

OPERATIONAL GUIDELINES FOR
ARIZONA NORTH CENTRAL CoDA REGION

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Revision Table

Revision Number	Date	Revised by:	Comments
1.0	01/31/2021	Becky T.	2021 version
2.0	03/13/2021	Becky T.	Revised Website Committee Mission
3.0	06/12/2021	Becky T.	Corrected Article numbering
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ARTICLE I – SUGGESTED CODE OF CONDUCT

ANCoR attendees are committed to service, guided by the Twelve Traditions, are regular attendees at CoDA meetings, remain open-minded, are respectful of all members and willing to hear all views, are supportive of the Group Conscience, are accountable to the fellowship, remain approachable, courteous and well mannered.

ARTICLE II – NAME

The name of this organization is Arizona North Central CoDA Region (hereinafter referred to as ANCoR). We are not yet a body that wishes to incorporate itself but have recognized the need for a set of guidelines from which to draw upon for structure, guidance, and support in our service to the regional CoDA Fellowship and to Co-Dependents Anonymous as a whole.

ARTICLE III – PURPOSE

The primary purpose of ANCoR is to serve the regional membership of Co-Dependents Anonymous (hereinafter referred to as CoDA). ANCoR shall always be guided by the principles of CoDA's Twelve Steps and Twelve Traditions, and the Twelve CoDA Service Concepts. ANCoR's goals are to serve the community in these principal ways:

1. Recognize that the ultimate authority of this body is "a loving Higher Power as expressed to our group conscience." (CoDA Tradition Two).
2. ANCoR's core responsibilities are to maintain and distribute an up-to-date hard copy and electronic copy of the regional meeting list; maintain the phone lines (voice recording of meeting list and retrieving/returning messages left on the message line); make use of internet facing platforms that are consistent with the *Twelve Traditions* of Co-Dependents Anonymous with special attention to anonymity (especially Tradition 11); to establish outreach and inreach; maintain the Post Office Box and alternate means of electronic communication; and account for all 7th Tradition monies received.
3. At the annual State Voting Entity Assembly (VE), ANCoR will cooperate with all other existing intergroups to elect the 2 delegates who will represent the State of Arizona at the CoDA International world service business conference, known as the CSC (CoDA Service Conference).
4. ANCoR serves as a forum for all the regional meetings in order to help share information, requests, and solutions.
5. Encourages unity of purpose within CoDA by adhering to the *Twelve Traditions* and *Twelve Service Concepts* of Co-Dependents Anonymous.
6. Serves as a liaison organization to CoDA, International and works with any other CoDA intergroup or other CoDA bodies that may form in Arizona.
7. Ensures that the ANCoR meeting dates and time shall always be included on the regional meeting list and website, as all members of CoDA are welcome.

ARTICLE IV – MEMBERS

Section 1 – Membership

Membership of this intergroup consists of the following:

1. The officers: Chair, Vice-chair, Treasurer, Secretary, and Committee Chairs.
2. Group Service Representatives (GSRs), which shall consist of one elected member from each registered group within the region. A GSR may represent more than one meeting, keeping in mind that they are only allowed one vote overall, not one vote per group they represent.
3. Two standing delegates and any elected alternates who represent this Voting Entity (VE) at the yearly worldwide CoDA Service Conference (CSC).
4. Any special worker hired by ANCoR, if ANCoR ever establishes an office. Any such special worker would also be a member of the CoDA fellowship.
5. All CoDA members are welcome and encouraged to attend, participate, and have voice.

All members of the CoDA Fellowship are welcome and encouraged to attend and to participate in discussions. The Chair, officers, committee chairs, VE delegates and GSRs have voting privileges. The region includes Central and Northern Arizona.

Section 2 – Qualifications

Qualifications of eligibility for membership in ANCoR:

1. Those groups within the region that have formally registered with CoDA International are considered members. These guidelines apply to both in-person and online meetings. A CoDA group is defined as the following:
 - a. CoDA's Fellowship Service Manual (hereinafter referred to as FSM) states that: "A CoDA group is composed of two or more individuals whose purpose in meeting is a desire for healthy relationships. A group applies the principles of the *Twelve Steps* and *Twelve Traditions* of Co-Dependents Anonymous, as adapted for our purpose from Alcoholics Anonymous. A CoDA group reads CoDA's Twelve Steps, Twelve Traditions, and the copyrighted "Welcome" and "Preamble" as they are written"
 - b. As a group, they have no affiliation other than CoDA
 - c. As a group, they are not registered with another intergroup
2. In recognition of the importance of CoDA's Tradition One: "Our common welfare should come first; personal recovery depends upon CoDA unity": these guidelines provide a course to follow in the event that a meeting is choosing not to read or simply does not know that our Fellowship Service Manual (FSM) states that reading the four (4) Foundational documents, as written, is a basic requirement if a group wants to call itself a CoDA meeting.

