

AREA 82 WEBSITE GUIDELINES

The following are the guidelines for the operation of Area 82's Website.

Contents and Services

1. The spirit of A.A. principles and traditions will be followed at all times.

a.) Traditions 11 & 12 - Anonymity will be preserved and protected: the names of individuals and individual phone numbers, postal and e-mail addresses will not be displayed on the Website with the exception of the events page. This is due to the fact that A.A. has a long history of allowing first names to be used for public information, and as the events are of a social or informative nature and the names displayed do not constitute membership in A.A., but are for contact purposes only. At no time will last names be used. See paragraph 5 for additional information.

b.) Tradition 6 - There will be no endorsement or affiliation with non-A.A. entities.

i. The A.A. Preamble will be prominently shown on the Home Page of the Website.

ii. The Website will not link to web sites not sponsored by valid A.A. service entities.

iii. Links will ONLY be provided to district sites, intergroups, the Grapevine and GSO.

Links can be reviewed periodically and may be discontinued if Tradition-related concerns are identified.

c.) Tradition 4 - Autonomy will be respected: Home Groups, Districts and Inter-groups / Central Offices will decide for themselves what information they do and do not want given on the Website, as well as the extent of their participation in the Area Website activity.

2. The Home Page will identify the Website's focus on A.A. within Area 82, making it clear there is no attempt to speak for A.A. as a whole. A link to the A.A.W.S.'s web site (www.aa.org) often called GSO, will be provided to access general information about A.A.

3. Copyrights shall be respected and registered trademarks, when used, should be acknowledged as such. (For example: Alcoholics Anonymous®, A.A.® and The Big Book® are registered trademarks of Alcoholics Anonymous World Services, Inc.

The Grapevine® and AA Grapevine® are registered trademarks of The A.A. Grapevine, Inc.)

4. Anonymous e-mail contacts for trusted servants will be available, including Area Committee members and District, Central Office and Inter-group representatives.

Hard copies of e-mails shall be forwarded to Area Committee members not on-line, or those choosing not to receive e-mail.

E-mail addresses shall use the Area's domain name to maintain the anonymity of trusted servants, for example for the area chairperson < chair@area82aa.org > and district 10 < district10@area82aa.org >. (Messages will be anonymously forwarded to the trusted servant's personal e-mail address, however no personal e-mail addresses shall be posted on the Area Website.)

Website visitors wanting a reply to their message will be asked to provide a postal address and/or phone number to let the trusted servant respond in a manner other than e-mail (to protect the trusted servant's anonymity).

All Website visitor messages should receive a timely reply, even if it's nothing more than a "Thank You" for their message.

5. As explained in Paragraph 1 sub paragraph a.), the following types of information are approved for display on the Area 82 Website, other information is not allowed:

- a.) Home Group meeting information: type of meeting, time and location. (Area 82 only.)
- b.) District meeting time and location, mailing address, and answering service telephone number. (Area 82 only.)
- c.) Central Office and Inter-group contact information, location and hours of operation. (Area 82 only.)
- d.) Event information (location, time, agenda, registration form, etc.) for the following types of activities, primarily focused on events in Area 82:

A.A. general service functions: quarterlies, assemblies, conferences, special forums, workshops, etc. Fellowship activities. Round-ups, speaker meetings, dances, etc.

- e.) Area Committee reports. (elected officer reports, standing committee reports, Quarterly and Assembly meeting minutes, etc.)
- f.) Links to web sites sponsored by valid A.A. service entities will be provided as a service to the Website visitor. It shall be made clear Area 82 does not endorse these web sites, and our linking to their web site does not constitute their endorsement of the Area 82 Website. Permissible links to A.A. web sites are:

A.A.W.S. (www.aa.org), commonly referred to as the G.S.O. web site, The Grapevine (www.aagrapevine.org), other Areas and nearby Inter-groups (located in adjacent Areas), and Districts, Central Offices and Inter-groups within Area 82

- g.) Recommendations on how to submit information for display on the Website. (contacts, format, etc.)
 - i. The Guidelines for the Area 82 Website.

6. Districts, Central Offices and Inter-groups in Area 82 wanting their own web site may use the Area's web site hosting service.

