

Crystal Meth Anonymous®

**Manual for
World Service**



CMA Manual for World Service - 2017

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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 Twelve

"Our common welfare should come first. Personal recovery depends on CMA unity." — Tradition One

"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 One

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 in 1994, and today nearly 600 meetings serve recovering addicts worldwide, from small towns to large cities. Our service structure is still evolving and maturing. The first General Service 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 is 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 Services; 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 continues to evolve over time as our structure grows and matures. The most recent revision updates nomenclature and changes that reflect this ongoing growth and evolution.

CMA - A History of Service

The Beginning

In 1994, the founder of CMA—Bill C., a recovering crystal meth addict 16 years sober in AA—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 at 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 Service Conference at Park City, Utah in 2008.

Many of those original members who attended that first meeting—Nina, Eli, Pete, Michael, Rick and others—were still clean and sober and remained active in the fellowship as of the first writing of this manual. Members of that meeting quickly started other meetings, and within a few months there were CMA 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, as members refer to the experience embodied in the literature of other fellowships for guidance on working a program of recovery. In 2011, CMA released its first publication, "*Crystal Clear: Stories of Hope*", adding CMA-specific experience to our literature. The development of CMA literature continues.

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, Washington, DC and soon thereafter meetings followed in many other parts of the country. Since 2008, CMA meetings were started in Canada, United Kingdom, The Netherlands, Germany, Iran and Australia.

Crystal Meth Anonymous, a Public Benefit Corporation

In 1997, the seven Los Angeles meetings formed a committee and began the process of legal incorporation as a California nonprofit 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 Service 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 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* of Crystal Meth Anonymous 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."*

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 structure outlined in the Service Manual, it is hoped that this manual will serve as a guide for growth. When disagreements arise, remember: *"Our common welfare should come first; personal recovery depends upon CMA unity"* (Tradition One).

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 the CMA Board of Directors; 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.

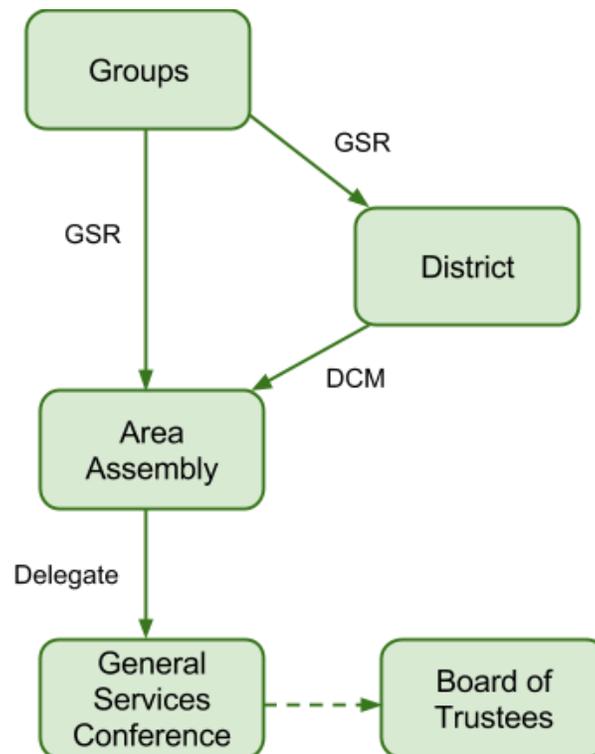
However, this statement does not imply that CMA is *unorganized*. The activities of CMA General Service are designed to support the work of the groups in carrying the message, including publication of literature, maintaining the CMA website, handling media requests, and organizing the annual General Service Conference. By necessity, these activities require Crystal Meth Anonymous. 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 CMA General Services 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 Service 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 Service 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 Service Conference (see "The General Service 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 Intergroups 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 and around the world so 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 websites 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, an Intergroup is 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 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, whereas Districts are part of the structure of CMA service structure, Intergroups

remain autonomous entities within the CMA fellowship.

How are decisions made in CMA?

Tradition Four states *"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 Representatives (GSRs).

To deal with issues that affect the Fellowship as a whole, CMA has created several service elements, each assigned with certain responsibilities and endowed with sufficient authority. Collectively known as the CMA General Service Organization, 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 proposed changes to the Twelve Steps or Twelve Traditions (which require a written vote of each individual group). 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 Service 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, risking 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 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. CMA groups are encouraged to list their meeting times and places on local and national meeting lists. Groups are encouraged to register their meetings with CMA at crystalmeth.org and elect a General Service Representative (GSR).

