

COCAINE ANONYMOUS OF NEBRASKA, INC.
BYLAWS
Revised March 11, 2006

PREAMBLE

In solemn affirmation of the letter and the spirit of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Cocaine Anonymous, and placing all of our activities in the guidance of a Higher Power of our own understanding, the various and several groups of Cocaine Anonymous in the Nebraska Area have met to form an Association known as Cocaine Anonymous of Nebraska Inc. (Hereinafter called the Association).

ARTICLE I

Name

Section 1. The name of this Association is Cocaine Anonymous of Nebraska, Inc.

ARTICLE II

OBJECTS

Section 1. The objects of this Association are as follows:

- a) To assist in the recovery and rehabilitation of men and women suffering from the disease of addiction.
- b) To complement and cooperate with the World Service Office of Cocaine Anonymous in the effective development of the C.A. program at the local group level in the Nebraska area.
- c) To serve and function as the communications center for the member groups with respect to matters of local area policy and interest.
- d) To conduct/support special events committees in accordance with and in the furtherance of these objectives.
- e) To assist in the distribution of literature and materials deemed necessary or useful in the recovery of men and women suffering from the disease of addiction.

ARTICLE III

Objects Excluded

Section 1. Specifically excluded from the objects of the Association are:

- a) The operation and maintenance of a club or clubhouse.
- b) C.A. matters of policy at the national or international level because this is the function and responsibility of the World Service Office of Cocaine Anonymous.
- c) Carrying on propaganda, or other wise attempting to influence legislation or participating in or intervening in any political campaign on behalf of any candidate for public office.
- d) Performing any unlawful act or permitting the property of the Association to be used in connection with the performance of any act that is unlawful.
- e) Raising funds for any purpose other than one selected by the Association to carry the C.A. message and to attract people to the program.

ARTICLE IV

Membership

Section 1. The membership of the Association shall consist of present member C.A. groups registered with a representative and alternative representative, if applicable, with the Association and such other C.A. groups as shall become members in accordance with this Article.

Section 2. C.A. groups shall become members of the Association upon submitting: (a) the names of it's representative, alternate representative, if applicable, and (b) notification of the dates, times and locations if it's meetings.

Section 3. Traditionally, each member C.A. group supports the Association either by monthly pledges or by special contributions. This financial support is the main sustaining income for the Association's operations. However, financial support (although needed) is not required for a C.A. group to remain or become a member.

ARTICLE V

Group Representatives

Section 1. Each C.A. group comprising membership of the Association shall be represented by a representative and alternative representative, if applicable. It is suggested that whenever possible groups choose an alternative representative who shall attend all meetings of the Association with the group representative and who can attend meetings of the Association and vote on behalf of the C.A. group in the absence of the group representative.

Section 2. The group representative shall faithfully reflect the “group conscience” and shall act as a liaison between his or her group and the Association in the following manner:

- a) He or she should be a member of the C.A. group he or she represents.
- b) He or she should attend all meetings of the Association.
- c) He or she should communicate to his or her C.A. groups the activities, growth and current problems of the Association.
- d) He or she can expect to perform any other services, which relate to his or her office (bringing 7th Tradition to GSR meeting, ordering/picking up literature).

Section 3. Everything covered in this article relates equally to the alternate who performs for representative in the representatives’ absence.

Section 4. It is suggested that the representative and alternative representative have at least two years sobriety and that he or she be interested not only in the welfare of his own C.A. group, but also in the welfare and growth of C.A. in the Nebraska Area.

ARTICLE VI

Officers

Section 1. Officers and their duties:

- a) The officers of the Association shall be the President (hereinafter referred to as “Chairman”), the Treasurer and the Secretary.

- b) The Chairman shall preside at all meetings of the Association, and shall perform such duties, as may be incidental to the office or those that may be directed by the Association.
- c) The Treasurer shall be responsible for the collections of the group contributions and all other contributions and donations and shall keep the accounts of the Association and shall deposit or invest the funds of the Association as ordered by the Association. If so directed by the Association, he or she shall obtain bond for himself or herself, or for such other individuals as the Association may designate, in the penal sum specified by the Association, conditioned upon the faithful performance of the duties of the individuals named as principles on such bonds, which shall be procured at the expense of the Association.
- d) The Secretary shall see that notice is given of all meetings of the Association. He or she shall keep the minutes of such meetings. He or she shall be responsible for the correspondence and see to it that the records are kept on file at the Association's office. He or she shall furnish to the Association the names of all groups that have become members of the Association, and he or she shall perform such other duties as the Association may find from time to time assign to him or her.

