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**Co-NNections COMMITTEE POLICIES MANUAL**

**Purpose of Policies and Procedures**

Section 1

* This manual acts as an administrative guide/operations manual/office
handbook for this committee.
* This manual sets guidelines for how the Co-NNections Committee will operate.
* This manual sets guidelines for committee members.
* This manual is a reference source for CoDA’s Policies and Procedures.
* This manual can be changed by the Committee’s Group Conscience, as needed.

# Committee History and Purpose

Section 2

* 1. **Purpose**

To curate and create, in accordance with the 12 Steps, 12 Traditions and web guidelines of CoDA, weekly readings and a Meeting-in-Print (MiP). Work with coda.org tech team to collect submissions and archive the readings and MiPs, as well as use the email system to distribute to CoDA member subscribers. Co-NNections has been CoDA’s newsletter since 1989. The Committee temporarily shut down in mid 2014 and was restarted in early 2015.

* 1. **A Brief History of Co-NNections**

Co-NNections has been CoDA’s newsletter since 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/>
* Everything that was sent out by email pre 2015 <http://connections.coda.org/index.cfm/categories/>

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# Duties and Responsibilities of a Committee Member

Section 3

**3.1 Membership Qualifications**

1. Follows the Twelve Steps, Twelve Traditions, and Twelve Service Concepts
2. Knowledgeable in the group conscience decision making process
3. Desires to help the codependent who still suffers
4. Actively attending CoDA meetings
5. Willing to commit to committee responsibilities

3.2 New Committee Members - The Co-NNections committee is a group of volunteers with at least 1 ½ years of CoDA recovery. If a potential new member expresses interest, we encourage them, ask them to email us their CoDA recovery story & ask permission to potentially publish their story. If they say no to publishing their story, that does not necessarily disqualify them from the committee. After being vetted by emails between current committee members, we may invite interested applicants to attend a monthly Co-NNections business teleconference. Near the end of the call, the chair will ask the perspective member if they are interested in joining the committee, & if so which sub-committee they would prefer to be active on. If they indicate they are interested, the chair will inform them that we will vote on their potential membership & let them know within 1 week.

1 As part of the call, the committee members are invited to ask the applicant questions about recovery practices, history of service to CoDA & anything else that a current committee member considers relevant. The potential committee member is also encouraged to ask any relevant questions they may think of during the call. The prospective committee member is allowed voice, including round robin participation during the call; but not vote.

1. Roles and Responsibilities - Each Committee Member is responsible for varied duties; see below. At this point in time, we have 2 subcommittees, “Weekly Readings” and “Meeting in Print.” Other committee members participate in reviewing articles and creating documents. Positions can be rotated yearly or as GC’d by the committee. 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.
	1. Committee Meetings - 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 a given year.
	2. Chair Responsibilities - Chair (assuming the chair is also on the Weekly Reading Subcommittee):
2. Email the authors and web-master.
3. Maintains a current list of articles up for review (original copied article emails).
4. Maintains 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 and Email List Co-Coordinator to post).
5. Contact person for Board Liaison.
	1. Co-Chair/Vice Chair - Duties to be agreed upon between Chair and Co-Chair in accordance with their individual skills and interests. If both Chair and Co-Chair are from the same subcommittee, the other subcommittee will elect a liaison to the main committee.

**3.8 Grounds for removal**

1. The member fails to participate in committee work for three (3) months.

2. The member’s behavior regularly and consistently violates the Twelve Traditions of Codependents Anonymous.

3. The member’s behavior regularly and consistently violates the policies and procedures of the Co-NNections Committee.

4. The member’s behavior regularly and consistently violates a Group Conscience of the Co-NNections Committee.

5. The chair, or the chair’s designee as selected by a group conscience, shall notify the member of their removal and the reasons for that removal within three days from the meeting in which the removal occurred.



**Submission and Vetting Process
Section 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.

**4.1 Weekly Readings**

1. 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 and/or drawings; that is not in place at this time.
2. 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.
3. 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.
4. As the committee sees fit, we will ask the email list independent contractor to send out requests for submissions and committee volunteers as needed. Co-NNections will provide the content and they can be sent on either the Co-NNections list or the Announcements list. We have been alternating.
5. *Disclaimer:* These pages may not have been reviewed, endorsed, or approved by Co-Dependents Anonymous Inc.
	1. **Co-NNections Editorial Policy**
6. 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, and stick to first person “I” statements.
7. Limited editing may be done for spelling, punctuation or to meet Tradition requirements. For more significant changes, we contact the author by email and ask for their permission and /or input on our suggested changes.
8. *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).
9. *What are not eligible:* Articles from CoDA members soliciting for their own private or public enterprises or focusing on anything other than CoDA recovery.
10. 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.

