

# STRUCTURE AND GUIDELINES

**(Excerpt)**

AREA ASSEMBLY  
AREA 4 ARKANSAS

ALCOHOLICS  
ANONYMOUS

within the Archives room, this Committee may form a sub-committee composed of members with a close proximity to the Archives facility to assist the Archivist.

- 4.8 In all matters, this Committee will be guided by the G.S.O. Handbook for setting up an Archive.

## **J. Information and Technologies Committee**

### **1. Purpose**

- 1.1 The purpose of this Committee is to facilitate the exchange of information about Arkansas Area Assembly.
- 1.2 To facilitate communication among General Service Representatives (G.S.R.s), District Committee Members (D.C.M.s), Standing Committee Officers, and Area Officers.
- 1.3 To improve an understanding of the workings of Arkansas (Area 4) in order to encourage participation in service work.
- 1.4 To carry the message to the still suffering Alcoholic using new or existing technologies.
- 1.5 Provide encouragement, information, direction and support to Area 04 Districts and Groups in the use of new and existing technologies to better carry the message within the Twelve Traditions.

### **2. Structure**

- 2.1 The Area Assembly Chairman, with the approval of the Co-Chairman, will appoint an Area Informational and Technologies Committee from the Alcoholics Anonymous members. This position will be non-rotating but must be reviewed and re-appointed on a yearly basis by the Area Chairman, with the approval of the Co-Chairman. The Webmaster will report to the Information and Technologies Committee and follow their direction following a 2/3 majority.
- 2.2 The Area Assembly Chairman, with the approval of the Area Assembly Co-Chairman, will appoint an Area Information and Technologies Committee consisting of a minimum of five members whose term of office shall not exceed five years and will appoint new members to fill vacancies. All Committee members must be current Area Assembly voting members at the time of their appointment.

- 2.3 The Area Assembly Chairman, with the approval of the Co-Chairman, will appoint an Information and Technologies Committee Chairman, however, this person usually will be the senior member of the Information and Technologies Committee.
  - 2.4 The Area Assembly Chairman, the Area Assembly Co-Chairman, and the Chairman of the Information and Technologies Committee and the Webmaster will have access to the Website for security purposes.
  - 2.5 Anonymity will be adhered to on the Website at all levels.
3. Functions
- 3.1 This Committee shall meet a minimum of four times annually during the quarterly Area Assembly meetings.
  - 3.2 This Committee's primary responsibility shall be coordinating in the most effective manner the flow of information and assistance pertaining to carrying the message of recovery to alcoholics from the Area Assembly, to the Districts, Groups, and individual A.A. members.
  - 3.3 This Committee is budgeted monies at the January Area Assembly Meeting for the year, contingent upon the availability of funds. Disbursement of funds will be approved by a simple majority vote of the Committee in attendance and a copy of the minutes including the vote given to the Area Assembly Treasurer for payment.
  - 3.4 The Committee will report at each regular quarterly meeting of the Area Assembly on the progress of projects and expenditures of monies.

**K. Committee Monies Received from Sources Other Than Those Monies Budgeted by the Area Assembly**

- 1. Any Committee may receive funds from sources other than the Area Assembly Treasury as long as the funding is consistent with A.A.'s Seventh Tradition of self-support and is provided solely by voluntary contributions.
- 2. Account of Non-Budgeted Monies
  - 2.1 The Committee shall designate one of its members as Treasurer, who will maintain records of non-budgeted monies received and disbursed.
  - 2.2 The Treasurer of the Committee will maintain a separate bank account for depositing receipts and making disbursements in cooperation with the Area Assembly Treasurer.

- 2.3 The Committee bank account signature card will be signed by the Committee Chairman, the Committee Treasurer, and the Area Assembly Treasurer, and noted that all checks will require signature of two of the above named persons.
- 2.4 The Committee Chairman will make an accounting of non-budgeted monies to the Area Assembly at each quarterly meeting.
- 2.5 Copies of the Committee's financial statement will be made available to all Committee members, to all Officers of the Area Assembly, and to the Archives Committee Secretary.

**L. Committee Records**

1. All Committees should designate one of its members as Secretary, who will maintain all records of the Committee pertaining to minutes, voting records, etc.
2. The Secretary will send copies of all Committee records to the Secretary of the Archives Committee for permanent recording.