assigned custodial control of all money and property held in trust for the Fellowship, and are responsible for prudent management of its finances.
11. The powers of the CoDA Service Conference derive from the pre-eminent authority of the group conscience decision-making process. Arizona State law gives the Board of Trustees legal rights and responsibilities to act for the Fellowship in certain situations. CoDA, Inc.'s Articles of Incorporation and Bylaws are legal documents enumerating these Board rights and

responsibilities.

12. The Fellowship strives to practice and encourage spiritual principles in all its material, financial, and business affairs, including fairness, equality, and respect for individual rights. Every member within CoDA has a voice and is encouraged to use it. Every member has the right to know what is happening within our organization. To honor this right, and in the spirit of CoDA unity, our CoDA, Inc. organization publishes and distributes group conscience decisions, such as minutes of our service boards and motions from our CoDA Service Conferences, in the most inclusive and timely manner possible.

SECTION IV. INTERGROUPS AND VOTING ENTITIES

WHAT IN AN INTERGROUP/CSG?

An Intergroup/CSG (CoDA Service Group) can be made up of six to ten, or more committed CoDA members from various meeting groups. In CoDA, these members are usually called Group Service Representatives (GSRs) who each represent a CoDA meeting from their local area meetings

An Intergroup/CSG may also serve as a Voting Entity if decided by group conscience.

WHAT IS A VOTING ENTITY (VE)?

A Voting Entity (VE) is a level of Fellowship within CoDA that handles the business aspects of a group of Intergroups/Community Service Groups (CSGs) that, typically, are conveniently located near each other (with the exception of Alternative Format Meetings). The Intergroup (CSG) is made up of Group Service Representatives (GSRs) from area meetings and CoDA members from the local Fellowship.

A Voting Entity (VE) is made up of two, or more Intergroup/CSG representatives and other CoDA members who have the desire to build the next level of CoDA structure.

An Intergroup/CSG may also serve as a Voting Entity if decided by group conscience (e.g., if it is the only Intergroup within the Voting Entity or if there are two Intergroups and they are too small to form a separate Voting Entity altogether).

WHAT IS A VOTING ENTITY'S PURPOSE?

The primary purpose of a Voting Entity (VE) is to represent their community to the CoDA Service Conference (CSC). The VE is also responsible for handling the business aspects for their community of Intergroups/CSGs including financial management. A function of VEs is to elect and send up to two Delegates to CSC each year. In addition, one or more Alternate Delegates may be sent.

The primary purpose of the Delegates is to facilitate communication between the VE and the CSC. The Delegate is a conduit between CoDA World and their local communities. An important part of this communication is the gathering and distributing of the CSC Motions and VE Issues by the Delegate to

and acquiring group conscience decisions from their VE membership as to how they should vote. The VE is also responsible for accepting their portion of 7th Tradition donations; ratifying motions; and miscellaneous tasks as decided by their group conscience as they remain autonomous.

VOTING ENTITY SPLITS

Each Voting Entity may sub-divide into two Voting Entities based on specific logic and criteria. The Issues Mediation Committee (IMC) oversees this process and approves all divisions. CoDA's Bylaws offers guidance for the VE and the IMC. After the division, both VEs will have two delegates. The Fellowship Service Manual recommends the following issues and process be considered:

1. Make sure a division will solve some problem or issue with representation of the Membership.
2. Consider geographical boundaries.
3. Consider division by Language.
4. Consider city, county, parish, state boundaries.
5. The division should be agreed upon by both new VE's.
6. All meetings from the current VE should be included in one of the new VE's.

Please contact the IMC @ imc@coda.org for an application, (or visit <http://coda.org/default/assets/File/IMC/VE%20Split%20Application.pdf>) VE division requirements and deadline for submission.

WHAT ARE BYLAWS/GUIDELINES?

It is highly advisable that every Intergroup and/or Voting Entity creates and maintains either a set of written operating Guidelines or Bylaws. Guidelines/Bylaws widely vary from group to group, but they are generally operational procedures covering topics such as how officers are elected, how meetings are conducted, how often business meeting are held, what officers the organization will have and a description of officers' duties.

Bylaws, by definition, are rules and regulations (or laws) enacted by an association or a corporation to provide a framework for its operation and management. Bylaws contain the most fundamental principles and rules regarding the nature of an organization. And, they are required by banks to open checking accounts.

Guidelines are statements or indications of policy or procedures by which to determine a course of action. They are never mandatory.

Some examples of existing CoDA's Fellowship Bylaws can be found on the following links:

1. Southern California CoDA Intergroup(SoCal): <http://socalcoda.org/docs/SoCalCoDABylaws-053114.pdf>
2. Northern California CoDA Intergroup (NorCal): http://www.norcalcoda.org/articles_of_incorporation_bylaws.htm
3. Illinois CoDA Intergroup: <http://www.illinoiscoda.org/by-laws>

4. New England CoDA Intergroup:
<http://www.necoda.org/Active%20PDFs%20and%20Flyers/Bylaws.pdf>
5. CoDA, Inc. Bylaws: <http://coda.org/default/assets/File/By%20Laws%202012-approved.pdf>

At business meetings, the members of the Voting Entity and/or Intergroup are guided by CoDA's 12 Steps, 12 Traditions and 12 Service Concepts.

