

# **CAWSC UNITY COMMITTEE**

## **GUIDELINES / DUTIES**



State of Purpose: To enhance our communication and international outreach among the diverse elements within our fellowship in the interest of carrying the C.A. message and to promote C.A. unity.

Reflecting actions from the 2009 World Service Conference

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# The Unity Link

Cocaine Anonymous is a diverse group. Our membership reaches all socio-economic classes from Park Place to park benches.

*The purpose of the Unity Committee is to enhance communication and outreach among diverse elements within the fellowship of Cocaine Anonymous in the interest of carrying the message to the addict who still suffers and promoting C.A. Unity.*

The group is guided by the 12 traditions. This committee was organized under the First and Third Traditions of Cocaine Anonymous. Our First Traditions tells us that as a group our recovery depends upon CA Unity and our Third Tradition tells us that the only requirement for membership is a desire to stop using cocaine and all other mind-altering substances.

- Diversity is not a source of weakness in our fellowship, but the source of strength.
- All are welcome.

If you are interested in more information regarding Unity in your area, contact the Cocaine Anonymous World Service Conference Unity Committee via e-mail at the C.A. World Service Office <unity@ca.org>.

***“We’re Here and We’re Free”***

# **CAWSC Unity Committee**

## **Suggestions on Dealing with Diversity**

The CAWSC Unity Committee grew out of a meeting of the “Minority Caucus” at the 1991 WSC. It was the near unanimous sentiment of the delegates that bias within the fellowship is harmful to C.A. as a whole. These biases include:

- Racial
- Economic Diversity
- Sexual Orientation
- Physically and Mentally Challenged
- Cultural Diversity
- Chronic/Terminal Illness
- Gender
- Age
- Religion

The First Tradition tells us that our personal recovery depends upon C.A. Unity. Tradition Three reminds us that C.A. exists for all who desire to stop using cocaine and all other mind altering substances.

As a committee, we believe that there is a need to develop awareness regarding the types of problems and the biases, as listed above. We recognize that the committee is advisory only. We can make suggestions, but not directives regarding Unity and Outreach.

There is an overriding principal, which is a solution to every Unity issue – that is Love and Tolerance.

# The ABC's of Unity

## Suggested Committee Guidelines

Our Guidelines are meant to be suggestive only. We recommend that each area and each individual practice the ABC's, and to remember our primary purpose is to carry the message.

### **A. Reach out to the diverse elements in the fellowship in the interest of carrying the message by:**

- Encourage diversity in sponsorship
- Sponsor workshops that promote unity through love and tolerance
- Practice the spiritual principals of the 12 steps and 12 traditions
- Encourage the practice of our code of Love and Tolerance of others
- Encourage other area committees to include all districts, cultures and their events
- Sponsor periodic workshops that specifically address the issues on Unity
- Support the functions that are promoted by diverse groups in this fellowship
- Sponsor "Unity Day", to be held the last weekend in September
- Encourage attendance of diverse meetings

### **B. Enhance our communication by:**

- Make literature available in all languages
- Have greeters at all levels of service
- Encourage old and new members to participate in service
- Honor the spirit of rotation in the location of your area/district meetings.
- Visiting the loner groups
- Complete a group inventory
- Complete an area inventory

### **C. Familiarize your committee members with:**

- The Area Service Structure
- The 12 Traditions
- The Big Book of Alcoholics Anonymous
- The suggest Meeting Format from CA World Services delegate notebook
- The Service committees at large overall responsibilities
- Roberts' Rules of Order

# A Guide to Forming a Committee

## Local Committee Information and Guidelines

**Statement of Purpose:** To enhance our communication and international outreach among the diverse elements within our fellowship in the interest of carrying the C.A. message and promote C.A. unity.

### **Committee Structure:** (Recommended Guidelines)

Chairperson: 2 years continuous sobriety / working knowledge of the 12 steps and 12 traditions with a willingness to serve.  
Term: 2 year commitment

Vice Chair: Same as Chair, except 1 year commitment.

