

**SOUTHERN ONTARIO COCAINE ANONYMOUS – POLICIES AND PROCEDURES**  
**(Updated to January 11, 2020)**

<b>CATEGORY</b>	<b>DATE (m/d/y)</b>	<b>POLICIES &amp; PROCEDURES</b>	<b>NOTES</b>
<b>AREA GENERAL</b>			
Area Table	01/09/2010	Area Table to adopt World Service Board of Trustees decision on the reading of the CA version of “How It Works” as non-approved CA literature.	
Area Table	03/13/2010	To have a 3-minute silent meditation right after the serenity prayer.	
Area Table	12/08/2012	To shut off the lights during 3-minute meditation.	
Area Table	05/12/2012	After the start of new business nothing else may be added to new business agenda.	
Area Table	01/15/2004	No motion may be revisited for at least 3 months.	
Area Table	03/2006	Minutes to be read silently at area meetings.	
Area Table	07/2006	Treasurer’s report moved to beginning of reports	
Area Table	06/09/2012	“Not For Profit” report to be added to quarterly reports	
Area Table	10/13/2012	The email addresses provided on Area Monthly Attendance Sheet may be used for CA committee business respecting CA Traditions using the bcc option.	
Area Table	10/01/2016	There will be a mandatory workshop for all new Area elected officials to be held in January following elections regarding D&R, P&P and other pertinent information. (All fellowship members may attend)	
Area Table	10/12/2019	The 12 Concepts of C.A. to be read after the C.A. Traditions at the start of the Area Meeting.	No longer applicable
Area Table	01/11/2020	Read one of the 12 Concepts per month instead of all 12. The Concept to be read and briefly explained. Concept read will align with the month, i.e. Jan - Concept One, Feb. - Concept Two, Mar. - Concept Three, etc.	
CA Logo	10/12/1996	When using the CA logo we must always have registered trademark symbol.	
CA Logo	06/12/2010	All flyers, literature and posters are to be approved by Public Information Committee or the Area table or Area committees.	
CA Logo	07/10/2010	To give permission to Niagara Round up to have perpetual use of the CA logo from year to year.	
Committees	04/2001	All committees to report to Area actual dates of their upcoming meetings.	
Committees	05/2016	A minimum of two members are required on any committee to handle monies.	
Committees	06/2016	All committees which handle money will give a financial report at Quarterly Area meetings.	
Committees	10/01/2016	All committees are here by instructed to follow approved cash handling procedures. (found at the back of the D&R.)	

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Districts	07/14/2012	Niagara District established.	No longer applicable
Districts	12/08/2012	Niagara District Representative will inform Area Table prior to start of monthly Area Committee Meeting of the actual active vote count for the Niagara District.	No longer applicable
Districts	04/12/2014	Niagara District dissolved.	
Elections	09/1997	Elections must be announced at Area 30 days prior to GSR can take information back to groups.	
Elections	10/09/2007	In the future, Area elections to be held in January.	
Elections	12/13/2008	Area's annual elections will take place before reports in the January meeting.	
Elections	7/9/2016	Vote count no longer to be recorded in the minutes for "elections"	
Geographical Definition	08/08/1998	Area propose to the upcoming WSC that our area be named the Southern Ontario Area and include geographic area of map. (See 1998 map). WSC subsequently accepted the proposal and recognized the Southern Ontario Area.	
Geographical Definition	07/08/2017	New boundaries for Southern Ontario Area. See 2017 map.	
Meetings	10/09/1999	Area meetings to be moved to the 3 <sup>rd</sup> Saturday when the 2 <sup>nd</sup> Saturday is a holiday or falls within a holiday weekend, provided this is agreed upon at least at the prior month's meetings.	
Meetings	05/06/2000	P.I., Unity, Special Events, Web Site and World Service Delegate need not report at monthly meetings, but may if there is an urgent matter.	
Meetings	01/12/2008	To have loaner meetings supported & added to our Area's web site if they do not belong to another already.	
Meetings	10/18/2008	2 or more people meeting constitute a group.	
Positions	11/14/1998	Area accepts the WSC Guidelines with respect to trusted servants as a matter of policy... Chairperson & Treasurer are 2-year terms, Assistant Chairperson, Assistant Treasurer and Secretary are 1-year terms.	
Quarterly Meetings	01/09/1999	In addition to regular monthly meetings, quarterly meetings to be held for the purpose, among other things, of taking an "area inventory" and dealing with other matters to be determined.	
Quarterly meetings	05/06/2000	Meetings to include elections (where applicable), a full report from the Treasurer, Chips and Lit., Hospitals and Institutions, Phone Line, Convention, Unity, Public Info., Special Events, Web Site, and World Service Delegate. Also to be included are items of major importance, deferred from monthly meetings, and any items of "old business" still unresolved.	
Quarterly Meetings	04/07/2001	Quarterly meetings to be integrated with every third area meeting.	
Quarterly Meetings	02/10/2007	All matters affecting AREA policy be voted only at quarterly meetings and must be initially proposed at least one AREA meeting prior to the quarterly meeting.	
Quarterly Meetings (original motion '92, revisited '98)	05/09/1998	On "policy" matters, only GSRs be entitled to vote whereas on "procedural" matters all Area trusted servants, including the Chairpersons of Committees, the Secretary, the Treasurer and Area Chairperson in event of a tie be entitled to vote. The Area Chairperson solely	

