

AI-Anon/Alateen Area 5 Web Site Procedures

Introduction

This document contains the philosophy that, upon approval by the Area 5 Assembly, shall govern the content of the AI-Anon Area 5 Internet Web Site. The intent of this document is to define the bounds within which the developers and maintainers of the web site are trusted to work. The details of the implementation of the web site will be left to the decision of the trusted servants who develop and control the web site.

The AI-Anon Twelve Traditions and the Twelve Concepts shall guide the Area 5 Web Site in both content and implementation.

The Internet provides a powerful means of communicating with both the public at large and to AI-Anon/Alateen members. The public nature of this forum, however, puts limits on how Area 5 uses this media. It is expected that the Area 5 Web Site will serve the needs of the public and professionals for knowledge about AI-Anon (hereafter referred to as the Area 5 Public Web Site). The Area 5 Web Site (hereafter referred to as the Area 5 Member Web Site) will also be used in a limited way to support AI-Anon members and trusted servants.

Revisions

It is expected that this document will be revised and changed during the life of the Area 5 Web Site. The Area 5 Assembly must approve the initial document and all future revisions.

Revision History:

July 2000	Initial Submittal
March 27, 2004	Approved and accepted by Area 5 Assembly
April 30, 2004	Proposed revision based on public outreach web site sub-committee
June 24, 2004	Draft revised by web site sub-committee and circulated for comment
July 17, 2004	Discussion at 2004 Summer Assembly in PO action committee
November 4, 2004	Update to reflect input from members.
November 6, 2004	Approved by Outreach Action Committee and Area 5 Assembly

Content

For the purpose of discussion in this paper, the content of the Area 5 Web Site shall be divided into three areas:

WSO approved information,
Area approved information as described below, and
Internet links to other web sites as defined below.

Information that does not fall within one of the above categories **shall not** be published on the Area 5 Web Site.

Approved November, 2004

Anonymity

The anonymity of all AI-Anon, Alateen and AA members shall be respected. Personally identifying information, such as names, phone numbers, addresses, or any other such information is disallowed. Whenever possible AI-Anon Service Centers, Area 5 Web Site electronic mail addresses or 800 numbers shall be used as contact points.

Visitors to the web site include non-members and members. Since authentication of individuals is not performed on the web site, all inquiries must be treated as if they were received from non-members. It is recommended that contact information be obtained from the requestor and that this information be passed on to the AI-Anon member, service center staff member, or trusted servant most suitable to respond to the inquiry (the identification, of to whom the information is passed, is the responsibility of the member who receives the initial web site e-mail). Trusted servants who respond to inquiries from the web site should also respect anonymity (Tradition 11).

AI-anon supplied Email aliases may be used to refer inquiries directly to officers/coordinators with their consent.

With the written permission of the individuals concerned, the Area 5 Web Site may include given names and the initial of their last name along with a phone number. The trusted servants maintaining the Area 5 Web Site must keep the permission on file (e-mail is acceptable) and must include the following:

1. Date effective,
2. Duration of the approval,
3. Statement authorizing the use of specific personal information,
4. Statement of purpose for which authority is given, and
5. Signature of the individual involved. E-mail is acceptable.

WSO Approved Information

Any information that has been approved for release by the WSO may be present on the Area 5 Public Web Site. This includes, but is not limited to, the following:

1. Twelve Steps,
2. Twelve Traditions,
3. Twelve Concepts,
4. Slogans,
5. Various pamphlets and questionnaires,
6. Forum excerpts,
7. Press releases
8. Literature for outreach and professionals

Area 5 Information

Any information that has been approved for release by Area 5 may be present on the Area 5 Public or Member Web Site. This is limited to the following:

1. Assembly Information (Member site)

Officers and Committee Chairs:

The Area 5 officer and committee positions and descriptions may appear on the Area 5 Member Web Site, as well as the first name of the individual holding a position subject to the Anonymity provisions stated above.

Assembly Information:

The Area 5 Member Web Site may include assembly information, such as dates, locations, and agendas. Contact information for assembly shall adhere to the Anonymity provisions stated above. Flyers that mention accommodations must contain a disclaimer indicating that such listings do not constitute endorsement by Al-Anon.