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 it relies upon the spiritual principles outlined in our Twelve Traditions and Twelve 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 funds, elect service positions, discuss H&I issues and communicate with their GSRs about what is happening throughout the Fellowship. Groups also make donations from their Seventh Tradition to their Districts/Intergroups, Areas and CMA General Service. 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, a 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
- GSR

Since the groups are autonomous, they can choose which positions they need and what, if any, the 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, and reporting back to the group what is happening within the Fellowship. The GSR participates in the the decision-making at the District and/or 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/or Area Assemblies
- Maintains close contact with the group's District Committee Member (DCM) and keeps up-to-date on issues which affect their group and their District. (If there are no Districts within the Area, the GSR attends Area meetings, as outlined below.)
- Makes regular reports to their home group on District and/or Area activities.
- Collects the thoughts and opinions of their group and carries the voice of the group to the DCM, District, and/or Area Assembly.
- Encourages the group to provide financial support to the District, Area, and CMA General Service.
- 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/or Area meetings and to fulfill the other responsibilities of the position.

Term and Election Procedures

The GSR is elected to 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 crystalmeth.org should be updated to maintain current 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 chips and 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 (DCM)?

In addition to chairing meetings of the District, the DCM serves on the Area Committee and therefore provides an important link between the group GSRs and the

Area Delegates. The GSRs share their group's thoughts and opinions with the DCM, who then carries that message to the Area Committee and Delegates. Likewise, the DCM also takes information from the Area Committee back to their groups' GSRs for discussion. Because these discussions are necessary to arrive at consensus to matters affecting CMA as a whole, Districts should be made small to allow for each voice 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 their 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 Conference Delegates.
- Assists the Delegates 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 presentation of the Delegate Packet and Conference Report, occasionally presenting 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 Service Manual, *The Twelve Concepts for World Service*, workbooks and guidelines from CMA's General 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.

Qualification

- 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 DCM serves for a term of two years. The DCM should have previously served as GSR so they are familiar with how their District operates. The DCM is 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

As already described, 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 a state-/province-wide service structure that provides communication among groups and Districts within that state or province. The member groups within an Area should elect an Area Committee responsible for coordinating that 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 Area Committee and GSRs elect Conference Delegate(s) to attend the annual CMA General Service Conference, carrying the voice of the groups to the Conference. 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 Area Assembly provides a conduit for communication between the member groups and CMA's General Service Conference. For this reason, all groups within a particular Area are encouraged to participate in their Area Assembly.

Every year, the Area Assembly meets for the purpose of electing one or two Delegates to the General Service Conference. The voting members of the Assembly consist of the GSRs from each group in the Area and the Area Committee Members. Each voting member gets one vote at the Assembly.

The groups in the Area share their thoughts and concerns with their Delegates, each of whom acts as the voice of the Area at the Conference; the Delegates, in turn, carry 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 Delegates 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 Delegates

The Area Assembly elects up to two Delegates to staggered two-year terms. These Delegates are the primary conduit for information between the Area and the Conference. All Delegates are expected to attend the annual Conference Assembly held annually at rotating sites throughout the CMA fellowship. Additionally, these Delegates are the primary contacts for the dissemination of information from the Board of Trustees to the Areas.

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 a Delegate have at least two (2) 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 the terms staggered so that each Area has one Delegate serving the first year of their term and one serving the second year of their term. Prior to the General Service Conference, Delegates should have time to familiarize themselves with the Delegate Packet and agenda items, and to solicit thoughts from the groups.

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 (if any), the officers of the Area Committee and the Area Delegates. 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 meetings and Assembly. Additionally, they are primarily responsible for communication of Area matters to the groups.

- **Secretary** — the secretary records minutes at Area Assembly and Area 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 include preparing budgets, keeping the Area treasury, and maintaining records of all transactions. The treasurer is also responsible for presenting financial reports at Area 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 subcommittee may 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 Delegates 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 and the Conference. Beginning in 2013, the number of Delegates elected to represent each Area was increased from one Delegate to two in order to ensure greater representation at the Conference. As the primary representatives of their Area, these Delegates carry the voice of their Area's groups to the Conference and bring information from the Conference back to the groups. Because of the tremendous responsibilities inherent in this position, it is recommended that each Delegate to the General Service Conference has at least two (2) years of continuous sobriety and has previously held other service positions in their local Area. Areas are encouraged to select the best possible candidates as Delegates, 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 Delegates?

