

Crystal Meth Anonymous®

**Manual for
World Service**



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Introduction

"Having had a spiritual awakening as a result of these steps, we tried to carry this message to crystal meth addicts, and to practice these principles in all of our affairs." -- Step 12

"Our common welfare should come first. Personal recovery depends on CMA unity." -- Tradition 1

"Final responsibility and ultimate authority for CMA world services should always reside in the collective conscience of the Fellowship of CMA as a whole." -- Concept 1

A guide to CMA's world services...

Crystal Meth Anonymous is a relatively young fellowship--and is growing rapidly. The first meeting of CMA took place just fifteen years prior to this writing, and today over 500 meetings serve recovering addicts from small towns to large cities. Our service structure is still evolving and maturing. The First World Conference, in 2008, advised the Board of Trustees to develop this manual as a way to help unify the fellowship in "carrying the message," and, thus, to help the fellowship with its natural and inevitable growing pains.

Service work is an important part of how we carry the message to those in need of recovery. Our work in service ensures that when someone is in need there will be a phone number to call, a meeting list or website available, a news piece that accurately reflects what we do in CMA, a brochure to answer questions, a meeting to attend, or a chip to encourage.

While our groups are autonomous, it is our service work and structure that helps make the spiritual program of recovery widely available to any who may seek it. Service work benefits all of us in the fellowship. It benefits the newcomer and it rewards those who choose to do service. For many of us, service work is a joy and an integral part of our own personal recovery.

This manual provides a general description of the various elements and structure of CMA World Service; it does not, and is not intended, to cover all aspects of service available in CMA. It is intended to offer guidance and support for the unity and growth of the fellowship, not as a list of edicts and rules.

Like our personal recoveries, this manual is a work in progress -- just as we are never "done" in our recoveries, this manual will evolve over time as our structure grows and matures.

CMA - A History of Service

The Beginning

In 1994, the founder of CMA--Bill C., a recovering crystal meth addict 16 years sober in A.A.--observed a growing number of other crystal meth addicts attending various twelve-step meetings in Los Angeles. Bill recalled that many of the secretaries of these meetings did not like the shares of the crystal meth addicts and were therefore reluctant to call on them in meetings. Bill maintained that there ought to be a place for these people to share.

Though the program of recovery as outlined in the Twelve Steps would clearly work for crystal meth addicts, the other meetings' singleness of purpose meant that many who exclusively used crystal felt uncomfortable participating fully in these meetings and fellowships. Bill believed that these people would benefit from a special-purpose meeting for those recovering from addiction to crystal meth. From this idea the fellowship of Crystal Meth Anonymous was born.

Attended by 13 people, the first meeting of Crystal Meth Anonymous was held September 16th, 1994, @ 9:45 pm at the West Hollywood Alcohol and Drug Center in West Hollywood, California. The speaker at that meeting was Don N. (who, by no coincidence, returned as the keynote speaker fourteen years later at CMA's first General Services Conference at Park City, Utah).

Many of those original members who attended that first meeting--Nina, Eli, Pete, Michael, Rick and others--are still clean and sober and remain active in the fellowship as of this printing. Members of that meeting quickly started other meetings, and within a few months there were meetings daily in Los Angeles.

The early CMA meetings based their readings and program of recovery on that of AA and also of NA. Members of the fellowship worked the Steps, referring to literature and materials borrowed from AA, NA and CA. To this day such diversity has endured in the fellowship nationwide, as members refer to the experience embodied in the literature of other fellowships for guidance on working a program of recovery.

Members of CMA in Los Angeles started meetings in San Francisco and San Diego. Meetings also sprang up in Salt Lake City, New York City and Phoenix in 1998. By 2001, CMA meetings had begun in Atlanta, Georgia, and soon thereafter meetings followed in many other parts of the country.

Crystal Meth Anonymous, Inc.

In 1997, the seven Los Angeles meetings formed a committee and began the process of legal incorporation as a California non-profit corporation. Aware that these seven meetings could not claim spiritual authority to speak on behalf of the meetings developing throughout the country, they called this committee the General Services Committee (GSC), rather than World Services. They also developed a new-meeting packet to help people start CMA meetings in other parts of the country. Initially sent via postal mail upon a written or phoned request, then made available for online download the fellowship began to grow explosively.

In 2002, the IRS extended tax exempt status to Crystal Meth Anonymous, Inc., as a 501(c)3 public benefit corporation. With the recognition of CMA's non-profit status, the original general services group in Los Angeles began seeking ways to open the collective voice of the fellowship to participation from groups worldwide. An advisory committee formed (the "Structural Reorganization Committee") to study the service structures of other fellowships, contact groups around the country for their input, and eventually propose that CMA's bylaws be changed and a new service structure be developed.

In an effort to align CMA's GSC with the diversity and reach of the fellowship, a complete revision of CMA's bylaws began in 2004, culminating in ratification in February 2006. Significantly, these bylaws endowed CMA with a Board of Trustees comprised of members of the fellowship from around the country.

The Fellowship of CMA Grows

In October of 2008, nearly 200 delegates, trustees, committee members and members of the fellowship gathered in Park City, Utah, for the first General Service Conference. A conference charter was ratified. The Twelve Concepts for CMA World Service were adopted. Many issues were brought to discussion, and many found resolution. One memorable example follows:

For the past few years a discussion existed: "Is CMA a fellowship or a program?" At the first General Service Conference, the following statement was adopted; *"The Fellowship of Crystal Meth Anonymous works a Twelve Step program of recovery. We have not felt the need to elaborate in great detail a specific CMA approach to the Twelve Steps: too many other excellent outlines already exist for following these spiritual principles. But our experience has shown that without the Steps we could not stay sober."*

As of the writing of this manual, the General Service web site (<http://www.crystalmeth.org>) lists approximately 500 meetings. This includes meetings in 41 states (including the District of Columbia) as well as Canada and Australia.

The "Structure" of Crystal Meth Anonymous

"CMA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve." (Tradition Nine)

Crystal Meth Anonymous exists with a foot in two worlds: It is primarily a spiritual entity concerned with carrying the message of recovery, but it is also an incorporated, non-profit organization which must comply with state and federal laws. Our service structure is designed to balance these two roles while expressing the group conscience of the Fellowship of Crystal Meth Anonymous.

The sections below describe the projected structure of CMA. While not every part of the country has the members and resources to fully flesh out this structure, this outline of the service structure is presented as a goal towards which the Fellowship may strive. Service positions, Districts, and Intergroups should be formed as they are needed by the local Fellowship, not in a rush simply to "match" what is in the Service Manual. In situations where there is a discrepancy between the local service structure and the service structure outlined in the Service Manual, it is hoped that this manual will serve as a guide for growth.

What do we mean by "never be organized?"

Crystal Meth Anonymous exists primarily as a spiritual entity, a loose association of groups whose primary purpose is to carry the CMA message to addicts who still suffer. These groups operate autonomously. There are no commands or edicts from CMA World Services; rather, the groups direct the work of CMA throughout the service structure. Therefore, CMA is not organized in the same sense as a corporation or government.