Section 2. Qualifications of officers.

a) Chairman.

1. It is suggested that he or she have at least two years of sobriety.
2. He or she shall be a member of a C.A. group in the Nebraska Area.
3. He or she should be elected on the basis of capability, experience, leadership and organizational abilities.
4. He or she should be willing to serve a two-year commitment.
5. He or she should have one-year active service in C.A.
6. He or she presides over monthly/quarterly meetings and arranges agenda.
7. He or she assumes responsibility of coordinating all activities within the area.

8. He or she encourages trusted servants to chair various standing committees.
9. He or she only votes in case of a tie.

b). Treasurer

1. It is suggested that he or she have at least two years of sobriety.
2. He or she shall be a member of C.A. group in the Nebraska area.
3. He or she should be elected on the basis of capability and experience in financial matters, and shall be eligible to be bonded.
4. The position is a two year commitment.
5. He or she should be gainfully employed.
6. The treasurer shall keep an accurate bookkeeping system.
7. The Treasurer shall maintain a bank account with checks requiring two of three signatures. The three signatures shall be the Area Chairman, Area Treasurer and Area Secretary's.
8. Treasurer shall give monthly financial reports to the area.
9. The Treasurer shall maintain timely filings with regulatory agencies (e.g. State and local taxes, nonprofit corporation forms).
10. Treasurer pays all Association expenses.
11. The Treasurer passes on contributions to the World Service Office.

b) Secretary

1. It is suggested that he or she have at least one-year continuous sobriety.
2. He or she shall be a member of a C.A. group in the Nebraska Area.
3. He or she should be elected on the basis of capability and experience for the particular office.
4. He or she shall have six months of active service in C.A.
5. He or she keeps accurate minutes of each meeting.

6. The Secretary shall be responsible for general communications throughout the area.
7. The Secretary records the number and location of each meeting in the area.

Section 3. Election of officers in terms of office.

- a) In each odd number year commencing with the year 1997, the Chairman shall appoint a Nominating Committee, and shall announce the names of the members of the Committee at the Association's regular October meeting. The Committee shall consist of at least three members, all of whom shall be group representatives for the members of the Association.
- b) The Nominating Committee shall accept nominations for the election of officers of the Association from the members of the Association and nominations from the floor will be received at the regular November meeting of the Association. The nominations shall be compiled into a ballot which shall be delivered to each group no later than the date of the regular December meeting of the Association.
- c) Each member group shall be entitled to one vote for each office, which shall be cast by the representative or alternative representative of each group at the Association's regular January meeting. Any group representative or alternate desiring to cast a vote for his or her group must be present at the Association's regular January meeting in order to do so. No proxy votes are accepted.
- d) The Secretary at the Association's regular January meeting shall announce the results of the voting.
- e) Newly elected officers shall assume the duties of their respective offices at the regular June meeting of the association, and shall remain in office for a period of two years or until their replacements are elected and installed. Installation of officers shall take place at the June meeting in even numbered years.
- f) During the period between the January election and the June installation, newly elected officers shall be designated as "Chairman-elect", "Treasurer-elect" and "Secretary-elect", respectively. As such they shall attend all meetings of the Nebraska Area and any other meetings the officers are required to attend as a part of their duties and shall endeavor to familiarize themselves with the activities of the Association and to work with the present officers to insure an orderly transition between new and outgoing officers.

- g) Officers shall be elected by majority vote of the members present at the January meeting during which the election is held. In the event that no candidate for particular office receives a majority vote on the first ballot, then a second ballot shall be held with only the two candidates receiving the greatest number of votes on the first ballot.

Section 4. Vacancies and replacements.

- a) Any officer may resign at anytime. If an officer resigns, or office becomes vacant, the office will be filled at the next regular meeting of the Association. The new officer shall be elected, from among the representatives to the Association, to serve until the end of the regular term for that office.
- b) Any officer can be removed from office by two-thirds affirmative vote of the members present and voting at a regular meeting of the Association, provided that the motion for removal was presented and seconded at the previous regular meeting. Upon the removal of any officer of the Association, a new officer will be elected from among the representatives to the Association to serve until the end of the regular term for that office.

Section 5. Consecutive terms.

- a) No officer of the Association may serve consecutive terms in the same office, other than replacement officers who have served as replacement officers for less than six months.

ARTICLE VII

AREA COMMITTEE CHAIRPERSONS

Section 1. Standing Area Committees:

- a) The Standing Area Committees consist of HelpLine, Hospitals & Institutions, Chips & Literature, Public Information, Structure & Bylaws and Unity.