The primary duty of a Delegate is to attend the annual General Service Conference, carrying the voice and experience of their local groups and Area. Each Delegate is also assigned to one of the Conference Committees and is 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 Delegates will be expected to carry important information from the Board back to their groups.

The duties of the Delegates are not limited to their participation at the Conference. Before the Conference, each Delegate is 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 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 the Delegate Packet and other topics affecting the local fellowship.

Although both Delegates represent an Area at the Conference, personal recovery depends on CMA unity and it is the duty of every Delegate—indeed, of every CMA trusted servant—to act at all times in the best interests of CMA as a whole. While the Delegates solicit thoughts and opinions from the members and groups in their Area and bring them to the Conference, once at the Conference, it is each 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. This principle is known as the "RIGHT OF DECISION", as described in Concept Three of *The Twelve Concepts of Crystal Meth Anonymous*.

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. At the Conference, 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 Area, answer questions, and receive feedback from the members of their local fellowship. It is important that the Delegates 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?

The General Service Conference does not pay for the Delegates' expenses to attend the Conference. Some Areas 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 their Seventh Tradition donations. It is also possible the Delegates will incur unreimbursed incidental expenses.

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 One

Why do we need a Conference?

The CMA General Service Organization 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 General Service 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. The Conference should guard against the perils of money, power, and prestige, and to keep CMA democratic in its actions. (Concept Twelve)

The General Service Conference 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" (See Appendix A), 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, CMA literature, other publications, policies and guidelines;
- Develop methods for fundraising and contributions for the Fellowship;
- Develop methods of communication to keep the member groups informed as to matters of CMA policy.

Who votes at the Conference?

The voting members of the Conference include each Area Delegate, each member of the Board of Trustees, and a set number of GSC Advisory Committee members. The Charter provides a vote for the "Directors of any CMA service corporations, and staff members of those corporations," but, as of this writing, CMA has no external service corporations. The Charter also states that Areas within the Provinces of Canada will be allowed to vote. Each voting 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 or personally punitive actions 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 Advisory Committee is responsible for setting the agenda for the Conference. Delegates to the Conference are asked to send agenda item requests from their Area to the Conference Advisory Committee before the established deadline. Each request is considered, and the agenda is submitted to the GSC for approval. The Conference Advisory Committee also produces a report of all items submitted for the agenda, as well as the final agenda, which is presented to the General Service Committee (GSC) and 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 member of CMA to be in attendance at every Committee meeting that takes place at the Conference, the Fellowship does need to know what occurred at these meetings in order to achieve informed group conscience.

Each Conference Committee is required to maintain minutes of their meetings and, following presentation the Conference Assembly, to create a narrative that accurately reflects the activities of the Committee.

The Conference 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 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. It is important that the report contains a thorough account of the activities of each Conference Committee during its discussions; arguments both for and against items discussed, final decisions (with vote counts), and 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 as outlined in Section 10 of the Conference Charter.

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.

In Which Region is my Area located?

Each Area is located within one of 11 regions, specifically defined by the Bylaws for the purpose of nominating members to the Board of Trustees. There are 11 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

10. The EASTERN CANADA Regional Assembly consists of the Provinces of Prince Edward Island, Nova Scotia, New Brunswick, Newfoundland and Labrador, Quebec, and Ontario

11. The WESTERN CANADA Regional Assembly consists of the Provinces of Manitoba, Saskatchewan, Alberta, and British Columbia, and the Canadian Territories of Northwest Territories, Yukon, and Nunavut.

Trustee Selection

Twenty-two (22) of the 28 positions on the Board are reserved for members of the Fellowship, two from each of the 11 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.

In accordance with Article 10 of the Conference Charter, nominations to fill open Regional Trustee positions are made by the Area Assemblies within each region. Every Area is allowed to make one nomination.

As a Regional Trustee approaches the end of their term, each Area Assembly within the region may nominate a candidate for the position. Each Area will be notified at the General Service Conference about existing or upcoming vacancies for Regional Trustees. All nomination packets for Regional Trustee candidates must be received no later than 90 days after the Conference.

Once the nominees have been identified, the Trustees Nominating Committee will conduct an extensive vetting process for each candidate. The Trustee vetting process takes approximately nine (9) months and is guided by the Trustees Nominating Committee in close contact with each candidate. This process is used to verify all eligibility requirements can be met, as well as each candidate's ability and willingness to serve on the Board. If, during this process, it is determined a candidate does not meet eligibility requirements or is not willing or able to serve, the Nominating Committee will inform that Area.

