

# **MID-SOUTHERN CALIFORNIA AREA REGISTRATION COMMITTEE GUIDELINES FOR STRUCTURE AND PROCEDURE**

Adopted May 16, 2004

## **BACKGROUND:**

The Registration Committee is a standing committee of the Mid-Southern California Area 09.

These Guidelines are intended to be in accordance with Mid-Southern California Area (M.S.C.A) Guidelines for Structure and Procedure.

In the absence of specific indications in these Guidelines, the latest edition of The A.A. Service Manual, and the Mid-Southern California Area Guidelines for Structure and Procedure may be relied on.

## **REGISTRATION COMMITTEE PURPOSE AND SCOPE:**

The Registration Committee is comprised of a group of service volunteers dedicated to coordinating all registration activities with the 23 districts of Mid-Southern California Area 09. Main concerns are the business of maintaining current and accurate references through each District.

Develop and maintain records of all groups in Mid-Southern California Area, including group name, meeting location time and GSR or Group contact (per pages S26 and S27 in the AA Service Manual).

## **COMMITTEE MEMBERSHIP:**

Any interested AA member is eligible to be a member of the Registration Committee. District Registrars are strongly encouraged to participate in the Registration Committee. The Mid-Southern California Area Registrar is a voting member of the Registration Committee and shall be the link to GSO for the Registration Committee.

## **COMMITTEE MEETINGS:**

The M.S.C.A Registration Committee meets prior to the Area Service Committee Meetings and Area Assemblies.

## **REGISTRATION COMMITTEE OFFICERS:**

### **A. Registration Committee Officers**

1. Registration Committee Chairperson: To stand and be approved by Area Assembly and in case of vacancy, replaced by the Alternate Chairperson who would have to also be approved by the Area Assembly.
2. Alternate Registration Committee Chairperson: To be nominated and elected by the Registration Committee and in case of vacancy replaced the same way
3. Registration Committee Secretary: To be nominated and elected by the Registration Committee and in case of vacancy replaced the same way.

- B. The Registration Committee Chairperson, or Alternate in the absence of the Chairperson, is a voting member of the Area Service Committee and the M.S.C.A. Assembly (per our M.S.C.A. Guidelines).

NOTE: These officers shall serve a two year term concurrent with the Area Officers.

## **DUTIES OF OFFICERS:**

**CHAIRPERSON:** Shall preside over Registration Committee meetings; prepare an agenda to be used at the Registration Committee meeting; report to the Area Service Committee and/or Area Assembly when requested. Minimum suggested sobriety is five years continuous sobriety.

**ALTERNATE CHAIRPERSON:** Shall carry out the duties of the Chairperson when asked or when the Chairperson is unable to do so. Shall assist the Chairperson as necessary. Minimum suggested sobriety is three years continuous sobriety

**SECRETARY:** Shall circulate a sign-in sheet at each ASC and/or Area Assembly and hand it to the Registration Chairperson for update to Phone/email list. Take minutes of meetings and give them to the Registration Chairperson; as well as be available to take minutes for any roundtable at Pre-Conference Workshop or Servathon. Minimum suggested sobriety is two years continuous sobriety.

**RESPONSIBILITY:** If a Registration Committee officer misses three successive Area Meetings (A.S.C/Area Assembly meetings) without making arrangements for a substitute to assume the responsibilities of the office; or does not perform the duties of the office, the position is considered vacant. If the vacancy is by the Alternate Chairperson or Secretary, the Registration Committee shall simply elect another person on the Committee. In the case of the Registration Committee Chairperson, the Alternate Registration Chairperson shall replace the Chairperson with Area Assembly approval. The M.S.C.A Chairperson is to be advised of all such vacancies.

**FUNDING:**

The Registration Committee will submit the budget for the Registration Committee for the upcoming year to the Area Finance Committee September each year so that the Finance Committee may prepare a budget to submit to two ASC's and to be voted on at the Area Assembly. This includes reimbursement to the Registration Committee Chair of expenses as shown on the expense form. The expense form shall be turned in to the Area Treasurer each month for mileage, postage, copying, etc. (per expense form & budget line item on annual 2004 Annual Budget).