In the event that ANCoR is made aware that a listed CoDA meeting is not reading the four Foundational documents at each meeting, this process will be followed: an informed group conscience will be held at ANCoR to decide to send an intergroup member to the meeting to learn whether or not the four Foundational documents are being read, and if they are not being read, to ask the group if they are aware of the provision in our FSM which states that reading the four Foundational documents is a basic requirement if a group wants to call itself a CoDA meeting. The group will be asked if they are willing to take an informed group conscience to decide whether they will read them. The ANCoR member who is performing

this service will refer the group to the section of the FSM, and the meeting starter packet, providing guidelines on how meetings start. They will let the group know that whatever they decide, we recognize their freedom to do so, but if the group conscience is not to incorporate the readings, the listing of the meeting will no longer be included on ANCoR's list of CoDA meetings, as they will not fit the definition of a CoDA meeting. In addition, that occurrence will be communicated to CoDA World Service and to the group in question.

3. Every CoDA member is encouraged to perform service at ANCoR, regardless of their access to technology.

Section 3 – Group Service Representatives (hereinafter referred to GSR's)

1. The primary responsibility of a GSR, or alternate, is to represent their group at all ANCoR meetings (usually held on the third Saturday of every other month beginning each January) and at an annual Voting Entity Assembly. A GSR acts as a liaison between ANCoR and their group. GSRs bring group conscience decisions and concerns from their group and they return with a report regarding ANCoR/CoDA activities, service structure, group conscience decisions, etc., that affect CoDA unity, health and growth. A GSR informs the ANCoR secretary and meetings@coda.org of any pertinent communication changes for their group and supplies the current CoDA quarterly meeting list to their group.
2. GSR's shall be elected by an informed group conscience of the group they represent. Each GSR shall be selected by any method deemed appropriate by their group. GSRs shall serve for a period designated by their group. The group is encouraged to elect an alternate GSR, as well. A group may elect a new GSR at any time it deems appropriate.
3. GSR's are selected for their commitment to CoDA's Twelve Steps, Twelve Traditions and Twelve Service Concepts, and their willingness to serve. The suggestion is that trusted servants have at least six-months of working the CoDA Steps and have experience in their home group business meetings.

ARTICLE V – ANCoR INTERGROUP OFFICERS, NOMINATIONS, ELECTIONS, RESPONSIBILITIES, FUNCTIONS OF VARIOUS ENTITIES, TERM LENGTHS AND REMOVAL OF OFFICERS

Section 1 – Meeting Attendance

Officers, committee chairs and delegates are expected to regularly attend ANCoR meetings.

Section 2 – Officers

1. ANCoR shall consist of a Chair, Vice-Chair, Treasurer, and Secretary.
2. Outgoing officers are encouraged to make themselves available to help the trusted servants who serve after them.
3. If the Chair should be unable to attend a meeting, leadership would fall in the following order: Vice-Chair, Treasurer, Secretary.

Section 3 – Nominations of ANCoR Officers and CoDA International delegates

1. Elections are held at the annual VE Assembly, held one quarter prior to the annual CoDA Service Conference (CSC). CoDA members are encouraged to self-nominate and may also nominate others to take the place of officers/delegates that have completed their terms.

Section 4 – Qualifications to serve as officers, VE delegates or alternates

1. At least two years working the Twelve Steps of CoDA is suggested to hold the position of Officer in ANCoR. Delegates and alternates should have at least three years working the Twelve Steps of CoDA to be considered for nomination.
2. Knowledge and active practice of the *Twelve Traditions* of Co-Dependents Anonymous.
3. Willingness to take on a new learning of the *Twelve Service Concepts* of Co-Dependents Anonymous.
4. Candidates are active members of the intergroup and CoDA fellowship, attending CoDA meetings on a regular basis.