WHERE AND WHEN SHOULD AN INTERGROUP AND VE MEET?

Every Intergroup/VE is self supporting, so deciding on where to meet and how to pay for it should be a collective group conscience. Usually, Intergroup/VE members search churches, libraries, and/or hospital institutions for available locations to hold business meetings at a nominal fee (e.g., \$10-50/month). If you can't find a meeting room, telephone conferencing and/or video conferencing are available options. (See Teleconferencing and video conferencing sections). Other special meetings may be called upon throughout the year outside the usual schedule (e.g., for workshop and/or convention planning, Conference motions and Voting Entities' review, etc.).

Intergroup's general meetings generally either meet monthly or quarterly within the year depending on how much business they have on their agendas. A Voting Entity usually meets twice a year or once a year.

SECTION V. GROUP CONSCIENCE DECISION MAKING

The spiritual structure of CoDA is based on Tradition Two: "For our group purpose there is but one ultimate authority: a loving Higher Power as expressed to our group conscience. Our leaders are but trusted servants; they do not govern." By polling our group conscience, we seek guidance from our Higher Power and make decisions affecting our groups, our service boards, and our committees.

The group conscience is the collective conscience of the group membership and this represents substantial unanimity on one issue before definitive action is taken. This is achieved by the group members through the sharing of full information, individual points of view, and the practice of CoDA's principles.

The group conscience process is also used to make decisions that affect CoDA as a whole and to elect trusted servants to carry out those decisions. The Intergroup (community, area, country, state, regional) elects delegates to represent them at CoDA meetings (see Intergroups defined in Section V.). The GSR (Group Service Representative) carries the group conscience of the home group meeting to Intergroup. Intergroup holds a group conscience and decides whether the item will proceed to CoDA, or the next level (the Voting Entity).

At the Voting Entity level (Country, State and Regional or other Voting Entity levels); group and community representatives select trusted servants to become officers to serve the members of that Voting Entity. At the same time, delegates are selected to represent the Voting Entity and carry the Voting Entity

group conscience to the annual CoDA Service Conference. Delegates also work together to make decisions dealing with CoDA, and select trusted servants who will serve our Fellowship at the CoDA World level.

Decisions at all levels including the Intergroup and Voting Entity levels of CoDA are made with the guidance of our Higher Power as expressed through the *Twelve Traditions*. Particularly useful are Tradition One: "Our common welfare should come first. Personal recovery depends upon CoDA Unity." and Tradition Two: "For our group purpose there is but one authority—a loving Higher Power as expressed to our group conscience. Our leaders are but trusted servants; they do not govern." Thus as with all our recovery, group conscience is about putting aside the "self" and looking to Higher Power for guidance.

For more guidance on the Process of Determining a Group Conscience (and Safety, Boundaries, and Respect in the Group Conscience Process), refer to Section 2 of the Fellowship Service Manual: http://coda.org/default/assets/File/Foundational%20Documents/Fellowship%20Service%20Manual%2004_13_15.pdf

SECTION VI. SERVICE, WHO ARE INVOLVED WITHIN VOTING ENTITIES AND INTERGROUPS

DOING SERVICE AT THE INTERGROUP AND VOTING ENTITY LEVELS

Service is very important to both the Intergroup and Voting Entity local levels. Group Service Representatives (GSRs) are elected using the group conscience from (and to represent) local group meetings to attend and participate at Intergroup (area or regional) level meetings.

All members of the Fellowship are welcome to attend and participate in their Intergroup/Community Service Group (CSG). All CoDA groups are encouraged to send a Group Service Representative to Intergroup (CSG) meetings. Commonly, input is welcome from all in attendance, but Group Service Representatives, and officers, are usually the only participants who vote.

All members of the Fellowship are welcome to attend and participate at their Voting Entity (VE) meetings and State Assembly and have voice. However, intergroup representatives along with VE officers usually have vote.

Service at the World levels is also encouraged. Delegates who participate at Conference are strongly advised to join at least one World committee for at least one year, or more. Also, any trusted servant may join a World committee at any time of year. A short list of the committee's and their activities is provided below.

For a more detailed description of various committees, view our [Fellowship Services Manual \(FSM\)](#) under Section 7.