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

1. **Sharing Strength and Hope**

How CoDA and the 12 Steps have made a positive impact.

1. **Lessons Learned**

Lessons learned by contributors while working the CoDA program.

1. **Working the 12 Steps**

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

1. **Affirmations**

Original affirmations.

1. **Recovery - Tips and Techniques**

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

1. **Words of Wisdom**

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

1. **Other Thoughts**

Observations, perspectives, etc.



**Committee Form Letters and Emails
Section 5**

**5.1 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.

**5.2 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

**5.3 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 and 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

* 1. **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. We hope that you will 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-Co-NNections Committee

**5.5 Online CoDA Offering (onlinecoda.net)**

Thank you \_\_\_\_\_\_ for your submission to CoDA-CoNNections. 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. We’d like to offer an alternative option for you to share your CoDA related writing: CoDA has an online forum/message board where you can post recovery related issues and writings and possibly receive supportive feedback. If this interests you, it is available here: <http://www.onlinecoda.net/forums.html>.

Again, thank you for subscribing, reading and submitting this story. You are welcome to continue to submit your recovery stories.

In Fellowship,

\_\_\_\_\_\_\_\_\_\_\_\_,

CoDA Co-NNections Committee Chair

**5.6 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

**5.7 Email to Webmaster:**

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

**5.8 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.

**5.9 Copyright Waiver**

\*These pages may not have been reviewed, endorsed, or approved by Co-Dependents Anonymous, Inc.

Writers, podcasters and videographers, hereafter referred to as contributors, agree to a shared release of copyright allowing Co-NNections® and/or CoDA, Inc. to publish their works for no compensation and granting Co-NNections and/or CoDA, Inc. the right to reuse any work in any future publications. This waiver agreement allows the contributor and Co-NNections and/or CoDA, Inc. the right to reuse the work in any future endeavors.

**5.10 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:

**5.11 Meeting In Print Email**

Thank you \_\_\_ for your submission to CoDA-CoNnections. Your support and participation in our Committee work is appreciated.

The article you submitted was longer than we needed for our Weekly Reading posts, so we have forwarded it on to our "Meeting In Print" (MiP) sub-committee for consideration. (http://connections.coda.org/index.cfm/mip/) Meeting in Print may be able to use it in the quarterly issue. They will be contacting you in the near future.

In Fellowship,

\_\_\_\_\_.,

CoDA Co-NNections Weekly Readings Sub-Committee Chair

**5.12 Volunteer Form Letter**

Dear \_\_\_\_\_\_\_\_\_\_\_, thank you for replying to our request for Co-NNections volunteers!

The Co-NNections committee is a group of volunteers with at least one and a half years of CoDA recovery. We meet at noon Pacific Time, on the first Saturday of each month, using Zoom web-based video conferencing, accessible by phone (no charge in the USA & some other countries by cell phone). Our goal is to provide online venues for CoDA members to share their thoughts about their recovery journey.

Committee members participate in reviewing submitted articles, in accordance with the 12 Steps, 12 traditions and CoDA's web guidelines. Another task could be working with authors to help them edit their submissions to meet approval by group conscience either by email or at one of our meetings.

We have 2 subcommittees for our publications, Weekly Readings (WR) and Meeting in Print (MiP).

The WR subcommittee usually meets immediately after the general committee and approves or rejects submissions using the group conscience method. WR is posted on the website and sent to our subscribers. We do as much of our work as possible by email.

The MiP subcommittee functions mostly via email to create the written equivalent of a CoDA meeting on a quarterly basis, which is then posted on the website. Duties include the above, graphics, lay out, etcetera.

If you are still interested, please let us know how long you have been in CoDA recovery or attending meetings (including phone and online meetings). It would be ideal if you could send us your recovery story. We may request permission to publish it but that is not a prerequisite of being chosen as a member.

The entire committee will then review your reply after which we may invite you to attend a monthly business teleconference.

Thank you once again for applying. Please don't hesitate to ask any questions that you may have about how the committee functions.

Yours

\_\_\_\_\_\_\_\_.

Co-NNections committee chair



# Meeting in Print Subcommittee (MiP) Committee History and Purpose

Section 6

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