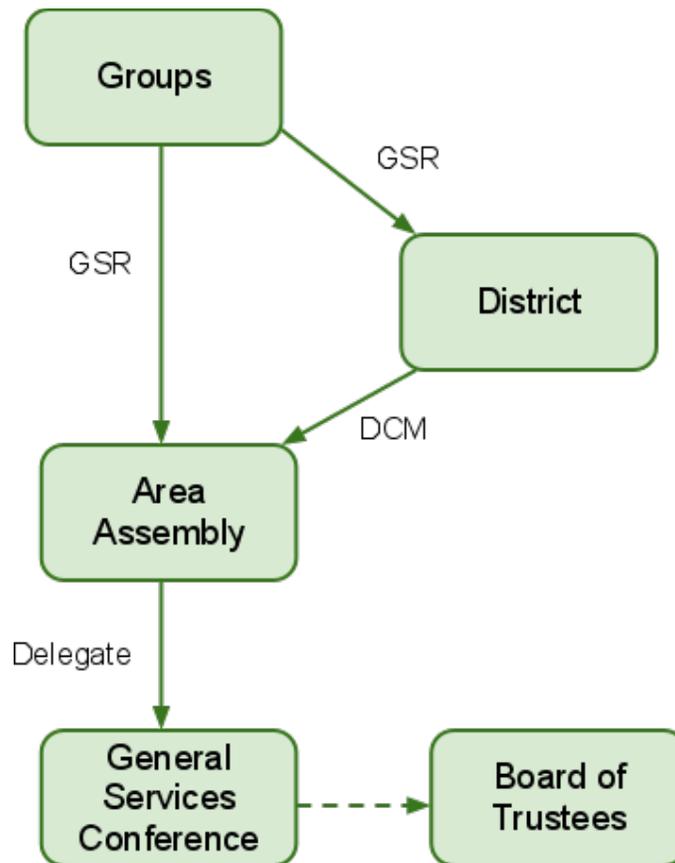
However, this statement does not imply that CMA is *unorganized*. The activities of CMA World Services are designed to support the work of the groups in carrying the message, including publication of literature, maintaining the CMA website, handling media requests, and organizing the annual General Services Conference. By necessity, these activities require World Services to maintain bank accounts, file taxes, and provide an accounting of financial transactions to the fellowship; some organizational structure is necessary, both to comply with applicable laws of the United States and other governmental agencies, and also to provide accurate reports of World Service activities to the fellowship. A description of this organizational structure and the process by which it is maintained is outlined in this Service Manual.

What are the principles under which CMA is structured?

CMA exists to carry the message of recovery, and as such the member groups are the spiritual source of our decision-making process. Unlike most corporations, governments and political parties, CMA is not "directed" by officers or elected representatives, rather our organizational power flows from the member groups. Our structure is described as an inverted one, in which the groups provide spiritual guidance to the General Services Conference and Board of Trustees via the Districts and Area assemblies.

How does information flow in CMA?

This diagram illustrates the flow of information from the groups "down" to the General Services Conference and the Board of Trustees, with each element of the service structure connected with other elements by a specific trusted servant. It is important to note that while the Board of Trustees is a part of the General Services Conference (see "The General Services Conference"), the Board is responsible for implementing the Conference's advisory actions. Specific chapters in the Service Manual describe each part of the diagram and their specific relationship to other parts of the service structure.



Also of importance is the fact that information can also flow "up" from the Trustees and the Conference to the groups. For example, groups may be asked to provide feedback on a specific issue important to the fellowship as a whole, but even routine business and activities should be reported back to the groups so that they are able to make informed decisions.

Where does the Intergroup fit in?

As CMA began to spread across the United States, clusters of meetings emerged in the larger cities. Groups in and around these cities joined together to provide services common to all the local groups. Early on, these groups of groups in different places across the country called themselves by different names. Some called themselves "Areas," some called themselves "Districts," others called themselves "Intergroups," regardless of the actual function that they served. One of the purposes of this manual is to assist these groups in identifying what functions they serve and what needs are to be met by their activities. Later in this manual, the functions of the District and Area are described and their role in the service structure of CMA defined. It is important to note that Intergroups exist outside the service structure of CMA and function solely to provide services to local groups.

In some places, these groups of groups were for many years the only link between different groups. Nevertheless, Intergroups are primarily local, so as CMA grew it became necessary to develop a service structure to meet the needs of CMA as a whole. The service structure outlined in this manual is the primary means of linking groups across the country so that the voice of the Fellowship can be used to direct the Board of Trustees in the day-to-day management of CMA affairs. This service structure does not replace the Intergroups in any way, as the Intergroups continue to provide important services to local groups.

Intergroups may provide meeting lists and web sites to help newcomers and visitors find meetings, maintain an inventory of chips for the local groups to purchase, and/or sponsor local events to solidify the unity of the local CMA fellowship. All of these are services vital to the smooth functioning of a local CMA fellowship's quest to 'carry the message'.

In some ways, Intergroups are similar to a local District, in that they both meet needs for local CMA groups. The difference, however, is that Districts exist *primarily* to connect local groups to the CMA general service structure; Intergroups exist primarily to provide services to the local groups that form them. Districts should also remain small enough to facilitate communication among its constituent groups, but Intergroups may become as large as necessary to include as many groups as desired. Finally, Districts are part of the structure of CMA World Services, but Intergroups remain autonomous entities within the CMA fellowship.

How are decisions made in CMA?

Tradition Four states that each group should be autonomous, except in matters affecting other groups or CMA as a whole. Thus, matters affecting only an individual group are decided by the members of that group. In general, this principle applies throughout our service structure, so matters that affect only an individual District or Area are decided by the member groups via their General Service Representative.

To deal with issues that affect CMA as a whole, the fellowship has created several service elements, each assigned with certain responsibilities and endowed with sufficient authority. Collectively known as "world services", these elements include the Conference (which holds final responsibility and ultimate authority) as well as the the Board of Trustees and its committees and subcommittees (which act to resolve such issues on a day-to-day basis).

Occasionally situations arise which require the consultation of the fellowship in its entirety, such as changes to the Twelve Steps or Twelve Traditions (which require a written vote of each group individually). More often, ordinary day-to-day operating decisions can be made by the authority vested in the Board while other broader decisions affecting the whole of CMA are made by the General Services Conference, acting as the effective voice of the entire fellowship.

Sometimes these issues are controversial. When decided in haste based on "majority rule," there is always the risk that a substantial proportion of the fellowship will feel alienated, and we risk schisms that could destroy the unity of CMA. Therefore, before a decision is made, it is imperative that consensus be sought. Though we strive for unanimity in all cases, the Conference may direct the Trustees by an advisory action with a two-thirds vote. When this "substantial unanimity" cannot be reached, further discussions take place until consensus is reached. We aim not to bend opposing viewpoints to our will, but rather to seek compromise and common ground wherever possible.

Finally, determining whether issues affect CMA as a whole is often not an easy task. It may sometimes help to ask ourselves whether an observer would view our actions as affecting only our group, or as reflecting on CMA as a whole? Carrying this thought further, it may even be necessary to seek an outside opinion.

The CMA Group and the GSR

What is a CMA Group?

For most of us, our first connection with CMA was at a meeting of Crystal Meth Anonymous. A meeting usually takes place at a specific time and place where two or more addicts come together for the purpose of recovery. In contrast to a meeting, a CMA group is a spiritual entity that exists beyond the specific time and place of the meeting for the purpose of carrying the message to the addict who still suffers. Regular meetings are encouraged to list their meeting time and place on local and national meeting lists. Groups are encouraged to register with CMA World Services and elect service representatives to the Area Assembly.

Whenever two or more crystal meth addicts come together for the purpose of recovery they can form a CMA group — providing that, as a group, they have no other affiliation. Each group's primary purpose should be to carry the message to the addict who still suffers. By Tradition, each group is autonomous, conducting itself as its members see fit, provided that its actions do not impact other groups or the CMA Fellowship as a whole. CMA does not govern individual meetings, instead relying upon the spiritual principles outlined in our Twelve Traditions and Traditions Concepts to guide each group's actions.

What is a business meeting?

Most groups hold regularly scheduled business meetings where group members discuss the use of their Seventh Tradition, elect service positions, discuss H & I issues and communicate with their General Service Representative (GSR) about what is happening throughout the Fellowship. Groups also make donations from their Seventh Tradition to their Districts/Intergroups, Areas, and CMA World Services. Without financial support from the groups, our service structure would not be able to operate.

How can I be of service to my group?