Section 5 – Method of Election

1. Elections by written ballots shall be held annually at the VE Assembly or as positions become vacant. The VE Assembly also serves as the Voting Entity for election of delegates to the annual CoDA Service Conference (CSC).
2. If in person meetings cannot be held, a virtual method of capturing ballots can be used.
3. A nominee must be present at the VE Assembly (or time of the election) and must receive a majority vote by the eligible voters present that day.
 - a. Candidates wanting to serve will be asked to speak about their time in program, service history, and why this particular position appeals to them
 - b. ANCoR attendees will have the chance to ask candidates questions before a vote is conducted
4. Each office will be voted on individually. The candidate with the most votes shall be elected.
5. At least one month prior to the elections announcement of the elections shall be made to the VE fellowship through e-mail, by GSRs and officers making announcements at their meetings, and by inclusion in the ANCoR minutes. Open positions will be clearly outlined in the communication.

Section 6 – Responsibilities

1. All officers of ANCoR are responsible for having a working knowledge of the CoDA FSM, CoDA Meeting Starter Packet, CoDA Twelve Steps, CoDA Twelve Traditions, CoDA Service Concepts, and ANCoR Operational Guidelines and are responsible to present a report at the bi-monthly ANCoR meeting.

2. Description of Chair's function:
 - preside and facilitate at each ANCoR bi-monthly meeting and the annual VE Assembly
 - Answer emails that come into the inter-group address
 - respond to phone calls and inquiries
 - create a meaningful meeting agenda
 - act as one of two signers on the ANCoR checking account (Treasurer acts as the main signer)
 - schedule and participate in periodic phone calls with other ANCoR officers as needed
 - ensure responsible management of all ANCoR communication
3. Description of Vice-chair's function:
 - serve in the absence of the Chair and as backup to the Secretary in all functions
4. Description of Treasurer's function:
 - account for all ANCoR funds by reporting of all expenditures, all 7th Tradition donations (listed by group), and the current balance
 - act as primary signatory on ANCoR checking account
 - pay any approved invoices/bills presented for payment
 - act as secondary signatory on any committee checking account
 - pick up ANCoR's mail every 8-10 days
 - deposit checks within 2 weeks of receipt
 - manage all non-financial mail in a responsible manner
 - present a report at each bi-monthly ANCoR meeting
 - present a comprehensive yearly report at the annual VE
5. Description of Secretary's function:
 - take notes during each meeting, record attendees, their roles, and that a quorum was reached
 - record all motions and outcomes
 - send minutes for preliminary review to the meeting attendees within 4 days
 - make any indicated changes and distribute final meeting minutes
 - partner with the Officers of ANCoR to create and maintain a document depository
6. Description of Delegate's function:
 - term commences after the conclusion of the meeting in which they are elected
 - prior to CSC, conduct a local review and discussion of the motions and VE issues in the delegate packet on CoDA.org
 - attend and vote at two consecutive conferences
 - vote their conscience after hearing the discussion and crafting of motions and VE Issues at the CSC
 - consider choosing a CoDA International committee on which to serve
 - submit a written report within two months following each conference to be included in the ANCoR minutes
 - keep ANCoR and local communities apprised of news from CoDA, Inc./CoDA World Service
 - senior delegate helps prepare the trusted servant elected as a new delegate
 - attend ANCoR meetings as a voting member
 - work with the ANCoR Treasurer to prepare a preliminary budget for attendance at the CSC
 - be fiscally responsible and adhere to the approved travel budget for the CSC

7. Description of Phone Chair function:
 - organize trusted servants to answer the CoDA message line on a monthly basis
 - provide those trusted servants with the guidelines pertaining to this service work
 - keep the Meeting Schedule recording up to date
 - make a report to ANCoR for the bi-monthly meetings
8. Description of Outreach Committee function:
 - communicate as necessary with organizations that promote events for the still suffering codependent
 - obtain approval from ANCoR for funding to pay for registration at events
 - partner with ANCoR to decide on a budget for literature and signage for these events
 - coordinate, attend, and give information at special outreach events that reach the still suffering codependent
 - maintain an email distribution list of behavioral institutions and therapists and distribute quarterly meeting lists for informational purposes
9. Description of Events Committee function:

Mission Statement of Events Committee:

To carry CoDA's message through events, including workshops, that facilitate understanding of codependency, shares insights and tools for recovery, and provides opportunities for fellowship in a healthy and loving environment.

