

Co-NNections Committee Policies and Procedures Manual

The administrative guide for this committee and its subcommittees. Updated 12/29/2022

Section 1

Co-NNections Committee History and Purpose

To connect and empower people affected by codependency.

1.1 It is the committee's belief that publishing the experience, strength and hope shared by CoDA members is a vehicle to reach the codependent still suffering and has the potential to enhance the recovery of contributors and readers alike. As of the date of this revision Co-NNections has over 13,500 subscribers.

1.2 Co-NNections was launched as CoDA's newsletter in 1989. Originally, the newsletter was combined with the Quarterly Service Report and was physically mailed 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 a logo contest. The paper newsletter became costly and in 2007 Co-NNections became an online publication and free to CoDA members.

In 2009 the "Weekly Reading" (WR) digital publication was created. Subscribers to WR receive a weekly email containing a share from a member of the fellowship. The 1996 Co-NNections copyright policy was updated in 2015 and is our current copyright policy. The Committee temporarily shut down in mid-2014 and was reinstated in early 2015. The "Meeting in Print" (MiP) digital publication was developed and launched in 2015 as a PDF format, quarterly publication meant to complement the existing WR format. MiP could accommodate longer and/or more abstract, artistic forms of CoDA member expression.

1.3 Co-NNections solicits submissions from CoDA members, edits submissions and creates and disseminates two digital publications: the Weekly Reading (WR) and Meeting in Print (MiP). This work is conducted in accordance with the Twelve Steps, Twelve Traditions and web guidelines of CoDA. Among other things, tasks include working with the coda.org web admin team to collect submissions via coda.org, to archive/host past WR and MiP on the website, as well as using an email listserv to distribute WR (weekly) & MiP (quarterly) to CoDA member subscribers. Once approved and edited, WR stories are sent to the Email List Coordinator no later than Monday for Tuesday publication. Each MiP issue is sent as a PDF to the Coordinator two days before the end of the month (every three months).

To summarize, Co-NNections is the parent committee, which encompasses two sub-committees, Weekly Reading (WR) and Meeting in Print (MiP). WR is published weekly and is generally shorter form (<500 words) prose writings. MiP is published quarterly and can accommodate more artistic or abstract expressions such as poetry and visual art, as well as longer form (>500 words) prose writings.

Section 2

Duties and Responsibilities of a Committee Member

2.1 Committee Members are volunteers.

2.2. Committee Members vote by Group Conscience (GC) whether or not to accept volunteer candidates who indicate interest. They must send an overview of their recovery experience (ideally have at least 12 months CoDA recovery) by email and participate in two or more monthly committee meetings.

2.3 The full committee meets via video conference call once a month and as needed.

2.4 The subcommittees meet individually as needed, via video conference call.

2.5 Members communicate directly by email as needed.

2.6 As per CoDA guidelines, the Co-NNections committee can meet in person every 3 years. Members are reimbursed for travel, accommodations, and food per annual CoDA World budget.

2.7 Service Term: Positions can be rotated yearly or as determined by the committee's GC.

2.8 Committee Duties / Areas of Responsibility:

Each committee member is free to serve on the subcommittee(s) of their choice, and may volunteer to complete tasks as needed. Each trusted servant is responsible for keeping their workload as manageable as possible and to take on responsibilities in accordance with their own conscience. Asking for support and guidance from the team is strongly encouraged when it's needed or desired.

2.8.1 Co-NNections committee Chair & Co-Chair:

Responsibilities can be shared between chair and co-chair by mutual agreement and in accordance with their individual skills, interests and availability.

