

## **PREFACE**

This Meeting Handbook is offered The Valleys Community Committee of Co-Dependents Anonymous (TVCC) as a suggested meeting aid and reference guide for new and existing CoDA meetings within TVCC.

Every effort was made to follow the Twelve Traditions, as well as any guidelines from the CoDA World Fellowship. Whenever CoDA Conference approved material was available it has been conscientiously followed, but not all the material contained is CoDA Conference approved.

The Fourth Tradition of CoDA states: "Each group should remain autonomous except in matters affecting CoDA as a whole." It is in this spirit that we offer our Meeting Handbook.

This Handbook is meant to be held in keeping by each current Secretary and passed along each time the position changes hands. The job descriptions and officer's forms and letters are intended to be shared with each officer. It might be useful to copy those sections and pass them out to each newly elected officer or reprint them from the .pdf file called "Meeting Handbook" on our website [coda-tvcc.org](http://coda-tvcc.org).

Information within this Handbook that is pertinent to your meeting can be read to your group and we hope there will be ideas which invite your Group's Conscience and participations.

As new information is passed along by the Group Rep, it can be added to the appropriate section of this Handbook if it merits saving.

Comments and suggestions are always welcome. It is our intention to update this Handbook whenever doing so will improve its service to your meeting and CoDA as a whole.

To request information or reach TVCC call (818) 379-3300  
or email: [information@coda-tvcc.org](mailto:information@coda-tvcc.org).

In the spirit of service,

The Valleys Community Committee (TVCC)

July 2019

**SECRETARY** (suggested term of office - 6 months)

It is suggested that the Secretary has two (2) years in the CoDA program so as to understand and facilitate the following:

1. Overall responsibility for appropriateness of meeting:
  - A. Maintain CoDA Traditions.
  - B. Conduct Group Conscience on new issues or disputes.
  - C. Support spirituality in tone and style of meeting.
  - D. Promote principles before personalities.
  - E. Welcome and acknowledge newcomers.
  - F. Remember, "...our leaders are but trusted servants, they do not govern."  
(The 2<sup>nd</sup> Tradition) Decisions are made by Group Conscience
  
2. Overall responsibility for meeting logistics:
  - A. Set up and breakdown of chairs - ask for volunteers or elect a "Set-Up Person."  
"Set-Up Person" can also request further support.
  - B. Follow a meeting format. You may refer to the "Basic Meeting Format" found in the "CoDA Meeting Startup Packet" posted at [Coda.org](http://Coda.org).
  - C. Lead meeting (or find weekly leader). If you cannot attend a meeting, arrange for someone to substitute for you.
  - D. Invite speakers or get volunteers to handle speaker invitations. TVCC provides a list of "Available Speakers" which is sent out each month to the Group Rep.
  - E. Plan and conduct "Business Meetings" for important issues (for example: elections, change in meeting format, procedures, etc.). These can be held after the regular meeting or during the meeting depending on the Group Conscience. It is useful to have as many as possible present for voting.

3. Responsibility for interfacing with CoDA Organizations:

A. To effectively serve the intergroup, TVCC needs and wants to know the officers of meetings or if the officers have changed after an election. Please report contact information for (1) the Secretary (and co-Secretary if applicable), (2) the Treasurer and (3) the Group Rep to [meetingdata@coda-tvcc.org](mailto:meetingdata@coda-tvcc.org). This is especially important if your meeting currently does not have a Group Rep who regularly attends TVCC meetings.

B. Changes in the location, time or day of the meeting must first be made to CoDA World Fellowship, at [Coda.org](http://Coda.org), and then to TVCC, as well, also by reporting to [meetingdata@coda-tvcc.org](mailto:meetingdata@coda-tvcc.org).

C. Inform TVCC as soon as possible of any meeting that might not be held due to holidays, facility cancellations, etc., again at [meetingdata@coda-tvcc.org](mailto:meetingdata@coda-tvcc.org).

NOTE: TVCC will use personal contact information only for communications related to the intergroup.

4. Responsibility for interfacing with other Officers / Volunteers

A. When officers cannot attend a meeting, they are responsible for finding a substitute to cover the commitment. The Secretary needs to be aware that such duties are covered for the unity and flow of the meeting. In the event a commitment is not fulfilled for a determined period of time a Group Conscience should be taken to determine if the officer should be replaced or if any other solutions can be brought forward to the group.