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		determines whether a matter is classified as “policy” or “procedure”.	
Quarterly Meetings	05/11/2013	All policy motions require 2/3 majority to pass.	
Quarterly Meetings	05/11/2013	During policy motions 3-for and 3-against are required before the question can be called and vote taken.	
7 <sup>th</sup> Tradition	02/10/2001	7 <sup>th</sup> tradition basket to be present at all area meetings to cover expenses.	
7 <sup>th</sup> Tradition	12/13/2008	7 <sup>th</sup> tradition to be collected at area during reading of 12 traditions, but not silently.	
<b>ARCHIVES</b>			
Archives	07/11/2015	Archives Committee is established.	
Archives	04/13/2019	Budget increase from \$500 to \$900	For 2019 ONLY
Archives	10/12/2019	Budget increase from \$900 to \$1500	For 2019 ONLY
<b>CHIPS &amp; LIT</b>			
Chips & Lit	02/08/1997	To purchase Big Books from AA World Service to sell at CA.	
Chips & Lit	04/1997	Chips & Lit account be closed and merged with the CA Area bank account with full disclosure of revenues on Treasurer’s report at Area meetings.	
Chips & Lit.	02/1998	To purchase BB where most cost effective.	
Chips & Lit	01/09/1999	Chips & Lit Chair to be authorized to investigate and report back to Area the possible cost-savings arising from the local manufacture of chips.	
Chips & Lit	02/08/2003	It is suggested that for the benefit of CA, key tags be recycled.	
Chips & Lit	09/11/2004	Monthly budget for chips and lit is raised to \$700.00 Cdn. Orders above this amount must be approved by Area.	
Chips & Lit	09/11/2004	An inventory is to be done when new chairperson is elected.	
Chips & Lit	09/11/2004	All Chips & Lit orders to be done at area.	
Chips & Lit	12/02/2005	To have a C&L co-chair from Hamilton	
Chips & Lit	12/12/2005	To increase order ceiling for chip & lit orders to \$1,000 US, (1,200 CDN) from the current \$600.00 US.	
Chips & Lit	03/13/2010	To increase the price of chips by 10 cents each to 70 cents each	
Chips & Lit	07/11/2015	Chips and Lit. prices increased to: key tags \$0.95, medallions \$2.65, pamphlets \$0.45, and Hope Faith and Courage \$15.00.	
Chips & Lit	06/11/2016	Chips and Lit, medallions and pamphlets prices to increase by 5 cents	