Secretary: 6 months continuous sobriety and a willingness to serve.  
Term: 1 year commitment

- Local Unity committees funded by the local Area/District they serve. Hold regular committee meetings to discuss issues in your areas, as well as seek solutions through the unity pipeline.
- Register your committee with the \*C. A. World Service Office, Attn: CAWSC Unity Committee for purpose of information exchange. (This will give your committee access to solutions that other areas and districts have regarding Unity issues).
- Correspond with the CAWSC Unity Committee to share your problems and solutions. The CAWSC Unity Committee will help by linking two or more Areas, which have the need to resolve issues. (Learn from others experiences).

\* CAWSO  
Attn: CAWSC Unity Committee  
3740 Overland Avenue, Suite C  
Los Angeles, CA 90034-6337  
USA

# Unity Survey – Retaining the Newcomer

1. Do your Groups have a greeting committee or Greeters at your meetings? -Yes -No
2. Do your Groups provide the newcomers with meeting lists?  
with phone numbers? -Yes -No
3. Do your members talk with the newcomers after the meetings? -Yes -No
4. Do your members encourage the newcomer to attend other meetings?  
Do they meet the newcomer at those meetings? -Yes -No
5. Do your members ask the newcomers if this is their 1<sup>st</sup> meeting? -Yes -No
6. Do they assure the newcomer receives a chip? -Yes -No
7. Do your members see that the newcomer receives info about CA? -Yes -No
8. Does anyone offer the newcomers rides or ride sharing info? -Yes -No
9. Is the newcomer treated with Love, Tolerance, and Respect? -Yes -No
10. Do your members ensure the newcomer that it works? -Yes  
-No
11. Do your Areas encourage Sponsorship programs?  
Temporary Sponsorship programs? -Yes -No

If you have any additional solutions on what your area can do to keep them coming back, please let our committee know. You may write to:

CAWSO  
Attn: CAWSC Unity Committee  
3740 Overland Avenue, Suite C  
Los Angeles, CA 90034-6337  
U.S.A.

## **A Facilitators Guide for Grievance Resolutions Suggested Meeting Format**

1. Open with a prayer of choice.
2. Reading the 12 Steps of C.A.
3. Reading of the 12 Traditions, followed by: “Traditions are to the group what the steps are to the individual”.
4. Reading of the Unity Committee Statement Purpose:  
*To enhance communication and international outreach among diverse elements within the fellowship in the interest of carrying the C.A. message and to promote C.A. Unity.*
5. State the goal of the Unity Committee:  
*To put the survival of C.A. as a whole “#1” as is stated in the First Traditions. (i.e.: My Responsibility as a recovering addict in this fellowship is to play a part in its survival and to be aware of my actions as they affect C.A. as a whole.)*
6. Open the meeting for Participation:
  - It’s important to be impartial
  - Allow the answers to come from the group
  - We do not dictate answers – the solutions must come from within the group
  - Listen for finger-pointing, blame accusations
    - A. After stating the problem:
      - \*Ask what steps have been taken to solve the problem on a group level, such as:
        - 1Consult the group GSR
        - 2Consult group secretary
        - 3Get a group conscience etc....
      - \*Ask what steps the individuals have taken (Ask them what they have done personally. Are they part of the problem or part of the solution?)
7. At this time encourage participation from the group
  - Listen carefully to the discussion, remind yourself that the answers must come from within the group.
  - Answers may have been voiced in the discussion
8. Ask the group: To what length are they willing to compromise in order to implement the solution?
  - The solution may have to come from God... accepting those things we cannot change
9. Close with the prayer of choice followed by “**God’s will be done, not mine**”.

NOTE: This guide is for a meeting facilitator. If you have questions, please contact a member of the CAWSC Unity Committee through the World Service Office.