At the Regional Assembly, a single candidate is selected from among all Area candidates who completed the vetting process in each region. For the purpose of choosing the final nominee, the voting members at the Regional Assembly include all Area Delegates from that region, the region's current Regional Trustees, and all At-Large Trustees residing in that region.

The voting should take place after each nominee's qualifications have been presented to the Regional Assembly in an open forum allowing both voting and nonvoting members to become familiar with each nominee's qualifications and experience. This process allows for transparency while giving the voting members opportunity to make a fully informed choice. All votes should be by written secret ballot; a two-thirds vote should be required to select the final nominee.

The final nominees for each Regional Trustee are presented to the full Conference Assembly for a vote. Sufficient time will be allotted so that any member of the Assembly may speak to the nominees qualifications. During this time, the nominees should be asked to leave the room as voting upon their nomination occurs, allowing any opinions to be heard from the Assembly floor. In part, this avoids violating Concept Twelve which states in part, "... 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..." 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 on January 1 of the following year, though Trustee-elects are encouraged to attend General Service Committee meetings until then.

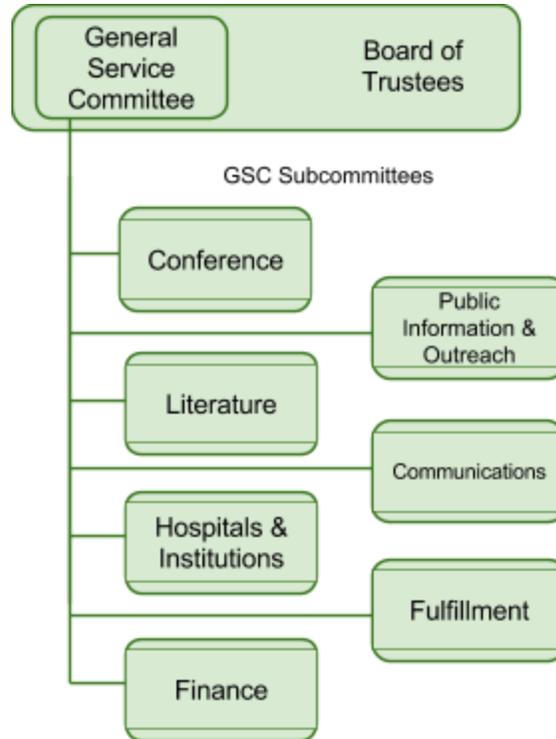
The CMA General Service Committee (GSC)

What is the GSC?

The General Service 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 that regulate the business activities of Crystal Meth Anonymous.

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 Advisory Committees which allow members of the Fellowship to be of service.

The Advisory Committees of the GSC are made up of members of the Board and members of the Fellowship as a whole. In accordance with our Bylaws, each Advisory Committee of the GSC has at least two Trustee members. Without the assistance of the 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 General Service level.

For example, through its Advisory Committees, some activities of the GSC include operating the website, producing and publishing literature, encouraging H&I activities, and responding to outside requests for information. Additionally, the Advisory Committees of the GSC provide services to members and groups, such as the distribution of chips and literature.

Advisory Committees of the GSC

The majority of the work done by the GSC takes place at the Advisory Committee level. The Advisory Committees 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 their responsibilities, each Advisory Committee is granted sufficient authority to perform its designated duties. Each 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 an Advisory Committee is reserved by the GSC and the Board of Trustees in accordance with the Conference Charter.

Notwithstanding the duties described herein or elsewhere, no Advisory Committee has been granted the authority to commit or expend funds or execute contracts on behalf of the organization. Such authority is reserved by the Board (acting as a whole), any 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 GSC designates specific duties to each of its six (6) standing Advisory Committees: Conference, Hospitals & Institutions, Literature, Public Information & Outreach, Communications, and Finance. Fulfillment, once its own Advisory Committee, is now part of the Finance Advisory Committee.

Conference Advisory Committee

The primary purpose of the Conference Advisory Committee is to produce the annual CMA General Service Conference. This committee carries out its purpose by performing the following activities:

- Soliciting bids from the Areas, Districts, and Intergroups to host the Conference;
- Recommending possible host cities, dates and venues to the GSC;
- Working with the local host committee, negotiating with venues for event space;
- Preparing a budget for the Conference and ensuring that expenditures remain within budgetary parameters;
- Soliciting and collecting agenda items for the Conference and submitting the proposed agenda to the GSC;
- Ensuring the smooth operation of the Conference during the event;
- Providing an accounting of the finances of the Conference to the GSC;
- Preparing the Conference Report.