Responsibilities of the Chair and Co-Chair include but are not limited to the following:

- Draft agenda for the Monthly Business Meeting in shared document folder
- Send out reminder / invitation emails and facilitate the Monthly Business Meeting
- Attend the monthly Chairs Forum and report to committee
- Act as contact person to Board Liaison and respond to Board members' requests
- Represent committee regarding motions at annual CoDA Service Conference
- Respond to public inquiries, including volunteers seeking to join Co-NNections

- Help clarify the duties listed below, verify completion, and troubleshoot problem areas with committee members

2.8.2 WR & MiP subcommittee chairs / liaisons:

Responsibilities that can be shared by WR & MiP subcommittee chairs / liaisons by mutual agreement and in accordance with their individual skills, interests and availability.

- Email confirmations of receipt of each new submission
- Plan and Facilitate the monthly submission vetting session
- Forward positive reader feedback to authors and respond to negative reader feedback

Responsibilities that are not shared by WR & MiP subcommittee chairs / liaisons

- Attend the Co-NNections Monthly Business Meeting
- Oversee each subcommittee's work to ensure it is completed on schedule (WR: 1 story/week, due each Monday. MiP: 5-7 stories or poems plus 8-10 photos or images /quarter, due on the 21st of Feb., May, Aug. and Nov.)
- Verify that completed works are actually published (WR: via listserv emails and archive on coda.org, MiP: via webpage on coda.org)
- Report ongoing progress to the committee

2.8.3 WR & MiP subcommittee members:

Attend and participate in the monthly submission vetting sessions:

- Correspond 1-on-1 with authors on specific articles which were neither accepted nor rejected by GC to bring them into alignment with the Twelve Traditions and CoDA web guidelines
- Email rejection letter to authors whose work is not accepted by GC
- Work with Editor-in-Chief to get approved WR & MiP submissions ready for publication
- Work with MiP chair to get Meeting in Print layout ready for publication

2.8.4 Editor-in-Chief:

- Oversee editing of accepted submissions in accordance with these guidelines:
 - Keep the spirit and style of the author's original story intact
 - Correct spelling, punctuation, grammar and syntax
 - Contact the author for clarification when needed
- Enter progress updates into the shared tracking sheet(s)
- Email ready-to-print WR stories to Email List Coordinator for publication

Section 3

Submission and Vetting Process

3.1 Members review submissions for publication in accordance with the Twelve Steps, Twelve Traditions and CoDA's web guidelines. A submission can be a writing about recovery-based experience, strength or hope. When an article isn't used, the author is sent a "rejection" letter; see appendices. The author may be reminded of our editorial policy and encouraged to rewrite and resubmit their article. A committee member may offer to work with an author to help bring the article into alignment with the Twelve Traditions or other editorial guidelines.

3.2 As needed, we will ask the email list tech support to send out requests for submissions and committee volunteers. Also known as an "email blast." Co-NNections will provide the content, and they are usually sent to either the Co-NNections list or the Announcements list.

3.3 When another CoDA committee contacts us to request permission to use a Co-NNections contribution in their work, we will direct that other CoDA committee to reach out to the content contributor through the CoDA listserv fellowship service worker. This should prevent confusion about which committee is making the request and it will allow the other CoDA committee to communicate clearly about their own copyright agreement and other terms of use.

Section 4

Co-NNections Editorial Policy

4.1 Submissions or articles should honor the letter or spirit of the Twelve Steps or Twelve Traditions. We also request that authors refrain from using "You" statements, and instead use "I" statements.

4.2 Editing may be done for spelling, punctuation, formatting, and grammar. For more significant changes, such as to meet Tradition requirements, the committee contacts the author by email and asks for their permission and/or input on our suggested changes.

4.3 Eligible for printing: original stories or poems or visual art 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).

4.4 Not eligible for printing: submissions soliciting for private or public enterprises or focusing on anything other than CoDA recovery.