## **CAWSC Unity Luncheon / Speaker Meeting**

As an ongoing event the Unity Committee is pleased to sponsor the Unity/Speaker Meeting and Luncheon each year at the World Service Conference.

This event is traditionally held on the Friday of the conference. It is kept simple and casual in nature so as to limit time away from the conference work. This even is intended as a welcome break from the arduous schedule of the conference, a time for fellowship and is held in the Spirit of Unity.

It is to be held, of course, with the approval of the WSC.

### **Guidelines for Luncheon Sub-Committee**

1. Responsible for creating a flyer for the delegate mailing regarding the event. Flyer should be distributed in all Delegate mailings from November on wards.
2. Contacts caterer for menu: this must be done at least 6 months prior to conference. Whenever possible provide 3 vendor choices with prices.
3. Discuss the type of menu and price of meal with the final caterer choice.
4. Determine price per person, and provide printed tickets. Present budget to the unity committee. Tickets should be pre sold where possible and any excess tickets should be sold during the first 2 days of conference.
5. Will assist the caterer with set up at the area where the meal is to be served.
6. The Luncheon committee will present a slate of speaker names for committee to select from.
7. Luncheon sub-committee chair is to keep the Unity chair informed of all progress.
8. All monies collected from ticket sales are to be turned in to the Unity Chair accounted for, and then turned into CAWS.
9. All final decisions shall be determined by a group conscience of the Unit committee.

### **Unity Event for World Service Convention**

It is also the responsibility of the Unity vice Chair to contact Hotel liason and Programming Chair to confirm food & room requirements for this Unity event. A suggestion for this is 2 to 4 hour maximum event which should include meet and great, fun and games, and an educational side concerning traditions and /or concepts. This must be done no later than 6 months after conference.

### **CAWSC Theme**

It shall be the duty and privilege of the CAWSC Unity Committee to create a unifying theme for each year's conference. The theme for the upcoming conference will be presented to CAWSC, at each conference.

## **Celebrate Around the World**

**Statement of Purpose:** *The purpose of Celebrate Around the World (CATW) is to promote enthusiasm and unity within the fellowship of Cocaine Anonymous and financially support the fellowship's effort to send World Service Delegates to the World Service Conference.*

### **Procedures:**

1. Any art design used for the event cannot be signed by the artist.
2. CATW Chairperson must obtain release form for the design, which becomes property of Cocaine Anonymous World Services, Inc.
3. Art design must be brought to World Service Conference Unity Committee for approval. The Unity Committee will view all artwork and select on a piece to present to the World Service Conference for final approval.
4. Art design will reflect the theme of the upcoming World Service Convention
5. Any necessary changes of approved artwork (color or design) will be approved by a steering committee that consists of the CATW Chair and World Service Conference Unity Committee officers.
6. It is suggested that all net proceeds be used by the Area to send delegates to the World Service Conference.
7. It is suggested that each Area's event be held on the first Saturday in March to promote CA unity.

## **CAWSC UNITY SUBCOMMITTEE OFFICERS (Qualifications / Duties)**

### **Celebrate Around the World Subcommittee Chairperson**

**Sobriety Requirements:** 2 years continuous sobriety

**Past Service Required:** Participation on a CA fundraising committee and/or a local convention on Area Memorabilia Committee

**Qualifications:** Working knowledge of art design and graphics and effective communication skills

**Duties:**

1. Gather art designs and present them to the World Service Conference Unity Committee at the World Service Conference for consideration
2. Obtain release form from the artist for the chosen design
3. Working with the World Service Office, obtains bids for T-shirt prices. The World Service Office's role is to provide the names of known vendors.
4. Submits to the World Service Office, the name(s) of the preferred vendors and quoted prices not later than November 1<sup>st</sup> of each year.
5. Creates flyer with instructions on how to order t-shirts for Celebrate Around the World not later than November 1<sup>st</sup> of each year for inclusion in the December Delegate mailing.
6. Creates flyer requesting art designs for upcoming World Service Conference consideration which will include contact information of CATW Chairperson not later than November 1<sup>st</sup> of each year for inclusion in the December Delegate mailing.