The Conference Advisory Committee selects a different location for the General Service Conference from year to year, allowing participation by a broad aspect of the Fellowship. To this end, host cities for future 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 General Service Conference. For this reason, all major financial decisions and contracts are presented by the Conference Advisory Committee 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 (recent conferences have had budgets easily exceeding the entire annual Seventh Tradition contributions to the GSC). 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. Still, Trustees, Area Delegates and other attendees of the Conference may incur personal travel and other expenses, often significant, that are not necessarily reflected in the overall budget of the Conference.

Agenda items for the General Service Conference may be submitted by Area Assemblies, the GSC or its Advisory Committees, 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 Conference Advisory 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 an Advisory Committee for consideration, and which ones fall outside the scope of the Conference.

After review, the GSC refers the items back to the Conference Advisory Committee, which prepares the agenda for the Conference. Agenda items should be submitted early enough to ensure that the Delegates receive the agenda and Delegate Packet with sufficient time to solicit feedback from their groups prior to the Conference.

Hospitals & Institutions (H&I) Advisory Committee

The purpose of the H&I Advisory Committee 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 Advisory Committee carries out this purpose by performing the following activities:

- Providing 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.);
- Establishing recommended guidelines and suggested meeting formats for CMA H&I meetings;
- Encouraging and assisting 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 (if permitted);
- Provide a means of celebrating various lengths of recovery to those attending meetings (if permitted);
- 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 Advisory Committee 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 Advisory Committee 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.

In addition to consulting with the Advisory Committee, local committees are encouraged to reach out to other service groups in their Area to share information and experiences they have encountered. Members of the local H&I Committee should attend Area meetings and Assemblies, and may decide to organize additional events which assist in the sharing of H&I experiences and enlisting volunteers to carry the message into facilities.

Literature Advisory Committee

The purpose of the Literature Advisory Committee is to produce literature for the Fellowship of CMA. The literature produced by this Advisory Committee 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 Advisory Committee carries out this purpose through the following activities:

- Soliciting literature submissions from individual members or local literature committees of CMA;
- Writing, producing and editing literature;
- Adhering to the guidelines for literature adopted by the General Service Conference;
- Recommending 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. The Literature Advisory Committee can also create Conference-approved literature which focuses this message to a specific demographic.

Whenever the Literature Advisory Committee completes a new piece of literature, it is first submitted to the GSC for interim approval. It is then circulated to the Fellowship.

Feedback from the Fellowship is encouraged during this interim period; revisions may be recommended and adopted. After a period of time (years in some cases), the new work can be submitted to the Conference for approval.

In considering topics for new literature, time and care is taken both in deciding what literature to create and what relevant experience we have with the proposed subject. 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&O) Advisory Committee

The purpose of the PI&O Advisory Committee is to communicate information about CMA to the non-addicts and professionals treating the addict, as well as to interested members of the media. The Advisory Committee achieves this by providing accurate information about CMA to the person, community groups, and interested parties affected by crystal meth addiction. The PI&O Advisory Committee responds to all media requests with consistency and personal anonymity. PI&O Advisory Committee responsibilities include:

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

Anonymity is the spiritual foundation of our Fellowship. Breaking that anonymity can cause harm to individual members as well as the Fellowship as a whole. However, if the Fellowship remains completely anonymous, how will anyone ever find out about CMA? The PI&O subcommittee provides a 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, which then enables the groups to carry their message to these addicts.

Communications Advisory Committee

The purpose of the Communications Advisory Committee is to develop, deliver and

facilitate communication within the fellowship of CMA. The Communications Advisory Committee carries out this purpose by:

- Providing 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.);
- Managing the CMA General Service website <http://www.crystalmeth.org>;
- Establishing recommended guidelines for CMA communications and activities.

