

San Diego/Imperial Area Accessibilities Committee Structure and Guidelines

11-25-2014

A. Purpose of the Accessibilities Committee

1. To assist the Districts and Groups in carrying the AA message to alcoholics with accessibility issues.
2. To provide resources and coordinate the efforts of volunteers.
3. To assist in updating and confirming lists of accessible meetings.
4. To facilitate communication among Central Offices, Districts and volunteers to help members with accessibility issues.
5. To inform the membership regarding accessibility issues and methods to insure the greatest possible access for all AA members.
6. To explore, develop, and implement methods to carry the message to alcoholics with accessibility issues.

B. Membership of the Accessibilities Committee

1. The Accessibilities Committee is a standing committee of the San Diego / Imperial Area Assembly, (SDIAA), and will follow Section VIII C of the SDIAA guidelines.
2. The voting membership shall consist of those officers listed under Section D and any other member of Alcoholics Anonymous who attends the committee meetings regularly and considers themselves a "member."
3. Exceptions to (2) above would only occur under the condition that there were no available GSRs to serve vital officer positions, in which case, the Committee may elect available non- GSRs to serve.
4. The chair of the committee will only vote in the case of a tie vote.

C. Meetings of the Accessibilities Committee

1. The Accessibilities Committee will meet every fourth Tuesday of the month, January through November, at San Diego Central Office from 7pm to 8pm.
2. To maintain full active membership of the Accessibilities Committee, three consecutive unexcused absences from the monthly meeting will be considered voluntary resignation. Unexcused absences are defined as a member missing a meeting without contacting another active member of the Committee.
3. All are welcome to attend a meeting of the Committee.

D. Committee Officers and Their Duties

1. Committee Chair

- a. Attends and chairs all monthly Committee meetings.

- b. Prepares the agenda for the Committee meetings.
- c. Attends and provides reports for monthly Area Committee meetings.
- d. Attends all Area Assemblies.
- e. Maintains correspondence with the AA General Service Office and other committees throughout the fellowship.
- f. Monitors the Committee finances as they relate to the current year's approved budget.
- g. Submits the next year's budget request by the due date specified by the Area Finance Committee.
- h. Keeps records of past meeting minutes and agendas.

2. Alternate Committee Chair

- a. Attends all monthly Committee meetings.
- b. Maintains and distributes an accurate monthly list of Committee members' names, email addresses and phone numbers and reminds the Committee members of upcoming meetings.
- c. Substitutes for the Chair in their absence.

3. Secretary

- a. Attends all monthly Committee meetings.
- b. Takes minutes of all monthly meetings and makes them available to the Committee Chair.

4. Alternate Secretary

- a. Attends all monthly Committee meetings.
- b. Assists the Secretary in their duties.
- c. Substitutes for the Secretary in their absence.

5. Interpreter Coordinator

- a. Attends all monthly meetings.
- b. Maintains a current active list of qualified ASL interpreters.
- c. Receives requests for interpreting and matches the request with the appropriate service.

6. Co-Interpreter Coordinator(s)

- a. Attends all monthly Committee meetings.
- b. Assists the Interpreter Coordinator in their duties.
- c. Substitute for the Interpreter Coordinator in their absence.

7. Sign Language Fund Administrator

- a. Attends all monthly Committee meetings.

- b. Maintains and keeps records for the Sign Language Fund.
 - 1. Maintains custody of the Sign Language Fund account.
 - 2. Maintains a prudent reserve equal to three (3) times the amount that is paid out each month for regularly scheduled ASL interpreted meetings.
 - 3. Keeps a running twelve (12) month average of contributions.
 - 4. Seeks to ensure that the prudent reserve (as determined 2. above) is maintained when considering funding ASL interpretation of an AA event, (workshop, etc.).
 - 5. Seeks to ensure that the running twelve (12) month average of contributions (as determined in 3. above) is sufficient to cover the increase when considering funding ASL interpretation of an additional meeting.
- c. Gives regular reports to the Committee regarding the status of the Sign Language Fund.

8. Alternate Sign Language Fund Administrator

- a. Attends all monthly Committee meetings.
- b. Assists the Sign Language Fund Administrator in their duties.
- c. Substitutes for the Sign Language Fund Administrator in their absence.

9. Meetings-To-Go Coordinator

- a. Attends all monthly Committee meetings.
- b. Acts as the principal organizer for the Meetings-To-Go program via email and telephone.
- c. Gives regular reports to the Committee regarding the status of Meetings-To-Go.

E. Election of Accessibilities Committee Officers

- 1. The Committee officers will be elected by and from the voting Committee membership.
- 2. The election for Committee Chair will be held in November.
- 3. A DCM may not serve as a Committee Chair.
- 4. All positions shall have a term of two years.
- 5. All other officer's positions will be filled as needed.

F. Accessibilities Committee Guidelines Amendment Procedure

- 1. The SDIAA Accessibilities Committee guidelines can only be changed by substantial unanimity, a two thirds majority vote of all members.
- 2. The Accessibilities Committee guidelines shall not counteract or supersede the guidelines of the San Diego/Imperial Area Assembly.
- 3. The Accessibilities Committee guidelines shall not in any way violate the Twelve Traditions of Alcoholics Anonymous.

G. The Sign Language Fund

The Sign Language Fund supports ASL interpreting at AA meetings by accepting contributions from AA groups, districts and individual AA members. These meetings should have ASL interpreting on a regular basis and be listed in the appropriate meeting schedule as an ASL interpreted meeting.

1. Addition of a new ASL interpreted meeting should have the approval of the Accessibilities Committee Chair, and the Sign Language Fund Administrator.
2. Funding ASL interpretation of an AA event should have the approval of the Accessibilities Committee Chair, and the Sign Language Fund Administrator.

H. Meetings-To-Go

Meetings-to-Go brings meetings of Alcoholics Anonymous to hospitalized or homebound members who cannot attend regular AA meetings.