<u>Committee Name</u>	<u>Email</u>	<u>Description</u>
CoDA Email Team	info@codas.org	- Answers CoDA Questions submitted by email. (outreach @ codas.org points to info)
Communications Committee	comm@codas.org	- Working communications issues within CoDA at all levels
Co-NNections Committee	connections@codas.org	- Accepts Articles from people wishing to share their experience and hope.
CoRe	core@codas.org	- Administers Literature publication and distribution
Events Committee	events@codas.org	- Plans CoDA's Service Conference (CSC) and International Convention
Finance Committee	finance@codas.org	- Establishes Fiscal Policy
Hospital & Institutions (H & I) Committee	hosp@codas.org	- Carries CoDA's message to Hospitals & Institutions
International Task Force (ITF)	itf@codas.org	- International relations with non U.S. Voting Entity countries
Issues Mediations Committee (IMC)	imc@codas.org	- Mediates disputes in CoDA. Monitors Voting Entity Issues (VEIs); handles VE requests.
Legal	legal@codas.org	- Handles Legal Issues for board and committees.
CoDA Literature Committee (CLC)	literature@codas.org	- Develops Literature
Meeting Updates	meeting@codas.org	- Update Meetings
Pro Outreach Committee	prooutreach@codas.org ; outreach@codas.org	- Works to carry the message to codependents who still suffer
Spanish Outreach Committee (SPO)	espanol@codas.org	- Answers Spanish Questions via email
Service Structure Committee (SSC)	ssc@codas.org	- Support and maintain CoDA's foundational documents
Translation Management Committee (TMC)	tmc@codas.org	- Works with organizations translating CoDA literature into other languages.
CoDA Board of Trustees	board@codas.org	- Handles Business of CoDA

OFFICER POSITIONS AND TERMS

The election, terms and duties/responsibilities of a Chair, Vice Chair, Secretary and Treasurer are usually outlined and maintained. Examples of how various formed committees such as an Outreach, Events,

Web and/or Hospital and Institutions committees are formed and may also be included at an Intergroup level and/or at the Voting Entity level.

The Chair usually facilitates all the business meetings and sets the agenda. Usually, the Chair does not have a vote, but serves as a vote when there is a tie vote.

The Vice Chair usually takes over the Chair's responsibilities/duties in the absence of the Chair.

The Treasurer is usually responsible for receipt, disbursement and proper accounting and documentation of all funds (7th Tradition donations) and expenses for the Intergroup/VE.** Maintains proper and accurate records of all receipts and disbursements; prepares and presents a written report of the status of the Intergroup/VE account in the established meeting periods (and when requested) to the Fellowship for transparency purposes. It is highly advisable to open a checking account (in the Intergroups/VE's name) as soon as possible. {It is usually suggested that there are at least two signatures on a checking account (e.g., the Treasurer's and the Chair's or/Secretary's)}. Please refer to the FSM on how to accomplish this process.

The Treasurer can accept all 7th Traditions either through a P.O. Box (which should be opened and paid for in the name of your Intergroup and/or VE) or in person at every held business meeting. Seventh Tradition donations can be made either by check, money order or in cash at local meetings at the suggested percentages made by CoDA (i.e., 60% to local Intergroups; 30% to local Voting Entities or per your group's group conscience).

The Secretary usually records, maintains and distributes business meeting minutes and key information to attendees, officers and the local Fellowship. They also create and maintain a local contact list and handle most mass mailings.

Terms of office and/or rotation of officers is highly recommended and considered healthy in CoDA. A term office of two years is suggested unless otherwise specified by a Group conscience. If no one can fill the position after a term is up, then the same candidate may continue filling the position another year or two if the group conscience allows, until a suitable candidate is elected. Or the position can remain vacant until a candidate may fill the position. Outgoing officers are expected to attend to supply information and materials to their successors and cooperate to ensure the smoothest possible transition. This may apply to Committee Chair positions as well.

WHO ARE DELEGATES AND ALTERNATE DELEGATES? HOW DO WE SELECT THEM AND WHAT IS THEIR TERM LENGTHS?

Delegates are a Voting Entities (VE) voting representatives who are sent to CoDA's yearly CoDA Service Conference (CSC) and are selected by your VE's group conscience decision making process at your yearly State Assembly. Every Voting Entity may send up to two Delegates to Conference.

**Voting Entity funds are raised by CoDA's 7th Traditions donations by meeting groups and/or Intergroups. Percentages vary, but CoDA's recommended breakdown is 30% (or depending on a group conscience) of a meeting groups and Intergroup's funds go to the Voting Entity after their prudent reserve is met.

Delegates are expected to serve as a liaison between CoDA World and its Voting Entity. Delegates serve as a communication link between CoDA World and its local Fellowship providing key information on Conference and VE updates, changes, etc. At Conference, Delegates may be asked to give an updated brief, oral report on their local VEs to the Fellowship. After the Conference experience, a Delegate may be asked by their VE to either prepare or present an oral and/or written report of their overall experience at Conference with detailed information on presented motions and reports.

