

MID-SOUTHERN CALIFORNIA AREA 09
TECHNOLOGY COMMITTEE GUIDELINES
Approved by MSCA 01-09-2022

Technology Committee

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II. Technology Committee Guidelines

A. PURPOSE:

The purpose of the Technology Committee is to use electronic media (e.g. MSCA website, online meeting tools) to inform the members of the MSCA and others of the activities, history and structure of the Area.

1. Web Servant.
2. Be a conduit for the collective group conscience of the Area regarding the Internet, electronic media and multimedia.
3. Exchange information, within the parameters of these guidelines for distribution to the AA fellowship through the Internet and/or Electronic Media.
4. Come up with language for staying current as a committee.

B. MEMBERSHIP

1. Chairperson.
2. Web Servant.
3. Secretary/Treasurer.
4. Any A.A. member choosing to be a member of the Technology Committee.
5. Online Meeting Coordinator/Director.

C. MEETINGS

1. The Committee shall meet at all Area Service Committee Meetings and Area Assemblies except the Area Election Assembly. May meet at other times and places with timely notice.
2. A quorum shall be the number of voting members present.

D. VOTING PROCEDURE

1. All committee business shall be passed by a simple majority vote.

E. FUNDING

1. The sole financial support for the Technology Committee shall be MSCA.
2. The Technology Committee shall not promote nor carry out any fundraising activity of any description.

F. OFFICERS

1. OFFICERS - The Officers shall include:
 - a) Chairperson
 - b) Web Servant:
 1. Is an independent contractor to MSCA. Must provide a proposal for consideration prior to appointment. Requested to comply with California State documentation. Regarding independent contractors.
 2. The position includes a stipend.

c). Secretary/Treasurer

1. Compile minutes of the Technology Committee meetings.
2. Maintain a Committee membership list. The membership list is to include mailing information, telephone numbers, and email addresses.
3. Compose correspondence and notifications to send on behalf of the Committee. U.S. Mail, email, or combination of both may be used to do this.
4. Maintain a record of any money in the possession of the Committee.
5. Purchase material for the Committee and reimburse members for their expenses on behalf of the Committee.
6. Financial reports should be given at the regular Committee meetings and periodic reports submitted to the Area Treasurer.
7. Prepare the Committee's annual budget that is to be approved by the Technology Committee.

2. TERM OF OFFICE AND DETERMINATION

- a) Chairperson: The term of office is two (2) years.
- b) Web Servant : The term of office is two (2) years running concurrent with each Panel.

The Technology Committee identifies and reviews qualifications of a Web Servant, subject to the ultimate confirmation by the MSCA Assembly by a simple majority vote. They are eligible for re-election on a bi-annual basis and may serve unlimited terms. However, he or she will be subject to review and approval by a majority of the Committee every panel. The Web Servant may be removed for cause, by a two-thirds vote of the Technology Committee.

3. VACANCIES

In the event of a vacancy, the Area 9 Chair shall appoint a replacement except in the case of the Web Coordinator which shall be appointed by the Area Chair after consultation with the Area 9 Assembly for recommendations.

4. DUTIES OF OFFICERS

- a) Chairperson:
 - (1) Conducts all meetings, prepares and publishes meeting agenda.
 - (2) Performs the duties of the administrative officer.
 - (3) Bring any communications regarding the Web Page to the next meeting.
 - (4) Facilitates sending information to be updated for the MSCA Web Page.
 - (~~5~~) May communicate and conduct votes with membership via email or conference calls.
 - (6) Is responsible for checking anonymity breaches in both electronic and future hard copy prints.
 - (7) Is responsible for the web forum topics and tally of vote returns of the email results.
 - (8) Appoints or Host telecommunication sessions as a service to the Area, Area committees and Districts.
- b) Web Coordinator
 - (1) Is responsible for maintenance and updating of the MSCA Web Site.

Because of the technical nature of this office, it is strongly suggested that all applicants to this position have technical proficiency in handling Web Site maintenance before taking on this responsibility.

- (1) (2) May only upload EMSC-approved information or material. If there is reason to believe that the information on the Web Site is not accurate or has some other problem, the Web Coordinator will remove the affected web pages or specific information and bring the matter up at the next EMSC meeting or email meeting for discussion and resolution.
- (2) Is the point of contact for the email sent to webmaster@msca09aa.org, sending copies of all communications generated by the web site's email address to the Chair.
- (3) Is responsible for keeping past electronic records archived on the website as well as making hard copies (in CD or DVD or other currently useful format) of the current website, sent to Archives Committee once a year.

