

Finger Lakes Area Intergroup Website Guidelines

Article I – WEBSITE COMMITTEE

1.0 PURPOSE (from Section 4.09 FLAI By-Laws)

The purpose of the Website Committee is to develop, coordinate and maintain content on the Intergroup website, in order to better carry the message of Alcoholics Anonymous.

A. The Chairperson shall be elected for a term of two years and shall serve until such time as they choose to relinquish the position or until the committee or Voting Body of the Intergroup determine that rotation is in order.

B. The Website Committee shall consist of not less than three members.

C. The suggested minimum length of continuous sobriety for the Webmaster position shall be two years.

D. The duties and responsibilities of the Web Committee is to:

1. Implement new content onto the website as directed by the Website Committee

2. Maintain the technical function of the website

E. The duties and responsibilities of the Website Committee are as follows:

1. Collaborate with the Intergroup and the Standing Committees on anything concerning the website.

2. Solicit new ideas and capable members for website content development.

3. Ensure continuity and standardization throughout the website.

4. Protect the anonymity of individual A.A. members on the website and educate members on adhering to the Traditions and Concepts of A.A. on the Internet.

1.1 MEMBERSHIP

The Website Committee shall at a minimum consist of a Chairperson, an Assistant Chairperson and two other members. The Website Committee may seek additional A.A. members to serve. The Web Team (see Article II) is part of the Website Committee.

1.2 TERMS OF SERVICE

A. The position of Website Committee Chairperson and Assistant Website Committee Chairperson shall be filled by election of the Web Committee and have a suggested term limit of two years. Both positions 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 is a subcommittee of the FLAI and shall therefore present reports at all regularly scheduled meetings of the Finger Lakes Area .

B. All policies relating to the website shall be approved by the Website Committee prior to implementation.

C. The Website Committee shall ensure that the website is self-supporting by the FLAI without receiving anything of value from any source outside the A.A. Fellowship.

D. The Website Committee may, jointly with the FLAI, conduct a periodic survey of A.A groups in the Finger Lakes area to ascertain whether the website is fulfilling its purpose.

E. The Website Committee shall be responsible for finding appropriate and reasonably priced goods and services to enable the website to exist.

Article II - **WEB TEAM**

2.0 MEMBERSHIP AND PROCEDURES

- A. The Website Committee Chairperson shall have the responsibility of managing the Web Team. In the absence of the Website Committee Chairperson the Assistant Website Committee Chairperson shall assume the responsibilities of the Website Committee Chair.
- B. The Web Team shall consist of the Website Committee Chairperson and two other members of the Web Committee.
- C. The Web Team shall distribute 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.
- D. The Web Team shall be responsible for the day-to-day maintenance of the website including, but not limited to:
1. Monitoring the website to ensure its ongoing operation.
 2. Updating meeting and event information in a timely manner.
 3. Backing up the website data files on a biweekly basis.
- E. 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 Finger Lakes Area Intergroup to be resolved.

Article III – **WEBSITE CONTENT AND PROCEDURES**

3.0 WEBSITE PURPOSE

- A. The purpose of the website shall be to assist Alcoholics Anonymous (A.A.) in the Finger Lakes 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 Finger Lakes area A.A. groups.
 2. A listing of A.A. events within or connected specifically to the Finger Lakes area.
 3. Links to other A.A. websites.
- C. The website shall be operated within the principles embodied in the Twelve Traditions of A.A., and shall:
1. Use no individual's name, phone number or e-mail address.
 2. Present no affiliation, endorsement or display of any non-A.A. entity.
- D. The website shall be a Public Information vehicle of the FLAI and shall present only publicly available information about A.A.

3.1 WEBSITE CONTENT

The website shall at a minimum contain the following:

- A. A home page displaying the name of the website (Alcoholics Anonymous of the Finger Lakes) as well as clearly identified connections to the other sections of the website. The website address shall be www.fingerlakesaa.org.
- B. A schedule of meetings of Finger Lakes area A.A. groups and links to A.A. meetings in surrounding areas.
- C. A list of A.A. events within or connected to the Finger Lakes area, and guidelines for posting these events.
- D. Links to the General Service Office and Grapevine websites, as well as links to other intergroup, area, district, or A.A. conference websites.
- E. The Guidelines for the Website Committee.
- F. The public Finger Lakes Area Intergroup phone number and contact information.

3.2 WEBSITE PROCEDURES

Procedures to submit information for display on the website shall be as follows:

A. The Website Chairperson shall:

1. Through the FLAI secretary, notify FLAI Officers (using e-mail) of changes to the website meeting schedule and all FLAI Committee Chairpersons should be sent a copy of this e-mail.
2. Have the responsibility of verifying the accuracy of any information on the Website and advise the Website Committee of any necessary corrections.

B. Members of A.A. groups in the Finger Lakes area may submit announcements of A.A. events to help@fingerlakesaa.org; the Web Team is responsible (by majority vote) to ensure that any submissions meet the Events Guidelines before posting on website.

C. Access to passwords for the website email address (help@fingerlakesaa.org) shall be limited to the FLAI chair and the Website Committee Chair.

D. Unilateral actions taken by any member of the Web Team in regard to the website, without prior approval of a majority of the Website Committee and/or a majority of the FLAI Officers, may result in the removal of that individual's technical access to the website.

Article IV – AMENDMENTS

4.0 Any amendments to these Guidelines that are consistent with the Bylaws of the FLAI shall be approved by majority vote of the Web Committees.