Assembly Minutes:

Due to the nature of the assembly minutes, it would be difficult to maintain anonymity if the minutes of an assembly were posted on the Area 5 Member Web Site. Therefore, minutes of the Area 5 assemblies **shall not** be published.

Assembly Approved Information:

Information specifically approved by the assembly for inclusion of the Area 5 Member or Public Web Site shall be included. If that information is a permanent addition, it should be added as a separate section in these guidelines and reviewed at the assembly following the initial approval.

Butterfly Information:

The Butterfly **shall not** be included on the Area 5 Member Web Site. Specific items from the Butterfly may be included if they meet the guidelines of this document.

2. Opportunities (Member Web Site)

Service opportunities:

To encourage service and fill open opportunities, the Area 5 Member Web Site may contain listings of service opportunities both at the Area, Group and Service Center levels. Anonymity provisions shall be respected.

3. Regional, District and Group Information

District Information:

District numbers, boundaries, and maps may be posted on the Area 5 Public Web Site. Information about district representatives shall adhere to the guidelines contained in section 3.1.

Group Information:

The Area 5 Public Web Site may include meeting schedules, group names, and addresses, and related meeting information. Information regarding group representatives shall adhere to the Anonymity provisions stated earlier.

Meeting schedules shall only be taken from the information provided by the Area 5 Records Coordinator.

Area Events:

The Area 5 Member Web Site may include information for Area 5 events such as, but not limited to, the Day-In-Al-Anon (DIA) and the Weekend-In-Al-Anon (WIA). Information for these events shall adhere to the Anonymity provisions stated earlier.

District Events:

The Area 5 Member Web Site may include information for District events, as well as for District meetings, to include a meeting description and the days and times meetings are held. Information for these events shall adhere to the Anonymity provisions stated earlier.

Service Center Events:

The Area 5 Member Web Site may include information for service center events. Information for these events shall adhere to the Anonymity provisions stated earlier.

Approved November, 2004

Group Events:

The Area 5 Member Web Site may include information for group events. Information for these events shall adhere to the Anonymity provisions stated earlier.

Regional Events:

The Area 5 Member Web Site may include information for regional and national events including, but not limited to, the South West Regional Delegates Meeting (SWRDM), Regional Service Seminars (RSS), Al-Anon World Conference, and World Service Conference (WSC). Information for these events shall adhere to the Anonymity provisions stated earlier.

Events that include AA participation:

The Area 5 Member Web Site may be used for events with which Al-Anon cooperates with AA. AA approval shall be obtained before advertising these AA cooperative events. The anonymity provision applies to all AA members (Tradition 11).

4. Public Outreach (Public Site)

The Area 5 Public Web Site may be used to accept emails from the public and professionals; this web site may also contain information for professionals.

The Area 5 Member Web Site may be used to publish stories from Al-Anon members. The Web Site should also provide descriptions on "What to expect at a meeting" and "Frequently asked questions."

The Area 5 Public Web Site should carry the clear message: It's purpose is to provide information.

5. Public Outreach (Member Site)

The Area 5 Member Web Site may be used to support Al-Anon outreach activities, such as CPC, Health Fairs, etc.

6. Records (Member Site)

The Area 5 Member Web Site may include information for Area 5 records, i.e., meetings, limited access to the butterfly by a small group of members, with passwords to protect information, to facilitate updates from groups, GRs, DRs, records coordinator and service centers.

7. Alateen (Public Site)

Use of web site for Alateen outreach is encouraged. Alateen meetings may be listed on the web site subject to the approval of the Area Alateen Coordinator and adherence to the Alateen Area Guidelines.

8. Alateen (Member Site)

Use of web site for support of members participating in Alateen is encouraged. Area Alateen Coordinator determines content for these pages and publishes and maintains an on-line copy of the Alateen Area Guidelines.

Internet Links to other Web Sites (Public and Member Sites)

Links to other web sites shall be limited to those web sites that are sponsored by Al-Anon organizations recognized by the WSO. These organizations may be at any level, WSO, region, area, district or group.