

## TABLE OF CONTENTS

TABLE OF CONTENTS .....	1
WEBSITE POLICY AND GUIDELINES.....	1
Purpose .....	1
Domain Registration, Administration and Oversight.....	1
Guidelines .....	1
Content .....	2
Responsibility .....	3
Security.....	3
Section Revisions.....	3

## WEBSITE POLICY AND GUIDELINES

### ***Purpose***

Area 20 will maintain a user-friendly, easy-to-navigate Internet website to carry the message of Alcoholics Anonymous. The NIA website will:

- Be a tool to provide the public information about the A.A. program of recovery
- Enhance communication between members, Groups and Districts within Area 20.

### ***Domain Registration, Administration and Oversight***

- Domain registration – NIA, Ltd. shall register the domain <http://www.aa-nia.org> for the benefit of Delegate Area 20. One of the registrants shall be the corporation's Registered Agent. NIA's domain registration will be up- dated within 30 days of rotation or other change in the administrators of the website.
- Administration – active day-to-day administration of the NIA website is the responsibility of the Area Web Administrator and Alternate Web Administrator
- Oversight – the Area Public Information Committee shall be responsible for the oversight of the NIA website. See Responsibility below.

### ***Guidelines***

- Anonymity – full names of individuals; personal telephone numbers; full- face or identifiable photographs; personal postal and E-mail addresses will not be displayed on the NIA website. (Personal telephone numbers, without last names, may appear on event flyers posted to this site with the permission of the submitter.)
- Autonomy – each Group or District may decide what information about its events will be posted to the NIA website and, if they have a stand-alone website, whether or not to have a link from the Area website.
- Affiliation – NIA's website shall not endorse or be affiliated in any manner with any outside organization and will provide links only to registered A.A. service entities.
- Funding – all expenses related to the ownership and operation of the NIA website shall be the responsibility of the NIA Assembly; the anticipated costs shall be included in the annual NIA budget. No commercial advertising of any type will be permitted on the NIA website. A statement characterizing A.A.'s Tradition of self-support shall be included in the content of the website.
- Copyrights – All material posted to the NIA website will comply with international copyright law. Copyrighted material and registered trademarks will only be used with the permission of the owner. When proprietary material is used the owner of the copyright or trademark will be acknowledged e.g., 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. NIA Ltd. shall own the copyright to the design of the NIA website and all other information posted to the site.

## **Content**

### **Public information focused**

The NIA website is a tool to help carry the message of Alcoholics Anonymous to the still suffering alcoholic and others interested in learning more about our program of recovery. These pages will include:

- The A.A. Preamble and several A.A.W.S. recovery pamphlets and service material selected by the Area Public Information Committee and the Area Web Administrator and Alternate Web Administrator e.g., This is A.A., 44 Questions, Is A.A. for You? Problems other than alcohol, and “Information on Alcoholics Anonymous.” A statement clarifying our singleness of purpose shall be included also.
- To the extent possible, Spanish language versions of the recovery pamphlets and service material listed in paragraph 1 above shall be included also.
- Links to the A.A.W.S. website, [www.aa.org](http://www.aa.org) and the A.A. Grapevine website, [www.aagrapevine.org](http://www.aagrapevine.org).
- An explanation of the difference between Open and Closed meetings and a list of Open Meetings in the Area.
- A section for professionals including several A.A.W.S. Cooperation with the Professional Community pamphlets and service material selected by the Area CPC Committee and the Area Web Administrator and Alternate Web Administrator. These might include a brief guide to Alcoholics Anonymous, This is A.A., 44 Questions, Problems other than alcohol, Information on Alcoholics Anonymous, and the current Membership Survey. A statement clarifying our singleness of purpose shall be included also.
- A link inviting inquiries from professionals. Requests received through this link will be routed to the Area CPC Chair and Alternate who will forward them to the appropriate District Committee for response.
- A statement characterizing A.A.’s Tradition of self-support

### **Member focused**

The NIA website will be an effective tool for communication between the Area Assembly, its officers and committee chairs and individual members of the Fellowship, Groups, General Service Representatives and Districts in Northern Illinois Delegate Area 20. Consequently, the NIA website is expected to facilitate the development of an informed group conscience among its constituents.