B. Standard service positions in CoDA groups are Secretary, Treasurer, Literature, Group Representative. This does not preclude the possible need for other positions, examples being:

- 1) Chair/Set-up Person
- 2) Refreshments
- 3) Speaker Chair to schedule speaker
- 4) Phone List Person
- 5) Timer

Taking service positions often assists CoDA members in their recovery.

C. Take Group Conscience whenever the need for a new position arises.

**TREASURER** (suggested term of office - 6 months)

1. Responsible for taking over existing treasury and all reports from previous treasurer.
2. Find out what the prudent reserve is for your meeting (prior reports should show this amount). If it is not known, a Group Conscience can be taken to re-establish an amount. Prudent reserves normally cover a least two months of rent and normal expenses.
3. Provide a basket to the meeting for the 7<sup>th</sup> Tradition collections to pass around at the appropriate time.
4. Reimburse other members for expenses that have been approved by Group Conscience: literature, food and beverages, etc. Obtain receipts for your records.
5. Make arrangements to take care of collected funds. It is usually very difficult to establish a bank account in the name of your meeting. Most Treasurers reimburse expenses in cash, then hold the money or put it into their own checking account to make payments (there is no personal tax consequence if you keep records). Another method for some payments (such as sending funds to other CoDA entities – see below) is to buy money orders and include the cost of them in your monthly expenses, but you should have Group Conscience approval.
6. Make verbal reports to each meeting of your CoDA group (see attached report).
7. Records weekly income and expenses on the REPORT OF CoDA FUNDS COLLECTED AND DISBURSED (sample attached).
8. If your meeting has funds available in excess of your prudent reserve, your meeting may take a Group Conscience to send funds to the community committee, the regional committee and CoDA World Fellowship. The REPORT OF CoDA FUNDS COLLECTED AND DISBURSED shows suggested disbursements percentages for your group to consider. Community Committee checks should be payable to “TVCC,” regional checks to “SoCal CoDA,” and World Fellowship checks to “CoDA.”
9. So that your group is recognized for any donations, and for adherence to these procedures, please include the day, time, city and registration number of your meeting on your check. Your registration number is a 3-digit number assigned to your group, starting with “CA - -.” If you do not know your number, ask the Secretary or Group Rep, or inquire from CoDA World Fellowship at [coda.org](http://coda.org), or call (602) 227-7991, or write P.O. Box 33577 Phoenix, AZ. 85067.
10. The TVCC packet sent to your Group Rep each month includes a Treasurer’s Report, which lists donations received by the Community Committee.

## SUGGESTED TREASURER'S ANNOUNCEMENT TO GROUP

My name is \_\_\_\_\_ and I am your Treasurer.

This week's 7<sup>th</sup> Tradition donations totaled \$ \_\_\_\_\_. Previously we had a balance of \$ \_\_\_\_\_, bringing the current balance to \$ \_\_\_\_\_.

\*Additional options:

- A) The rent has been paid.
- B) The rent will be paid this week.
- C) We had other expenses totaling \$ \_\_\_\_\_, for the following items, \_\_\_\_\_ . These expenses subtracted from the balance leaves a current balance of \$ \_\_\_\_\_.
- D) Our current balance includes a prudent reserve of \$ \_\_\_\_\_.

(Most meetings try to maintain a prudent reserve of funds that would cover two months room rent and other expenses such as literature.)

## **7<sup>th</sup> Tradition Suggested Disbursement Percentages**

Here are Valleys CoDA/TVCC 's suggested disbursement percentages and addresses for sending the 7<sup>th</sup> Tradition donations to CoDA at the Community, Regional and National levels.

50%                    TVCC  
                          P.O. Box 1029-328  
                          Van Nuys, CA 91408  
Make these checks out to TVCC or CoDA

30%                    CoDA Fellowship Service Office  
                          P.O. Box 33577  
                          Phoenix, AZ 85067-3577

Use 7<sup>th</sup> Tradition form from CoDA for this donation (next page)  
Make these checks out to CoDA

20%                    SoCalCoDA  
                          10866 Washington Blvd., #1266  
                          Culver City, CA 90232  
Make these checks out to Southern California CoDA

Please write what meeting this donation is representing, including the day, time, location and CoDA meeting number on all checks.