Finance Advisory Committee

The purpose of the Finance Advisory Committee is to develop and implement policies and procedures in all matters concerning the finances of Crystal Meth Anonymous, including ways and means to generate funds necessary for the continued growth of the Fellowship, in accordance with our Twelve Traditions and Twelve Concepts. It achieves this purpose through the following:

- Drafting the annual CMA budget and advising on budget processes
- Recommending other financial priorities
- Advising 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
 - Collecting receivables in a timely manner
 - Making payments on invoices and other payments in 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?
 - Act as a resource for CMA groups on financial matters including but not limited to advice on negotiating leases and other contracts.
- Fulfillment - facilitate the sale, restocking, inventory management and distribution of chips, medallions, stickers, and literature to CMA groups worldwide.
 - 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

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, a 501(c)3 non-profit public benefit 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 to perform for the Fellowship.

The Board of Trustees is composed of at least three (3) and up to twenty-eight (28) individuals. The majority of the Board consists of regionally nominated Trustees from up to eleven (11) Regional Assemblies. Each region is entitled to nominate up to two Trustees from among the fellowship in that region. In addition, the Board may also appoint up to six (6) "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 ending in even-numbered years. Terms may be shortened to provide for consistency and appropriate staggering of terms.

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. 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 Regional Trustee should be the *most* experienced individuals from among our Fellowship. Ideally, Regional nominees should have at least (5) five years of continuous sobriety. 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.

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

Board members are expected to attend all Board meetings, including recurring (monthly) GSC and Board conference calls, and are required to notify the Chair in advance if they will be absent. Missing three or more consecutive meetings without notification may bring progressive action as continued absence may cause the Board not to achieve quorum, thus affecting the business of the Fellowship. More importantly, Board members are elected to add their experience, strength and hope to the discussions and actions of the Board. Members of the Board are asked to travel to the annual Board Meeting in California, the annual Conference, and sometimes for other purposes. Trustees are not compensated, and many times the expense of this travel is not reimbursed in whole or in part.

Trustees are also responsible to actively serve and participate on at least one Advisory Committee and to attend any other Advisory Committees or workgroups to which they are assigned. Trustees review all meeting agendas and supporting materials for any Board meetings prior to attending so that they are prepared to actively participate in the meeting. Trustees are expected to stay informed about issues important to our Fellowship, both in their Region as well as CMA as a whole.

Trustees agree to abide by the principles that guide our organization and our Fellowship as outlined in the Twelve Steps, Twelve Traditions, and Twelve Concepts of Crystal Meth Anonymous. Furthermore, Trustees agree to fully disclose to the Board any events and potential conflicts of interest or changes which would affect their ability to meet the qualifications of the Board.

What may disqualify a person from serving on the Board?

While not all convictions prevent Trustees from serving, candidates may be disqualified from becoming a member of the Board of Directors if their criminal records include past history of sexual abuse of vulnerable individuals, conviction for any crime in which vulnerable individuals were involved, and certain crimes of moral turpitude (specifically fraud, embezzlement, identity theft, tax evasion, and forgery).

All criminal records will be evaluated on a case-by-case basis. A conviction for a criminal offense, including drug convictions, will not automatically disqualify an applicant for a position on the Board of Directors of Crystal Meth Anonymous.

All candidates and Trustees agree to immediately disclose to the Board any events or changes that could affect their ability to meet the qualification as a Board Member.

Committees of the Board of Trustees

The Board of Trustees has two standing committees, the General Service Committee (GSC) and the Executive Committee.

The GSC is primarily responsible for the day-to-day activities of CMA. The GSC is comprised of the Board of Trustees and Advisory Committee chairs; Advisory Committees may contain individuals from the Fellowship at large. Each Advisory Committee of the GSC must have at least two Trustee members.

Through its Advisory Committees, the GSC operates the website, publishes literature, encourages H&I activities, and responds to outside requests for information. Additionally, the GSC Advisory Committees 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. The Executive Committee is composed of the four elected officers and three additional members: The Chairperson of the Board, the Co-Chairperson, the Board Secretary, the Board Treasurer, as well as the Chairperson of the GSC, and two at-large members of the Board.

The Executive Committee primarily concerns itself with matters affecting the corporation of Crystal Meth Anonymous. In this regard, it helps ensure CMA's compliance with federal, state and local laws. In conjunction with the Board's attorney, the Executive 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 Conference 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.

The procedure for electing regionally nominated trustees is based on Section 10 of the Conference Charter and detailed in this Service Manual in the section entitled "The

CMA Regional Assembly.”

Up to six (6) at-large Trustees are appointed by the Board (according to Article VII, Section 1 of the Bylaws). Following a nominee's appointment by the Board, and their approval at the General Service Conference Assembly, the Trustees are obligated by tradition to formally elect these nominees to the Board at the next annual meeting of the Board.