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Chips & Lit	04/14/2018	Roberts Rules, as written in the CA World Services Manual, to be included as part of the Group Starter Kit	
<b>COMMITTEE OFFICERS</b>			
Committee Officers	11/13/1999	Voting procedure for each of Area's Committee officers be the responsibility of each Committees' group conscience.	
<b>CONVENTION</b>			
Convention	03/08/1997	To have a Convention in 1997.	No longer applicable
Convention	04/1997	Convention theme "Carry the Message" dated October 25, 1997.	No longer applicable
Convention	11/1997	Convention Committee elects Convention Committee Chair.	
Convention	12/1997	Convention Committee is empowered to set up a "starter" fund in the amount of \$1,000.00. Starter funds or floats are to be requested on an annual basis.	
Convention	03/14/1998	Unsold convention memorabilia remain the property of the Convention Committee.	
Convention	01/09/1999	Draft plan and purpose as presented by the Convention Chair be accepted with the inclusion of two additional sub-committees: 1. Hospitality; 2. Outreach. The past Chairperson has no vote	
Convention	04/12/2003	Programming Chair has approval to place local speaker tape order forms (PDF) on Web Site.	
Convention	07/09/2005	To change TORCA name to SOCA for the 10 <sup>th</sup> CA Convention to reflect wider scope covering Southern Ontario Area	
Convention	10/09/2005	Area to provide Convention with literature (pamphlets and books)	
Convention	09/12/2006	SOCA will not raise funds throughout the year for the convention. SOCA Fundraising Committee abolished.	No longer applicable
Convention	02/10/2007	SOCA Convention Committee's float from \$2700 to \$3000.	
Convention	01/12/2008	SOCA Convention Committee to keep \$3000 from SOCA 2007 convention profits to self-finance future conventions.	
Convention	10/17/2009	SOCA Convention Committee to raise funds throughout the year for the Convention, following guidelines of World Service Manual.	
Convention	01/14/2012	SOCA Convention Committee's float from \$3000 to \$4000.	
Conventions	01/09/2016	Increase float from \$4000 to \$5000.	
Conventions	10/01/2016	Convention Committee Vice Chair is to be elected at the Area Meeting following the convention	
Conventions	10/01/2016	Adopt approved Convention Vice Chair D&R.	
Conventions	01/12/2019	SOCA Convention Committee's float from \$5000 to \$7500.	

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<b>ELECTED AREA REPRESENTATIVES</b>			
Elected Area Representatives	08/11/2001	If elected Area Reps miss 3 consec. Area meetings, whether they hand in written reports or not, they will be immediately replaced.	
<b>EXPENDITURES</b>			
Expenditures	09/11/2004	No monies will be paid out without receipt or invoice.	
Expenditures	03/08/2008	Area to reimburse out of town groups for travel costs if they live more than 50 km away.	No longer applicable
Expenditures	06/13/2009	Reimbursement rate is 32 cents per kilometer	No longer applicable
Expenditures	08/08/2009	Travel reimbursement set at 13 cents per kilometer	No longer applicable
Expenditures	04/10/2010	One vehicle to be reimbursed from each out of town group	No longer applicable
Expenditures	07/10/2010	To rescind mileage allowance for out of town GSRs	
<b>General Service Representative (GSR)</b>			
GSR	07/13/1996	GSR to report on status of declining attendance at groups for it to be communicated to other groups for support.	
GSR	06/2001	In the spirit of rotation, all GSRs are suggested to resign their positions if they commit to another position at area, whenever possible.	
GSR	02/07/2001	Yearly checklist of attendance of each group's GSR at area.	
<b>HOSPITALS &amp; INSTITUTIONS</b>			
Hospitals & Institutions	01/10/2009	Elect H&I Co-Chair for the Kitchener, Waterloo and Cambridge Area.	
Hospitals & Institutions	11/14/2009	A list of liaisons for Toronto, Hamilton & Kitchener H&I to be provided to Area Table monthly so groups can contact to volunteer	
Hospitals & Institutions	01/09/2016	Increase H&I budget from \$2400 to \$3400.	
<b>INFORMATION COMMITTEE</b>			
Information Committee	05/1997	To form a committee to do an information sheet for upcoming events.	
<b>MEETING LIST</b>			
Meeting List	07/1997	To add all meetings that are contained in Ontario in the meeting list for the Toronto areas, excluding the Ottawa District.	