Again, a goal of a Voting Entity is to be represented at Conference and to send a Delegate(s) for voting purposes. If financially possible, Delegates get reimbursed for their travel expenses (airfare, 50% room accommodations, per diem, and registration fee) by their local Voting Entity. A Delegate's term is for 2 years.

An Alternate Delegate serves in the absence of a Delegate. At Conference, when the Delegate is not able to serve on the floor or steps out of the Conference room for a short period of time, the Delegate "passes his/her badge" to the Alternate to vote in his/her place. Usually, an Alternate is not reimbursed by its local VE and pays for their own expenses unless a group conscience is taken otherwise by the VE. An Alternate's term is usually 1-2 years.

Some Voting Entities select a Junior and Senior Delegate to go to Conference the same year. A Senior Delegate would have gone to Conference the year prior. A Junior Delegate would have not and would be attending Conference for the first time. The reason for this method is to have a 'seasoned' Delegate 'shows the ropes' to a new Delegate at Conference.

It may be recommended that a Delegate have served previously as an Alternate Delegate.

WHAT ARE THE EXPECTATIONS AND RESPONSIBILITIES OF A DELEGATE?

CoDA's World Events Committee put together "A Delegates Checklist" for all delegates at Conference. Below are listed the expectations and responsibilities outlined on this checklist which can be useful knowledge for delegates prior to going to Conference.

Delegate Checklist

First and foremost, a delegate is responsible for being a conduit for communication between the CSC and the fellowship. The following is a checklist that we hope will help delegates ensure that they have completed all their duties before, during and after Conference.

Several motions were passed at the 2010 CSC that requires VE Issues and all motions be sent to the Events Committee at least 60 days prior to the start of CSC. This is to allow adequate time for the delegates to retrieve these items and pass them on to their respective communities so that the communities and meetings can know what is happening and share their group conscience on each matter. Thus, the voice of the CoDA membership may be heard and voted by delegates at Conference.

1. Ensure that any items the VE wishes (Voting Entity Issues -VEIs) brought to Conference are available according to the timeline (60 days prior to the start of CSC).

2. Check the CoDA .org website early and often to acquire all items (e.g., VEs, motions, Board and Committee's Reports, Goals/Objectives and Budget submissions) to be brought to the Conference floor and provide these to the communities' reps for group conscience at the meetings.
3. Check with the communities for all membership group conscience on items to be brought to the Conference (from the CoDA website).
4. Preparation for Conference: have all group conscience decisions for items and be familiar with the delegate package provided on CoDA website.
5. At Conference, be sure to vote as your VE's collective group conscience has determined. Also, keep good notes and collect any handouts to show to your VE.
6. After Conference, write a report on all that transpired, including the status of your VE's motions, if any, and the status of all motions voted on or tabled at the Conference. Understand that the database does not often give much detail about the motions, so any detail you can provide will be helpful.
7. If your VE has submitted issues or motions that were given to a committee or to the Board to decide, be sure to acquire and maintain contact with that committee or Board so that you can monitor progress on your issues and perhaps initiate motion from that committee.
8. Emphasize to the Voting Entity secretary, intergroup officers, and the Voting Entity Liaison (IMC) and group representatives the importance of sending current directory information to CoDA as changes occur.
9. Act as a liaison for the Voting Entity and CoDA Board of Trustees.
10. Keep the alternate Delegate informed and engaged with all activities, correspondence, and events to build the alternate's expertise in Intergroup, Voting Entity, and CoDA matters.
11. When your term is over, be sure to pass this checklist and all pertinent information to your successor.

OFFICER AND DELEGATE ROTATION AND REMOVAL FROM OFFICE?

CoDA encourages rotation of officer and Delegate positions. A term period for an officer is usually 2 years. If a position cannot be filled, a group conscience may be taken and a person may either continue until another candidate is available or that individual may serve for another 2-year period, up to a total of 4 years. If no one is available or willing to serve, that position will remain vacant until a candidate is available to be of service. A term period of a delegate is 2 years. It is suggested that new delegates be selected at each term; however, a delegate may have served as a previous alternate.

If someone is not fulfilling their assigned duties/responsibilities as outlined in their Intergroups/VE's Guidelines/Bylaws, the group may remove the individual from their perspective position. CoDA suggests caution with this action and that this action is only taken as a last resort. This should only be done with a group conscience; taken if someone was found to have either violated CoDA's 12 Traditions and/or 12 Service Concepts; and, again, if someone is not fulfilling their assigned duties/responsibilities. CoDA's

Issues Mediation Committee encourages all groups to read and follow CoDA's "Dealing with Disagreement Process Diagram" (http://coda.org/default/assets/File/Foundational%20Documents/Fellowship%20Service%20Manual%204_13_15.pdf) and Section Two on "Disagreement, Mediation, and Resolution in Our Group Conscience Process" (http://coda.org/default/assets/File/Foundational%20Documents/Fellowship%20Service%20Manual%204_13_15.pdf) as outlined in CoDA's Fellowship Service Manual (FSM).