A Trustee's term begins January 1 following the General Service Conference at which they were elected, and continues until they are succeeded four years thereafter.

Mid-Term Vacancies

Vacancies that occur on the Board for a Regional Trustee may be filled provisionally by the Board in cases of extreme emergency that would affect the business of CMA, 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 (a California public benefit corporation), aka CMA General 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, any CMA book title: *Crystal Clear: Stories of Hope*, 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 media 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&O) 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&O) committee for response. PI&O committees are often formed at the Intergroup, District, and Area levels. If your local Intergroup, District or Area does not have a PI&O committee, requests for response can be referred to the GSC's Public Information & Outreach (PI&O) subcommittee.

Additionally, requests from any source which is not of a local or regional nature should be referred to the Public Information & Outreach (PI&O) 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&O) subcommittee of the GSC.

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.

The Twelve Steps and Twelve Traditions of Alcoholics Anonymous have been reprinted and adapted with the permission of Alcoholics Anonymous World Services, Inc (A.A.W.S.). Permission to reprint and adapt the Twelve Steps and Twelve Traditions of Alcoholics Anonymous does not mean that Alcoholics Anonymous is affiliated with this program. AA is program of recovery from Alcoholism only—use of A.A.'s Steps and Traditions, or an adapted version of its Steps and Traditions in connection with programs or activities which are patterned after A.A., but which address other problems, or in any other non-A.A. context, does not imply otherwise.

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 nonprofessional, 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.

The Twelve Steps and Twelve Traditions of Alcoholics Anonymous have been reprinted and adapted with the permission of Alcoholics Anonymous World Services, Inc (A.A.W.S.). Permission to reprint and adapt the Twelve Steps and Twelve Traditions of Alcoholics Anonymous does not mean that Alcoholics Anonymous is affiliated with this program. AA is program of recovery from Alcoholism only—use of A.A.'s Steps and Traditions, or an adapted version of its Steps and Traditions in connection with programs or activities which are patterned after A.A., but which address other problems, or in any other non-A.A. context, does not imply otherwise.

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 ensuring 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.

Appendix A: The Conference Charter

1. Purpose. The General Service Conference of Crystal Meth Anonymous (CMA) is the guardian of world services and of the Twelve Steps and Twelve Traditions of CMA. The Conference shall be a service body only, never a governing body for CMA.
2. Composition. The Conference shall be composed of area delegates, the members of the Board of Trustees, directors of any CMA service corporations, and staff members of those corporations.

Other Sections of the Conference may sometimes be created in foreign lands as the need arises out of language or geographical considerations. The North American Section of the General Service Conference will then become the Senior Section, related to the other Sections by ties of mutual consultation and a cross linking of delegates.

But no Conference Section shall ever be placed in authority over another. All joint action shall be taken only upon two-thirds vote of the combined Sections. Within its boundaries each Conference ought to be autonomous. Only matters seriously affecting CMA's worldwide needs shall be the subject of joint consideration.

3. Conference Relation to CMA. The Conference will act for the fellowship of CMA in the perpetuation and guidance of its world services, and it will also be the vehicle by which the CMA Fellowship can express its view upon all matters of vital CMA policy and all hazardous deviations from CMA Tradition. Delegates should be free to vote as their conscience dictates; they should also be free to decide what questions should be taken to the group level, whether for information, discussion, or their own direct instruction. Neither the Twelve Steps of CMA, nor the Twelve Traditions of CMA, nor the Warranties of Article 12 of the Conference Charter shall be changed or amended by the General Service Conference except by first asking the consent of the registered CMA groups of the world. This would include all CMA groups known to the General Service offices around the world. These groups shall be suitably notified of any proposal for change and allowed no less than six months for consideration thereof. And before any such Conference action can be taken, there must first be received in writing within the time allotted the consent of at least three-fourths of all those registered groups who respond to such proposal.
4. Conference Relation to the Board of Trustees and its Corporate Services. The Conference will replace the founders of Crystal Meth Anonymous, who formerly functioned as guides and advisers to the Board of Trustees. The Conference will be expected to afford a reliable cross section of CMA opinion for this purpose. A quorum

shall consist of two-thirds of all the Conference members registered.

It will be understood, as a matter of tradition, that a two-thirds vote of Conference members voting shall be considered binding upon the Board of Trustees and its related corporate services, provided the total vote constitutes at least a Conference quorum. But no such vote ought to impair the legal rights of the Board of Trustees and the service corporations to conduct routine business and make ordinary contracts relating thereto.

