



**CAWSC**



# Unity committee GUIDELINES/DUTIES



Reflecting the actions of the 2025 World Service Conference

Revised October 2025



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# Unity Statement

Unity is a common bond that transcends all differences. We have discovered no matter how different our circumstances or the paths that brought us here, we all suffer from the same disease, addiction.

We admitted our lack of power and accepted that we could not recover alone. The strength and direction of our recovery is found in our unity.

We are people who might not have mixed. Addiction and recovery are the threads that bind us. We relate to such feelings as grandiosity, insecurity, jealousy, and false pride and are reminded we are alike. By sharing our experience with other addicts and working the Twelve Steps of C.A., we come to know humility, security, acceptance, and self-worth.

Through applying the Twelve Steps and the Twelve Traditions, we grow in love, tolerance, and respect for each other. This spiritual growth allows us to rise above prejudice, regardless of religion, ethnicity, economic status, age, gender, or sexual orientation, to carry the C.A. message. Though we are different, we are the same. Regardless of the author, we share the same story.

Recovery is possible – together.

Unity preserves our C.A. fellowship.

Unity preserves our legacy of Hope, Faith, and Courage

Unity preserves our personal recovery, our reunited families, and our rediscovered dreams.

Tradition One: *“Our common welfare should come first; personal recovery depends upon C.A. unity.”*

Simple steps toward unity include:

- Carrying the C.A. message
- Encouraging the practice of love and tolerance of others
- Sponsoring workshops, activities, and functions that promote unity
- Enhancing communication among members by emphasizing principles before personalities
- Encouraging participation in service by all members
- Encouraging greeters to welcome newcomers at all levels
- Encouraging group inventories

Taken from: CAWSO Inc. Pamphlet: “Unity” Pamphlet

Link: <https://ca.org/literature/unity/>

Email us at [Unity@ca.org](mailto:Unity@ca.org)

## The Unity Link

Cocaine Anonymous is a diverse group. Our membership reaches all socio-economic classes from Park Place to park benches.

*The purpose of the Unity Committee is to enhance communication and outreach among diverse elements within the fellowship of Cocaine Anonymous in the interest of carrying the message to the addict who still suffers and promoting C.A. Unity.*

The group is guided by the 12 traditions. This committee was organized under the First and Third Traditions of Cocaine Anonymous. Our First Tradition tells us that, as a group, “Our common welfare should come first; personal recovery depends upon C.A. Unity and our Third Tradition tells us that “The only requirement for C.A. membership is a desire to stop using cocaine and all other mind-altering substances.

Diversity is not a source of weakness in our fellowship, but a source of strength.

We are all inclusive.

If you are interested in more information regarding Unity in your area, contact the Cocaine Anonymous World Service Conference Unity Committee at [unity@ca.org](mailto:unity@ca.org)

For more information on the World Service Convention guidelines (see page 15) and suggestions for Unity Events see pages 11.



***“We’re Here and We’re Free”™***

***CAWSC Unity Committee***

## Our Common Welfare

Our common welfare is vitally important. Each member of Cocaine Anonymous is but a small part of a greater whole. Therefore, it is important that we address the issue of health and safety and the procedures we might consider, ensuring that the Fellowship remains a safe place for all members. Occasional situations may arise that threaten the safety and well-being of a C.A. group or its members. This pamphlet is offered for those who may or may not be aware of how their behavior impacts others, to support change on the part of the individual, and to support groups in addressing unhealthy and/or unwanted attention or behavior while remaining mindful of C.A.'s Twelve Traditions.

C.A. groups are spiritual entities where people gather for the primary purpose of staying sober and helping others to achieve freedom from addiction to cocaine and all other mind-altering substance. The conscience of each group is derived from its members. We are not immune to the issues and difficulties that affect others within society both inside and outside of our meetings.

C.A. membership has never been contingent on any set of behavioral or moral standards. Our Third Tradition states, "The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances." However, if our common welfare comes first, certain behavioral standards are necessary. A person could achieve sobriety in C.A. yet still lack understanding as to what might be considered "acceptable" or "appropriate" behavior. Some behaviors that can compromise the group as a whole and its members include, but are not limited to:

- Inappropriate sexual attention or activity
- Aggressive, violent or confrontational behavior such as shouting at, intimidating or bullying others
- Racial, religious or gender-based prejudice or intolerance
- Pressuring members into adopting certain views or beliefs on medical treatments, medications, politics, religion, or other outside issues

This is by no means an exhaustive account of behavior that may cause issues with the group and therefore affect welfare, unity, and safety.

