

## **Website Committee Guidelines**

### Greater Fresno Area Intergroup Association

#### Article I

#### Greater Fresno Area Intergroup Association Website Committee

##### 1.0 PURPOSE

The purpose of the Website Committee shall be to administer and maintain the website of the Greater Fresno Area Intergroup Association (hereinafter, referred to as "the website") on the Internet World Wide Web.

##### 1.1 MEMBERSHIP

- A. The Website Committee shall at a minimum consist of the Greater Fresno Area Intergroup Association Chair, the Public Information/Cooperation with the Professional Community Committee Chairperson, the Website Committee Chairperson. The Website Committee Chairperson may seek additional members of A.A. to serve as members of the Web Team.

##### 1.2 TERMS

- A. The position of Website Committee Chairperson shall be filled by election and have a term limit of two years. The position will have a suggested minimum sobriety length of two years.
- B. Web Team members will have a suggested minimum sobriety length of one year.

##### 1.3 RESPONSIBILITIES

- A. The Website Committee shall be responsible for finding the best price of goods and services to enable the website to exist.
- B. The Website Committee shall ensure that the website is self-supporting by the Greater Fresno Area Intergroup Association without receiving anything of value from any source outside the A.A. Fellowship.
- C. The Website Committee shall conduct a periodic survey of the Greater Fresno Area Intergroup Association to ascertain whether the website is fulfilling its purpose.
- D. The Website Committee is a committee of the Greater Fresno Area Intergroup Association Board and shall therefore present monthly reports at the monthly meeting of the Greater Fresno Area Intergroup Association Board. The Website committee shall also present monthly reports at the monthly meeting of the Greater Fresno Area Intergroup Association Council and the monthly meeting of the Public Information/Cooperation with the Professional Community Committee.

#### Article II

#### Greater Fresno Area Intergroup Association Web Team

##### 2.0 MEMBERSHIP AND PROCEDURES

- A. The Website Committee Chairperson shall have the responsibility of managing the Web Team.
- B. The Web Team shall at a minimum consist of the Website Committee Chairperson.
- C. The Web Team shall delegate the responsibilities in the administration and technical support of the website among its members and shall keep the Website Committee informed as to the Web Team's organization and operation.
- D. The Web Team shall be responsible for the day-to-day maintenance of the website including, but not limited to:
  - 1. Updating meeting and event information in a timely manner.
  - 2. Backing up the website data files on a biweekly basis.
  - 3. Monitoring the website ensuring its ongoing operation.

- E. The Website Committee and the Web Team shall have sole access to make changes to the website and shall have responsibility to maintain appropriate security for the integrity of the website and the information it contains.
- F. As trusted servants, the members of the Web Team shall be authorized to make changes to the website, as they deem necessary, within the limitations of these guidelines.
- G. The members of the Web Team shall have equal and full access to the website, including file transfer privileges.
- H. Should irreconcilable disputes arise within the Web Team or Website Committee, the Website Committee Chairperson shall present these matters before the Greater Fresno Area Intergroup Association Board Chairperson to be resolved. If irreconcilable disputes still exist, the Website Committee Chairperson, together with the Greater Fresno Area Intergroup Association Board Chairperson shall present these matters before the Greater Fresno Area Intergroup Association Board.

## Article III

### Greater Fresno Area Intergroup Association Website

#### 3.0 PURPOSE

- A. The purpose of the website shall be to assist Alcoholics Anonymous (A.A.) in the Greater Fresno Area in carrying the message of A.A. and providing information about the A.A. Fellowship to the public.
- B. The website shall present the following information in order for the still-suffering alcoholic to make direct, face-to-face contact with A.A.:
  - 1. A list of meetings of Fresno area A.A. groups and meetings of A.A. groups affiliated with the Fresno area districts.
  - 2. A listing of A.A. events within or connected specifically to the Fresno area and to the California area in general.
- C. The website shall be a Public Information vehicle of the Greater Fresno Area Intergroup Association and shall present only publicly available information about A.A.
- D. Operating within the principles embodied in the Twelve Traditions of A.A., the website shall specifically, but not exclusively:
  - 1. Contain links to the General Service Office (GSO) and Grapevine websites.
  - 2. Contain links to other intergroup, area, district, or A.A. conference websites.
  - 3. Use no individual's name, phone number or e-mail address without written consent of the individual.
  - 4. Present no affiliation, endorsement or display of any non-A.A. entity.

#### 3.1 WEBSITE CONTENT

- A. All content must be Alcoholics Anonymous related.

The website shall at a minimum contain the following:

- B. A home page displaying the name of the website as well as clearly identified connections to the other sections of the website.
- C. A schedule of meetings of Fresno area A.A. groups and meetings of A.A. groups affiliated with Fresno area districts.
- D. A list of A.A. events within or connected to the Fresno area.
- E. Links to the GSO and Grapevine websites.
- F. The Guidelines for the Website Committee.
- G. A list of submitted, public Greater Fresno Area Intergroup Association phone numbers and contact information.

#### 3.2 PROCEDURES

Procedures to submit additions, changes or subtractions of website content shall be as follows:

- A. Greater Fresno Area Intergroup Association Board, Committee Chairpersons, Intergroup Representatives, Alternate Intergroup Representatives, Employees or Volunteers at Central Office, and individual members of Alcoholics Anonymous:
1. shall notify the Web Team of changes to group information listed on the website meeting schedule in writing, using e-mail, using web form, or by phone.
  2. shall provide group information to the Website Committee Chairperson in order to add groups to the Website meeting schedule in writing, using e-mail, using web form, or by phone.
  3. may request from the Web Team the removal of any or all group information from the Website at any time in writing, using e-mail, using web form, or by phone.
  4. shall have the responsibility of verifying the accuracy of group information on the Website and advise the Web Team of any necessary corrections.
  5. shall provide to Web Team announcements of A.A. events within or connected specifically to the Greater Fresno Area to be posted on the Website in writing, using e-mail, web form or postal mail.
- B. The Web Team shall make necessary additions, changes, or subtractions to content for accuracy, as needed. This includes removal of expired content in a timely manner.  
Procedures to make changes to the design, structure, and/or function of the website shall be as follows:
- C. Proposed changes to the website shall require prior approval by a majority of the Greater Fresno Area Intergroup Association Board and/or a majority of the Intergroup Representatives.
- D. Once prior approval is obtained, the Web Team shall make changes in an offline version of the website and shall obtain approval of changes by a majority of the Greater Fresno Area Intergroup Association Board and/or a majority of the Intergroup Representatives.
- E. Once final approval is obtained, the Web Team shall upload to the server and launch newly edited version of the website.
- F. Unilateral actions taken by an individual in regard to the website design, structure, and/or function, without prior approval of a majority of the Greater Fresno Area Intergroup Association Board, and/or a majority of the Intergroup Representatives, may result in the removal of that individual's technical access to the website.

## Article IV

### Greater Fresno Area Intergroup Association Website Guidelines Amendment Procedure

#### 4.0 PROCEDURES

Any amendments to these Guidelines shall be approved by majority vote of the Greater Fresno Area Intergroup Association Board.