Nearly every group needs people to make the coffee, set up the chairs, and read the Steps or Traditions. As the meetings grow, they may elect service positions responsible for the smooth operation of the meeting. These positions may have differing names and/or responsibilities from group to group — one meeting may have only a secretary or chairperson while another may have both. Furthermore, responsibilities for these positions may differ from one group to another. Depending on the responsibilities of the position, the group may choose to have a sobriety requirement for persons holding certain positions.

Here are a few examples of service positions at the group level:

- Secretary
- Chairperson
- Treasurer
- Setup
- Greeter
- Coffee/refreshments
- Chips
- Literature
- Sponsor/phone list coordinator
- Cleanup
- General Service Representative (GSR)

Since the groups are autonomous, they can choose which positions they need and what those requirements should be.

What is a General Service Representative (GSR)?

The GSR is an elected member of the group who provides a link between the home group and the rest of the Fellowship. They are responsible for carrying the group's voice to the District meetings and Area assemblies; reporting back to the group what is happening within the Fellowship. The GSR participates in decision-making at the District and Area, casting their vote when needed. This dialogue provides the conduit for an informed group conscience throughout our service structure.

Duties

- Attends their group meetings regularly, including all business meetings.
- Attends all District meetings and Area assemblies
- Maintains close contact with the group's District Committee Member (DCM) and keeps up-to-date on issues that affect their group and their District.
- Makes regular reports to their home group on District and Area activities.
- Collects the thoughts and opinions of the group and carries the voice of the group to the DCM, District, and Area assembly.
- Encourages the group to provide financial support to the District, Area, and CMA World Services.
- Learn as much as possible about the CMA service structure, familiarizing themselves with available information related to service (including this service manual).
- Encourage group members to become involved in CMA service.

Qualifications

- The GSR should have one year of continuous sobriety.
- The GSR should have the time, availability, and willingness to attend District and Area meetings and to fulfill the other responsibilities of the position.

Term and Election Procedures

The GSR is elected for a two-year term, usually timed to run concurrently with the DCM and Area committee members. Qualified individuals are nominated by group members then elected by the group. Once a GSR is chosen, the Area committee should be notified. Also, the group registration information at CMA World Services should be updated to maintain up-to-date contact information for the group.

The Alternate GSR

Groups may also elect an alternate GSR to fulfill the responsibilities of the GSR when they cannot attend District or Area meetings. The alternate GSR should have the same qualifications and duties as the GSR.

The CMA District and District Committee Member

What is a CMA District?

Whenever groups that share a particular geographic, language, or other similarity decide to group themselves together, they may choose to form a District. There is no set size for Districts. Importantly, Districts may be geographic, with groups clustered closely together, or they may be based on other factors, such as language; in either instance, groups should create Districts as necessary to facilitate effective communication. Ideally, a District is small enough to make it relatively easy for the groups within the district to communicate with each other and for the District Committee Member (DCM) to be able to physically attend all the meetings in their District.

What do Districts do?

The main function of a District is to assist with the flow of information between local groups and the Area assembly. The district is principally a tool for communication, a venue for groups to share information and discuss issues affecting them locally. This communication is always a two-way process.

While not an essential District function, many Districts also provide services to their local groups such as maintaining meeting lists, phone lines, and chip/literature inventories. Whether or not these services are provided by the District is a decision to be made by the District's constituent groups. However, in some cases these services are already provided by a local Intergroup, so it may not be necessary for the District to assume these responsibilities.

District meetings are attended by the GSR from each of the District's groups. They should be held as frequently as necessary to effectively handle District business. To conduct these meetings, Districts elect trusted servants, primarily a District Committee Member (DCM), who chairs the District meetings and also serves on the Area Committee. Districts may also elect an alternate DCM, secretary, and/or treasurer, as needed. Additionally, Districts may also form committees to handle public information, web site communications, and/or outreach to hospitals and institutions.

What is the District Committee Member?

In addition to chairing meetings of the District, the DCM serves on the Area committee and therefore provides an important link between the group GSR's and the Area Delegate. The GSR's share their group's thoughts and opinions with the DCM, who then carries that message to the Area committee and delegate. Likewise, the GSR also takes information from the Area committee back to their groups for

discussion. Because these discussions are necessary to arrive at consensus to matters affecting CMA as a whole, Districts should always be made small enough to allow for all voices to be heard.

Duties

- Attends the District meetings and area assemblies; if they cannot attend a district meeting, they arrange for the alternate DCM to attend.
- Stays in touch with the GSRs in the District and receives reports from them.
- Holds regular meetings of all GSRs in the District.
- Facilitates communication between the groups in the District and the Area's Conference Delegate.
- Assists the delegate in obtaining group information in time to meet Conference deadlines for group registration.
- Keeps GSRs informed about Conference activities, including setting up opportunities for the delegate's Conference report, occasionally making the Conference report if the delegate cannot be present, and inviting the delegate to regular District meetings.
- Makes sure that GSRs are acquainted with *The CMA Service Manual*, *The Twelve Concepts for World Service*, newsletters, workbooks and guidelines from World Services, and any other service materials.
- Helps GSRs make reports to the groups, and encourages them to bring new CMA members to service events.
- Keeps groups informed about availability and development of new Conference-approved literature.
- Helps organize workshops and/or sharing sessions on service activities.
- Maintains close communication with the Area Delegate, keeping the delegate apprised of District activities and discussions.
- Regularly attends meetings of groups in the District to inform them of District and Area activities, and encourages individuals to get involved in CMA service.

Qualifications

- The DCM should have at least 1 year of continuous sobriety.
- The DCM should have held the position of GSR.
- The DCM should have the time and energy to serve the District well.

Term, Eligibility, and Election Procedures

The DCMs serve for a term of two years. The DCM should have previously served as GSR, so they are familiar with how their District operates. The DCMs are elected by a two-thirds majority, through written ballot.

Alternate DCMs

The alternate DCM serves as a backup in case the DCM must miss a District meeting, cannot attend to their duties on a short-term basis, if they resign, or if the DCM becomes ineligible to serve. The alternate DCM is usually elected at the same time and in the same manner as the DCM. The alternate attends meetings and participates even when their services are not required, so they will be familiar with the District's service issues and business should they have to step in.

District Formation and Redistricting

Groups sharing a particular geographic, language, or other similarity may decide to group themselves together to form a District; it is up to the groups to decide when they are ready to take this step. It is also up to each group's conscience, as to which District, if any, to belong.

Likewise, as Districts grow, they may decide to divide themselves into smaller Districts to facilitate communication and discussion. New Districts may elect trusted servants and perform whatever service functions they deem necessary. However, because formation of new Districts can affect the voting representation at the Area level, new Districts must be recognized by the Area Assembly in order for DCMs to vote on the Area committee and at the Assembly.

The CMA Area and Area Assembly

What is a CMA Area?

An Area is the statewide service structure that provides communication among groups and Districts within the state. The member groups within the Area should elect an Area Committee responsible for coordinating the Area's service activities. The Area Committee also provides the fundamental mechanism for channeling the collective conscience of the groups to the General Service Conference. Area Committees are able to form subcommittees that provide services to the groups and assist them in fulfilling their primary purpose.

The principal function of the Area Committee is to hold an Area Assembly, during which the groups elect a Conference Delegate to attend the annual General Service Conference, carrying the voice and the vote of the groups to CMA's World Services. Additionally, when a Regional Trustee position becomes vacant on the Board of Trustees, each Area within that Region may submit one nominee to the Regional Assembly.

The Area Assembly

The Assembly provides a conduit for communication between the member groups and CMA's World Services. For this reason, all groups within a particular Area are encouraged to participate in their Assembly.

Every two years, the Assembly meets for the purpose of electing a Delegate to the General Services Conference. The voting members of the assembly consist of the General Services Representatives (GSRs) from each group in the area, plus the Area committee. Each voting member gets one vote at the assembly.

