

# AREA 76 WEB SITE GUIDELINES

Revised Summer 2005

## Statement of Purpose

The purpose of the website guidelines is to assist the Alcoholics Anonymous groups of Wyoming in carrying the message of Alcoholics Anonymous, primarily by publishing home pages on the World Wide Web (WWW) of the Internet. It is our goal to help the still suffering alcoholic establish direct, face-to-face, contact with Alcoholics Anonymous.

In meeting that goal, we may also publish certain other information, such as listings of Intergroups, flyers announcing conventions and AA events in our region, as well as other information that may be deemed useful by the members of Area 76. This document is provided to help with guidelines approved by Area 76, Wyoming, helping its groups to post simple Homepages within the bounds of reason and the Twelve Traditions of Alcoholics Anonymous.

All groups are asked to be vigilant to protect the spirit of AA Tradition and shall not affiliate or link their site to any non-AA entity or other non-Area approved sites. Furthermore, sites are provided solely for public information. It is merely an information tool. As a service committee itself, the Public Information Committee will not have any e-mail contact or any other form of activity not approved by Area 76, Wyoming, through this site. Groups simply publish publicly available contact information concerning Alcoholics Anonymous in their geographic area of Wyoming on the World Wide Web.

## Organization

The Websites may be registered by the designing District or group name with such as:

<http://www.XXX/XXX>

Each group will choose a chairperson and shall be the group shall be named owner of the domain registration. The technical contact of each site is the sole responsibility of the organizing group. It will be the responsibility of the Area Assembly, individually or through duly appointed ad hoc committees to insure that these Websites are not misusing the trust of Area 76.

Organizationally, the Website Committee or subcommittees derives its authority and responsibility from Area 76, Wyoming, as follows:

- 1 The Assembly has a Public Information Committee, which has direct oversight of only the Official Home Page of Area 76.
- 2 The Chairperson of the Public Information Committee is appointed by the Area 76 Assembly Chairperson and holds primary authority and responsibility for the oversight of the Website. Policy is established and oversight is given on operational matters through the Public Information Committee at the Assembly's regular Assembly meetings of Area 76 and, as needed, either through mail, e-mail or telephone.
- 3 The developing website groups chairperson, known as the Webmaster, has the sole responsibility of the developing of their own website group. The chairperson of the committee is the principal contact person for the committee and shall maintain frequent contact with the chair persons of the Public Information and Cooperation with the Professional Community Committees, Area Assembly officers, the General Service Office and any other affected AA service entities.
- 4 The Webmaster shall report to the Public Information at the Area 76 assemblies on the committee's activities and attend Public Information Committee meetings at the assembly.
- 5 The Webmaster is responsible for the day-to-day management and implementation of the policies, which shall include adherence to the Twelve Traditions, Twelve Concepts and guidance provided in the AA Service Manual and current approved revisions thereof.
- 6 The Webmaster shall ask for members of Alcoholics Anonymous within their districts to serve as committee members and as Assistant Webmaster to assist in the maintenance of the Website. Maintenance of the site requires updating of the continuing changing information on groups, events, meeting schedules and implementing changes in the presentation of information posted on their website. Each committee will provide security for the integrity of the persons who are each equally capable of correcting any mistake or posting of

information or correct any unauthorized change in the presentation of information on their Website. Each group will allow the delegation of responsibilities for administration and technical support for the project. With this arrangement no one person can irrevocably alter the presentation of the message which each Website is intended to carry. These persons shall act as the website committee of the developing group.

7 The individual Web committee handles all business of the Website on a day-today basis through their own e-mail or mailing list or telephone. Submissions for inclusion on the site are given any of its members through e-mail, mail or at any group business meetings. All changes to the Website must have prior unanimous approval of the originating committee.

8 Each member of the Website committee has equal and full technical access to the Website, including file transfer privileges and control of the e-mail lists. Unilateral actions taken regarding the Website without said unanimous prior approval of the individual committees may result in removal of the member's access to the Website.

9 All e-mail or other business relating to the site shall be presented to the main committee as a whole. Any secondary e-mail addresses necessary for technical reasons shall be immediately forwarded to the Web master. No e-mail communications shall be posted on the Website unless approved by the originating committee.

10 All e-mail contacts through the Webpage are the sole responsibility of the originating group and that each Webpage have at least 1 (one) contact person. It is recommended that any contact person( s) e-mail address located on the Webpage be active and verifiable.

11 Any interested originating group AA member can subscribe to the e-mail list and participate in the Committee's discussions. Voting privileges must be limited to those who actually vote at the regular business meetings. Thus, we hope, oversight of each Committee's activities have a carefully constructed system of checks and balances which also provides an open door policy to all members in our Area Assembly, both virtually and actually.

### **Financial Considerations**

It shall be the responsibility of all individual groups or committees to monitor and record all expenses actually incurred in the maintenance and provision of the Website, including out of pocket expenses incurred by any committee member directly related to their service. An annual budget request shall be submitted to the originating group for approval as required of all other standing committees of the groups. Expenditures shall be limited to approved, budgeted expenses of each individual committee.

### **Committee Displays/Demonstrations**

A display of the Website at the regular business meetings of the Area 76 Assembly and the State Convention is desirable and recommended to enable members of Area 76, Wyoming, to be familiar with this public information tool and informed of its current presentation. At all times a printed version of the information being displayed on the Website shall be maintained by the Webmaster and provided to the Chairperson of Area 76, Wyoming, for review by members of the Assembly who do not have access to "on-line services." If a computer display of the Website can not be provided as recommended by these guidelines, the printed copy of the Website information will be made available for inspection and review by interested persons.

### **Revisions**

These guidelines may be revised only upon approval of the voting membership of Area Wyoming, at any regularly scheduled business meeting.