

# **DISTRICT 90 WEBSITE GUIDELINES**

## **Section I: PURPOSE OF THE WEBSITE**

A. This website was created in order to provide information to and suggest resources for the alcoholic and those who think they may have a drinking problem in our District. It also provides service information to members of AA. California Northern Coastal Area 06 General Service District 90 serves the Northern Solano county cities of Fairfield, Vacaville, Suisun City, and Rio Vista.

B. The site provides resources such as a Meetings Directory to facilitate the face-to-face meeting of still-suffering alcoholics. The primary purpose of members of AA is to stay sober and help other alcoholics achieve sobriety. The site may provide additional information as the District may direct.

C. The site also provides information to the general public about AA in our District, and about AA in general.

## **Section II: ADMINISTRATIVE RESPONSIBILITIES**

### **A. Ownership of Website**

The owner of this website is General Service District 90. For administrative purposes, its mailing address is: District Committee Member Chair (DCMC), P.O. Box 5131, Vacaville, CA 95696

### **B. Domain Name Registration and Web Hosting Services**

The domain name shall be aasolanonorth.org and is registered in the name of the owner.

### **C. Billing Contact**

Invoices from the domain name registrar/domain name reseller and web hosting provider should be directed to the District 90 Treasurer, with his/her mailing address at: District 90 Treasurer, P.O. Box 5131, Vacaville, CA 95696

The Treasurer will pay all fees for registration of the domain name and for web hosting services.

### **D. Technical Contact**

The District 90 Website Chair is the contact point for technical issues relating to the website. Inquiries may be directed via email to: district90webdude@aasolanonorth.org or sent via regular postal mail to: District 90 Website Chair, P.O. Box 5131, Vacaville, CA 95696 The Website Chair may contract for these services as needed.

## **E. District 90 Website Chair**

### **1) Description of Position**

The District 90 Website Chair is a District Officer with the same responsibilities and voting rights as the other District Officers. The initial Website Chair develops a website which meets the needs of the District and also develops website guidelines which govern its operations and functions, as approved by the District. The position is appointed by the District Officers.

### **2) Duties and Responsibilities of Website Chair**

A) Attends District 90 business meetings and the District 90 Officers' Meeting serving a two-year term, concurrent with the District Panel.

B) After publication to the Internet, the Website Chair will provide on-going Website operations monitoring, maintenance, and oversight, including the removal/replacement of outdated/updated information as necessary. The Website Chair will consult with the other district officers on matters concerning the website.

C) The Website Chair will regularly report to the District at its business meetings, and will be the point of contact for technical/site issues with the web hosting provider.

D) The Website Chair is responsible for ensuring that a "best-cost" web hosting provider is used for the site and that the web host will provide content backup and disaster recovery. Further, the Chair will retain a digital backup(s) of the site files, and provide on-going operations monitoring, maintenance, and oversight of the website, including the removal/replacement of outdated/updated information on the website in a timely manner.

E) The Website Chair will ensure that the District Treasurer makes timely payments for the site's web hosting services and domain name registration.

F) The Website Chair may seek outside/professional assistance when needed after conferring with the other District Officers.

## **F. Technical Access**

The Website Chair and the DCMC will have password-protected access to the website. As trusted servants, they are expected to follow the 12 Traditions and 12 Concepts as well as common sense with the privilege of access.

## **G. Method for Approval of Website Content Changes**

1) The Website Chair will accept suggestions for major changes to the website's standing content which fall outside the sphere of the "Right of Decision" in Concept 3 and present these as Housekeeping Motions at District 90 business meetings. The District, Intergroups, and Groups are encouraged to submit content change proposals to the District Officers for review.

2) Minor changes in standing content may be made by the Website Chair without prior District approval for the purpose of enhancing site visibility and accessibility, to improve the site's ease of use for its visitors, and to maintain accurate and up-to-date information, such as that contained in the Meetings Directory, and any other time/date sensitive material.

## **Section III: SUGGESTED STANDING CONTENT**

### **A. Home Page**

Introduces the visitor to Alcoholics Anonymous in our District by displaying contact information for resources such as District 90, the North Solano Intergroup, Hospitals and Institutions, and Bridging the Gap; provides email links for the DCMC and Website Committee Chair.

### **B. Links**

The District 90 homepage will provide several offsite links to official AA websites including (but not limited to:

- 1) AA General Service Office
  - 2) California Northern Coastal Area 06
  - 3) AA Grapevine
  - 4) PRAASA (Pacific Region Alcoholics Anonymous Service Assembly)
- First approved 11/7/06 4

### **C. Meetings**

Contains a directory of regular AA meetings and AA-related meetings (i.e., various monthly business meetings of Groups, District 90, committees, and Intergroups, etc.) in our area

### **D. Events**

Contains the names, dates, locations, and brief descriptions of upcoming fellowship events, and may contain links to event websites as appropriate or event flyers. All General Service, Area, Intergroup, and Hospitals & Institutions Committee events are preapproved and may be posted when the event information is available. If groups/individuals desire to post an event to this page, they should contact the Website Chair or another District Officer well in advance of the event. The District Officers will approve or disapprove of the posting.

### **E. District News**

- 1) An article on District happenings from the DCMC

**First approved 11/7/06**

**Last updated 12/1/10**

2) Anonymity-protected minutes and agendas

#### F. Other Content

The site may publish additional content, as approved by the District. This content may include (but is not limited to) the following:

1) Regional/National AA fellowship events/calendars page.

### **Section IV: PROHIBITED CONTENT**

#### A. Direct Communication

The website will not permit interactive communication such as chat rooms, message boards, forums, online meetings, or any other form of direct communication.

#### B. Non-AA Content

1) In keeping with Tradition 6, there will be no non-AA content or links to non-AA-related sites with the exception of Alanon and Alateen meeting information on the meetings page with a disclaimer stating that their presence on our website is in the spirit of cooperation not affiliation.

2) No commercial links or commercial/professional services are available through this site.

#### C. Personal Information

In keeping with Tradition 11, no individual will be identified by last name nor an individual's photograph published on the website. Caution should always be used to protect the anonymity of AA members. Documents which may contain personal information (especially long ones) should be very carefully reviewed by other District Officers as well as the Website Chair. All personal information will be edited out before publication to the website.

### **Section V: DISTRICT EMAILBOXES**

A. Email addresses for the following District positions are authorized: DCMC; Website Committee Chair

B. Additional email addresses may be made available as the District so chooses for District Committee Members and Committee Chairs and others.

### **Section VI: CHANGES TO WEBSITE GUIDELINES**

Any change to the Website Guidelines will be the subject of a housekeeping motion at a District meeting.