Our common welfare is the responsibility of each member and the group, as a whole. If any situation arises which compromises a person's safety or is in breach of the law, the individuals involved are encouraged to take appropriate action. Asking people who are acting in inappropriate or unacceptable ways to temporarily leave a meeting does not go against any of our Traditions. When such action is taken, it is important that group members specify behavioral changes that will help the individual to return, as recovery is afforded to all those who seek it. However, anonymity is not a cloak to protect criminal or inappropriate behavior. When it comes to any behavior that violates the law, calling the authorities may be an appropriate course of action. Speaking with the home group member is a good start and may provide clarity on how to proceed.

Our hope is that each person reading this pamphlet will take their own inventory regarding their conduct in the meeting rooms, asking themselves, "Am I following the group conscience or am I acting in a way that is contrary to our spiritual principles?" C.A. unity ensures the welfare of the group and is paramount to personal recovery. As stated in the *Unity* pamphlet, "Unity is a

common bond that transcends all differences. We have discovered no matter how different our circumstances or the paths that brought us here, we all suffer from the same disease: addiction.” Groups and members can discuss the topic of safety through a Traditions Group Inventory or by developing a group conscience on the subject, keeping in mind the practice of placing principles before personalities. Through sponsorship, workshops, and meetings, we raise awareness in the Fellowship and acquire the knowledge and experience necessary to create a safe environment where recovery is possible together.

Some helpful suggestions:

- Talk about safety issues as they arise.
- Communicate clearly what C.A. is and is not
- Encourage sponsorship which teaches appropriate behaviors, pointing out warning signs or potentially unhealthy situations for sponsees and newcomers.
- If you have any concerns regarding your own safety or that of another C.A. member, please report your concerns to the group secretary and/or any other longstanding group member.
- It is also acceptable to speak with the local social agencies if you feel that there is a risk of harm to a vulnerable adult or child.
- If there is an immediate risk of abuse or injury, please call the police emergency number.

Our hope is that through appropriate communication and practices, mutual understanding can be achieved, and our meetings and Fellowship can continue to grow, flourish and be a place of kindness, understanding and love. Toward this end, groups may also wish to include the following reading as part of their meeting format:

*Anyone who has a desire to stop using cocaine and all other mind-altering substances is welcome in Cocaine Anonymous; membership looks different for everyone in the rooms of C.A. We do, after all, come from various backgrounds with diverse beliefs and cultural norms. By conducting ourselves appropriately, we ensure that our common welfare comes first. We grow along the lines of spiritual progress rather than spiritual perfection, but we also acknowledge and address behavior that can cause harm to those who attend the fellowship. We want all our members to recover from a hopeless state of mind and body through the Twelve Steps of C.A. In so doing, we are introduced to a manner of living that brings with it peace of mind not just for the individual, but for all whose lives they may touch.*

Taken from: CAWSO Inc. Pamphlet “Our Common Welfare”

## Suggestions for Embracing Diversity

The CAWSC Unity Committee grew out of a meeting of the “Minority Caucus” at the 1991 WSC. It was the near unanimous sentiment of the delegates that bias within the fellowship is harmful to C.A. as a whole. These biases include, but are not limited to:

- Racial
- Economic Diversity
- Sexual Orientation
- Physical and Mental impairment
- Cultural Diversity
- Chronic/Terminal Illness
- Gender Identity
- Age
- Religion

The First Tradition tells us that our personal recovery depends upon C.A. Unity. Tradition Three reminds us that C.A. exists for all who desire to stop using cocaine and all other mind-altering substances.

As a committee, we believe that there is a need to develop awareness regarding the types of problems and biases, as listed above. We apologize that the committee is advisory only. We can make suggestions, but not directives regarding Unity and Outreach.

There is an overriding principal, which is a solution to every Unity issue – that is Love and Tolerance.

# The ABC's of Unity

## Suggested Committee Guidelines

Our guidelines are meant to be suggestive only. We recommend that each area/district/group, and each individual, practice the ABCs of Unity and remember that our primary purpose is to carry the message of recovery.

