

Maine Central Service Office

Website Guidelines

Accepted: 5/26/04

Statement of Purpose

The purpose of this web site is to provide general information about Alcoholics Anonymous and about A.A. in Maine.

The purpose of this information is to facilitate the face-to-face meetings of still suffering alcoholics with those in recovery and to provide information and resources for all alcoholics and the member groups of the Maine Central Service Office.

This web site will follow the spirit of A.A. and observe all its Traditions. It will link only to web sites representing the group conscience of members of Alcoholics Anonymous; no personal names will be used; and no affiliations with outside entities will be allowed. This site is a public information vehicle of the Maine Central Service Office. Any e-mail that occurs via this site will concern only the operation of the site and the information it contains. This site will present publicly available information about Alcoholics Anonymous.

MAINE CSO WEB SITE GUIDELINES

- A. The Web Site will be registered in the Maine Central Service Office (MCSO) name with InterNIC, which controls domain registration on the Internet as:**

www.aamaine.org

- B. The MCSO Manager will be named as the owner of the domain registration. The billing contact shall be the MCSO Treasurer.**
- C. The technical contact for the web site must necessarily be the site's Web Presence Provider. This account shall be held in the name of the MCSO Webmaster who has direct control over the technical access to the site.**

Note: the MCSO Manager and MCSO Webmaster referred to above is a generic name and not the personal name of the person holding the position. On the application, "Manager/Webmaster of Maine Central Service Office of Alcoholics Anonymous" will be written in as the applicant's name. This will preserve anonymity and allow for continuity through rotation.

D. The Administration of the Web Site shall be as follows:

1. The MCSO shall have a Web Site Committee, which shall have direct oversight of the Web Site. The committee shall be a Standing Committee of MCSO.
2. The purpose of the committee shall be to establish and maintain the Web Site according to these guidelines adopted by the MCSO Body, as well as the Twelve Traditions and Twelve Concepts.
3. The committee shall be responsible for finding the best prices for goods and services while maintaining the strictest adherence to all of A.A.'s Traditions, particularly in matters of being self-supporting and maintaining anonymity. Observing the Traditions shall take precedence over any consideration in matters related to money or information.
4. Due to the technical nature of the Web Site, the Webmaster shall designate additional members of Alcoholics Anonymous to serve as members of the Web Site Committee.
 - a. The Web Site Committee shall consist of *no less* than three members, the Webmaster (appointed by the Steering Committee), Alternate Webmaster (appointed by the Webmaster) and the MCSO Manager. Additional members may be appointed for ad-hoc committees as deemed necessary.

- b. It is suggested that Committee members meet the following requirements:
 - i 2 years minimum sobriety
 - ii Thorough working knowledge of the website
 - iii Have read the AA Service manual and be well versed on AA Traditions
 - iv Ability to make a 2 year commitment
5. The Web Site Committee shall be responsible for the ongoing maintenance of the Web Site. Such maintenance will include backing up files on a bi-weekly basis as well as implementing changes to the information posted.
6. The Web Site Committee shall have equal and full technical access to the Web Site, including file transfer privileges and control of Web Site e-mail. Unilateral actions taken regarding the Web Site, without prior approval of the entire Web Site Committee may result in the removal of the Web Site Committee members access to the Web Site
7. Only the Web Site Committee shall have the ability to make changes to the Web Site and shall have sole responsibility for maintaining appropriate security of the Web Site and the information it contains.
8. The Web Site Committee shall delegate the responsibilities of the administration of the Web Site among themselves and the Webmaster shall keep the Steering Committee informed of the Web Site organization and operation in at its monthly meeting.
9. As trusted servants, the Web Site Committee shall be authorized to make changes to the Web Site, as they deem necessary. Any structural changes or should irreconcilable dispute arise within the Web Site Committee, the Webmaster shall bring these matters before the Steering Committee to be resolved. In any case, the Web Site Committee shall not at any time violate the spirit of these guidelines.
10. The Web Site Committee shall display, when possible, the Web Site at the body meeting. Comments and suggestions for alterations and changes will be considered if submitted in writing.
11. The Web Site committee shall semi-annually canvass the body to ascertain whether or not the Web Site is fulfilling its purpose.

E. Contents of the Web Site

1. The Web Site content shall include (but not be limited to):

- a. A home page that displays the name of the Web Site as well as clearly identified connections (links) to other sections of the Web Site. The Web Site will also have a disclaimer page stating that the Web Site is not endorsed or approved by Alcoholics Anonymous World Services, Inc.; and will display the Mission Statement of the Maine Central Service Office as part of its 12th Step work in reaching out to the still suffering alcoholic.
 - b. Full and accurate meeting lists of all meetings in Area 28 and links with maps to meetings whenever possible.
 - c. A Link to AA World Services
 - d. Area wide Events
 - e. Central Service Office General Information
 - f. Email link to the Central Service Office
 - g. The BEAM, Newsletter of the Central Office
 - h. Website guidelines
 - i. Seasonal Information, such as Alkathon and other "special events" information deemed necessary to carry the message.
2. Contents shall not violate the Traditions or Concepts of Alcoholics Anonymous, Central Service Office Guidelines, or any part of these Web Guidelines.

F. Items that shall not be allowed on the website

1. For purposes of anonymity, the website shall not list email addresses which could or would identify a person as being a member of Alcoholics Anonymous. (particularly last names)
2. No external linking or references are to be made, except in the case of AA Service Structure websites.
3. First name and Last Initials only permitted on the Message Board as well as the Events Board.
4. Phone numbers nor street addresses will not be allowed for contact information. Email addresses or P.O. Boxes are acceptable.

G. Mailboxes will be regulated as follows

1. In an attempt to preserve anonymity, and still carry the message and create every possible means of communication, we will assign mailboxes to each district chair (or secretary) and to Area 28 Officers and Chairs.
2. Events to be posted on the Events Board will be assigned a temporary email address which will be forwarded to the submitted address.
3. Every attempt will be made to preserve anonymity by use of temporary or permanent mailboxes.