Although Area Assemblies are only required to meet once every two years, they should generally meet more frequently. The purpose of meeting more frequently is to set up a two-way flow of information: The groups in the Area share their thoughts and concerns with the Delegate, who acts as the voice of the Area at the Conference, then the Delegate carries information from the Conference back to the groups. This flow of information is vital to the unity of our fellowship, as it is the primary mechanism of communication between the groups in different Areas. Therefore, it is critical that groups, via their GSRs, participate as fully as possible in the Area Assemblies.

Elections at the Area Assembly

As in all levels of our service structure, the Area Assembly should strive to elect the most qualified individuals for each position. In order to avoid personality contests, it is

suggested that the following procedure be used whenever possible: Members of the Area Committee, including the Delegate to the Conference, should be elected by written ballot without personal nomination. Qualified individuals are asked whether they wish to stand for each open position, then written ballots are cast by the voting members of the Assembly. Because substantial unanimity is always desirable, a standard of two-thirds majority is recommended for elected positions.

The Area Delegate

Every two years, Area Assemblies meet to elect a new Delegate to the Conference. The Delegate is the primary conduit for information between the groups of his or her area to the Conference and back. The Delegate is expected to attend the annual Conference Assembly held each spring at rotating sites throughout the CMA fellowship. Additionally, the Delegate will be the primary contact person for the dissemination of information from the Board of Trustees to the groups.

Ultimately, each Area determines the requirements for their Delegates as well as the method of nomination. However, because of the responsibilities inherent in this position, it is strongly suggested the Delegate have at least (2) two years of continuous sobriety, as well as experience with service work at the local and Area level.

Each Delegate shall serve for a period of two years, with Area assemblies staggered so that half of the Conference Delegates rotate in/out of the Conference each year. The Delegates should be elected prior to the spring Conference Assembly with time to familiarize themselves with the agenda items and to solicit thoughts from the groups. Therefore, these elections would typically take place in the fall.

If a vacancy occurs during the course of a Delegate's term that vacancy may be filled by an Alternate Delegate, elected in the same manner (and typically at the same time) as the Delegate. The Alternate Delegate would be expected to participate in all Area activities in order to become familiar with the groups' thoughts and concerns, just as the Delegate would.

The Area Committee

The Area Committee consists of the District Committee members, the officers of the Area Committee and the Area Delegate. Depending on the size of the Area, the officers may include the Chair, Co-Chair, Secretary, Treasurer, other officers, and various subcommittee chairs. Other Areas may only have two or three of these positions. Larger Areas, however, may consist of many positions – especially if they require subcommittees for Public Information, Hospitals & Institutions, etc. To ensure a spirit of rotation, each member of the Area committee should serve a term of two years.

The duties of the Area Committee members are as follows:

- Chairperson — The chairperson is responsible for calling to order and presiding over the Area Assembly. Additionally, they are primarily responsible for communication of Assembly matters to the groups.
- Secretary — the secretary records minutes at Assembly meetings and distributes them to the groups. They are also responsible for maintaining a list of all registered groups in the Area, though some larger Areas may assign this task to an Area registrar.
- Treasurer — The treasurer is responsible for handling the financial affairs of the Area, which includes preparing budgets, keeping the Area treasury, and maintaining records of all transactions. The treasurer is also responsible for preparing budgets and presenting financial reports at Area assembly meetings.

All officers should have at least one (1) year of continuous sobriety with a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts. Additionally, other qualifications may be considered by the Area committee for each position.

To start an Area Assembly, individual groups meet to elect the Area committee. First, Districts or groups request recommendations or biographies of interested individuals for service at the Area level. Then, at the first Area level meeting, elections are held and the officer positions are filled. The newly elected officers will then determine the frequency, timing, and location of Area Assemblies.

What other services does the Area Committee provide?

Beyond organizing the Area Assembly, the Area Committee and its subcommittees sometimes provide additional services that support the work of its member groups. Such subcommittees might include:

- **Hospitals & Institutions (H&I):** The H&I subcommittee is responsible for carrying the CMA message to individuals who are confined, restricted, or otherwise unable to attend one of the regular CMA meetings in the Area. The subcommittee coordinates communication with the facilities and helps provide service members willing to carry meetings into the facilities.
- **Public Information:** The purpose of public information work in Crystal Meth Anonymous is to inform the public that CMA exists and offers recovery from the disease of addiction. A public information subcommittee helps to ensure that accurate information about our fellowship is available to the public by providing informed volunteers to answer inquiries from the public, including media outlets.
- **Archives:** The archivist oversees the preservation and organization of the Area's historical records. They are also responsible for seeking out and collecting items that may be of historical significance in the future.

- **Chips and Literature:** The Area may establish a subcommittee to coordinate the distribution of recovery chips or medallions, as well as maintaining an inventory of CMA pamphlets, brochures, or other literature to supply their meetings.

The Delegate to the Conference

What is an Area Delegate?

The Area Delegate, as a member of both the General Service Conference and the Area Committee, provides for the two-way flow of information between the Area Assembly and the Conference. One delegate is elected from each Area to serve a two-year term. As the primary representative of the Area Assembly, the Delegate carries the voice of their Area's groups to the Conference and brings information from the Conference back to the groups. Because of the tremendous responsibilities inherent in this position, it is recommended that the Delegate to the General Service Conference have at least (2) two years of continuous sobriety and have previously held other service positions in their local Area. Areas are encouraged to select the best possible candidate as Delegate, sending those who have demonstrated willingness to devote their time and effort to working on behalf of the fellowship.

What are the duties of the Area Delegate?

The primary duty of the Delegate is to attend the annual General Services Conference, carrying the voice and experience of their local groups and Area Assembly. Each Delegate will also be assigned to a Conference Committee and be expected to participate in the discussions and deliberations of that Committee. Furthermore, while the Board of Trustees may elect to contact registered groups directly, in many situations the Delegate will be expected to carry important information from the Board back to their groups.

The duties of the Delegate are not limited to their participation at the Conference. Before the Conference, each Delegate will be provided a packet of background information related to agenda items to be discussed at the Conference. Delegates should review all the materials in the Delegate packet to and familiarize themselves with the issues to be discussed. In order to develop an informed group conscience, the Delegate should share this information and seek feedback from others in their Area. Areas may choose to hold a special pre-Conference workshop to discuss agenda items and other topics affecting the local fellowship.

Although each Delegate represents an Area at the Conference, personal recovery depends on CMA unity and it is the duty of every Delegate to act at all times in the best interests of CMA as a whole. While the Delegate solicits thoughts and opinions from the members and groups in their Area and brings them to the Conference, once at the Conference, it is the Delegate's responsibility to cast their vote based on the best information they have at that time. Delegates at the Conference may hear a convincing discussion presented by another delegate, containing information they had not previously considered. As a result, they may decide it is best for CMA to pursue a

different course of action than the one requested by their groups, so they should feel free to cast their vote accordingly.

Delegates are expected to participate in as much of the Conference as possible. The success of the Conference and its committees depends upon the diverse experience of every Delegate. Delegates also have the opportunity to seek out fellows from around the country and learn more about CMA activities beyond their local area.

After the Conference, Delegates should provide a report of Conference activities to their groups, answer questions, and receive feedback from the members of their local fellowship. It is important that the Delegate attend meetings of individual groups throughout their term to encourage participation of both members and groups in CMA's service structure.

Who pays for the Delegates' expenses?

CMA World Services does not pay for the Delegates' expenses to attend the Conference. Some Area Assemblies and Districts are able to assist their Delegate with these costs or provide funding for the Delegates to visit the groups in their Areas and to attend the Area Assembly. These funds are provided by donations from the Area's groups, which in turn come from the members' Seventh Tradition donations. It is also possible that the Delegate will incur un-reimbursed incidental expenses as a Delegate.

The CMA General Service Conference

"Final responsibility and ultimate authority for CMA world services should always reside in the collective conscience of the Fellowship of CMA as a whole." (Concept I)

Why do we need a Conference?

