

ORANGE COUNTY INTERGROUP ASSOCIATION OF
ALCOHOLIC ANONYMOUS

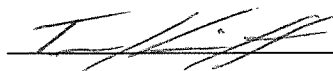
**Orange County Intergroup Association
of
Alcoholics Anonymous**

Technology Committee Guidelines

Approved by the Orange County Intergroup Association Service Board
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Reviewed September 7 2022
Orange County Intergroup Technology Committee Chair

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Technology Committee Guidelines

ARTICLE I Name

The name of this Committee shall be the Orange County Intergroup Association Technology Committee.

ARTICLE II Purpose

Section 1. Technology Committee Purpose. The purpose of the Technology Committee is to support all Information Technology resources associated with the Orange County AA Central Office, including website development and support, IT system upgrades, and enhancements for OC AA Central office functions. The OC AA Technology Committee provides support to all Intergroup organizations.

Section 2. Functions.

- a. Coordination and Communications. The Technology Committee Chair act as the primary channel of information and communications between the Technology Committee and any contractors it may hire, and the Intergroup and Service Board.
- b. Business. The Technology Committee Chair may appoint or select ad hoc committees to support Technology Committee tasks.
- c. Policies. The Technology Committee reviews Central Office policies and documentation regarding website and other digital media to ensure they reflect the purpose and mission of Alcoholics Anonymous and the Orange County Intergroup Association.
- d. Guidance. The Technology Committee Chair ensures that activities are conducted within the guidelines of applicable Federal and California laws and regulations; the *Twelve Traditions of Alcoholics Anonymous*; and the *Twelve Concepts for World Service* including the *General Warranties of World Service*.

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**ARTICLE III
Members**

Section 1. Membership. Members of the Technology Committee are appointed by the Technology Committee Chair.

Section 2. Sobriety Requirement. Technology Committee Officers should have a minimum of one year of continuous current sobriety. All members are welcome to join the committee.

**ARTICLE IV
Meetings**

Section 1. Technology Committee Meetings. The Technology Committee shall meet monthly at the Central Office or via Zoom at a time set by the Committee Chair.

**ARTICLE V
Responsibilities**

Section 1. Primary Responsibility. The Technology Committee is autonomous under the provisions of Concept X of the *Twelve Concepts for World Service*. However, the Committee is directly responsible to the Service Board of the Orange County Intergroup Association and subsequently responsible to the Intergroup Representatives of the registered groups of A.A. within the boundaries of the Orange County Intergroup Association.

Section 2. Administrative Responsibility. The Technology Committee will provide administrative guidance and oversight to Central Office Management regarding electronic media, online meeting tools, and other hardware and software needs to support Central Office.

**ARTICLE VI
Financial Matters**

Section 1. Funding. The Intergroup provides funding to the Central Office.

Section 2. Budget. The Central Office Budget is the exclusive responsibility of the Intergroup Treasurer. The Intergroup Service Board is responsible for approval or modification of the budget.

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Section 3. Seventh Tradition. In accordance with the Seventh Tradition, the Central Office only accepts funds from A.A. groups and individual A.A. members.

ARTICLE VII Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised*, shall govern the Technology Committee in all cases to which they are applicable and in which they are not inconsistent with these Guidelines, the Twelve Traditions of Alcoholics Anonymous, the Twelve Concepts for World Service including the General Warranties of World Service and any special rules of order the Orange County Intergroup Association may adopt.

ARTICLE VIII Guidelines Amendment Process

Section 1. Amendment Proposal. Any member of the Technology Committee may make a proposal to amend the Committee's Guidelines.

Section 2. Proposal Format. The proposal shall be typed, clearly worded, legible, and use the exact language that will appear in the Guidelines. Deleted text and new text shall be clearly identified. The reason for the change shall be stated.

Section 3. Proposal Procedure.

- a. Presentation. The proposal shall be presented at a meeting of the Orange County Technology Committee. The proposing member is responsible for the proposal being in the proper format and that sufficient copies are on hand.
- b. Review Period. The Committee will have until the following meeting to study the proposal.
- c. Voting. When the proposal has been reviewed and discussed and there are no outstanding questions, it may be brought up for a vote. Approval requires a two-thirds majority vote of those present and voting.

Section 4. Administrative Action. When a proposed guidelines amendment is approved by the Technology Committee, the Committee Chair is responsible for publishing and distributing revised copies of the Guidelines to the Intergroup

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Service Board and other related activities. The Technology Committee Chair will be responsive to any written comments by the Intergroup Board.

**ARTICLE IX
Annual Guidelines Review**

Section 1. Purpose of Annual Guidelines Review. The purpose of the annual review is to keep the Guidelines up-to-date. Each year the Technology Committee Chair will appoint a Committee member to conduct a review of the Technology Committee Guidelines during the month of February. The report back is due the last day of March. A mandatory written report is required.

Section 2. Preparation of Report.

- a. Conduct an overall review and prepare any proposed changes.
- b. Examine references for current dates. If any of the references in the Guidelines are outdated, procure the current edition of the document and determine if the quotation used is still valid. If not, write change proposals to update the text where needed.
- c. Prepare and submit a written report, including typed recommended changes, additions, or deletions. One change proposal per sheet of paper. Proposals may be voted on as isolated changes or, if the changes involve a number of sections, they may be voted on as a single substitute. General revisions shall be voted on as a new document.

Section 3. Delivery of Report. The reviewer will deliver the report and proposals for revisions to the Technology Committee chair who will review them and take appropriate action.

**ARTICLE X
Guidelines Change History**

(Date). New. Approved by the Orange County Intergroup Service Board.