These pages will include:

- Meeting lists in PDF format
- A map of Area 20 indicating District boundaries
- Links to the A.A.W.S. website, the A.A. Grapevine website, the websites of immediately adjacent Delegate Areas [19, Chicago; 21, Southern Illinois; 22, Northern Indiana; 24, Iowa; and 75, Wisconsin] and the stand-alone website of any District in NIA that chooses to be linked to the Area site. A disclaimer of responsibility for material beyond the NIA site should accompany these links.
- An anonymity-protected list of elected and appointed NIA officers and committee chairs and their alternates and E-mail links to them. (Messages sent using these links will be forwarded to the Trusted Servant’s personal E-mail server or to an assigned POP3 account that enables the volunteer to retrieve messages directly from the Area’s E-mail server. If a Trusted Servant does not have Internet access or chooses not to have this link, the Web Administrator will make other arrangements to forward their messages.)
- NIA calendar of events and supplemental calendar of events

- Flyers for events sponsored by NIA Standing and Special Committees, NIA Conference Committees, Districts within NIA and Groups registered in NIA may be posted at the request of the sponsor. Only NIA entities and NIA Groups registered with the General Service Office may post information to this site. Anyone submitting information to be posted to the NIA website must affirm to the NIA Web Administrator that the information is accurate and does not contain anything that could result in an anonymity break. The individual submitting the information is responsible for removing restricted material. Any reference to gambling is prohibited, e.g. 50/50 drawings, raffles, bingo, however references to door prizes or non-monetary awards for participation are permitted. Flyers that do not meet the guidelines will be returned to the submitter for revision with and explanation of the needed changes.
- Minutes of NIA Assemblies (anonymity-protected).
- Minutes of NIA Committee meetings (anonymity protected).
- Reports of NIA Standing Committees and Special Committees (anonymity- protected). Financial data in any report shall be removed prior to being posted.
- Concepts newsletter (anonymity-protected).
- NIA policy statements and guidelines.
- An Alcoholics Anonymous History in Northern Illinois Area 20
- Instructions for posting information to the NIA website as well as forms or templates if appropriate.

## ***Responsibility***

Oversight and management of the NIA website is the responsibility of the Area Public Information Committee.

- Day-to-day management and administration of the site is assigned to the Area Web Administrator and Alternate Web Administrator jointly. Although the positions are appointed by the Area Chairperson, they are considered to be part of the Area PI Committee.
- Web-related budgets shall be separate line items within the Area's PI budget. They shall include an account to fund the operating expense and related material for the website. Personal budgets for the Area Web Administrator and Alternate Web Administrator should be comparable to those of other committee chairs and alternates.
- The Area PI Committee is responsible for oversight of the website. The PI Committee shall review the content of the website and these guidelines in the first quarter of the second year of each rotation or upon the request of the Web Administrator or Area PI Chair. Questions related to content, not addressed by these guidelines, shall be resolved by the Area PI Committee with the participation of the Web Administrator and Alternate Web Administrators. Web-related decisions by the PI Committee will be reported to the membership at the next Assembly following their action.

## ***Security***

Access to domain passwords and codes shall be restricted to the Web Administrator and Alternate Web Administrator. However, copies of this information shall be deposited with the Area Treasurer for use in an emergency and released only at the direction of the Area Chairperson.

Domain registration contacts and passwords shall be changed within 30 days of the rotation or replacement of either the Area Web Administrator or Alternate Web Administrator or at such time that they jointly agree about the need to change.

All information and documents posted to the NIA website shall be in a format that cannot be edited or changed online.

## ***Section Revisions***

### ***Revision Guidelines***

Revisions to this section require two-thirds majority approval in an Assembly vote.

### ***Revision History***

- First version. Adopted by 2/3 majority approval in an assembly vote, December 8, 2007.
- Reformatted to standardized document style and added standardized Section Revisions section. Text changes only as needed to support style, Report and Charter committee, 5/24/2009, 6/13/2009, 9/27/2009, 10/3/2009
- Approved by Assembly, 12/12/2009
- Removed from the unabridged version of the Northern Illinois Area 20 Service Handbook. Approved by Assembly, December 9, 2017