

## AREA 83 WEB PAGE GUIDELINES

### **i) Purpose – Defines the purpose of the Eastern Ontario International Area 83 Website.**

The purpose of the Area 83 website is to improve communication within Area 83; to better reach the still suffering alcoholic, to professionals, to the general public, and to members of the Fellowship. The Website shall serve as a communications tool within the Area by providing information about Area activities and events and will encourage further general service participation within the Fellowship by serving as an exchange of information about opportunities for involvement in Area activities. These goals will be achieved with the information displayed on the website as stated in the guidelines for Contents and Services and in accordance with the AA Guidelines for the Internet as published by AAWS.

### **ii) Contents and Services – Describes the types of information approved for display**

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

1. **Anonymity will be preserved and protected.** The full names of individuals, individual phone numbers, and personal identifying e-mail addresses will not be displayed on the website. The information will be limited to materials provided by other AA entities and will also be limited to display in PDF format only. It will **not** be the Webmaster's responsibility to edit these materials; however, it **will** be the Webmaster's responsibility to ensure the guidelines are followed.
2. There will be no endorsement or affiliation with non-A.A. entities.
3. The A.A. Preamble will be prominently shown on the home page of the website.
4. The website will link only to websites sponsored by bona fide A.A. service entities as requested by DCM or designate (clearly indicated and identified) or Intergroup Chairperson or designate (clearly indicated and identified).
5. **Autonomy will be respected.** Districts and Intergroups will decide for themselves what information they do, or do not, want given on the website, as well as the extent of their participation in the Area Website activity.

B. The home page will identify the website's focus on A.A. within Area 83, making it clear there is no attempt to speak for A.A. as a whole. A link to the AAWS Website ([www.aa.org](http://www.aa.org)) will be provided to access general information about A.A.

C. 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.

D. Anonymous e-mail contacts for trusted servants will be available, including Area Committee members and other AA members where necessary (i.e. the creation of a new email account at any time for special occasions which can be forwarded to a contact, rather than posting someone's personal email address on the site).

E. E-mail addresses shall use the Area 83 domain name to maintain the anonymity of trusted servants. Messages may be anonymously forwarded to the trusted servant's personal e-mail address. However, no personal e-mail addresses shall be disclosed by the Area Website.

F. All website visitor messages should receive a timely reply, even if nothing more than a "Thank You" for the message.

G. The following types of information only are allowed for display on the Area 83 Website:

1. Group meeting information for Groups and Meetings within Area 83 with type of meeting, time and location through links to websites sponsored by bona fide A.A. service entities (Districts/Intergroups) that will be provided as a service to the website visitor (we will not publish nor be responsible for updates of individual district or intergroup meeting lists). It shall be made clear Area 83 does not endorse these websites and our linking to these sites does not constitute their endorsement of the Area 83 Website.
2. Area 83 District meeting information. Time and location, mailing address, and answering service telephone number.
3. Area 83 Intergroups. Contact information, location and hours of operation.
4. Event information, location, time, agenda, registration form, etc., for the following types of activities:
  - A. A.A. General Service functions (quarterlies, assemblies, conferences, special forums, workshops, etc.
  - B. Fellowship activities (roundups, speaker meetings, picnics, dances, campouts, etc.)

5. Area Committee reports (elected trusted servant reports, standing and special committee reports, Committee and Assembly meeting minutes, etc.)
6. Area 83 Guidelines and motions placed on the Assembly agenda, including pros, cons and other background information.

Permissible links to A.A. websites are:

- A. AAWS ([www.aa.org](http://www.aa.org)), commonly referred to as the G.S.O. website.
  - B. The AA Grapevine ([www.aagrapevine.org](http://www.aagrapevine.org)).
  - C. Other Areas and Intergroups located in adjacent Areas (upon request).
  - D. Districts and Intergroups within Area 83 (upon request).
  - E. Links to application software required to support information displayed on the website (i.e. adobe reader)
7. Recommendations on how to submit information for display on the website (contacts, format, etc.).
  8. These Guidelines for the Area 83 Website.
  9. Any approved Area 83 newsletter.

**iii) Domain Name Registration - Identifies Site ownership and contact information.**

A. The website shall be registered to Eastern Ontario International Area 83 of Alcoholics Anonymous. The domain name shall be [www.area83aa.org/](http://www.area83aa.org/)

B. The Area 83 Webmaster shall be the administrative contact for the website's domain name. The technical contact shall be the Internet Presence Provider (IPP) who maintains the registered Internet domain name, and the computer equipment and servers for the Area 83 website.

**iv) Administration and Maintenance - Lists roles and responsibilities for the site.**

The Area 83 Webmaster and Alternate Webmaster in the absence of the Webmaster shall have direct oversight on all matters pertaining to the website providing accountability to our Fellowship.

Specific responsibilities for the Webmaster (or Alternate Webmaster) include, but are not limited to, the following administrative duties (whether or not described in the Area 83 Operating Procedures):

1. Verify the website adheres to these (Area 83) guidelines, AA Guidelines on the Internet and AA Traditions.
2. Make every attempt to ensure Website expenses do not exceed the amount specified in the Area 83 financial guidelines. If Web page costs increase beyond that amount approved by Area Committee the Webmaster will ensure the Area Committee are informed and the cost increases approved.
3. Mediate differences of opinion regarding the information displayed on the website and the services it provides.
4. Give website status reports at Area 83 Assemblies and Area Committee meetings as necessary.
5. Distributes and coordinates the responsibilities for creating, upgrading and maintaining the website.
6. Controls access to the non-public areas of the website, including file transfer privileges, to ensure website integrity.
7. Maintain a backup copy of all website files, excluding backup of hosted Web pages.
8. Respond to questions and concerns regarding website technical matters.

***NOTE: While it is appreciated that many wish to ensure that our database is updated and correct, we must recognize the principle of group autonomy. Each group/district/intergroup has the right to display any information it desires; therefore, we respectfully request that only those who have a right to speak for any particular group/district/intergroup submit meeting list information for that group.***

***Individuals or service representatives should take disagreements that cannot be resolved between the Webmaster themselves to the Area Chairperson for resolution.***

***Attach. AA Guidelines (Internet) from AAWS***