

San Diego Imperial Assembly Information Technology Committee Guidelines For Structure, Procedure and Content

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Preface

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Preface

Service to the Fellowship of Alcoholics Anonymous is the primary purpose of General Service in the San Diego Imperial Area. In all our proceedings we shall observe the spirit of the AA Twelve Traditions and the Six Warranties, mindful of the ideals expressed in “The AA Service Manual” and the “Twelve Concepts for World Service”. The Right of Participation and the Right of Appeal shall always be observed.

In the absence of specific indications in these guidelines or of direct Assembly action, the latest edition of the SDIAA Structure and Guidelines may be relied upon.

Article I. Information Technology Committee (ITC)

A. Purpose

1. The gathering of the Information Technology Committee Officers, General Service Representatives and the Area Service Committee members, which deliberates upon and enacts resolutions concerning service matters brought before them. Its responsibilities include:
 - a. Develop educated budget recommendations for the technology requirements of the area.
 - b. Maintain and improve existing database applications.
 - c. Maintain a current inventory of the location and condition of area owned computer equipment, software and computer related manuals and documentation.
 - d. Electing and supporting the Information Technology Committee Officers.
 - e. Provide information systems related support for all area owned computer hardware and software. May be called upon to provide suggestions for retaining the services of outside vendors.

B. Meetings

1. All voting members shall meet monthly.
2. A quorum shall be the number of voting members present.

C. Voting Procedure

1. All committee business shall be passed by a simple majority vote.

D. Funding

1. The sole financial support for the SDIAA Information Technology Committee shall be the SDIAA.
2. The SDIAA Information Technology Committee shall not promote nor carry out any fund raising activity of any description.

Article II. Information Technology Committee Officers

A. Officers List

1. Information Technology Committee Chairperson
2. Alternate Chairperson
3. Webmaster
4. Secretary

B. Term of office and determination

1. The term of office of the Committee Chairperson shall be two years, commencing on January 1 of odd-numbered years.
2. The term of other officer positions, except for Webmaster or other Approved Committee Members, will coincide with their term as GSR, unless they have special IT skills and would like to continue on the committee..
3. The position of Webmaster will be chosen from a pool of applicants received in response to announcements approved by the Area Committee.
4. The Webmaster's term will be 2 years and may be renewed for an additional 2 year term pending recommendation by the ITC and approval by the Area Committee.
5. The ITC will choose the ITC Officers from available GSRs. If no GSRs are available that have computer skills or an interest in the position, the Chairperson will poll the group about asking for other AA assistance from within the program.

C. Vacancies

1. In the event of a vacancy, subject to ultimate confirmation by the Assembly, the ITC shall appoint a replacement. Some positions may require that the Area Committee make announcements of the vacancy.

D. Duties of the Information Technology Committee Officers

1. **Chairperson**
 - a. Presides over the committee meeting
 - b. Reports on the website each month at the Area committee meeting.
 - c. Is the primary contact for the Information Technology Committee at ITC@area8aa.org.
 - d. Keeps in contact with Area 8 and GSO Public Information committees.
 - e. Brings any communication regarding the webpage to the next ITC Committee.
2. **Alternate Chairperson**
 - a. Performs the same tasks as the Chairperson in the illness or absence of the ITC Chairperson
2. **Secretary**
 - a. Records the meeting minutes each month and sends to the Chairperson before the next meeting.
 - b. Handles all committee mailings

3. ***Webservant***
 - a. Responsible for the technical maintenance and updating of the area8aa.org website.
 - b. Because of the technical nature of this position, all applicants should be able to demonstrate technical proficiency in handling website maintenance before taking on this responsibility.
 - c. Brings and communicates technical needs or issues to the ITC meeting.
 - d. Prepare a monthly report to the ITC Committee
 - e. Responsible for maintaining the Mail forwarders on the Area 8 website to maintain anonymity for Area Officers and Committee Members.
 - f. Responsible to train the next Webservant.
 - g. Responsible to maintain relations with existing Web Host services and ensure proper communication by making sure the Who is information and contact information is correct and current with the webservant's information.
 - h. Ensures that in September a check is written to cover the cost of hosting. Costs for hosting is automatically withdrawn out of Webmaster existing bankcard until a replacement plan can be put in place.
 - i. Update all documents to the Area Website for Area Committee Officers and Members.
 - j. Update the Area Event Calendar
 - k. Coordinate with the Policy Committee to approve content as well as flyers for events.
 - l. Post Event Flyers on Website
 - m. Respond to all email communication from the website and communicate responses with the ITC committee.

Article III. Website

A. Website Financial Support And Ownership

1. The SDIA website is to be supported solely by the SDIA Assembly.
2. SDIAA is the owner of the SDIAA website and Domain Name. The financial contact with the Web Hosting Site will be the SDIAA Treasurer or another position created by the Assembly. The administrative contact with the Web Hosting Site will be the Webmaster.
3. Free Web Hosting Sites are available on the Internet, but often require mandatory advertising space or direct links to commercial sites as consideration for their use that may imply either endorsement or affiliation. To avoid confusion, all Web Hosting services being considered by the SDIAA will be paid for and will not require advertising.
4. When signing an agreement with an Internet Hosting service, care shall be taken against inadvertent association and promotion. The Internet Web Hosting service, chosen by the ITC, shall be required to neither publicize nor promote its relationship with the SDIAA or Alcoholics Anonymous.
5. A Domain Name separate from the Internet Web Hosting service shall be used to remove the problem of associating the SDIAA with a commercial service.