CMA World Services receives its direction and guidance from the collective group conscience of the individual CMA member groups. This voice is carried by the GSRs to the Conference Delegates, who in turn carry this informed conscience to the Conference. This mechanism ensures that the member groups of CMA can provide spiritual direction to CMA World Services on matters of policy and issues affecting our collective fellowship. It also ensures that all voices in the Fellowship are heard, and protects the Fellowship against potential "tyranny of the few." At the Conference, the minority opinion is allowed a full and carefully considered voice so that the wishes of the few do not override the desires of the many. The Conference should guard against the perils of money, power, and prestige to keep CMA democratic in its actions.

The General Service Conference of CMA is an annual event that serves as the active voice and the effective conscience of our fellowship in its world affairs. The Conference serves to protect our foundational principles (including the Twelve Steps, Twelve Traditions, and Twelve Concepts), to approve literature, to set broad policy regarding the Fellowship, and to offer spiritual guidance to the Board and its standing committees. The Conference is not a government for Crystal Meth Anonymous--it has no formal legal structure.

The "Conference Charter," ratified by the first General Service Conference in 2008, offers a concise description of the purpose, composition and function of the Conference. By contrast, this Service Manual explains how the Conference serves as the collective voice of the Fellowship by providing additional details regarding Conference operations and procedures.

What happens at the Conference?

The Conference agenda and procedures should include the following items:

- The Conference should hear the financial and policy reports of the Board of Trustees;
- The Conference should advise the trustees, directors, and staff members upon all matters presented as affecting CMA as a whole by engaging in debate, appointing necessary committees, and passing suitable resolutions for the advice or direction of the Board of Trustees and its related services.

- The Conference at the close of each session will draft a full report of its proceedings, to be supplied to all delegates and committee members, and a short version to be sent to CMA groups throughout the world.

Additionally, the Conference is also a venue to:

- Hear and consider motions from the Fellowship;
- Seek guidance from the Fellowship concerning guardianship of our Steps and Traditions;
- Recommend and approve content of this service manual, World Services literature, other publications, policies and guidelines;
- Develop methods for fund-raising and contributions to the Fellowship;
- Develop methods of communication to keep the member groups informed as to matters of CMA policy.

Who votes at the Conference?

The members of the Conference include each Area Delegate and each member of the Board of Trustees. The charter also provides a vote for the "directors of any CMA service corporations, and staff members of those corporations," but, as of this printing, CMA has no external service corporations. Each Conference member carries a single vote; should the same individual hold more than one voting position, only a single vote is granted.

How are issues decided at the conference?

Consensus decision-making not only seeks to determine the majority opinion, but also to welcome and incorporate less widely held views. Decision by simple majority can be competitive rather than cooperative; when we view decisions to be made as a win/lose proposition, we may not find the finely tuned spiritual solutions to our problems.

Because the unity of CMA is of paramount importance, decisions at the Conference should be made with as much unanimity of opinion as possible. Specifically, all matters of policy require a two-thirds vote; recommendations approved by this margin will become a Conference Advisory Action to the Board. A simple majority will constitute a Recommendation from the Conference to the Board.

Achieving substantial unanimity frequently requires extended discussion. If we allow impatience to dictate the resolution of Conference discussions, we risk alienating large sections of the fellowship. It is important for members of the Conference to seek common ground wherever possible, often requiring that discussions must be continued from one year to the next.

How do items get on the conference agenda?

The Conference Subcommittee is responsible for setting the agenda for the Conference. Delegates to the Conference will be asked to send agenda item requests from their Area to the Conference Subcommittee before the established deadline. The Subcommittee will consider each request and submit an Agenda to the GSC for approval. The Subcommittee will also produce a report of all items submitted for the agenda, as well as the final agenda, which will be presented to the GSC and be made available to the Delegates in advance of the Conference. Motions can also be made at the conference through a process designated in the Conference Assembly Procedures.

What is the Conference Report?

The Conference at the close of each yearly session will draft a full report of its proceedings, to be supplied to all Delegates and committee members, as well as a condensation thereof which will be sent to CMA groups throughout the world. (CMA Conference Charter)

As the General Service Conference is the effective voice of the Fellowship, it is necessary to accurately report the activities of the Conference back to the Fellowship as a whole in a timely manner. While it is not practical or possible for every CMA member to be in attendance at every subcommittee meeting that occurs as part of the Conference, in order to achieve informed group conscience, the Fellowship does need to know what occurred at these meetings.

Each Conference committee and subcommittee is required to maintain minutes of their meetings and, following the Conference, to assemble those minutes into a narrative that accurately reflects the activities of the committee.

This report has two primary functions:

1. To maintain a record of activities at the Conference for the CMA archive, and
2. To disseminate information about Conference activities to the present CMA fellowship.

CMA members and their delegates will use this report to respond to actions taken at the Conference and to develop new agenda items for the future, so it is important that the report contains a thorough account of the activities of each committee during its discussions; arguments both for and against any item discussed, final decision (with vote count), and any minority reports should all be included.

The CMA Regional Assembly

What is a Regional Assembly?

The principle purpose of the Regional Assembly is to provide a mechanism for selecting nominees to the Board of Trustees. The Regional Assembly also serves as an opportunity for sharing the collective experience of recovery through inter-Area communication and fellowship. Regional Assemblies need have no permanent structure; direct support to help the crystal meth addict is best provided by the local service structure.

In addition to selecting Board nominees, Regions may also hold Assemblies to promote unity within that Region. The Areas within the Region may form a committee to host an Assembly. The Regional Assemblies may occur at any time or place chosen by the Region, but time is allotted to assemble at the Conference itself.

Which Region is my Area located in?

Each Area is located within one of nine multi-state regions, specifically defined by the Bylaws for the purpose of nominating members to the Board of Trustees. There are nine regions; Areas are assigned to regions as follows:

1. The PACIFIC region consists of the Areas of Alaska, California, Hawaii, Nevada, and the Territories and Possessions of the United States (e.g. Guam, American Samoa, etc.);
2. The NORTHWEST region consists of the Areas of Idaho, Montana, Oregon, Utah and Washington;
3. The SOUTHWEST region consists of the Areas of Arizona, Colorado, Kansas, New Mexico, Oklahoma and Texas;
4. The NORTH CENTRAL region consists of the Areas of Iowa, Missouri, Nebraska, North Dakota, South Dakota and Wyoming;
5. The GREAT LAKES region consists of the Areas of Illinois, Indiana, Ohio, Michigan, Minnesota and Wisconsin;
6. The NEW ENGLAND region consists of the Areas of Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island and Vermont;
7. The MID-ATLANTIC region consists of the Areas of Delaware, Maryland, New York, New Jersey, Pennsylvania and the District of Columbia;

8. The MID-SOUTH region consists of the Areas of Georgia, Kentucky, North Carolina, South Carolina, Virginia and West Virginia;

9. The SOUTHEAST region consists of the Areas of Alabama, Arkansas, Florida, Louisiana, Mississippi and Tennessee.

Trustee Selection at the Regional Assembly

Eighteen of the 24 positions on the Board are reserved for members of the Fellowship, two from each of the nine regions. Trustees each serve a four-year term, staggered so that every two years one of the two Trustees from each region completes their term.

As a Regional Trustee approaches the end of their term, each Area Assembly within the Region may nominate a candidate for the position. At the Regional Assembly, a single candidate is selected from among the nominees. For the purpose of choosing the final nominee, the voting members of the Region include all Area Delegates from that Region, the Region's current Regional Trustees, and all At-Large Trustees residing in that Region. Prior to the vote, qualifications for each nominee are discussed so that the voting members may make an informed choice. Vote should be by written secret ballot in open forum; a two-thirds vote should be required to select the final nominee.

Once the nominees have been identified, their resumés must be forwarded to the Trustees' Nominating Committee in advance of the General Services Conference so their eligibility requirements can be verified and their ability and willingness to serve on the Board confirmed. If the Regional Assembly is to be held at the Conference, then the resumés of *all* Area nominees should be sent to the Nominating Committee before the Conference.