An Intergroup/VE may establish guidelines or Bylaws which stipulate that any officer can be removed from office by a majority vote of the Assembly or when two-thirds of the Intergroup/VE members present voting either at a quarterly meeting or a special meeting called for that purpose, provided that in any of the above cases, the officer subject to removal and all members of Intergroup/VE have been informed at least 30 days in advance.

Some Intergroups/VEs also follow additional guidelines as follows: Failure to attend two consecutive scheduled meetings of an Intergroup/VE without prior notification and/or without reasonable cause shall be sufficient grounds for immediate removal from office of any officer, or any position elected or appointed by the Intergroup/VE or the Assembly. Such removal requires a simple majority of service board members present.

SECTION VII. MEETINGS, WHAT THEY ENTAIL AND HOW THEY ARE CONDUCTED?

BUSINESS MEETINGS

A business meeting at the Intergroup level is usually expressed by the group conscience of the selected/elected GSRs and officers. They may be held monthly, quarterly and may be bi-yearly depending on CoDA related business needs.

Business meetings at the Voting Entity (VE) level are usually expressed by the group conscience of the selected/elected Intergroup(s) GR(s) (group representatives) and VE officers. The date and place of business meetings are customarily rotated between major cities in the state/country where there are enough volunteers to set up and operate the meeting. If an Intergroup is both an Intergroup and a Voting Entity, there is no need for meeting rotation between major cities within the state/country.

SPECIAL MEETINGS

During the year, a Special Meeting at either the Intergroup level may be called by its officers and/or at the Voting Entity level by the Board, or by a petition from not less than one-third (1/3) of the Group Representatives (in the case of a VE) or GSRs (in the case of an Intergroup) of all current registered group meetings. The petition is to be addressed to the Board (or Intergroup, if applicable) and shall specify the reasons that a Special Meeting is being called. It is then incumbent upon the Board, or Intergroup, to arrange the meeting as soon as possible and to notify the Fellowship.

WHAT IS A STATE ASSEMBLY?

A State Assembly is a Voting Entity (VE) meeting (or if an Intergroup is a combination of an Intergroup and a VE then the State Assembly would be an Intergroup/VE meeting) called upon once a year for the purpose of (1) members of the VE to attend and address the Assembly and submitting and voting on motions; (2) selecting and electing vacant officer positions; (3) selecting and electing delegates and alternate delegates to go to CoDA Service Conference; (4) selecting and passing on Voting Entity Issues from the Fellowship to Conference; and (5) establishing and Intergroups/VE's procedures and guidelines within the framework of CoDA's 12 Traditions, 12 Steps and 12 Service Concepts and their Bylaws or Guidelines. They may or may not decide to follow *Robert's Rules of Order*.

WHAT IS THE COMMUNITY PROBLEM SOLVING METHOD OF DECISION: BRINGING A MOTION TO VOTE?

One option that can be used in group decision making when bringing a motion to vote would be to use the Community Problem Solving Method of Decision Making found in CoDA's Fellowship Service Manual [Fellowship Services Manual \(FSM\)](#). The other is the Robert's Rules of Order described below.

WHAT ARE ROBERT'S RULES OF ORDER IN THE USE OF MEETING FORMAT?

Robert's Rules of Order is a set of rules (standard) for facilitating discussions and group decision making in meetings. It is meant for deliberation, debate and conduct that allow everyone to be heard and to make decisions without confusion and in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved.

Robert's Rules can provide for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the some suggestive basic elements of *Robert's Rules*, used by some meetings:

1. *Motion*: To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. *Postpone Indefinitely*: This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. *Amend*: This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend

the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.

4. *Commit*: This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.

5. *Question*: To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

6. *Table*: To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required tabling the item being discussed.

7. *Adjourn*: A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. These procedures should not be used to prevent discussion of important issues.

Note that a group does not have to use *Robert's Rules of Order* in order to effectively and fairly operate and conduct their meetings.

ALTERNATIVE FORMAT MEETINGS (AFMs)

Alternative Format Meetings (AFM) consists of all telephone and online meetings, nationally and internationally. AFMs differ in structure from typical face-to-face meetings in that their Intergroups and/or Voting Entities are not necessarily grouped according to their geographical local areas.

PHONE SET-UPS

An Intergroup and/or Voting Entity may or may not have a need for a phone set-up for their Fellowship and/or the outside community to reach them or to have access to their local meeting list information. This depends on a group's needs.

There are many phone companies whereby an Intergroup and/or Voting Entity can pay for a private line(s) at a nominal monthly service fee. Some Intergroups actually dictate their local meeting list on phone line(s) for their Fellowship in lieu of a local website listing and in addition to the coda.org website listing.

