

Area 41 Website Guidelines

1. Purpose and Intent

The purpose of this website is to provide access to the information necessary for the maximum cooperation between all members, groups, districts, and service committees within Area 41. It is our intent to minimize the duplication of effort by providing access to this information. The website will also be used for public information, cooperation with the professional community, and as a tool for 12th step work.

2. Overview of the Website

This website shall be required, but not restricted, to provide the following information:

- a. The AA Preamble
- b. The Twelve Steps
- c. The Twelve Traditions
- d. The Twelve Concepts
- e. The Responsibility Statement
- f. A Current Meeting List
- g. The Area 41 Hotline telephone number
- h. The agenda for the next Area 41 committee meeting
- i. The Area 41 Newsletter
- j. One page for each Area 41 committee
- k. Interactive forms related to Area 41 service committee work
- l. Email contact for each Area 41 committee
- m. Links to other approved websites
- n. Password protected chat rooms for Area 41 online service and ad-hoc committee meetings
- o. Password protected access to all Area 41 policy documents, manuals and guidelines.

Development of the website shall be done using only open source software.

Unless specified in the following section "Content of the Website", the manner of displaying this information is at the discretion of the Area 41 Website Committee.

3. Content of the Website

Within the limits specified in these guidelines, all content of this website shall be determined by the Area 41 Website Committee. The Area 41 Assembly has the power to amend these guidelines through its normal business procedures.

This section of the guidelines provides specific instructions that must be followed in displaying information on the Area 41 website. Anything not specified in this section of these guidelines may be organized and displayed as determined by the Area 41 Website

Committee adhering to Alcoholics Anonymous Twelve Traditions. The webmaster may not add, remove, or change any information on this website without prior approval of the website committee. Simple corrections of spelling, color, or formatting errors are excepted.

a. Area 41 Hotline Telephone Number

1. The Area 41 Hotline telephone number shall be displayed prominently on each page.

b. Current Meeting List

1. The website shall contain a current meeting list database of all Area 41 AA meetings that are registered with GSO. "Current" shall be defined to mean that all new group and updated group information must appear in the meeting list within 30 days of receipt provided that the DCM of that district has verified the new information within 21 days. The database for this meeting list shall be maintained separately from the GSO database provided to the Area 41 Registrar Committee. Any discrepancies between the GSO database and the meeting list database must be verified by the DCM before any changes can be made to the meeting list database.
2. The Area 41 Website meeting list shall have search and sort capabilities. These proposed capabilities are: Search by district, city, day-of-week, and time-of-day; Sort by time-of-day, day-of-week, and city. These capabilities can be changed by a vote of the Area 41 Website Committee.

c. Area 41 Committee Meeting Agenda

1. The agenda for the next Area 41 Committee Meeting must appear on the website within seven days of receipt from the Area 41 Secretary. Updates to the agenda must appear as soon as possible after receipt.

d. Area 41 Newsletter

1. An anonymity protected version of the Area 41 Newsletter shall be available on the website within 14 days of receipt from the Area 41 Newsletter Committee chair. The Newsletter Committee chair must provide the newsletter in a format that provides easy conversion for online display.

e. Calendar of Activities

1. The calendar shall span a minimum of 5 years into the future. This is to allow the next International Conference of AA to appear on the calendar.
2. The default initial display of the calendar shall be the current month.
3. Activities shall be listed on each day they occur.
 - i. Links to electronic fliers for an activity will be available within 14 days of receipt provided that:
 - a. They shall be provided in electronic format suitable for online display.
 - b. Hardcopy fliers sent to the webmaster may be scanned and displayed if the webmaster has time available.
 - ii. Fliers to be displayed must be anonymity protected.
 - iii. When requested, any activity that primarily focused on Alcoholics Anonymous, sponsored and organized primarily by AA members, includes a

workshop or talk by AA members, and is held inside of or within 50 miles from the borders of Area 41 may be included. This includes roundups, conferences, workshops, seminars, etc.

- iv. All WCRAASC events and WCR Forums must be included on the calendar.
- f. Area 41 Committee Pages
 - 1. Area 41 Website Public Pages
 - i. These pages are available from the main menu of the Area 41 websites home page.
 - ii. If desired each Area 41 committee and district may work with the Area 41 Website Committee to design a public web page to assist that committee or district in doing its work with the public.
 - 2. Area 41 Website Restricted Pages
 - i. These pages are available from the password protected page accessed through the “Members services” menu on the Area 41 websites home page.
 - ii. If desired, each officer, committee, and district may work with the Area 41 Website Committee to design a web page to assist that officer, committee, or district in doing its work within the Area 41 service structure.
 - iii. These restricted pages must still be anonymity protected. When needed, access to members contact information can be provided from the database; it cannot be part of the HTML page.
- g. Area 41 Website Links
 - 1. All new links must be approved by the Area 41 website committee.
 - 2. Links to the GSO AA website and AA Grapevine website are required.