

Area 51 Website Policies

Revised by Assembly 11-08-08

I. PURPOSE

The purpose of the North Carolina (Area 51) website is to:

- a. Provide for consistent and accurate information about Alcoholics Anonymous in North Carolina to the general public, the professional community and the alcoholic who still suffers.
- b. Enhance communication within the fellowship in North Carolina, by improving accessibility, accuracy and timeliness of Area contact, events and meeting information.
- c. Provide electronic access to Area 51 documents that are distributed by postal mail.
- d. Enhance communication and feedback within the fellowship in North Carolina regarding General Service Conference Agenda items and the resulting conference actions.

II. CHANGES

Any additions or changes to these policies, basic features or content must be approved by the Area.

III. CONFORMITY

The web site shall adhere to The 12 Traditions of Alcoholics Anonymous as well as to applicable guidelines from the General Service Office, Area 51 and the A.A. Service Manual.

IV. LINKING

In accordance with the 6th and 10th Traditions and the principle of non-affiliation:

- a. The website shall maintain web links with the A.A. and Grapevine websites, and may link specific pages on those sites as needed.
- b. The website may link to officially sponsored District and Intergroup websites within the Area for the purpose of assisting in locating A.A. meeting and events information.
- c. The website may link to officially sponsored websites of registered on-line intergroups.
- d. Except for registered Intergroups within the Area and registered on-line Intergroups, links to entities which are not within the service structure of A.A. will not be maintained on the website.

V. ANONYMITY

In keeping with the A.A. tradition of anonymity, no personal information, including full name, phone number, postal or personal e-mail address will be listed on the website.

VI. E-MAIL

- a. In order to promote openness and expediency in communication within the fellowship, each elected and appointed Area position shall have an e-mail address within the selected internet domain. For example, treasurer@aanorthcarolina.org will be the email address for the Area Treasurer. This information shall be maintained on the website, in a manner which prevents spam. In the absence of e-mail capability by an individual, an Area post office address will be referenced.
- b. Area committees may elect to maintain e-mail addresses within the chosen internet domain, to allow for internal committee communications.

VII. PUBLIC CONTENT AND FEATURES

The public content and features of the website will be limited to the following, provided their implementation does not violate any of the other website policies:

- a. General A.A. information such as the Steps, Traditions and Concepts
- b. Web links as mentioned above in section IV
- c. Brief description and contact information for each Area service position
- d. Area 51 Events Calendar
- e. Assembly and Convention hotel information
- f. Area Web Site Policies

VIII. PRIVATE CONTENT AND FEATURES

The following content and features may be made available in a private section of the website which will be accessible by AA members only, and not by the general public:

- a. Area Committee and Assembly minutes, meeting notices, meeting agendas with background, weekend schedules, and any other documents related to assemblies or committee meetings
- b. Downloadable blank forms for use within the area (for example, new group form, group change form, DCM change form, etc.)
- c. Information related to General Service Conference agenda items, presentations from the General Service Conference, the resulting Advisory Actions and Additional Committee Considerations, and an on-line method for submitting feedback on the Conference agenda items.

IX. INTERNET REGISTRATION

- a) The Website shall be registered with the InterNIC with the domain name of aanorthcarolina.org, or if taken, another will be chosen by the website committee.
- b) The domain Registrant Name (website owner) shall be "Area 51 Assembly."
- c) The Administrative Contact for the domain registration shall be "Area 51 Assembly Chair."
- d) The domain Billing Contact shall be "Area 51 Assembly Treasurer."
- e) The Technical Contact with the InterNIC shall be "Area 51 Assembly Website Committee Chair."

WEBSITE COMMITTEE COMPOSITION, SCOPE AND PROCEDURES

COMPOSITION

The voting membership of the website committee is composed of District Committee Members and in their absence, their alternates, from each region in the Area. Districts within each region will be represented on a rotating basis.

Committee chair and co-chair will be elected according to current Area standing committee guidelines.

SCOPE

The scope of the committee's responsibilities will be:

1. Provide oversight by reviewing the website content to ensure it conforms to the approved Website Policies, as approved by the Area.
2. Advise on the overall design, direction, priorities and content of the website.
3. Select a web team that will do the design, build and day-to-day maintenance of the website.
Review and approve designs and updates with the web team, and Area Officers as appropriate.
4. Review and approve the design and implementation of the security process used to protect the private section of the site.
5. Review and evaluate the performance of the website hosting provider, domain registrar and web team, and provide feedback and suggest changes as needed.
6. Periodically review the Website Policies and suggest changes as needed.

PROCEDURES

1. The committee will meet at a frequency to be decided by the committee itself. Notice of meeting times will be communicated to the Area and Website Committee members.
2. The committee may designate a meeting open to the fellowship during an Assembly. The committee chair may approve the invitation of an outside guest.
3. The committee, in coordination with the web team and the Area officers, will respond to questions about the website from the fellowship, and if appropriate, from the public.
4. The Committee Chair, and in their absence, the Committee Alternate Chair, will assure that the Area is kept abreast of committee activity by presenting oral and written reports at each Area Committee Meeting and Assembly.
5. The committee will consider agenda items in the committee's scope. All committee recommendations, along with any expected budgetary impact, will be presented to the Area Committee.
6. Committee votes will require 2/3 vote for approval, as suggested in the AA Service Manual, on the topic of substantial unanimity.