- The Events Committee is responsible to ANCoR to ensure that events are in alignment with ANCoR's message
- The Events Committee shall have a working knowledge of the Twelve Service Concepts to ensure that each event fully honors the Twelve Traditions
- In the absence of the Events Committee, an individual or group wishing to put on an event would present a written proposal form (obtained from ANCoR) for a future workshop and events at scheduled ANCoR meetings, including a proposed budget, for a Group Conscience of the Intergroup
- Enlist CoDA members willing to design and facilitate workshops based solely upon CoDA conference endorsed literature
 - Events/speakers will honor CoDA Traditions
 - When there are speakers at these events, they will be active CoDA members who will share based upon their own experience, strength and hope
- Keep a prudent operating reserve as established with ANCoR to cover expenses for workshops and social events
- All other funds will be passed on to ANCoR
- The Events Committee will report at each ANCoR meeting:
 - Statistics about past events
 - Financial standing
 - Upcoming events
- Communicate CoDA events to the CoDA fellowship, the Website Committee and CoDA.org
- Funds for Events Committee will have ANCoR Treasurer as a back-up signatory
- Provide an itemized financial accounting to include profit or loss and attendee counts of each event to ANCoR

- The Chair of the Events Committee will ideally be a person with experience in leading events: they will have experience with scheduling, planning, logistics, budgets and working at events
- The Events Committee will work 1:1 with the presenter to ensure that the proposal and the event itself fully honor the Twelve Traditions

10. Description of Website Committee:

Mission Statement of Website Committee:

To carry CoDA's message by maintaining the ANCoR website which facilitates understanding of codependency, shares tools for recovery, and communicates opportunities for fellowship in a healthy and loving environment.

- The Web Administrator chairs the Website Committee, which is responsible for ensuring healthy and informative content on the website that is in accordance with CoDA World Service guidelines. The Web Administrator is a trusted servant of ANCoR
- The Website Committee suggests website improvements and assesses requests to post content on the website. Content is to be consistent with the Twelve Service Concepts and the Twelve Traditions. Questions and disputes will be brought to ANCoR for an informed group conscience
- The Web Administrator is responsible for timely updates of the website
- The Web Administrator is responsible to alert the ANCoR Treasurer when fees are to be paid to maintain the Domain Name (azcoda.org) and the website host agency. These and other reasonable costs to improve or maintain the website are approved by an informed group conscience of the Website Committee

Section 7 – Term lengths and transitions

1. ANCoR Officers and Committee Chairs are limited to two (2), two-year terms. The second term may be broken into two (2), one-year terms.
2. If an officer has served for two full terms, amounting to four years, they are not eligible to serve again until two more years have elapsed. Continued service is allowed until a replacement is found.
3. To help successors learn about their new duties, it is suggested that outgoing officers and committee chairs be available as resources to the incoming officers and committee chair.
4. Each year at the VE assembly, position term lengths are stated in preparation for upcoming elections.

Section 8 – Removal of Officers

Any Officer or committee chair may be removed for a pattern of non-performance of duties or as a consequence of exhibiting disruptive behavior. This act must only be taken after a carefully and calmly considered informed group conscience of ANCoR. Use of FSM guidelines is crucial in any such matter. A special meeting should be held to include all Officers of ANCoR, the officer in question, and impacted trusted servants. Every attempt should be made to bring a satisfactory resolution to the matter including, as a last resort, consultation with the CoDA World

Issues Mediation Committee. Remedies may include an offer for the person in question to resign, or removal from office.

Article VI – VOTING

Section 1 – Voting Eligibility

1. The voting membership of ANCoR shall include and be limited to officers of ANCoR, elected GSR's or their alternates of groups registered with CoDA International, committee chairs, and the two standing VE delegates.
2. Each group registered with CoDA International, within the region of ANCoR, shall have no more than one vote cast by the GSR or designated alternate on issues raised at ANCoR.
3. Each person shall have only one vote.
4. Voting by proxy is not allowed.
5. All Arizona Intergroups, GSRs and Officers are eligible to vote for Delegates and VEI at the Annual Assembly.

Section 2 – Quorum

Quorum is achieved if 3 voting members are present.

