

**ALCOHOLICS ANONYMOUS
DISTRICT 06 MISSISSAUGA
AREA 83**

WEBSITE GUIDELINES

Adopted 19 December 2012

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I. PURPOSE OF THE WEBSITE AND GUIDELINES

The purpose of the District 06 website ("Website") is to improve communication within and about District 06 to better reach the still suffering alcoholic, to the general public and to members of the fellowship. The Website shall serve as a communications tool within the District by providing information about District 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 District activities.

The Website will be established, maintained and operated as provided in these Website Guidelines ("Guidelines") and in accordance with the A.A. Guidelines for the Internet as published by Alcoholics Anonymous World Services, Inc. (AAWS).

II. CONTENT AND SERVICES

The following outlines content and services approved for the Website by District 06.

1. A.A. Principles and Traditions

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

- a. Anonymity will be preserved and protected. The full names of individuals, individual phone numbers, personal e-mail addresses and any other information by which an individual can be identified will not be displayed on the Website.
- b. There will be no endorsement or affiliation with non-A.A. entities.
- c. The Website homepage will identify the Website's focus on A.A. within District 06, making it clear that there is no attempt to speak for A.A. as a whole. A link will be provided to the AAWS website (www.aa.org) to access general information about A.A.
- d. The A.A. preamble will be prominently shown on the home page of the Website.

2. Copyrights

Copyrights shall be respected and registered trademarks, when used, should be acknowledged as such. More specifically:

- a. "Alcoholics Anonymous", "A.A.", and "The Big Book", are registered trademarks of Alcoholics Anonymous World Services, Inc. (AAWS).
- b. The "Grapevine" and "A.A. Grapevine" are registered trademarks of The A.A. Grapevine, Inc.
- c. Copyrighted materials may be published only with acknowledgement of copyright and with permission.

3. Links

- a. The Website will link only to websites sponsored by bona fide A.A. service entities as approved by District and listed in paragraph b. below.
- b. Permissible links to A.A. websites are:
 - i. AAWS homepage (www.aa.org) commonly referred to as the G.S.O. website
 - ii. The Grapevine (www.aagrapevine.org)
 - iii. Area 83 (www.area83aa.org)
 - iv. Toronto Intergroup (www.aatoronto.org)
 - v. Other adjacent Areas and Intergroup or Central Offices
- c. It shall be made clear that users of a link are exiting the District 06 Website, that the link is provided to facilitate information about other A.A. activities and that District 06 Website links do not constitute or indicate review, endorsement or approval of other websites.

4. Information

The following types of information only are allowed for display on the District 06 Website:

- a. Information on the program of Alcoholics Anonymous including:
 - i. A.A.'s 12 Steps, 12 Traditions and 12 Concepts
 - ii. How it Works
 - iii. Is A.A. For You?
 - iv. Serenity Prayer
 - v. The Importance of Anonymity
- b. Group meeting information for Groups and meetings within District 06 with type of meeting, time and location, and accessibility (including ASL interpreters).
- c. District 06 meeting information including date, time and location.
- d. Intergroup and Central Offices within and adjacent to District 06 including telephone numbers and other contact information, location and hours of operation.
- e. Event information including date and time, location, agenda, registration form, flyers, etc. for the following types of activities:
 - i. A.A. General Service functions (Assemblies, conferences, regional and special forums, workshops)
 - ii. Fellowship activities (roundups, speaker meetings, picnics, dances, campouts, etc.) sponsored by bona fide A.A. service entities and affiliated entities including AI-Anon Family Groups.
 - iii. District 06 Guidelines and Operating Procedures
 - iv. District 06 meeting minutes

- v. Any approved A.A. newsletter.

Materials submitted by other A.A. entities for Website display will be limited to PDF format only. The Webmaster will ensure that the materials follow these Guidelines but will not be responsible to edit these materials.

5. Communication

- a. Anonymous e-mail contacts for District officers and Committee chairs and Liaisons will be available and for other A.A. 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).
- b. E-mail addresses shall use the District 06 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 on the Website.
- c. There should be clear directions on how to submit information for display on the Website (contacts, format, etc.) and on how to contact District officers and Committee Chairs and Liaisons.
- d. All Website visitor messages should receive a timely reply, even if nothing more than a "Thank You" for the message.

III. Domain Name

1. Registration

The Website shall be registered to District 06, Area 83 Eastern Ontario International of Alcoholics Anonymous. The domain name shall be www.aamississauga.org.

2. Contacts

The District 06 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 Website.

IV. Responsibility for the Website

1. Overall Oversight

The District 06 Webmaster holds primary authority and responsibility for the oversight on all matters pertaining to the Website providing accountability to the District table.

2. Responsibilities of the Webmaster

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

- a. Ensure that the Website adheres to these Guidelines, A.A. Guidelines and policies on the Internet, and A.A. Traditions and Concepts.
- b. Maintain the Website in terms of additions, deletions, updates, e-mail address forwarding for District 06 contacts and track Website usage.
- c. Make every attempt to ensure Website expenses do not exceed the amounts approved by District. If web page costs increase beyond that amount approved by District, the Webmaster will ensure that District is informed and the cost increases are approved.
- d. Mediate differences of opinion regarding the information displayed on the Website and the providers of that information, referring to the District table for resolution as considered necessary when agreement cannot be reached.
- e. Provide regular reports at District meetings as requested.
- f. Coordinate the responsibilities for creating, upgrading and maintaining the Website.
- g. Controls access to the non-public areas of the Website, including file transfer privileges, to ensure Website integrity.
- h. Maintain a backup copy of all Website files, including a backup of hosted Web pages.
- i. Respond to questions and concerns regarding technical matters.

3. Access to the Website

Access to the Website shall be limited to the Webmaster and such other District officers as approved by the District Table on the recommendation of the Webmaster.

V. Amendments to Website Guidelines

Amendments to these Guidelines require a 2/3 majority of the voting members of the District Table following written notice of motion to the Secretary. The motion will be tabled for vote at the next District meeting.