

COCAINE ANONYMOUS NEW YORK, INC.

PO Box 99
General Post Office
New York, NY 10116

December 10, 2016

Dear All CA New York Members:

It is our pleasure to notify you of the 2017 Annual Business Meeting of Cocaine Anonymous New York, Inc.

Date: January 11th, 2017
Time: 7:05 P.M.
Where: CANY Area Meeting
446 West 33rd Street (Room TBD)
New York NY 10001

PURPOSE: The election of officers, one World Service Delegate, one Alternate World Service Delegate, Steering Committee Members-at-Large, for the upcoming 2017 term to commence February 10, 2017.

We cannot stress to you how important the participation of each Member Group is to the process of nominating and electing candidates for each office.

The following offices need be filled for the 2017 term (*Please note that the sobriety requirement for each office appears in parenthesis after the office title*):

Chairperson (2)	Treasurer (2)
Vice-Chairperson (1)	Assistant Treasurer (2)
Secretary (1)	World Service Delegate (5)
Alternate World Service Delegate (5)	
And 3 Steering Committee Members-at-Large (1).	

A description of the qualifications and duties for each office can be found at the end of this letter.

In accordance with our bylaws, we suggest the following procedures: At the time of the Annual Business Meeting each Member Group shall have the opportunity to nominate one candidate for each of the above positions. It is suggested that each Group choose a candidate to nominate for each such position at the Annual Meeting of the Corporation. Those persons are then designated candidates and **MUST APPEAR** at the **ANNUAL BUSINESS MEETING on WEDNESDAY, January 13th, 2017.**

Each candidate will then get an opportunity to make a statement, or have someone else make a statement on his or her behalf (**2 MINUTE LIMIT**). After that, only those entitled to vote at the meeting will follow the provisions of our bylaws until a winner is declared.

In addition, any past or present Officer or Delegate shall be eligible to run for a different elected position. It is suggested that a past officer of the corporation not succeed themselves in the same office after having served a full term. This does not preclude him or her from being nominated by a Member, however.

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Only Group GSRs, current Officers, current Delegates, CANY Committee Chairpersons, Members of the Steering Committee and the Office Manager may vote in the election.

Only one vote can be cast by an eligible voter. Persons holding dual positions, i.e.: A Committee Chair, who is also a GSR, can only cast one vote.

Please do your best to participate in a responsible manner; it is truly essential to our primary purpose. In the past year we have, only through the hard work of many individuals, accomplished many tasks in furtherance of our primary purpose. A broad range of important issues will be coming up in calendar year 2017, which will need sober thought and consideration if we are to effectively carry the message to those in need of hearing it.

On behalf of all of your present elected Officers and Delegates, I thank you for giving us the opportunity to serve you and the Fellowship.

If you have any questions at all regarding the elections or any other Area matters please ask me, any other Officer or Delegate or your Group Service Representative.

In Love and Service,

Alan Siegel
Chair CA New York Corporate Affairs

Section 4. The **CHAIRPERSON**, or in his or her absence, the **VICE—CHAIRPERSON**, shall preside at all meetings, general, special or annual, of the Corporation and shall perform such other duties as may be incidental to his or her office. Further, the **CHAIRPERSON**, together with the **VICE—CHAIRPERSON**, shall be the chief executive officers of the Corporation and shall have the shared responsibility for the management of the Corporation in accordance with the “**TWELVE TRADITIONS**” of CA, as adapted with permission from AA. To qualify as candidates for office, both the **CHAIRPERSON** and **VICE-CHAIRPERSON** must be members of a CA group in the New York Area and should be elected on the basis of capability, past service experience, leadership and organizational abilities.

Section 5. The **VICE-CHAIRPERSON** shall also serve as liaison between the Corporation and its Standing Committees. In addition, the **Vice—Chairperson** shall coordinate general Committee activities.

Section 6. The **TREASURER** and the **ASSISTANT TREASURER** shall have the care and custody of all of the funds of the Corporation, and shall deposit said funds in the name of the Corporation in such bank accounts as the Board of Directors may from time to time determine. The **TREASURER** and/or **ASSISTANT TREASURER** shall, when duly authorized by the Board of Directors, sign and execute all contracts in the name of the Corporation when counter-signed by either the **CHAIRPERSON** and/or the **VICE-CHAIRPERSON**. The **TREASURER** and/or **ASSISTANT TREASURER** may also prepare checks, drafts, notes and orders for the payment of money, which shall have been duly authorized by the Board of Directors. Both the **TREASURER** and **ASSISTANT TREASURER**, to qualify as candidates for office, must be members of a CA group in the New York Area, be gainfully employed and or financially stable, and should be elected on the basis of capability and experience in financial matters. Both the **TREASURER** and **ASSISTANT TREASURER** must be gainfully employed and or financially stable throughout their tenures in those positions or else they shall be deemed to have resigned from their respective offices

Section 7. In addition, the **ASSISTANT TREASURER** shall serve as the Treasurer of the Special Events Committee.

Section 8. The **SECRETARY** shall record and keep the minutes of the Board of Directors and the minutes of the Members. The **SECRETARY** shall have custody of the seal of the Corporation, and shall affix and attest the same to documents duly authorized by the Board of Directors. The **SECRETARY** shall serve all notices for the Corporation, which shall have been authorized by the Board of Directors. The **SECRETARY** shall have charge of all books and records of the Corporation with the exception of the financial records, which shall always remain in the exclusive care and custody of either the **TREASURER** or the **ASSISTANT TREASURER**. The **SECRETARY**, in order to qualify as a candidate for office, must be a member of a CA group in the New York Area and should be elected on the basis of capability and experience for this particular office.

WORLD SERVICE DELEGATE shall have working knowledge of the Twelve Steps, the Twelve Traditions, the Twelve Concepts of Service and The CA World Service (CAWS) Conference Charter.

Section 4. (a) It shall be the function of a **WORLD SERVICE DELEGATE** to attend all CAWS and Regional functions and to report back to the Corporation all activities and issues that take place and/or are voted upon at said CAWS functions.
(b) In addition, **WORLD SERVICE DELEGATES** shall have the duties and responsibilities established by Cocaine Anonymous World Services as same may from time to time be set forth in the Cocaine Anonymous World Service Manual.

Section 5. Each **CA WORLD SERVICE DELEGATE** shall faithfully reflect the “group conscience” of the Corporation and shall act as a liaison between the Corporation and CAWS in the following manner:

- (a) He or she shall attend all business meetings of the Corporation.
- (b) He or she shall attend all CAWS and Regional functions.
- (c) He or she communicates to the Corporation (CANY) the activities, growth and current problems of CAWS.
- (d) Normally, he or she is expected to vote and act for the Corporation at each CAWS function without consulting the Corporation on every issue. However, when it is necessary for him or her to know the feelings of the Corporation on particular issues, he or she shall ask the Board of Directors to call a business meeting of the Corporation in order to discuss the issue that is pending.

(e) He or she can expect to perform any other services of this nature which relate to his or her position.

Section 6. The **MEMBERS OF THE STEERING COMMITTEE** shall render advice to the incumbent Board of Directors and to the Corporation concerning issues relevant to the Directors and to the Corporation and to give their opinions, as a body, on how the *Twelve Traditions of Cocaine Anonymous*, as adapted with permission from AA, relate to any given management policy decision or issue.