Once they have been vetted by the Nominating Committee, the final nominees for each Regional Trustee are presented to the full Conference for a vote; upon a two-thirds vote of approval the nominee will be considered selected for membership on the Board of Trustees. The final step in the process is their formal election to the Board of Directors at their next annual meeting, the Board being obligated by Tradition to do so. The term of each Trustee begins at the first meeting of the General Services Committee after the annual Board meeting.

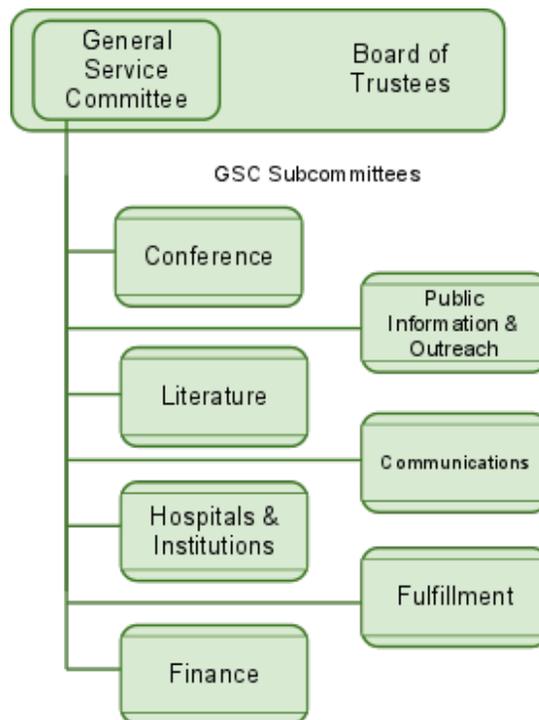
The CMA General Services Committee (GSC)

What is the GSC?

The General Services Committee (GSC) is one of the two standing committees of the Board of Trustees (the other is the Executive Committee). The GSC is primarily responsible for the day-to-day activities of CMA that relate inward to the fellowship. The Executive Committee, on the other hand, is responsible for those corporate activities that relate outward to various State and Federal agencies which regulate the business activities of Crystal Meth Anonymous, Inc.

Under current California State regulations, any standing committee of a corporation's board is limited to members of the Board of Trustees for the corporation. Because the GSC is a standing committee of the Board of Trustees, its' members must already be members of the Board of Trustees. Fortunately, this restriction does not apply to subcommittees of a Board. Consequently, the GSC has established a number of subcommittees which allow members of the fellowship to be of service.

Subcommittees of the General Service Committee are made up of members of the Board and members of the Fellowship as a whole. In accordance with our Bylaws, each subcommittee of the GSC should have at least two trustee members. Without the assistance of these members of the Fellowship at large, the work of the GSC could not be accomplished.



What does the GSC do?

The GSC meets regularly to discuss issues within our Fellowship and to implement recommendations from the General Service Conference. The GSC also establishes budgets, prepares financial reports, and pays expenses incurred at the World Services level.

Through its subcommittees, the GSC operates the website, publishes literature, encourages H&I activities, and responds to outside requests for information. Additionally, the subcommittees of the GSC provide services to members and groups, such as the distribution of chips and literature.

Subcommittees of the GSC

The majority of the work done by the GSC takes place at the subcommittee level. Subcommittees of the GSC assist with specific day-to-day activities of CMA. These activities are performed primarily by non-paid service members from the fellowship.

Within the framework of the responsibilities delegated by the GSC, each subcommittee is granted sufficient authority to perform its duties. Each subcommittee has the ability to decide which of these duties they will handle themselves, and which ones they will seek additional counsel or direction from the GSC, the Conference, or other parts of the Fellowship. All authority not granted to a subcommittee is reserved by the GSC and the Board of Trustees in accordance with the Conference Charter.

Notwithstanding the duties described herein or elsewhere, no subcommittee has been granted the authority to commit or expend funds nor execute contracts on behalf of the organization. This authority is reserved by the Board acting as a whole, those explicitly designated agents of the Board (e.g.: Treasurer of the GSC), and officers of the Corporation.

In order to meet the needs of the Fellowship, the General Services Committee (GSC) designates responsibilities to each of its seven standing Subcommittees: World Conference, Hospitals & Institutions, Literature, Fulfillment, Public Information & Outreach, Communications, and Finance.

World Conference Subcommittee

The purpose of the World Conference subcommittee is to produce the annual CMA World Service Conference. The World Conference Subcommittee carries out this purpose by performing the following activities:

- Solicits bids from the Areas, Districts, and Intergroups to host the Conference;
- Recommends possible host cities, dates and venues to the GSC;
- Works with the local host committee to locate and identify event space;

- Prepares a budget for the Conference and ensures that expenditures remain within budgetary parameters;
- Solicits and collects agenda items for the Conference and submits the proposed agenda to the GSC;
- Ensures the smooth operation of the World Service Conference during the event;
- Provides an accounting of the finances of the Conference to the GSC;
- Prepares the Conference report.

The subcommittee recommends a different location for the World Conference from year to year, allowing participation by a broad aspect of the Fellowship. To this end, host cities for future World Conferences are selected several years in advance and there is a bid process by which a local service body can request to be considered in the selection process to host the Conference.

The GSC assumes primary financial responsibility for the World Conference. For this reason, all major financial decisions and contracts are presented by the subcommittee to the GSC prior to their execution. These decisions must be made with an understanding of their impact on the GSC's overall budget. Nevertheless, the GSC does not have sufficient resources to fund the Conference in its entirety. Consequently, the Conference is financed through a combination of registration fees, fundraising, contributions by the local host committee, and allocations from the GSC's operating budget.

Our tradition of prudent financial policy dictates that Conference expenses be kept to a minimum, while still allowing for the work of the Conference to be performed, so that as many participants as possible may attend.

Agenda items for the General Service Conference may be submitted by Area Assemblies, the GSC or its subcommittees, or members of the Fellowship. In addition to any motions, items should contain sufficient background material for consideration by the Conference. These items are submitted to the World Conference Committee, who receives them, reviews them for completeness and clarity, and forwards them to the GSC for consideration. The GSC discusses the individual motions to determine which items are of significant concern for the Fellowship as a whole, which motions may be sent directly to a subcommittee for consideration, and which ones fall outside the scope of the Conference.

After review, the GSC refers the items back to the World Conference Subcommittee, which prepares the agenda for the Conference. Agenda items should be submitted to the Subcommittee within sufficient time to ensure that the delegates receive the agenda and delegate packet to solicit feedback from their groups prior to the Conference.

Hospitals & Institutions (H&I) Subcommittee

The purpose of this subcommittee is to carry the message of recovery to Crystal Meth addicts who are confined and/or restricted and would otherwise not be able to attend a CMA meeting. The H&I Subcommittee carries out this purpose by performing the following activities:

- Provides guidance to CMA members involved in H&I service throughout the fellowship by soliciting participation and input from all of those involved in H&I activities within the various service elements of CMA (e.g. Area, District, Intergroup, etc.);
- Establishes recommended guidelines and suggested meeting formats for CMA H&I meetings;
- Encourages and assists all H&I meetings to:
 - Adhere to the guidelines and rules of the facilities in which they hold meetings;
 - Provide CMA Conference approved literature to the facilities and meeting participants;
 - Provide a means of celebrating various lengths of recovery to those attending meetings;
 - Carry the message of recovery from addiction to crystal meth.

H&I service work occurs primarily at the local level, as Areas, Districts, and Intergroups are generally responsible for carrying meetings or panels into facilities. Therefore, the main objective of the GSC H&I Subcommittee is to support the work of the local service structure in this mission. By collecting the experiences of H&I service people from throughout CMA, the H&I Subcommittee can serve as a resource to local service entities on how to set up H&I meetings and assist them in deciding how to overcome problems they may encounter.