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

4.6 Possible topics for sharing: (list not exclusive):

Sharing Strength and Hope

How CoDA and the Twelve Steps have made a positive impact in the author's life

Lessons Learned

Lessons learned by contributors while working the CoDA program

Working the Twelve Steps and/or Twelve Traditions

Member contributions regarding their experience working one or more of the Twelve Steps and/or Twelve Traditions

Affirmations

Original affirmations

CoDA Patterns and Recovery Behaviors: How the patterns of control, avoidance, low self-esteem, compliance, and denial arise in daily life and how the individual applies recovery behaviors for spiritual growth (<https://coda.org/meeting-materials/patterns-of-recovery/>)

Recovery - Tips and Techniques

Helpful tips and techniques, which are in line with our Traditions and documents

Words of Wisdom

What are some of your favorite sayings?

Other thoughts, observations, or perspectives based on recovery.

Appendices

Appendix 1: CoDA Co-NNections Copyright Release

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.

Appendix 2: 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.

A2.1: Initial Email to Author

Hi

We have received your story. Thank you for responding to our call for new submissions! A volunteer will follow up with you via email after we have reviewed it.

We meet the first Saturday of every month and appreciate your patience. Please write to me if you have not heard from one of us within 6 weeks.

In service,

CoDA Co-NNections Committee

A2.2: Acceptance letter

Subject: Weekly Reading Accepted

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 and sent out by email. The exact date for your publication isn't known at this time. You can look for it by signing up to receive Weekly Readings ([Click here](#)). 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.

In service,

CoDA Co-NNections Committee

Policies and Procedures; Appendix 1: CoDA Co-NNections Copyright Release

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If your submission is under another copyright agreement which may conflict with this copyright agreement, you are responsible to notify us within 7 days so that we can address any issues prior to publication.

A2.3 Rejection letter

Subject: Your CoDA Co-NNections Submission

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) have determined we cannot publish your article in its present form. Our Committee Guidelines suggest the published articles contain in some degree your Experience Strength and Hope, how it was, how it is, how CoDA helped. The GC determined this submission needs more of these themes. Please consider editing this article to meet the CoDA Co-NNections guidelines.

If you would like help in the editing process please let me know and I will assist you in this editing process. On behalf of the entire CoDA Co-NNections 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 service,

CoDA Co-NNections Committee

A2.4 Response to Feedback

Subject: Your Feedback

Dear _____,

Thank you for subscribing to and reading Weekly Reading/Meeting in Print. On behalf of the committee, thank you for taking the time to write to us. Your support of WR/MiP is appreciated. Please consider submitting an article on an aspect of your own personal recovery.

In service,

CoDA Co-NNections Committee

Appendix 3: Email Call for New Submissions

Call For New Submissions!

Have any of the Weekly Reading been helpful or thought-provoking for you?

Consider submitting your story and sharing your insight with other CoDA members!

How has CoDA changed your life? Sharing your experience, strength and hope may help thousands of codependents still suffering. Everybody in CoDA has a recovery story to tell.

Please email: wr@coda.org

Some Possible Topics: (Could include, but not limited to!)

1. Sharing your Strength and Hope

How CoDA and the Twelve Steps and/or Twelve Traditions have made a positive impact

2. Lessons Learned

Lessons learned while you've been working the CoDA program

3. Working the Twelve Steps and/or Twelve Traditions

Your experience working one or more of the Twelve Steps and/or Traditions

4. Affirmations

Original affirmations you may have come up with

5. Recovery - Tips and Techniques

Helpful tips and techniques, which are aligned with the principles of our program.

6. CoDA Patterns and Recovery Behaviors:

How the patterns of Control, Avoidance, Low Self-esteem, Compliance, and Denial arise in daily life and how the individual applies recovery behaviors for spiritual growth

(<https://coda.org/meeting-materials/patterns-of-recovery/>)

7. Words of Wisdom

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

8. Other Thoughts

Observations, perspectives, recovery tools, etc.

(We ask submissions or articles to honor the letter or spirit of the Twelve Steps or Twelve Traditions. We also request that authors refrain from using second party "You" statements, and instead use first person "I" statements.)

We look forward to hearing from you.

In Service,

The CoDA Co-NNections Committee (Weekly Reading and Meeting in Print)