A. Reach out to the diverse elements in the fellowship in the interest of carrying the message by:

- Encouraging diversity in sponsorship.
  - Sponsoring periodic workshops that address and/or promote unity through Love and Tolerance of others. Workshops such as: Twelve Traditions, Twelve Concepts, Twelve Principals and Roberts' Rules of Order.

Some examples of Workshop formats can be found at:

- <https://ca.org/service/world-service-conference/unity-committee/>. CAWSC Unity Committee is willing to assist and bring workshops to your areas/districts via zoom. Email us at [Unity@ca.org](mailto:Unity@ca.org) to schedule a workshop.
- Practicing the spiritual principles of the Twelve Steps and Twelve Traditions.
- Encouraging the practice of our code of Love and Tolerance of others.
- Encouraging other area committees to include all districts and cultures at their events.
- Supporting the functions that are promoted by diverse groups in this fellowship.
- Sponsoring Unity events throughout the year. See event suggestions on page 11.
- Encouraging attendance at diverse meetings.
- Ensure meeting spaces are open and welcoming for all members.
- Familiarize yourself with CAWSO literature that relates to different elements of diversity within the fellowship.

B. Enhance our communication by:

- Encouraging the appropriate WSC Committees to make literature available in accessible formats via SR14 submissions.
- Having greeters at all levels of service.
- Encouraging old and new members to participate in service.
- Honoring the spirit of rotation within all service positions.
- Establishing a line of communication with loner groups.
- Encouraging groups to participate in service at all levels.
- Completing a traditions group inventory at area/district and group levels (can be found at ca.org).
- Utilize a variety of communication methods to effectively reach our members.

C. Familiarize your committee members with the following resources to promote Unity and growth:

- The Big Book of Alcoholics Anonymous
- Roberts' Rules of Order
- All Cocaine Anonymous World Service Conference approved literature
- The Cocaine Anonymous World Service Manual found in the Service Documents Download section of ca.org which also contains:

- i. The Twelve Steps
- ii. The Twelve Traditions
- iii. The Twelve Concepts
- iv. Group Area/District Service Structures and suggested Bylaws
- v. Duties and Responsibilities for all officers and committees
- vi. The Suggested Group Business Meeting Format
- vii. The Tradition Group Inventory

# Guide to Forming a Unity Committee

## Local Committee Information and Guidelines

Statement of Purpose: To enhance our communication and global outreach among the diverse elements within our fellowship in the interest of carrying the C.A. message and promote C.A. unity.

Committee Structure: (Recommended Guidelines)

Chairperson: Two years of continuous sobriety--working knowledge of the Twelve Steps and Twelve Traditions with a willingness to serve.  
Term: Two-year commitment

Vice-chairperson: Two-years continuous sobriety--working knowledge of the Twelve Steps and Twelve Traditions with a willingness to serve.  
Term: One-year commitment

Secretary: Six-months of continuous sobriety with good administrative skills.  
Term: One-year commitment

Treasurer *\*(Optional)* Two-years sobriety with good record keeping accounting and bookkeeping skills.  
Term: One-year commitment

Local Unity Committees funded by their local Areas and Districts are asked to hold regular unity committee meetings to discuss issues within their areas or districts, as well as seek solutions from within the Cocaine Anonymous World Service structure. An Area or District Unity Chair may correspond with the WSC Unity Committee to seek reference and guidance as per our World Service Manual and Traditions.

## Unity Event Suggestions

1. Diversity Dinner
2. Trivia/ Game Night
3. Musical/ Dance Events
4. C.A. Unity Fun Day
5. C.A. 5K Walk
6. GSR / Tradition / Unity Workshops
7. Marathon Meetings
8. C.A. Has Talent

Diversity Dinner: We celebrate diversity as a strength in our fellowship and there's nothing that brings people together more than food. Select a location and ask the fellowship to bring an ethnic dish/dessert to share at the event and then have one or two diverse speakers share on their unique experience in recovery.

Trivia/Game Night: Find a venue, pick a theme, decide on rules, create good questions, or dust off the board games and pick an emcee. Invite the whole fellowship, especially the newcomers in your area/district.