Literature Subcommittee

The purpose of this subcommittee is to produce literature for the Fellowship of CMA. The literature produced by this subcommittee should carry the message of recovery from crystal meth addiction through the application of the spiritual principles outlined in the Twelve Steps and Twelve Traditions of CMA. The Literature Subcommittee carries out this purpose through the following activities:

- Solicits literature submissions from individual members or local literature committees of CMA;
- Writes and edits literature;
- Adheres to the guidelines for literature adopted by the General Services Conference;
- Recommends such literature for approval by the GSC and the Conference.

Literature is certainly one of the most effective means by which CMA is able to carry its message to crystal meth addicts. Therefore, it is essential that all Conference-approved literature reflect, to the greatest extent possible, the collective experience of CMA as a whole. Notwithstanding this, the subcommittee can also create literature that focuses this message to a specific demographic.

In considering topics for new literature, time and care should be taken both in deciding what literature to create and what relevant experience we have with the proposed subject. Whenever the subcommittee completes a new piece of literature, it is first submitted to the GSC for interim approval. It can then be circulated to the Fellowship.

When completed, the Fellowship should be given ample opportunity to review any new literature and provide feedback before submission to the Conference for approval.

Public Information & Outreach (PI) Subcommittee

The purpose of this subcommittee is to communicate accurate information about CMA to those outside the Fellowship. The PI subcommittee carries out this purpose through the following activities:

- Provides guidance to CMA members involved in PI service throughout the Fellowship by soliciting participation and input from all of those involved in PI activities within the various service elements of CMA (e.g. Area, District, Intergroup, etc.);
- Establishes recommended guidelines for Public Information & Outreach activities;
- Responds to routine requests for information from individuals and the media;
- Refers requests for information from individuals and the media that require approval or action by the GSC and/or Board of Trustees;
- Operates the phone line;
- Creates public service announcements.

The subcommittee responds to all requests with consistency and personal anonymity. Breaking that anonymity can cause harm to individual members as well as the Fellowship as a whole. The PI subcommittee provides an appropriate way for CMA to communicate with interested parties outside of CMA. Physicians, therapists, law enforcement agencies, and other professionals sometimes have more access to addicts than members of CMA, and educating those professionals can ultimately result in referrals of newcomers to the Fellowship.

Communications Subcommittee

The purpose of this subcommittee is to develop, deliver and facilitate communication within the fellowship of CMA. The Communications Subcommittee carries out this purpose through the following activities:

- Provides communication to CMA members involved in all areas of service throughout the fellowship with the goal of providing information and soliciting participation and input from all of those involved in activities within the various service elements (e.g. Area, District, Group, Intergroup, etc.);
- Manages the CMA World Services website <http://www.crystalmeth.org>;
- Establishes recommended guidelines for CMA communications and activities.
- Maintains directory of all registered CMA groups.

Fulfillment Subcommittee

The purpose of this subcommittee is to facilitate the sale and supply chain management of CMA-related recovery merchandise. The Fulfillment subcommittee carries out this purpose through the following activities:

- Maintains adequate inventory of authorized items to fill orders;
- Purchases shipping supplies;
- Packs and ships orders to groups;
- Keeps adequate records of wholesale purchases and retail sales to meet state and federal reporting and/or tax requirements;
- Coordinates with the GSC and Board Treasurers to keep them apprised of relevant financial information.

Finance Subcommittee

The purpose of the Finance Subcommittee is develop and implement policies and procedures in all matters concerning the finances of Crystal Meth Anonymous, Inc., including ways and means to generate funds necessary for the continued growth of the fellowship, in accordance with our Twelve Traditions. The Finance subcommittee carries out this purpose through the following activities:

- Drafts annual CMA budget and advise on budget process
- Recommends other financial priorities
- Advises on:
 - Acquisition of assets in a manner consistent with CMA Twelve Traditions and applicable laws
 - Management, maintenance and protection of assets
 - Liabilities and contingent liabilities
 - Required financial filings
 - Ensuring that receivables are collected on a timely manner
 - Ensuring that invoices and other payments are made on a timely manner

- Utilization of assets (i.e., expenses) to meet needs of CMA as determined by trusted servants in a manner that benefits CMA and does not inure to individuals by asking:
 - i. Does the expenditure support the mission of CMA?
 - ii. Is the expenditure disallowed by CMA Bylaws or applicable law?
 - iii. Has the expenditure been properly authorized in writing?
- Acts as a resource for CMA groups on financial matters including but not limited to advice on negotiating leases and other contracts

The CMA Board of Trustees

What is the Board of Trustees?

The Board of Trustees serves as the Board of Directors for Crystal Meth Anonymous, Inc., a 501(c)-3 non-profit corporation serving the Fellowship with respect to its legal obligations to the public at large (e.g., taxes, legal inquiries, copyrights, and trademarks). The terms "trustee" and "director" are used interchangeably, "director" being a legal term in the state of California and "trustee" representing the spiritual position of service that these individuals are asked perform for the Fellowship.

The Board of Trustees is composed of at least three and up to twenty-four individuals. The majority of the Board consists of regionally nominated trustees, from each of the nine Regional Assemblies. Each region is entitled to nominate up to two trustees from among the membership of the fellowship in that region. In addition, the Board may also appoint up to six "at large" directors/trustees. These trustees may be members of the Fellowship or may be individuals whose personal or professional experience would benefit the Board and CMA as a whole. Each trustee serves a four-year term.

What does the Board of Trustees do?

The Board of Trustees is the chief service arm of the General Service Conference and is primarily responsible for ensuring the smooth, day-to-day operations of Crystal Meth Anonymous, Inc. While it conducts all direct financial, legal, and operational activities for the Fellowship, its actions are essentially custodial in nature. The primary duties and responsibilities of the Board are outlined in the Bylaws.

The Board of Trustees receives guidance and direction from the Conference. As outlined in the Charter, the Board of Trustees is free to conduct its business as it deems necessary. However, on all matters that may affect CMA as a whole, the Board should seek the opinion and guidance of the Conference. As members of the Conference themselves, they are able to participate in the decision-making process.

What are the qualifications for members of the Board of Trustees?

Because of the immense responsibilities delegated to the Board of Trustees, nominees for the Board should be the *most* experienced individuals from among our Fellowship. Ideally, nominees should have at least (5) five years of continuous sobriety. The Board meets monthly via conference call and is expected to meet in person twice each year (at the Conference and at the annual Board of Trustees meeting in June), so nominees must be willing and able to keep this busy schedule. Furthermore, each Board member is expected to participate in standing and *ad hoc* subcommittees, which will place additional demands on their time. Finally, while not a requirement, members with experience in business, accounting, media relations, and the legal system are always of great help to the Board in performing its duties.

Committees of the Board of Trustees

The Board of Trustees has two standing Committees, the General Services Committee and the Executive Committee.

The General Services Committee (GSC) is primarily responsible for the day-to-day activities of CMA. The members of the GSC are members of the Board of Trustees, however, the GSC may form subcommittees that contain individuals from the Fellowship at large. Each subcommittee of the GSC must have at least two trustee members.

Through its subcommittees, the GSC operates the website, publishes literature, encourages H&I activities, and responds to outside requests for information. Additionally, the GSC subcommittees provide services to members and groups, such as the distribution of chips and literature.

The Executive Committee is responsible for the overall corporate governance of Crystal Meth Anonymous, Inc. The Executive Committee is composed of the four elected officers and two additional members: The Chairperson of the Board, the Co-Chairperson, the Corporation Secretary, the Corporation Treasurer, as well as the Chairperson of the GSC, and one other at-large member from the Board.

The Executive Committee primarily concerns itself with matters affecting the corporation of Crystal Meth Anonymous, Inc. In this regard, it helps ensure CMA's compliance with Federal, State and local laws. In conjunction with the Board's attorney, the Committee also handles legal issues as they arise.