Section 2. Qualifications for Committee Chairpersons:

- a) It is suggested that he or she have at least two years of sobriety.
- b) He or she shall be a member of a C.A. Group in the Nebraska Area.
- c) He or she should be willing to serve a one year commitment.
- d) He or she should have one year of active service in C.A.

Section 3. Election of Area Committee Chairpersons.

- a) Elections will be held each year for all six Committee Chairpersons commencing in 1999.
- b) The Area shall accept nominations for the election of Chairpersons from the Area at large. The nominations shall be compiled into a ballot, which shall be delivered to each group one month prior to the elections.
- c) The Public Information, Structure & Bylaw and Unity Chairpersons will be elected in June of each year. Nominations are to be presented at the May Area meeting in order for a ballot to be prepared for the June election. At the April Area meeting it should be announced that anyone interested in one of these positions should make their intentions known at the May Area meeting.
- d) The HelpLine, Hospital & Institution and Chips & Literature Chairpersons will be elected in January of each year. Nominations are to be presented at the December Area meeting in order for a ballot to be prepared for the January election. At the November Area meeting it should be announced that anyone interested in one of these positions should make their intentions known at the December Area meeting.
- e) Committee Chairpersons shall be elected by majority vote of the eligible members present at the Area meeting. In the event that no candidate for a particular committee receives a majority vote on the first ballot, then a second ballot shall be held with only the two candidates receiving the greatest number of votes on the first ballot.

Section 4. Vacancies and replacements.

- a) Any Committee Chairperson may resign at any time. If a Chairperson resigns, or office becomes vacant, the office will be filled at the next regular meeting of the Association. The new Chairperson shall be elected from that Chairpersons committee or among the representatives to the Association and serve until the end of the regular term for that office.
- b) Any Committee Chairperson can be removed from office by two-thirds affirmative vote of the members present and voting at a regular meeting of the Association, provided that the motion for removal was presented and seconded at the previous regular meeting. Upon the removal of any Chairperson of the Association, a new Chairperson will be elected from among the representatives to the Association to serve until the end of the regular term for that office.

Section 5. Consecutive Terms.

- a) No Committee Chairperson may serve consecutive terms in the same office, other than replacement officers who have served as replacement officers for less than six months.

ARTICLE VIII

Membership Meetings

Section 1. The meetings.

- a) Regular meetings of the Association shall be held on the second Saturday of each month at a location to be designated by the Chairman and specified on written announcements to be delivered to the representatives as hereinafter provided. In the event that the second Saturday of any month shall fall upon a legal holiday, the regular meeting that month shall be held on the following Saturday.
- b) Written announcements of any meeting change shall be delivered to the representatives at least ten days prior to the date of the meeting shall constitute proper and valid notice.
- c) The Chairman has a right to address the merits of a motion before calling for a vote thereon. A quorum for adopting resolutions presented to the Association shall be determined by at least two-thirds members present in voting.
- d) The order of business at all meetings of the Association shall be as follows:
 - 1. Call to order followed by the Serenity prayer.
 - 2. Reading of the minutes of prior meeting.
 - 3. Report of the Treasurer.
 - 4. Report of the permanent committees.
 - 5. Report of temporary or special committees.
 - 6. Communications.
 - 7. Unfinished business.

8. New business.
9. Miscellaneous matters.
10. Announcements.
11. Adjournment.

This order may be changed or dispensed with by a majority vote of the members present.

- e) Prior to the meeting, representatives and alternates shall register at roll call.
- f) Voting shall be by show of hands except where ten or more representatives request a closed ballot. In the event of a closed ballot, the Chairman shall three appoint three representatives to count and record the vote.
- g) Each member group having a representative or alternative representative present at any meeting of the Association, shall have the right to cast one vote upon each matter coming before the Association for a vote, as shall the officers of the Association.
- h) No matter coming before the Association for a vote, including election of officers shall be adopted or approved without the affirmative vote of the majority of the membership present at any meeting. This section shall not apply to the establishment of committees or the amendment of these Bylaws, which said matters are addressed elsewhere herein.

ARTICLE IX

Individual Meetings

Section 1. Anyone can start a C.A. meeting. There are no sobriety requirements for a person starting a meeting however it is suggested that anyone starting a meeting have at least 90 days of sobriety and a sponsor. Any meeting that wishes to be recognized by the Association should report the time and start date of the first meeting, location and name of the meeting to the secretary of the Association.

Section 2. It is suggested that any meeting that chooses to be recognized by the area elect a GSR to represent the meeting at Association meetings. It is a rule that any new meeting operates for three months before being listed in the next printing of the Nebraska Area directory.