ARTICLE VII – CONDUCT OF THE ANCoR MEETINGS

Section 1 – Timing and Procedure

1. Each CoDA member has a right to attend the ANCoR meeting, and may speak after being recognized by the chair.
2. The efficient conduct of the ANCoR meeting is the responsibility of the Chair, and as such the Chair may determine the length of time for each segment of business and may choose to use these guidelines:
 - reports will be allotted 3 minutes each. Questions about the reports are to be held until the full report has been made
 - old business and new business motions will be held to the designated place in the agenda
 - the chair may rule discussions out-of-order if it is determined that the substance is not needed in order to accomplish business
1. Meeting generally includes the following:
 - open with Serenity Prayer
 - circulating sign-in sheet
 - reading of 2nd Tradition

- reading of two Service Concepts per meeting
 - self-introductions
 - counting of group reps, officers, delegates and committee chairs to determine the quorum and the number of eligible voters present
 - reports given -- questions may follow
 - reports accepted without formal vote if no opposition is raised
 - old business/new business
 - open sharing for issues pertinent to ANCoR
 - announcing date of next ANCoR meeting
 - close with Serenity Prayer
2. At any time during the meeting any attendee may ask for 30 seconds of silence, followed by group recitation of the Serenity Prayer.
 3. Throughout the meeting attendees will raise their hand and wait to be acknowledged by the chair before speaking.
 4. Anyone may ask a question. All questions will be addressed or tabled for future discussion.
 5. Anyone may ask to be heard if they think the meeting is being conducted improperly by saying, "Point of Order," and stating a reason. The Chair must address the statement and take appropriate action before the meeting continues.
 6. Guidelines for presenting and discussing agenda items: (and conversation around motions)
 - Agenda items will be presented to the Chair prior to the meeting. The member raising the agenda item presents the item and the Chair guides the discussion
 - All motions will be considered in accordance with the following:
 - Is the motion consistent with the Twelve Traditions, according to the best understanding of the trusted servants?
 - Does the motion fall within the scope and jurisdiction of ANCoR responsibilities?
 - Are there ways and means of carrying out the motion?
 - If the motion is accepted, the Chair calls for a second to the motion. A motion does not have to be seconded, but failing a second, the motion dies
 - If a motion has been seconded, the Chair re-states the motion to be sure it is understood
 - The Chair conducts further discussion from the floor, being cognizant of time, to gain clarity before the vote
 - Any member may "move to table" the motion and thus end discussion at any time. A vote on whether to end discussion is taken immediately, and majority rules
 - When discussion has ended the Chair conducts a vote on the motion at hand
 - Voting will be by show of hands
 - If a previously tabled motion is raised again at a subsequent ANCoR meeting, under old business, it goes through the above process

ARTICLE VIII – CHANGES TO ANCoR’s OPERATIONAL GUIDELINES

ANCoR’s Operational Guidelines have been crafted over many years with the attention of many members. The intention is to serve our regional fellowship well and we ask that great thought be placed before requesting any changes.

1. Changes to the operational guidelines can be made at any ANCoR meeting by group conscience, and simple majority vote.

The Twelve Steps of Co-Dependents Anonymous

1. We admitted we were powerless over others - that our lives had become unmanageable.
2. Came to believe that a power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and lives over to the care of God as we understood God.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being, the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked God to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong, promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood God, praying only for knowledge of God's will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to other codependents, and to practice these principles in all our affairs.

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The Twelve Traditions of Co-Dependents Anonymous

1. Our common welfare should come first; personal recovery depends upon CoDA unity.
2. For our group purpose there is but one ultimate authority -- a loving higher power as expressed to our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership in CoDA is a desire for healthy and loving relationships.
4. Each group should remain autonomous except in matters affecting other groups or CoDA as a whole.
5. Each group has but one primary purpose -- to carry its message to other codependents who still suffer.
6. A CoDA group ought never endorse, finance, or lend the CoDA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim.
7. A CoDA group ought to be fully self-supporting, declining outside contributions.
8. Co-Dependents Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. CoDA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. CoDA has no opinion on outside issues; hence the CoDA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions; ever reminding us to place principles before personalities.