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Meeting List	11/13/1999	Before a new meeting is included on area meeting list, web site and phone line, a group representative must petition area for inclusion.	
<b>NOT-FOR-PROFIT BOARD</b>			
“Not-For-Profit”	01/08/2011	To apply for Not-for-profit status	
“Not-For-Profit”	08/11/2011	Area Chair, Area Treasurer, and WSD to be directors.	
“Not-For-Profit”	04/14/2012	Number of board members increased from 3 to 5	
<b>ONLINE MEETINGS</b>			
Online Meetings	12/11/1999	All references on the Area meeting list concerning “on line” meetings be removed except for a link to <a href="http://www.ca-online.org">www.ca-online.org</a> to the WS approved “on line” meetings.	
<b>PARLIAMENTARIAN</b>			
Parliamentarian	01/13/2018	Establishment of the Parliamentarian position with D&R.	
<b>PHONE LINE</b>			
Phone Line	05/09/1998	Phone line page system be a 24-hour service with no specified response time.	
Phone Line	02/14/2003	Phone line now land line (with cancellation of cell phone and pager) with 24-hour service and no specified response time.	
<b>POLICIES &amp; PROCEDURES</b>			
Policies and Procedures	12/04/2003	Policies and Procedures draft approved. P&P to be included in starter kits. Standing committee for P&P was formed. This falls under Secretary’s duties and responsibilities and includes Area Chair, Vice-Chair and World Service Delegate.	
Policies and Procedures	07/14/2007	Publish quarterly CA newsletter, Hot News. Each publication should be approved by regional trustees prior to distribution.	
Policies and Procedures	09/13/2008	Area to provide a copy of Robert’s Rules of Order to all GSRs and Area committee Chairs.	Available on ca-on.org
Policies and Procedures	06/13/2009	Copies of Policies & Procedures to be available at every Area meeting.	Amended below

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Policies and Procedures	05/11/2019	To save on Area printing costs, Policies and Procedures, Duties and Responsibilities, Robert's Rules of Order are to be made available through website <a href="https://ca-on.org/contact/committee-chairs/">https://ca-on.org/contact/committee-chairs/</a>	Available on ca-on.org
<b>PUBLIC INFORMATION</b>			
Public Information	01/09/2010	Public Information to create a flyer with tear away to be distributed at Area table and via mail-outs via Chips & Lit Committee.	
Public Information	04/13/2019	Budget increase from \$500 to \$2000	For 2019 Only
<b>SECRETARY</b>			
Minutes	07/14/2018	GSRs and elected Area representatives can request "approved minutes" from the previous Area meeting by email via the Secretary.	
Minutes	12/08/2018	Area minutes be posted, excluding attendance information, to the website (ca-on.org) via a password protected "Members Area" page.	
Minutes	04/13/2019	Unapproved Area minutes be posted, excluding attendance information, at least 1 week before the next Area Committee meeting to the website (ca-on.org) via a password protected "Members Area" page.	
<b>SIGNING AUTHORITY</b>			
Signing Authority	01/02/2000	The following signatures are necessary for CA-Area Service bank account – Area Chair, Area Treasurer and World Service Delegate.	
<b>SPECIAL EVENTS</b>			
Special Events	05/08/1999	Special Events Committee be formed and responsible for organizing annual Celebrate Around The World event (held the 1 <sup>st</sup> weekend in March). An annual picnic in conjunction with the TORCA fundraising committee (proceeds for TORCA).	
Special Events Committee	05/08/1999	Chair of Special Events Committee elected. Clean time requirement is one year. Special Events Committee follow cash handling procedures described in the WS Conference Manual.	
Special Events Committee	10/16/2004	Special events committee dissolved.	
Special Events Committee	04/14/2007	Special Events Committee re-established. Chair person should have one year sobriety and executes a 1 year term. Committee responsible for CA Picnic; Celebrate Around the World; and any other event at the committee's discretion.	
Special Events Committee	04/12/2008	Special Events term to run from April to April.	
<b>TELECOMMUNICATIONS</b>			
Telecommunications	01/13/2018	Establishment of Telecommunications Chair and implementation of Conference calling (e.g Skype, etc.) for Area meetings with D&R.	