TELECONFERENCE CALLS

If an Intergroup and/or a Voting Entity cannot find a meeting place to meet nor has a need for a conference call or video conferencing, there are numerous online conference call companies available free of charge. These online services provide specific accounts where you can conduct audio conference calls with countless callers anytime without reservations, plus the added benefit of managing (and recording) your live conference calls on the web, again, for free with detailed instructions. Just search the web for free conference calling.

MEETINGS LISTS

Most Intergroups and/or Voting Entities create, maintain and distribute a local meeting list for their Fellowship either on hard copy, their website (if they have one) or both. Intergroups usually are well connected with their local communities and have the most updated contact meeting information and can report a most accurate and updated meeting list.

Here is an example of a local meeting list: <http://www.lacoda.org/meetings.pdf> .

Intergroups not only distribute their meetings lists to their Fellowships but often also distribute them to local behaviorists and clinical institutions as part of their Outreach efforts in fulfilling their 5th Tradition.

WEBSITE PAGES

Some Intergroups and/or Voting Entities have been able to create and maintain a website for their Fellowship depending on its local resources. Usually an Intergroup and/or Voting Entity begins with starting a Website Committee and either gathers free computer web design knowledge/talent from their local community and/or usually pays for these computer services from their 7th tradition funds by taking a group conscience.

A typical website might include the following:

- Home page – general information about the group and CoDA.
- *Preamble, Welcome, Twelve Steps, Twelve Traditions, Twelve Promises.*
- List of local CoDA events
- Local newsletter
- *The Fellowship Service Manual of Co-Dependents Anonymous Approved CSC 2014*
- Contact phone numbers
- Meeting information / list
- Literature information, and how to order
- Links to other CoDA web sites

You can refer to coda.org's Voting Entity Contact list for website addresses and examples at: <http://coda.org/index.cfm/coda-area-contacts/area-contacts/>.

HOW SHOULD INTERGROUPS AND VOTING ENTITIES FORM COMMITTEES, AND IF SO, WHAT ARE SOME EXAMPLES THAT BEST SERVE LOCAL FELLOWSHIPS?

Most Intergroups and Voting Entities (VEs) form and operate one or more committees within their groups to better serve their local Fellowships. Voting Entity committees are organized along the same structural lines as meetings and Intergroups (groups and community service groups).

Voting Entity Committees function through the group conscience decision making process as they carry out service work. Priorities for this work usually come from meetings and Intergroup's.

A committee usually has a Chairperson (and volunteer members) who facilitates that committee, sets the agenda and holds its meetings, etc. Some examples of committees are:

- Outreach; members handle correspondence from the outside public and the 'still suffering codependents; attend, coordinate, and give information at special outreach events that reach the still suffering codependent who is unaware of CoDA; may send local meeting list to behavioral institutions and physicians for informational purposes;
- Events: members plan and coordinate special events like the State Assembly meetings; conventions/conferences; various topic related workshops, social events, etc.
- Website/Webpage: members create, place key information, and continuously maintain/update website page(s) for either the local Intergroup area or entire Voting Entity;
- Hospital and Institutions: members hold meetings at local hospitals and prisons for the still suffering codependent; answers correspondence from prisons and hospitals and other institutions; discovers ways to bring CoDA literature to these institutions at nominal fees.
- Communication: members handle, create, maintain and distribute correspondence to facilitate incoming and outgoing communication within the Fellowship. May create periodic newsletter; banners; posters, etc.

All committees have but one purpose: that of serving the Fellowship of Co-Dependents Anonymous.

HOW DOES AN INTERGROUP AND/OR VOTING ENTITY HANDLE A DISPUTE OR CONFLICT?

During the group conscience process, it is important that we all practice our program by balancing patience with assertion. We respect the boundaries of others and expect the same consideration. We assume responsibility for our behavior and accept accountability for our actions.

However, because we are in recovery, we will still run into conflict and conflict will lead to disputes that find their way to Intergroup business meetings and to Voting Entity meetings following structural guidelines. The question then becomes, "How do an Intergroup and/or Voting Entity handle a dispute or conflict once it reaches its level?"

According to CoDA's Issues Mediation Committee's "Dealing with Disagreements" document (<http://coda.org/default/assets/File/IMC/IMC%20Disagreemen%20Process.pdf>), it is recommended that all

disagreements be first dealt with by person-to-person. Then, if the issue(s) is not resolved by the individuals, a third neutral party, trusted by both parties, may be asked to help support and resolve the issue. If that doesn't work, then assistance from a meeting is recommended. If that doesn't resolve the situation; then seeking guidance and assistance from the Intergroup level is recommended. And so on. Therefore, when an Intergroup receives a dispute at their level, the Intergroup should ensure that these past steps should have already been taken before coming to the Intergroup level.

Once at the Intergroup (and then the Voting Entity level if not resolved at the Intergroup level), the group conscience, maintaining neutrality, objectivity and using specific CoDA literature as outlined in the Fellowship Service Manual (see Section Two on The Group Conscience Process, on "The Disagreement, Mediation, and Resolution in Our Group Conscience Process" and again IMC's "Dealing with Disagreements" document above) along with Higher Power's guidance are all key components with resolving disputes and conflict.