The Relationship of the Board of Trustees to the General Service Conference

While the Board of Trustees has responsibility for the day-to-day operation of CMA and has the authority to conduct business in pursuit of this mission, the final authority for decisions of policy that affect CMA as a whole rests with the General Service Conference. The Conference communicates this authority through its decisions at the Conference Assembly; a two-thirds vote of the Conference constitutes a Conference Advisory Action and should be considered a direction from the Fellowship to the Board.

Changes to the charter and bylaws by the Board of Trustees are subject to the approval of the General Service Conference by a two-thirds vote of all its members.

How are Trustees selected/elected?

The procedure for electing regionally nominated trustees is based on Section 10 of the Charter and detailed in this service manual in the section entitled "The CMA Regional Assembly."

The at-large Trustees (up to six) are appointed by the Board (according to Article VII, Section 1 of the Bylaws). Following a nominee's appointment by the Board, the Trustees are obligated by tradition to formally elect these nominees to the Board at the next annual meeting of the Board.

Typically, a Trustee's term begins at the first regularly scheduled meeting following the annual meeting in June at which they were elected and continues until they are succeeded four years thereafter.

Vacancies on the Board: Vacancies that occur on the Board for a Regional Trustee may be filled provisionally by the Board, based on a nomination provided by the Regional Assembly for which the vacancy exists. The provisional trustee retains the rights and duties of a full trustee until the next Conference, at which time the nominee shall be placed before the Conference for ratification. If the vacancy is not filled between Conferences, it may be filled at the next Conference under the procedures described above. In either case, the term continues for the remainder of the duration of the original term.

POLICY STATEMENTS

Use of the CMA Name and Logo

Who may use the name "Crystal Meth Anonymous," the block letters "CMA," the official Crystal Meth Anonymous LOGO* (hereinafter "logo"), future variations of the logo, and any CMA book:

1. A Crystal Meth Anonymous "Group" as defined herein, for its function of organizing and operating a regularly scheduled CMA meeting. A CMA Group may not use the name, letters or logo for any other purpose (including without limitation, dances, conventions, memorabilia, or fund raising events) without the prior written consent of its Area/District Chairperson after a vote taken by the Area/District Service Committee.
2. A Crystal Meth Anonymous "District," "Area," "Region," or "Intergroup".
3. Crystal Meth Anonymous, Inc. (a California corporation) aka: CMA World Services. The service body granting the use of the CMA logo shall be responsible for ensuring that the proper CMA logo, with applicable trademarks as shown below, is used on printed materials and memorabilia.

No other individual or entity may use the name "Crystal Meth Anonymous", the block letters "CMA," the official Crystal Meth Anonymous LOGO* (hereinafter "logo"), future variations of the logo, and any CMA book title without the written permission of the Crystal Meth Anonymous Board of Trustees.

The Crystal Meth Anonymous logo must be used in its entirety as shown below:



®

The official logo includes the artistic text "CMA" contained in an outer circle, and the registered trademark symbol. No other text or design element may touch, overlap or show through behind the logo other than a solid color. The block letters "CMA" may only be used alone when they bear no resemblance to the inner circle type style of the official logo.

The GSC may approve variations of the logo for specific purposes. An example of this is the logo that appears on the bronze medallions which includes the three legacies of Unity, Service, and Recovery. Example:



®

The approval of a variation of the logo for a specific purpose, such as the variation shown above, does not necessarily confer approval for other purposes.

Responding to Requests for Information from the Media

Inquiries are frequently made by local or regional media at the Individual, Intergroup, District, or Area levels. These requests materialize from many media sources for a host of reasons. While some of these requests can help us carry the message of recovery from crystal meth addiction through the Twelve Steps, some of them may not be consistent with our Traditions.

Most of these requests are from valid media sources, but as our Traditions have taught us, caution should be taken when responding to any requests. Generally, individual members should be discouraged from directly responding to such requests, but should instead refer them to the appropriate Public Information & Outreach (PI) committee.

Some examples of media include (but are not limited to):

- Broadcast (television—including all methods of video, etc.)
- Radio (including live and taped conversations, Podcasts, etc.)
- Print (newspapers, magazines, columns, fliers, etc., whether online or printed)
- Internet (including social media).

Individuals or Groups who are contacted by the media should refer the source to the most appropriate Public Information & Outreach (PI) committee for response. PI committees are often formed at the Intergroup, District, and Area levels. If your local Intergroup, District or Area does not have a PI committee, requests for response can be referred to the GSC's Public Information & Outreach (PI) subcommittee.

Additionally, requests from any source, which is not of a local or regional nature, should be referred to the Public Information & Outreach (PI) subcommittee of the GSC. Instances where a question exists about the proper response to a media inquiry should always be referred to the Public Information & Outreach (PI) subcommittee of the GSC for response.

The Twelve Steps of Crystal Meth Anonymous

1. We admitted that we were powerless over crystal meth and 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 our lives over to the care of a God of our understanding.
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 a God of our understanding praying only for the knowledge of God's will for us, and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to crystal meth addicts, and to practice these principles in all of our affairs.

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The Twelve Traditions of Crystal Meth Anonymous

1. Our common welfare should come first; personal recovery depends upon CMA unity.
2. For our group purpose there is but one ultimate authority a loving God as expressed in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for CMA membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or CMA as a whole.
5. Each group has but one primary purpose to carry its message to the addict who still suffers.
6. A CMA group ought never endorse, finance or lend the CMA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every CMA group ought to be fully self-supporting, declining outside contributions.
8. Crystal Meth Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. CMA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Crystal Meth Anonymous has no opinion on outside issues; hence the CMA 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, television, films and other public media.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

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The Twelve Concepts of Crystal Meth Anonymous

1. Final responsibility and ultimate authority for CMA world services should always reside in the collective conscience of the Fellowship of CMA as a whole.
2. The General Service Conference of CMA has become, for nearly every practical purpose, the active voice and the effective conscience of the Fellowship in its world affairs.
3. To create and insure effective leadership, we should endow each element of CMA with a traditional "RIGHT OF DECISION," which allows our trusted servants to decide what matters can be disposed of by themselves and what matters require them to report, consult, or ask for direction.
4. At all responsible levels, we ought to maintain a traditional "RIGHT OF PARTICIPATION," allowing our trusted servants voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional "RIGHT OF APPEAL" and a "RIGHT OF PETITION" ought to prevail, thus assuring that minority opinions will be heard and personal grievances will be carefully considered.
6. Although the General Service Conference has the final decision respecting overall matters of general policy and finance, it recognizes that the chief initiative and active responsibility in most of these matters, especially the day-to-day functioning of CMA's world services, should be exercised by the Trustees acting together as the Board.
7. The Bylaws of Crystal Meth Anonymous is a legal instrument that fully empowers the Board of Trustees to manage and conduct all of CMA's world services. The Conference Charter itself is NOT a legal document; it relies instead upon the force of tradition and the power of the CMA treasury for its final effectiveness.
8. Our Board of Trustees is the principal planner and administrator of overall policy and finance, as decided by the General Service Conference. It also has custodial oversight of CMA's separately incorporated service entities, which the Board exercises by its ability to select the executives of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders of CMA and the General Service Committee, must necessarily be assumed by the Board of Trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.

11. While the Trustees hold responsibility for the administration of CMA's world services, they should always have the assistance of the best possible committees, staffs, consultants, and, if necessary, corporate executives who are not Trustees. Such individuals, whether volunteers or paid employees, should be chosen with care. Serious concern should be given as to how they are selected, what qualifications they possess, and what rights and duties they will have.
12. The General Warranties of CMA's General Service Conference: in all its proceedings, the General Service Conference shall observe the spirit of the CMA tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over any of the others; that it reach all important decisions by discussion, vote and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; and although it may act for the Fellowship of CMA as a whole, it will never perform acts of government, and it will always remain democratic in thought and action like the Fellowship which it serves.