It will be further understood, regardless of the legal prerogatives of the Board of Trustees, as a matter of tradition, that a three-quarters vote of all Conference members may bring about a reorganization of the Board of Trustees and the directors and staff members of its corporate services, if or when such reorganization is deemed essential.

Under such a proceeding, the Conference may request resignations, may nominate new trustees, and may make all other necessary arrangements regardless of the legal prerogatives of the Board of Trustees.

5. **Area Assemblies: Composition of.** Area Assemblies are composed of the elected Representatives of all CMA groups desiring to participate in each of the United States and each of the Provinces of Canada.
Each State and Province will always be entitled to one Assembly. But States and Provinces with large CMA populations may be entitled to additional Assemblies, as provided by the CMA Service Manual or by any future amendment thereto.
6. **Area Assemblies, Purpose of.** Area assemblies convene every two years for the election of area committee members, from which are elected delegates to the General Service Conference of CMA. Such area assemblies are concerned only with the world service affairs of CMA.
7. **Area Assemblies, Methods of Electing Area Committee Members and Delegates.** Whenever practical, committee members are elected by written ballot without personal nomination. Delegates are selected from among such committee members by a two-thirds written ballot or by lot, as provided in The CMA Service Manual.
8. **Area Assemblies, Terms of Office for Group General Service Representatives, Area Committee Members and Delegates.** Unless otherwise directed by the Conference, these terms of office shall all be concurrent and of two years' duration each. In approximately half the areas, assembly elections will be held in even years; the remaining assemblies will elect in odd years, thus creating rotating panels of the Conference, as further described in The CMA Service Manual.

9. The General Service Conference Meetings. The Conference will meet yearly, unless otherwise agreed upon. Special meetings may be called should there be a grave emergency. The Conference may also render advisory opinions at any time by a mail, telephone, or electronic poll in aid of the Board of Trustees or its related services.

10. The Board of Trustees: Composition, Jurisdiction, Responsibilities. The Board of Trustees of Crystal Meth Anonymous shall be an incorporated trusteeship, composed of addicts and non-addicts who elect their own successors, these choices being subject, however, to the approval of the Conference or a committee thereof. Candidates for addict regional trustee are, however, first selected by the Areas in the Region. Then, at the General Service Conference, voting members will make a selection of a nominee by two-thirds ballot or by lot. This nominee is then elected to the Board of Trustees, the trustees being obligated by tradition to do so. The procedure is then as follows: Each Conference area may select one candidate. Resumes of all candidates will be reviewed for eligibility by the trustees' Nominating Committee. At the General Service Conference, delegates from each Region will caucus prior to the nomination to reduce the number of candidates to one for each Region. The Conference will select a nominee by two-thirds ballot or by lot. These nominees will then be elected to the Board of Trustees, the trustees being obligated by tradition to do so.

The Board of Trustees is the chief service arm of the Conference, and is essentially custodial in its character.

Excepting for decisions upon matters of policy, finance, or CMA Tradition, liable to seriously affect CMA as a whole, the Board of Trustees has entire freedom of action in the routine conduct of the policy and business affairs of the CMA service corporations, and may name suitable committees and select directors to its subsidiary corporate service entities in pursuance of this purpose.

The Board of Trustees is primarily responsible for the financial and policy integrity of its subsidiary services.

The charter and bylaws of the Board of Trustees, or any amendments thereto, should always be subject to the approval of the General Service Conference by a two-thirds vote of all its members.

Except in a great emergency, neither the Board of Trustees nor any of its related services ought ever take any action liable to greatly affect CMA as a whole without first consulting the Conference. It is nevertheless understood that the board shall at all times reserve the right to decide which of its actions or decisions may require the approval of the Conference.

11. The General Service Conference, Its General Procedures. The Conference will hear the financial and policy reports of the Board of Trustees and its related corporate services. The Conference will advise the trustees, directors, and staff members upon all matters presented as affecting CMA as a whole, engage in debate, appoint necessary committees, and pass suitable resolutions for the advice or direction of the Board of Trustees and its related services.

The Conference may also discuss and recommend appropriate action respecting serious deviations from CMA Tradition or harmful misuse of the name “Crystal Meth Anonymous.”

The Conference may draft any needed bylaws and will name its own officers and committees by any method of its own choosing.

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.

12. 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.