## Seventh Tradition Contribution Form

(from CoDA.org / Copyright © 2010 Co-Dependents, Inc. and its licensors. All rights reserved)

Date: \_\_\_\_\_ Group No: \_\_\_\_\_

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

Group Meeting Place: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

County: \_\_\_\_\_ Community: \_\_\_\_\_

Meeting Day and Time: \_\_\_\_\_

Check/Money Order #: \_\_\_\_\_

Dated: \_\_\_\_\_ Amount: \_\_\_\_\_

Check/MO Signed By: \_\_\_\_\_

Contribution Acknowledged to Be Sent To:

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

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

City/State/Zip: \_\_\_\_\_

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

Telephone Contact No: \_\_\_\_\_

Follow-up information:

Date sent: \_\_\_\_\_

Acknowledgement Rec'd: \_\_\_\_\_

Cancelled Ck Rec'd: \_\_\_\_\_

It is suggested that a copy of this form be kept for your records.

Return completed form to:  
Co-Dependents Anonymous, Inc.  
P.O. Box 33577  
Phoenix, AZ 85067-3577

**LITERATURE PERSON** (suggested term of office – 6 months)

1. Provide meeting with CoDA literature and display it properly.
2. Order literature directly from CoDA Resource Publishing, Inc.® This may be handled by using their [On-Line Ordering System](#). You may also order by mail or phone for pick-up using their manual form, [CoReForm \(Eng\)](#).

Contact Information:  
CoRE Publications®  
74 W Cochran St., Suite A  
Simi, CA 93065

For customer service, questions concerns, email [info@corepublications.org](mailto:info@corepublications.org)  
or call (805) 297-8114

3. Make ample copies of the monthly Meeting Lists and events flyers as provided to you by your Group Rep. In many meetings the Group Rep will announce upcoming events and then pass those flyers to the Literature Person.
4. Announce to your meeting the availability of CoDA literature, Meeting Lists and other pertinent information. (See suggested Literature Person's report which follows.)
5. Collect and account for all “suggested donations” received for literature.

It is very important to offer literature and other materials for “suggested donation.” We do not “sell” literature, as that would make the group liable for taxes and business licenses. Signs that show the cost of literature should say “suggested donation.” This is also true of any books or other non-CoDA materials.

Meetings vary in the manner of handling literature funds. Some meetings have the Literature Person turn over all the funds to the Treasurer and then go through the Treasurer for funds needed to restock the literature supply, Other meetings encourage the Literature Person to maintain their own accounting approach the meeting's Treasurer when additional funds are needed. (Either of these suggested procedures should be determined by Group Conscience, as well as the frequency that the Literature Person reports accounting to the meeting.)

6. If your meeting holds a Group Conscience to discuss offering non-CoDA approved literature, it might be helpful to review the “Policy Regarding Outside Literature,” which is included in this document. The same “policy” statement should also be considered regarding the announcement of outside enterprises (workshops, panels, classes, etc.) or exhibiting advertising or promotional materials for them.



Guard against flyers appearing on your literature table that promote personal businesses or profit individuals, as this is in direct conflict with the Twelve Traditions.

7. As of this writing, in most meetings the typing, copying and display of the Phone List is the responsibility of the Phone List Person. If your meeting is without a Phone List Person, copy and display the phone list of the meeting's members, if such phone list is part of your format. A Group Conscience may be needed to establish or discontinue this practice. Some meetings may wish to include email addresses, again by Group Conscience.
8. Make copies of the "Newcomer Packet" as it exists for your meeting by Group Conscience to be available to newcomers.
9. From time to time, the Group Rep will give you information on new CoDA materials. Ask the Secretary for a Group Conscience regarding buying such items. If the group does not agree to purchase the new item, you can inform the meeting that anyone can purchase any item by either approaching the Literature Person or placing an order for the item directly with CoRE.

## **SUGGESTED LITERATURE PERSON'S ANNOUNCEMENT TO GROUP**

Hello, my name is \_\_\_\_\_ and I am your Literature Person.

On our literature table you will find an assortment of CoDA approved literature that will tell you more about codependency, the CoDA Twelve-Step Program of recovery and how to apply the Twelve Steps to our daily lives.

You will also find CoDA Meeting Lists and the latest Phone List for this meeting on the table.