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Telecommunications	07/14/2018	GSRs and elected Area representatives teleconferencing into the Area Service Committee Meeting to be included in quorum and can vote on motions.	
Telecommunications	10/13/2018	All members teleconferencing into the Area meeting should identify themselves and where they are from during roll call..	
Telecommunications	04/13/2019	Purchase a mobile internet device and accompanying data plan per the former chair's recommendation and that SOCA add a second microphone, possibly wireless, so that participants around the room can use it and so be heard on the call.	
<b>TREASURER</b>			
Area Treasurer	04/10/1999	Treasurer to prepare annual budget to include various Committee budgets submitted by the respective Committee Chairs. Treasurer then to present budget to Area for approval and to report to Area on any variances from Budget on a quarterly basis. Treasurer is also to include proposed contributions to World Service.	
Area Treasurer	06/12/1999	Treasurer to assign arbitrary budget figures for those Committees that have not submitted budgets.	
Area Treasurer	06/09/2007	AREA Prudent Reserve reduced to \$1300.	No Longer Applicable
Area Treasurer	01/10/2015	To purchase a laptop and accessories for the Area Treasurer to record and keep track of our financial records. Laptop and accessories to be passed on to the next Area Treasurer upon election.	
Area Treasurer	01/13/2018	AREA Prudent Reserve increased to \$5000.	
Finance Committee	01/11/2020	Finance committee to review all Area and Area Sub Committee finances quarterly and present it's findings and recommendations to the area body at its quarterly meetings. Financials are to be reviewed the month before quarterly meetings (March, June, September and December) for presentation at the area quarterly meetings. The Finance committee will consist of the following area officers: Area Chair, Area Vice Chair, Area Treasurer, Area Assistant Treasurer and World Service Delegate."	
<b>UNITY</b>			
Unity Comm.	10/1998	Unity Committee is empowered to establish relationships with other areas in Canada.	
Unity Comm.	09/11/1999	Unity Committee to hold workshop every four months on topics to be decided by the Committee.	
Unity Comm.	09/12/2006	To form special events subcommittee responsible for fundraising events such as Celebrate Around the World	
Unity Comm.	04/12/2007	Special Events subcommittee dissolved. Responsibilities transferred to new Special Events Committee.	
Unity Comm.	04/14/2018	Unity budget increased from \$300 to \$500 per year.	
Unity Comm.	04/13/2019	Unity budget increase from \$500 to \$1250.	For 2019 ONLY
Unity Comm.	10/12/2019	Unity budge increase of \$448.34	For 2019 ONLY
<b>WEB SITE</b>			
Web site	01/10/2009	To list upcoming medallions on the web site if the GSR of group puts forth; use of first names and last initial	