An example of conflict may be that an Intergroups treasurer ran off with the group's money and the group finds itself uncertain on what to do. A possible answer (based on some group's Experience Strength and Hope/ESH and using the above tools) may be to hold a group conscience meeting and ask questions like: Was the group careful in their selection of a responsible treasurer? Did they have more than one signatory on the account to monitor the on goings of the account? Was the treasurer helped to the understanding of his/her responsibilities of the position? Are excess funds being held? And, whether these questions were being asked or not, some groups still find it helpful to hold a group conscience meeting to review the way the group's finances are being handled and to update procedures.

If an Intergroup and/or Voting Entity find they cannot resolve a dispute, or finds that they are just not equipped to do so, they may refer the case to CoDA's Issues Mediation Committee at the World level which handles disputes and mediation at this next level. They may be contacted at imc@codas.org.

SECTION VIII. 7TH TRADITIONS, FUNDING AND FINANCES

WHAT IS THE INTERGROUP AND VOTING ENTITY 7TH TRADITION BREAKDOWN?

It is suggested that local meetings give 50-60% of their remaining funds after their prudent reserve is met as 7th Traditions to their local Intergroup meeting. And, give 20-30% of their remaining funds after their prudent reserve is met as 7th Traditions to their Voting Entity to support the Voting Entity delegate fund. The remaining 10-30% is often donated to Codependents Anonymous (World).

If a Voting Entity has no Intergroup, than it is suggested to give 65-75% to your Voting Entity and 25-35% to Codependents Anonymous (World).

However, if an Intergroup is both an Intergroup and a Voting Entity (meaning there is only one Intergroup which serves both as an Intergroup and a Voting Entity), a meeting group can either send 90% of its remaining funds (after their prudent reserve is met) to its Intergroup/VE as 7th Traditions or they may decide to separate these funds and ask the Intergroup/VE to dedicate one donation (at 60% donation) for 7th tradition donations and dedicate the other check (at 30% donation) toward the delegate fund. The delegate fund would be a separate internal budget account that the Intergroup/VE would allocate for Conference delegate travel expenses reimbursement only.

A motion (#14038) was passed at Conference in 2014 which stated that the above percentages (50-60% to Intergroups; 20-30% to Voting Entities) are suggestive only and that each group needs to decide for themselves and that they can change these percentages to any percentage.

For example:

- ___% to your local intergroup
- ___% to your Voting Entity
- ___% to Co-Dependents Anonymous, Inc.
- ___% to another CoDA project or program

HOW TO ACCEPT 7TH TRADITIONS AND DELEGATE FUNDING?

CoDA's Tradition 7 states: 'A CoDA group ought to be fully self-supporting, declining outside contributions.' The Intergroup accepts meeting groups 7th Traditions from its various local meetings. An Intergroup can also be the Voting Entity if it is the only Intergroup in the State or country and thus accepts 7th Traditions from its various meetings. A Voting Entity accepts 7th Traditions from its Intergroup(s).

These 7th Traditions funds usually support the either the Intergroups or the VEs meeting's operating expenses (such as rent, phones, and additional miscellaneous supplies for a 2-3 month period) and delegate fund expenses for Conference. The delegate fund collected generally intends to cover 1-2 delegates' travel expenses to/from Conference (e.g., airfare, per diem, 50% of hotel, conference registration fee).

WHAT IS A TRAVEL REIMBURSEMENT OPPORTUNITY (TRO) AND HOW DOES A VOTING ENTITY DELEGATE APPLY FOR ONE FROM WORLD?

A Travel Reimbursement Opportunity is a financial assistance award offered by CoDA World to Voting Entities and Voting Entity delegate(s) who qualify for financial assistance to come to Conference. CoDA World reimburses an eligible Voting Entity delegate who is voted in by their Voting Entity; preferably, a new attendee/Voting Entity to Conference; eligible for aid; and who must agree with the reimbursement method with CoDA, Inc's Treasurer prior to the TRO being awarded.

No Voting Entity/Person is eligible more than twice in a lifetime. No Voting Entity will receive the "TRO-DEL" (Travel Reimbursement Opportunity - Delegate) in two consecutive years.

The Events, Issues Mediation Committee and Finance Committees are all involved in the TRO solicitation, vetting, education and reimbursement process. You may contact Events and/or IMC in reference to the solicitation, vetting and education of TROs and the Finance committee on reimbursement procedures, respectively at: events@codas.org; imc@codas.org; finance@codas.org.

WHAT IS AN INTERGROUPS AND/OR VOTING ENTITY'S PRUDENT RESERVE AND HOW IS IT CALCULATED?