Musical/Dance Events: Pick a venue, provide some music, or musicians, for some head-bopping toe-tapping fun.

C.A. Unity Fun Day: This is a celebratory day of Oneness. Anything that promotes Unity such as food, dancing, music, cards, and/or speakers.

C.A. 5K Unity Walk: Choose a theme for this event and gather members at a starting point that is unique to its location i.e., lakefront, park, scenic route, and walk in Unity. Walking towards a common goal can be a gratifying and bonding experience. At the end of the route, you can have an event, with an open mic and/or speaker. It can also be used as a fundraiser.

GSR/Tradition Workshop: The information gathered at the GSR/traditions workshop should be fun, informative, and interesting. For example, educate members on the traditions, how do they apply to the group/individual? Or explain the responsibility of the GSR and what information needs to be brought back to the group. The GSR should know the voting procedures at the area/district so they can make informed decisions because they are the VOICE of each individual group.

Marathon Meetings: Marathon meetings play a great role in Unity. With different times, different people and different topics, this type of event offers a great amount of diversity. They can be held at conventions, conferences, weekend events, campouts, etc.

C.A. has Talent: There is a wide variety of talent in C.A. Set up a talent show. Talent shows can be used as a single event or part of a function. This type of event is wonderful for promoting diversity.

## Group Unity Survey

1.	Does the group have a greeting committee or greeters at their meetings?	<input type="checkbox"/> -Yes	<input type="checkbox"/> -No
2.	Does the group provide meeting lists, pamphlets and chips?	<input type="checkbox"/> -Yes	<input type="checkbox"/> -No
3.	Does your group reach out to new members and speak to them before/after the meeting?	<input type="checkbox"/> -Yes	<input type="checkbox"/> -No
4.	Do members promote unity by providing information about other meetings/events?	<input type="checkbox"/> -Yes	<input type="checkbox"/> -No
5.	Are all members treated with the spirit of Love, Tolerance, and Respect?	<input type="checkbox"/> -Yes	<input type="checkbox"/> -No
6.	Do all members share a message of hope, faith and courage?	<input type="checkbox"/> -Yes	<input type="checkbox"/> -No
7.	Does your area encourage sponsorship?	<input type="checkbox"/> -Yes	<input type="checkbox"/> -No
8.	Is your meeting space accessible and inclusive for all members?	<input type="checkbox"/> -Yes	<input type="checkbox"/> -No
9.	Does your group have a GSR that regularly attends area/district meetings?	<input type="checkbox"/> -Yes	<input type="checkbox"/> -No

If you have any additional solutions regarding what your area can do to keep newcomers coming back, please let our committee know. You may write to: [Unity@ca.org](mailto:Unity@ca.org)

# A Facilitators Guide for Grievance Resolutions

## Suggested Meeting Format

1. Open with a prayer of choice
2. Reading of the Twelve Steps of Cocaine Anonymous.
3. Reading of the Twelve Traditions, followed by “Traditions are to the group what the steps are to the individual”.
4. Reading of the Unity Committee Statement of Purpose:

*To enhance communication and international outreach among diverse elements within the fellowship in the interest of carrying the C.A. message and to promote C.A. Unity.*

5. State the goal of the Unity Committee:

*To put the survival of C.A. as a whole as our “#1” priority stated in the First Tradition, “Our Common Welfare comes first, personal recover depends upon C.A. unity.” (I.e., My responsibility as a recovering addict in this fellowship is to play a part in its survival and to be aware of my actions as they affect C.A. as a whole.)*

6. Open the meeting for Participation: It’s important to be impartial.

Allow the answers to come from the group. We do not dictate answers – the solutions must come from within the group. Listen for finger-pointing, blame, accusations. After stating the problem ask what steps have been taken to solve the problem on a group level, such as:

- Consult the group GSR
- Consult the secretary
- Get a group conscience etc...

Ask what steps the individual has taken. Ask them what they have done personally. Are they part of the problem or part of the solution?

7. Encourage participants from the group to listen carefully to the discussion. Remind yourself that the answers must come from within the group. Answers may have been voiced in the discussion.
8. Ask the group, to what length at they willing to compromise in order to implement the solution? The solution may have to come from God... accepting those things we cannot change.
9. Close with the prayer of choice followed by “*God’s will be done, not mine*”.