B. Public Access To The Website

1. The SDIAA website shall be constructed in a way that it may be available for viewing by as many computer systems as possible. To this end, web pages should be viewable on any browser (graphical or text based) and not depend on any particular operating system. The SDIAA website shall be tested from as wide a range of systems and browsers as possible to assure that its information may be received by as many as possible.
2. The SDIAA, being culturally diverse, will provide access to the site's information in Spanish. In the future the may expand to whatever languages those viewing the site may be expected to speak within the San Diego Imperial area.

C. Web Content Suggestions And Submission Procedures

1. Content

- a. The SDIAA Information Technology Committee, as trusted servants of the SDIA, will develop web content that contains information reports by the SDIA for public distribution through the Internet and Electronic Media.
- b. Although the website committee is responsible for the daily maintenance of the website, which requires updating the changing information and implementing changes in the presentation of information posted on our website, the ITC shall consult with Area 8 Policy Committee or other appropriate committees in determining the accuracy and consistency of information presented on the site.
- c. The website shall, in all its matters, always adhere to AA's principles of the Twelve Traditions and the Twelve Concepts for World Service.
- d. The principle of anonymity, as it applies to other public media such as press, radio and television will be extended to the World Wide Web, Internet and Electronic Media. As such, full names and photographs of AA members should be avoided. Names should be shortened to first name and last initial. If the first name is sufficiently unique to be recognized by the general public, to first and last initial.
- e. All events posted on the website must be by AA, for AA and about AA and will be included in monthly reports to the Area committee. Any request for information posting that is determined to be questionable by the acting Web master will be submitted to the ITC and or Policy Committee prior to posting.
- f. It is recommended that an email address along with a mailing address for those unable to send questions or requests electronically be included on each web page.

2. Suggestions

- a. Area 8 Website will provide contact information allowing visitors to email suggestions to the IT Committee and or Webservant.
- b. The SDIAA ITC shall answer all correspondence regarding the SDIAA website

- c. The author of suggested changes or additions is requested to provide reasons and background references, i.e. specific changes, pages, location, etc. so they can be verified and discussed before changes are made on the website. Suggested Changes will be reviewed by the IT Committee.
- d. If a suggestion is not acted upon and a member wishes further discussion, they may submit it as a topic to the Area Chairperson.

3. Submissions

- a. Forms will be provided for users to submit an event to be published on the Calendar. (please refer to Article III, C, 3 regarding events). The form will be located on the Home Page of the Area Website. Flyers for events can be uploaded using the same form. All Flyers are sent to the Policy Chair for review and Approval before posting on Website. Events also can be emailed to the Area Webservant at webservant@area8aa.org.
- b. Area Committee Members and DCM's can submit documents to be uploaded to their page by sending an email to webservant@area8aa.org or by utilizing the "Send a Message to the Webservant" form on the home page of the Area Website.

D. Endorsements And Copyrights

- 1. The website shall include a disclaimer stating that the AA General Service Office shall NOT endorse articles and contents posted by a member of the SDIAA.
- 2. To respect and protect AA copyrights, all quotes or excerpts from conference approved literature displayed on the website shall be attributed to AA World Services, Inc. or the AA Grapevine as directed by the General Service Manual.
- 3. Documents available on the AA.org Website will not be reproduced on the Area 8 website. This is to respect and protect AA copyrights. A link will be provided to the source document.
- 4. Copyright restrictions apply to material displayed on the SDIAA website. Permission will be obtained from the appropriate copyright holder prior to including copyright material on the SDIAA ITC. (Found this under content and suggestions. Not sure it is necessary, moved it here, just in case)

E. URL Registration And Ownership

- 1. The domain name shall be registered, owned and maintained by Area 8 – www.area8aa.org.
- 2. When a user enters <http://www.area8aa.org> into a browser, the user shall be brought to the Area 8 home page.
- 3. The SDIAA shall be names owner/registrant of Internet domains.
- 4. The committee member acting as Webmaster shall be named the administrative contact of the website. The technical contact shall be the website's Internet Service Provider.
- 5. As a result of this registration, the Webmaster shall have direct control over the technical access to the website.
- 6. The website shall be registered in the name of SDIAA with an ICANN accredited registrar, which controls domain registration on the Internet as: <http://www.area8aa.org>.

F. External Links

1. In the spirit of non-affiliation with entities outside AA, the website shall limit external links to AA Central Offices within Area 8, the Alcoholics Anonymous World Services website and the AA Grapevine website.
2. Any External links suggested for addition to the Area website will be brought before the IT Committee and Policy Committee for approval.
3. The SDIAA will include links to <http://www.nosdco-aa.org/service/ncaic/index.shtml> (North San Diego H and I) and <http://www.sdhandi.org/> (San Diego H and I). While both of these sites are considered external links, they also are members of the Area 8 Committee.
4. The SDIAA will provide a disclaimer displayed with external links (until a disclaimer page can be installed on website). This disclaimer will allow users to understand that Area 8 does not endorse, support or control any information on external sites.

“San Diego and Imperial Area 8 Assembly of Alcoholics Anonymous provides users with external links both inside and outside the A.A. service structure. Please be aware that we are not responsible for the linked site's content or security. Linking to another Website does not constitute an endorsement by San Diego and Imperial Area 8 Assembly of Alcoholics Anonymous.”

G. Email Accounts

3. Email forwarders will be used on the server for anonymity to all members of the Area Committee to forward messages to their personal email accounts. This is to include Area officers, standing committee chairs and alternates as well as DCMs and Alternates.
4. Email forwarders will be updated using the list provided by the Area Registrar.
5. Email accounts posted on Area Website will be formatted as XXXX@area8aa.org and will be forwarded to the email account provided by this list.

Article IV. Ratification, Amendment And Suspension

This document, except as otherwise noted herein, may be amended by submitting written proposed amendments to the SDIAA IT Committee or its Chairperson for review and recommendations.