G. WEB SITE

1. FINANCIAL SUPPORT AND OWNERSHIP

- a) The MSCA website is to be financially supported solely by the MSCA. b) The MSCA is the owner of the website.
- c) The MSCA Treasurer AP is the financial contact with the Web Hosting Site.
- d) The Webservant shall be the administrative and technical contact with the Web Hosting Site.
- e) Free Web Hosting Sites are available on the Internet, but often require mandatory advertising space or direct links to commercial sites as consideration for their use. To avoid confusion, all Web Hosting services being considered by the MSCA will be paid for without requiring any unsolicited advertising.
- f) When signing an agreement with an Internet Web Hosting service, care shall be taken against inadvertent association and promotion. The Internet Web Hosting service shall be required to neither publicize nor promote its relationship with the MSCA nor Alcoholics Anonymous.
- g) The Internet Web Hosting service shall be chosen by the Web Servant with the approval of the Technology committee and the Area 09 executive board.

2. PUBLIC ACCESS

- a) The MSCA Web Site shall be constructed in a way that it will be available for viewing by as many people as possible, on as many platforms as possible and openly accessible.
- b) The MSCA, being culturally diverse, will provide access to the site's information in Spanish. In the future this may expand to other languages.
- c) It is recommended that a mailing address (in addition to an email address) be included on each page where contact is offered for those unable to send questions or requests electronically.

3. WEBSITE CONTENT

- a) The members of the Technology Committee, as trusted servants of the MSCA, will develop web content that contains information reported by members of the MSCA for public distribution through the "Internet" and "electronic media."

- b) Correspondence regarding the MSCA Web Site content will be answered by members of the Technology Committee.
- c) When copyright restrictions apply to material displayed on the MSCA Web Site, permission will be obtained by the Technology Committee from the appropriate copyright holder prior to publishing copyrighted material on the website.
- d) The principle of anonymity, as it applies to other public media such as press, radio, films and television, will be extended to the "World Wide Web," "Internet" and "electronic media." As such, full names, personal email addresses containing full names, and photographs of AA members shall be avoided. Note: Upon request by the author, telephone numbers and non-descriptive email addresses may be listed for the purpose of contact communication. Prior to listing, the author will be informed about the personal risks associated with the publishing of email addresses on the web.
- e) General responsibility for content of the MSCA website shall be retained and assumed by the Technology Committee acting as a deliberative body. This assignment of responsibility is in keeping with the Right of Decision outlined in Concept 3, service responsibility matched by an equal service authority as outlined in Concept 10, and the guarantee that no members will ever be placed in a position of unqualified authority over other members, as outlined in the Warranties of Concept 12. Regarding website content, the Technology Committee will be guided by the force of A.A. Tradition and the 12 Concepts of World Service. The MSCA Assembly shall retain final responsibility and ultimate authority for the content of the MSCA website.
- f) Online Discussion Forum: The Technology Committee is authorized by the Area Assembly to host an Online Discussion Forum with the topics approved by the Technology Committee. All trusted servants, Standing Committees and subcommittees are encouraged to suggest topics for discussion. In the time frame leading up to the Annual General Service Conference, the Technology Committee will customarily post topics regarding items on the General Service Conference agenda. The forum will be governed by the guidelines outlined in that section of this document headed "3. Website Content". All forum entries will be reviewed by the Technology Committee for compliance with the Technology Committee guidelines for content prior to posting to the forum. Additionally, the following points of decorum will be observed: MSCA 09 Communications Committee Guidelines Approved by the MSCA Assembly January 11, 2009
 - i. No names, phone numbers or personal email addresses will be posted on the Forum.
 - ii. No entries which attack or criticize another person will be posted.
 - iii. No entries mentioning outside issues in a controversial or provocative manner will be posted.
 - iv. No entries containing profanity will be posted.
 - v. Entries found objectionable by 2/3 of the Technology Committee will not be posted. The timeframe for which a topic is open for posting will be determined by vote of the Technology Committee. All discussion topics and the postings will be archived and available in archives for viewing on the Technology Committee website after a period of not less than one year.

4. HYPERLINKS TO OUTSIDE

- a) The MSCA Web Site will provide hyperlinks to the Alcoholics Anonymous Web Site and the AA Grapevine Website. (www.aa.org and www.aagrapevine.org)
- b) The MSCA Web Site will also provide hyperlinks to selected Websites not covered in a) after pre-approval from ACC or the MSCA Assembly, for example:
 - Central Offices
 - Pacific Region AA Service Assembly (PRAASA)
- c) Hyperlinks to any non-AA group Websites such as commercial, religious, institutional and political advocacy websites are prohibited, as the MSCA's endorsement of such groups and organizations may be implied through such links.