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Twelve Service Concepts of Co-Dependents Anonymous

1. The members of the Fellowship of Co-Dependents Anonymous, in carrying out the will of a loving Higher Power, advance their individual recoveries, work to insure the continuance of their groups and their program, and carry the message to codependents who still suffer. They may also collectively authorize and establish service boards or committees and empower trusted servants to perform service work.
2. The Fellowship of CoDA has the responsibility of determining, through its group conscience, the service work to be performed, and the best manner to perform such work. This authority is expressed through our group conscience. Authority carries responsibility; thus, CoDA groups conscientiously provide adequate funding and support for the service work they authorize.
3. Decisions about service work in the Fellowship and all CoDA affairs are made through the group conscience decision making process. For this spiritual democratic process to work, every member of the group is encouraged to participate, consider all the facts and options concerning the issue, listen respectfully to all opinions expressed, then reflect and meditate to find a loving Higher Power's will. Finally, we deliberate honestly and respectfully to determine the proper course of action. Unanimity in the group is the desired outcome; a majority vote is a group conscience.
4. All those who volunteer to do service work for CoDA by serving on committees, boards, or corporations are trusted servants, not authority figures. Ideally, trusted servants volunteer out of a desire to follow their Higher Power's will, out of gratitude for the gifts they have received from CoDA, out of a desire to grow in their ability to create and keep healthy relationships, and to contribute what they can of themselves to CoDA. The Fellowship recognizes the need to select the most qualified people willing to serve as trusted servants. At times, trusted servants may hire individuals outside of the Fellowship for commercial services.
5. Trusted servants are directly responsible to those they serve and are bound to honor the group conscience decision making process and uphold those decisions concerning their service work. The Fellowship also recognizes the need and right for members to honor their own experience, strength, and hope and their Higher Power's will as expressed to them. When the group conscience violates an individual's own truth and makes participation impossible, the individual may relinquish the service position.
6. The Fellowship guarantees trusted servants the right and authority to freely make decisions commensurate with their responsibilities and the right to participate in group conscience decisions affecting their responsibilities. Each CoDA member is also guaranteed the right to respectfully dissent during the group conscience decision making process. A member may freely and safely express any personal grievances as long as no particular person or group is unexpectedly singled out as the subject of the grievance. Members are encouraged to honor their own integrity as well as the integrity of others.
7. Trusted servants do practice the Twelve Steps and Twelve Traditions in their service work and in all of their affairs. Trusted servants do not seek power, prestige, wealth, status, or acclaim; do not govern, coerce, or attempt to control others; and do not push a personal agenda, promote controversy, or advance outside issues at CoDA's expense. Since issues over authority, will, money, property, and prestige can and do arise in service work, trusted servants need to practice emotional sobriety, including anonymity, humility, tolerance, gratitude, making amends, and forgiveness.
8. The CoDA Service Conference (Conference), through its group conscience decision making process, guides the Fellowship in making policy decisions and in following the Twelve Steps and Twelve Traditions. The Conference, though providing guidelines, holds no authority over the decision making process of individual groups. The group conscience process is our decision making process. Failure to honor this process may violate Traditions One and Four and a sanction may be imposed. The harshest sanction Conference can impose on an individual or group is to no longer recognize it as belonging to CoDA; this sanction may only be imposed on those who consistently violate the Twelve Steps and Twelve Traditions, as determined by guidelines accepted by Conference.

9. By tradition, the CoDA Service Conference gives responsibilities to working committees composed of Conference Delegates and other CoDA volunteers or to separate service boards or corporations. All are directly responsible to the Conference. The scope of the work a committee does is determined by the Conference group conscience. The chairperson of each committee assumes the responsibility to ensure the work assigned to the committee is completed in a timely manner.
10. When the CoDA Service Conference is in session, the CoDA Board of Trustees is directly responsible to the Conference. When not in session, the Conference assigns its decision-making authority on material matters to the Trustees. The Board of Trustees is authorized to monitor the work of Conference-appointed service committees and may provide assistance or guidelines when necessary. The Trustees serve as the board of directors of CoDA, Inc., the non-profit corporation, are assigned custodial control of all money and property held in trust for the Fellowship, and are responsible for prudent management of its finances.
11. The powers of the CoDA Service Conference derive from the pre-eminent authority of the group conscience decision-making process. Arizona State law gives the Board of Trustees legal rights and responsibilities to act for the Fellowship in certain situations. CoDA, Inc.'s Articles of Incorporation and Bylaws are legal documents enumerating these Board rights and responsibilities.
12. The Fellowship strives to practice and encourage spiritual principles in all its material, financial, and business affairs, including fairness, equality, and respect for individual rights. Every member within CoDA has a voice and is encouraged to use it. Every member has the right to know what is happening within our organization. To honor this right, and in the spirit of CoDA unity, our CoDA, Inc. organization publishes and distributes group conscience decisions, such as minutes of our service boards and motions from our CoDA Service Conferences, in the most inclusive and timely manner possible.

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