An Intergroups and/or Voting Entity's (VEs) Prudent Reserve is generally 2-3 months of average operating expenses put in "reserve" in a meeting's budget. Its principal purpose is to provide the financial resources to continue the essential services of its Intergroup and/or VE for up to 2-3 months (or longer) in the event of unexpected and substantial reduction in the normal revenues of the meeting group(s). The prudent reserve is intended to cover expenses in the event that the group has unusually low attendance or donations.

A prudent reserve is made up of a group's ongoing expenses such as rent, phone line(s), CoDA endorsed literature, refreshments, website fees and various miscellaneous expenses like photocopy expenses, etc.

The Voting Entity usually collects delegate funds donations from local meetings since delegates are selected and elected at this level of structure. The recommended percentage to send to Voting Entities from meetings is 30% after their prudent reserve is met or whatever their meeting's group conscience decides.

However, if an Intergroup is set-up in structure as both an Intergroup and Voting Entity, they should establish a separate "fund" within their budget as a "delegate's fund" so that meeting group's can donate direct to this fund, if they choose to. {In addition, the Intergroup/VE can take a group conscience to transfer funds from their operational fund to the delegate fund as needed to ensure the delegate fund is adequate to fund the elected delegate(s)' expenses.} This way, the Intergroup/VE can separate its 7th Traditions (recommended donations at 60% of local meetings funds after their prudent reserve is met) from its delegate fund budgets. These funds are meant to be "internal" set-up accounts within the budget.

WHEN A MEETING GROUP DONATES TO AN INTERGROUP AND/OR A VOTING ENTITY (VE): HOW DOES THAT MEETING GROUP KNOW THAT AN INTERGROUP OR VE HAS RECEIVED THEIR CONTRIBUTION AND CREDITED THEIR GROUP?

Most Intergroups and Voting Entities acknowledge donations by a receipt, sent to the person indicated on the contribution envelope, or to the GSR (Group Service Representative) if a name and address is not indicated. Usually, quarterly contribution statements are sent to each group's GSR. These statements reflect year-to-date information, whether or not the group contributed.

HOW TO OPEN A CHECKING ACCOUNT AT THE INTERGROUP AND VOTING ENTITY LEVEL?

Most banks are willing to work with small nonprofit organizations with opening a checking account to hold 7th Tradition funds at either the Intergroup and/or Voting Entity level. Unfortunately CoDA does not allow for groups to use their Federal Tax ID number when opening a checking account at a bank institution.

Your own Intergroup and/or Voting Entity can apply for a Federal Tax ID number (with the IRS) or one of your officers (usually the Treasurer and/or Chair) can open a business account using your groups name on the account. It is recommended to have at least two signatories on the account. This is to avoid any

misuse of funds and to ensure proper management of funds. It is also recommended not to appoint a debit card. This is so that all transactions are made visible by check, taking the time to clear, and again, to discourage and avoid misuse of funds.

SECTION IX. FREQUENTLY ASKED QUESTIONS

(1) WE, AS AN INTERGROUP/VOTING ENTITY, WANT TO PLAN SOCIAL FELLOWSHIP EVENTS ONCE IN A WHILE LIKE A HOLIDAY FUNCTION, BEACH GET-TOGETHER, ETC. CAN WE SPEND 7TH TRADITION FUNDS ON THESE TYPES OF EVENTS?

Yes, you can as long as they are related to CoDA Fellowship events. Your treasurer will usually just need receipts in order for you to get reimbursed for items purchased for the event(s).

(2) WHAT IF WE AS AN INTERGROUP WANTS TO PUT ON WORKSHOPS FOR THEIR FELLOWSHIP. HOW DO WE ORGANIZE THEM?

Usually, your Events Committee will be responsible for putting on Workshops for your Fellowship, but any trusted servant can facilitate a workshop if you don't have an official Events committee. You can ask if anyone in your Fellowship has put on a workshop in the past at another Fellowship or at World Convention or just start from scratch. Although the topic should be CoDA related and the workshop interactive in nature. Workshops are not meant to be lecture oriented. Workshops vary in length and donations can be asked for as part of the service given. CoDA literature can also be sold at the event as well.

(3) WE REPRESENT A GROUP OF TELEPHONE MEETINGS AND WANT TO FORM AN INTERGROUP BASED ON LANGUAGE. CAN WE DO THIS AND HOW CAN WE BE SELF-SUPPORTING?

Yes, telephone meetings can form an Intergroup based on language and do need to be self-supporting according to Tradition 7. Telephone meetings are part of the umbrella under the Alternative Format Meetings Voting Entity along with online meetings according to CoDA's Bylaws. Alternative Format Meetings are defined as "meetings that do meet physically face-to-face."

In order to be self supportive, an Intergroup can establish a PayPal account or credit card account and have individual telephone meetings contribute in this manner. Usually, a trusted servant must open the account in their own name and manage the account and funds for the Intergroup. This trusted servant usually is the elected Treasurer.