### **Archives Subcommittee Chairperson**

**Requirements:** 2 years continuous sobriety

**Term:** 1 year commitment

**Duties:**

To keep digital and hard copies of all available past and current CAWSC Unity meeting minutes, reports and artwork, including that of Unity subcommittees.

# CAWSC UNITY COMMITTEE

## UNITY COMMITTEE REGISTRATION

**Statement of Purpose:** *To enhance our communication and international outreach among the diverse elements within our fellowship in the interest of carrying the C.A. message and promote C.A. unity.*

### UNITY COMMITTEE REGISTRATION FORM

For Group, District, Area and Regional Unity Committees who would like to be included on the World Service Conference Unity Committee Register.

Please complete this form and sent it to:

**CAWSO  
CAWSC UNITY COMMITTEE  
3740 Overland Avenue, Suite C  
Los Angeles, CA 90034-6337  
USA**

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Group, District, Area or Region being represented: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Cocaine Anonymous World  
Services  
CAWSC Unity Committee**



**International Information Request**

*As CA continues to grow globally, we find it necessary to seek assistance from individuals who can share our message of recovery with other members and still-suffering addicts for whom English is NOT their primary language. The International Outreach Subcommittee of the CAWSC Unity Committee thanks you for your help in this endeavor. Please fill out the information form below and return it by mail to CAWSO, Attn: CAWSC Unity Committee, 3740 Overland Avenue, Suite C, Los Angeles, CA 90034-6337, U. S. A.; or fax it to CAWSO at (310) 559-2554; or return it via your Area delegate. You may also go to <http://www.ca.org/service/wscunity.htm> where you are welcomed to enter your information on our secured server. If you have any questions, please don't hesitate to contact us at [unity@ca.org](mailto:unity@ca.org).*

**Contact Information:**

Name \_\_\_\_\_ District/Area/Region \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Sobriety Date \_\_\_\_\_

E-Mail \_\_\_\_\_ Best time to be reached \_\_\_\_\_ AM/PM

**Language Information:**

Language(s) Spoken \_\_\_\_\_

Written Language(s) \_\_\_\_\_

I may be contacted by a non-English speaking addict: YES NO

Contact Method that may be used: (please circle all that apply) Fax Phone E-Mail

I am willing to participate on a Translation Committee: YES NO

Any comments you may have regarding international outreach work and how you feel you may be able to be of service.

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The CAWSC UNITY COMMITTEE thanks you in advance for your participation and willingness to serve.

# CAWSC UNITY COMMITTEE

## NEWSGRAM ARTICLES

As a function of the Unity Committee its members are asked to write and submit, to the committee body, articles for the "Unity Corner", portion of the Newsgram publication. These personally written articles are to be based on the theme of unity, within the fellowship of C.A. They must be accompanied by a CAWSO and Newsgram express permission form to reprint your original work. Articles are to be reviewed and submitted by the Unity Committee. A minimum of four articles will be submitted at the conference.

The NewsGram is always looking for submissions! If you have ideas, cartoons, poems, stories or any other recovery or service related material that you would like considered for publication in future issues of the NewsGram, please forward with written permission and your original work to: NewsGram Editor, c/o CAWSO, 3740 Overland Avenue, Suite C, Los Angeles, CA 90034-6337, U.S.A.

Remember, we receive a lot of contributions, so your submission may not be selected, or at least not the right way. You may see it in an upcoming issue!!

Name: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_

Zip: \_\_\_\_\_ Country: \_\_\_\_\_

I hereby give CAWSO, and NewsGram express permission to reprint my original work entitled:

\_\_\_\_\_ in any future publications. I understand materials submitted may be edited for publication or may not be used, at the discretion of the Editors. Original work cannot be returned. All future publication rights remain those of author.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_