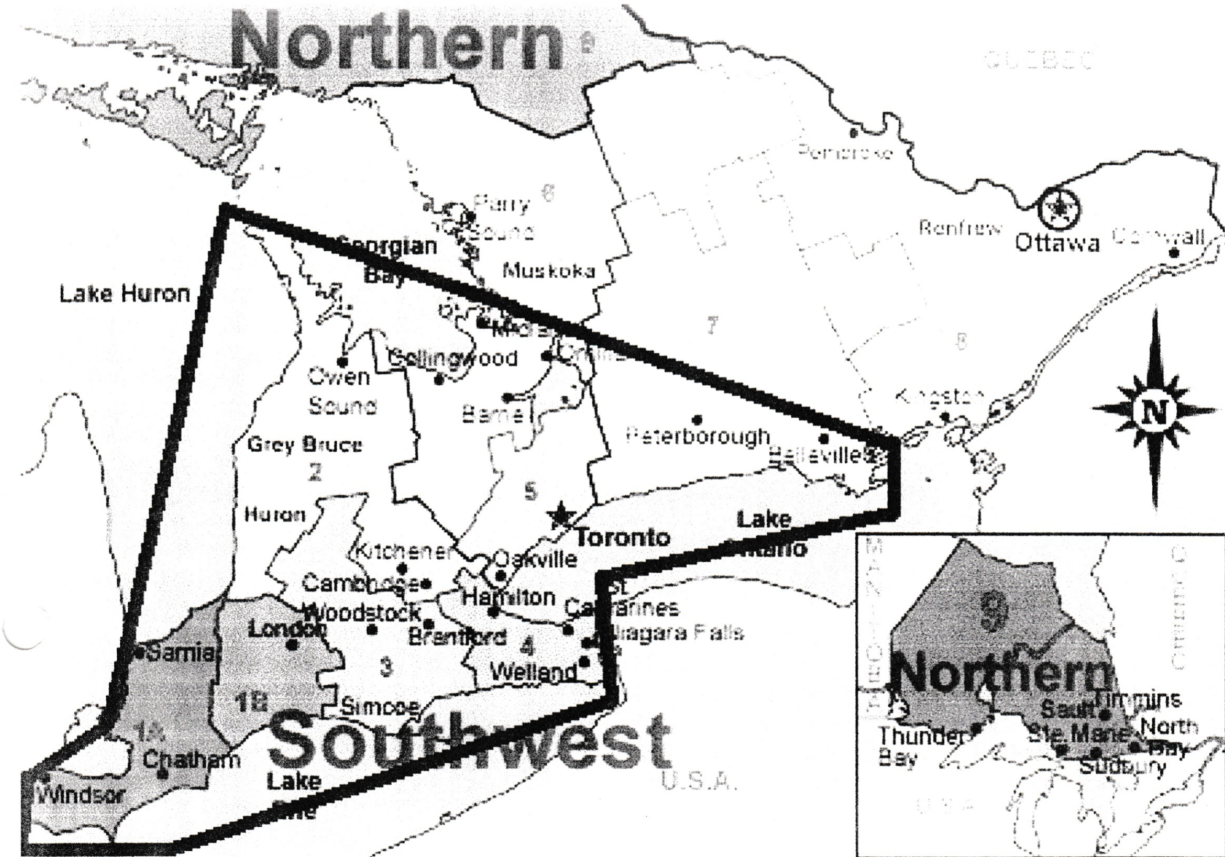


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		only.	
Web site	04/12/2014	Except when requested not to be posted.	
Web site	09/13/2008	World IT manual now applies to groups.	
Web site	07/13/2013	Area website to allow links to group websites provided that they comply with the CA-IT Workbook & Guidelines.	
Website	08/10/2013	Linked group websites to be reviewed for compliance by Website Chairperson on a quarterly basis.	
Website	01/13/2018	All Area events be posted first on the CA-ON.ORG website.	
<b>WORLD SERVICE DELEGATE</b>			
World Service Delegate	08/08/1998	As per diem expense of \$50 US be approved on a “float basis” for the WSC delegate. All expenses must be properly accounted for by Delegate with receipts for disbursements forwarded to the Treasurer. Ticket and shared hotel accommodates funds also provided	Every Year
Alt. World Delegate	04/14/2018	As per diem expense of \$50 US be approved on a “float basis” for the WSC delegate. All expenses must be properly accounted for by Alt. Delegate with receipts for disbursements forwarded to the Treasurer. Ticket and shared hotel accommodates funds also provided.	No Longer Applicable
Alt. World Delegate	04/13/2019	As per diem expense of \$50 US be approved on a “float basis” for the WSC delegate. All expenses must be properly accounted for by Alt. Delegate with receipts for disbursements forwarded to the Treasurer. Ticket and shared hotel accommodates funds also provided.	Every Year

- Policy at Area is the principle plan as created by GSR group conscience (i.e. we will form a Special Events Committee.)
- Procedure is the method by which we carry that plan out (i.e., we need a committee chairperson, need to call an election, have a chairperson find committee members, need to define the Committee’s duties and responsibilities, etc.) as formed by all Area trusted servants, chairs and GSRs.

PROPOSED SOUTHERN ONTARIO AREA



Ratified at the 1998 C.A. World Conference

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Southern Ontario Cocaine Anonymous Area 2017