- a.) A.A. principles and Tradition must be followed at all times on these web sites.
- b.) Area 82 will provide space for the hosted web site and a web address so it can be accessed (e.g., www.district3.area82aa.org or www.area82aa.org/district3).
- c.) The District, Central Office or Inter-group shall be responsible for creating and maintaining their own web site, and they shall have a representative on the Webteam.

Domain Name Registration

1. The Website shall be registered to "Nova Scotia, Newfoundland/ Labrador Area Assembly of Alcoholics Anonymous" with a domain name of area82aa.org.
2. The Alternate Delegate of the "Nova Scotia, Newfoundland/ Labrador Area Assembly" or a delegated representative (Webmaster) shall be the Administrative Contact for the Website's domain name.
3. The Treasurer of the "Nova Scotia, Newfoundland/Labrador Area Assembly" or delegated representative shall be the Billing Contact for the Website's domain name.
4. The Technical Contact shall be the Internet Presence Provider (IPP) who maintains the primary domain name server for the Area Website.

Administration and Maintenance

1. The Alternate Delegate of the "Nova Scotia, Newfoundland/ Labrador Area Assembly" shall have direct oversight on all matters pertaining to the Website. In some instances this will require access to the Internet.

However since Internet access is not a prerequisite for the service position, the Alternate Delegate may seek help from our fellowship in performing some tasks.

Specific responsibilities for the Alternate Delegate include, but are not limited to, the following administrative duties:

- a.) verify the Website adheres to these guidelines and A.A.'s Traditions.**
- b.) ensure Website expenses do not exceed a reasonable cost.**
- c.) mediate differences of opinion regarding the information displayed on the Website and the services it provides.**
- d.) give Website status reports at Area 82 Assemblies and Service Weekends.**
- e.) update the Website guidelines to reflect lessons learned and the conscience of the "Nova Scotia, Newfoundland/Labrador Area Assembly."**

2. The Webteam is open to any Area 82 A.A. member with the technical ability, or the willingness to learn the necessary skills, to create and maintain the Website. Webteam members will need access to an Internet-ready computer, as well as the personal time to complete the tasks they volunteer for in a suitable time frame. Webteam members shall also be familiar with all the guidelines contained herein, to help ensure their spirit and intent are followed at all times. Webteam members shall distribute the responsibilities for creating and maintaining the Website among themselves, and shall keep the Alternate Delegate informed as to the Webteam's organization and operation. Each member of the Webteam shall have full and equal access to the Website, including file transfer privileges. All Webteam members should be included on all e-mail communications concerning the Website.

Overall responsibilities of the Webteam include, but are not limited to, the following technical duties:

- a.) select cost-effective options for an Internet Presence Provider (IPP) and domain name registration services,**
- b.) design, create and make changes to the Website,**
- c.) help ensure the Website can be found on the World Wide Web,**
- d.) forward e-mail correspondence to trusted servants not on-line, or those choosing not to receive e-mail,**
- e.) maintain a backup copy of all Website files, excluding backup of hosted web pages,**
- f.) record and analyze requests for pages to help assess Website utility,**
- g.) change the password as needed to limit Website access,**
- h.) respond to questions and concerns regarding Website technical matters, and**
- i.) provide the Alternate Delegate information on the Website to assist in creating periodic status reports.**

3. Members in our fellowship without the specialized skills needed to develop and maintain the Website can also participate in the Website activity. There are a wide range of non-technical tasks that could be done, including:

- a.) gathering information to be presented on the Website,**
- b.) helping to enter information (such as meeting schedule information) into an on-line**

database,

- c.) assisting the Alternate Delegate's oversight of Website activities,**
- d.) as well as making suggestions on how the Website could be improved.**

4. Area Committee Members, Districts, Central Offices, Inter-groups and Home Groups participating in the Website activity:

- a.) shall have the responsibility of verifying the accuracy of any information they provide,**
 - b.) may request the removal of any or all of their information from the Website at any time,**
- and**
- c.) shall inform the Webteam of any changes to their information in writing or electronic format.**

***Adopted by Area 82 in St. Johns Newfoundland, at the Area Assembly Oct 10 - 12 2003.**