[If Newcomer Packets are not distributed elsewhere in the meeting format...]

We have prepared special Newcomer Packets for those of you who are new to our meeting and invite you to pick one up before you leave tonight.

We also have flyers for upcoming CoDA events... (announce events).

CoDA literature helps carry the message of the CoDA Program and is always free. However, it does cost the group money and we invite you to help us by making a donation at the literature table. Suggested donations are indicated.

[If your meeting, by Group Conscience, has decided to display non-CoDA approved books and materials, please see included "Policy Regarding Outside Literature at CoDA Meetings." In addition, the following statement might be useful: "On a separate table (or section of the table) you will find non-CoDA approved books and materials concerning outside program events.

I thank you for letting me be of service.

## **POLICY REGARDING OUTSIDE LITERATURE AT CODA MEETINGS**

*This policy was approved by the 1990 Fourth International Service Conference of Co-Dependents Anonymous and revised at the 2018 CoDA Service Conference.*

It is strongly suggested that CoDA groups use CoDA Conference Approved and Board approved literature. However, if a group by informed Group Conscience chooses to use outside literature, in order to be an informed Group Conscience, that group must weigh their decision against the Twelve Traditions to ascertain if a responsible decision has been made. Some points to consider are:

Tradition One: Using CoDA literature supports the growth of CoDA and offers unity and continuity of message.

Tradition Four: Will the decision reached by the group affect neighboring groups or CoDA as a whole? What might a newcomers' first impression of CoDA be, based on the literature chosen? What is a group's responsibility to newcomers?

Tradition Five: Is the decision about literature – or, for that matter, any decision made by the group – in line with CoDA's primary purpose?

Tradition Six: Is the use of outside literature an endorsement of a particular author? By making the work of a particular author the focus of a meeting, is that a CoDA meeting or a book study session?

Tradition Eight: Use of outside literature may border on therapy. CoDA is a self-help group and uses the Twelve Steps and Twelve Traditions as a basis for recovery.

Tradition Ten: Use of copyrighted materials not owned by CoDA may lead to problems in the future and ought to be considered in the decision-making process. CoDA will not define codependency but will describe it. Does the use of outside literature support a particular definition?

If, after considering the above points, a group chooses to use outside literature, an announcement ought to be made at the beginning and end of the reading of said literature.

## **SUGGESTED GROUP REP'S ANNOUNCEMENT TO GROUP**

My name is \_\_\_\_\_ and I am your Group Rep. It is my responsibility to carry the Group Conscience of this meeting to TVCC and to report back to this meeting on any and all results from TVCC meetings.

I have the following things to report from the last TVCC meeting, held on (date) :

- Report actions of the TVCC, read any announcements which you have received, etc.
- You can also report that you will give the Literature Person any flyers and announcements of CoDA events for display on the Literature Table.

The next meeting of TVCC is scheduled for the **THIRD SUNDAY** of this/next month in the classroom at Encino Hospital, 16237 Ventura Blvd., Encino, CA 91436 from 1:30pm to 3:00pm.

Thank you for letting me be of service.

## **SUGGESTED WAY TO TAKE A GROUP CONSCIENCE**

1. To make a decision as to the Group Conscience on a given subject, someone needs to state the issue in such a way that people can express their conscience for or against. This is called a MOTION.

Example: “I MOVE we declare this to be a non-smoking meeting.”

2. In order to be sure, the issue is of interest to more than one member, the MOTION needs to be SECONDED by another member of the meeting.

Example: “I SECOND the MOTION” (or simply “SECOND”).

3. Ask whether there is any discussion on the motion. Announce that people will speak one at a time and only when called upon. Friendly amendments may be made at this time.
4. When ready to vote, restate the decided MOTION. This is intended to make clear to those voting the exact motion on which they are expressing their consciences.
5. Call for “those in favor,” and then, “those opposed.”
6. Voting is most commonly done by a show of hands. However, it can also take place by a voice vote, members standing to show their vote or in written form on individual ballots.
7. Finally, announce the outcome, the Group Conscience, and record it for future reference in a form similar to the one indicated on the next page

GROUP CONSCIENCE HISTORY  
Meeting Number CA \_\_\_\_\_

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

Group Conscience:

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

Group Conscience:

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

Group Conscience:

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