Note: This guide is for a meeting facilitator. If you have questions, please contact a member of the CAWSC Unity Committee through [Unity@ca.org](mailto:Unity@ca.org)

## **Guideline for Unity Event at World Service Conventions**

It is the responsibility of the WSCCC Unity Chairperson to contact the CAWSC Unity Committee Chair to plan a Unity event for the World Service Convention.

The WSCCC UNITY CHAIRPERSON'S DUTIES are as follows:

- 1) Work with the WSC Unity Committee Chair to create a Unity event at the WS Convention, as more fully explained in the WSC Unity Committee Guidelines.
- 2) Coordinate with the Hotel/Events Venue Liaison and the Program Chairperson to facilitate a Unity event at the World Service Convention.
- 3) Obtain 3 bids for any expense which is estimated to exceed \$500 per vendor/subcontractor.
- 4) Complete a WSO Check Request Form for all expenditures over \$100.
- 5) Submit all Check Requests and bids to the Chair of the Steering Committee, which oversees their committee.

The WSC Unity Chair and Committee duties are:

- 1) To maintain open communication with the WSCCC Unity Chair and be of maximum service.
- 2) To provide, if required, a list of events / activities that can be done to promote unity. A suggestion for this is a 2–4-hour maximum event which should include meet and greet, fun and games, and an educational side concerning traditions and/or concepts.
- 3) Inviting WSCCC Unity Chair to the WSC Unity monthly meetings to address all concerns and help prepare appropriately for chosen events.
- 4) To be of maximum service and provide support and information of what Unity is about and why Unity is so important to our fellowship.

## Unity Breakfast/ Dining Event

**Statement of Purpose:** This event is traditionally held on the Friday of the Conference and is planned in conjunction with the Conference Committee. This event is intended as an opportunity for members of the Unity Committee to interact with World Service Delegates

**Guidelines and Procedures:**

1. Responsible for planning a breakfast/dining event. The event agenda is at the discretion of the Unity Committee.
2. The sub-committee will present the WSC Unity Committee proposed agenda for consideration.
3. Responsible for creating a flyer for the delegate mailing regarding the event. Flyer should be distributed in all Delegate mailings from November onward.
4. Sub-committee chair responsible for keeping WSC Unity chair informed of all progress.
5. All monies collected from sales are to be relinquished to the WSC Unity Chair, accounted for, then turned over to CAWSO.
6. All final decisions shall be determined by a group conscience of the WSC Unity Committee.

## Celebrate Around the World

**Statement of Purpose:** The purpose of Celebrate Around the World (CATW) is to promote enthusiasm and unity within the fellowship of Cocaine Anonymous and financially support the fellowship's effort to send World Service Delegates to the World Service Conference.

Guideline and Procedures:

1. To compile art design for next year's CATW event and memorabilia. Submitted artwork cannot be signed by the artist.
2. Obtain signed release form for the design from the artist, which becomes property of Cocaine Anonymous World Services, Inc.
3. Art design must be brought to Unity Committee for approval; (Artwork must be submitted in JPEG and/or JPG format.) The Unity Committee will view all artwork and select one a piece to present to the World Service Conference for final approval.
4. Art design will reflect the theme of the upcoming World Service Convention
5. Any necessary changes of approved artwork (color or design) will be approved by a steering committee that consists of the CATW Chair and Unity Committee officers.
6. It is suggested that all net proceeds be used by the Areas/Districts to send delegates to the World Service Conference.
7. It is suggested that each Area's/District's event be held on the first Saturday in March to promote C.A. unity.

## **CAWSC Unity Committee NewsGram Articles Commitment**

As a function of the Unity Committee, its members are asked to write and submit articles for the "Unity Corner" portion of the NewsGram publication. These personally written articles are to be based on the theme of unity within the fellowship of C.A.

They must be accompanied by a transfer and assignment of all rights, title and interest in original work and acknowledgement of originality form located on the ca.org website. The transfer form gives the NewsGram editor permission to reprint original works.

Articles are to be reviewed by the WSC Unity Committee prior to submission. Articles are to be submitted to the Newsgram Editor through the hyperlink at [newsgram@ca.org](mailto:newsgram@ca.org) with release form before, or by the quarterly deadline