

**Alcoholics Anonymous – Area 74**  
**Website Guidelines**  
**Approved by Area 74 Assembly 10/21/06**

**www.area74.org**

### **Statement of Purpose**

The purpose of our Website is to assist the Alcoholics Anonymous groups of Area 74 in carrying the message of Alcoholics Anonymous, primarily by publishing the meeting schedules of groups of Alcoholics Anonymous in Area 74. Our goal is to help the still-suffering alcoholic establish direct, face-to-face contact with Alcoholics Anonymous. Towards that end, we may also publish information about Area 74 Conferences and Assemblies, as well as flyers announcing other A.A. events in Area 74. We will, however, be vigilant to protect the spirit of the A.A. Traditions and shall not affiliate ourselves or link the Area 74 Website to any non-A.A. entity.

### **Organization**

1. The Area 74 Delegate shall be named as the owner of the domain registration. And along with the Public Information (PI) Chairperson and the Webmaster, shall hold the user-name and password to the Area 74 host server. The password shall be changed every two years, concurrent with the Area 74 officers' rotation.

*Background: This will assure that no single person ever has total control over the Area 74 Website, and will help maintain the integrity of the site.*

2. The billing contact will be the current Area 74 Webmaster. The Webmaster shall submit bills to the Area 74 Treasurer for either payment or reimbursement.

*Background: Simplifies the process of payment and contact with the Area Website provider. The Webmaster will receive the bill and pass it along to the Area Treasurer.*

3. All expenses associated with maintaining the Area 74 Website, and Webmaster expenses for attending Area 74 service functions, will come from the P.I. Committee's budget.

*Background: Since the Website and the Webmaster are operating within the P.I. Committee, all expenses will be financed by the P.I. Committee budget.*

4. The Webmaster will be nominated and approved by the Area 74 Assembly, and will serve a term of 4 years, or until the Webmaster is either unwilling or unable to serve. Upon conclusion of the 4 year term, the Assembly may entertain nominations for a new Webmaster, and the previous Webmaster's term may or may not be renewed.

*Background: There may be few people with the knowledge, equipment, and desire to maintain and troubleshoot the Area 74 Website. Therefore, the Webmaster position is for a longer term, and MAY be renewed. If, however, at the end of the current Webmaster's term, another candidate for the position is nominated, and accepts, that candidate may be elected by the Assembly. The initial Webmaster term will begin January 1, 2008, following the fall elections.*

5. The Webmaster will be a member of the Public Information Committee, and shall be report to the Chairperson of the Public Information Committee.

*Background: The Webmaster is not an Area 74 Officer, and will function within the Public Information Committee. When questions regarding administration or operation of the Area 74 Website arise, the Webmaster shall seek the opinion of the P.I. Chairperson.*

6. The Webmaster will be responsible for the day-to-day operations of the Area 74 Website, and shall report on its status, as requested by the Area 74 Assembly.

*Background: The Webmaster shall be sure that submitted material is posted in a timely fashion and that the Area Website is updated on a regular basis, technical difficulties notwithstanding. Since the Assembly authorizes and funds the Area 74 Website, it needs to receive regular updates about its operation.*

## **Content/Posting Instructions**

1. Pages on the Area 74 Website shall include, but not be limited to, the following:
  - A homepage stating the purpose of Area 74's Website and where Area 74 is located.
  - A 'Calendar' page listing upcoming events within Area 74
  - Links to District websites and meeting lists within Area 74. These links are currently on a map of Area 74, so it is easier to discern locations.
  - Email links to Area 74 Officers, Committee Chairs, and other Trusted Servants.
  - Links to A.A. General Service Office and the A.A. Grapevine

*Background: The information contained on these pages will help Area 74 achieve its stated purpose.*

2. Area 74 Districts that have websites will be linked to the Area 74 Website.

*Background: The Area 74 Website belongs to the members of A.A. and the A.A. Districts within Area 74. Districts wishing to help carry the A.A. message in Area 74 shall have their websites linked to the Area 74 Website.*

3. Districts within Area 74 that do not have websites, can have their meeting lists linked to the Area 74 Website. This can be accomplished by attaching the meeting list file(Microsoft Word, Excel, PDF) to an email and addressing it to:  
webmaster@area74.org It will be the responsibility of each District to provide the Webmaster with updated meeting lists on a regular basis.

*Background: Not all Districts have websites, yet they can help carry the A.A. message by having their meeting lists posted on the Area 74 Website.*

4. The appropriateness of content (i.e. flyers, workshops, Intergroups, roundups, etc.) submitted to the Area 74 Website should be left up to the group conscience of districts, and committees responsible for the submission. All material submitted, however, should adhere to all of the 12 Traditions and 12 Concepts as well as the guidance provided by the A.A. Service Manual.

*Background: Tradition 4 reminds us that each group should be autonomous except in matters affecting other groups or A.A. as a whole. If, however, there is a violation of A.A.'s Traditions, material will not be included on the Area 74 Website.*

5. Appropriate material will include information about Area 74 sponsored Conferences, Assemblies, and Workshops, which will be shown in bold, italicized font. Non-Area 74 sponsored events may also be submitted and posted, as long as the event adheres to Tradition 5 of carrying the A.A. message. These postings will be followed by an asterisk, indicating they are non-Area 74 sponsored events.

*Background: The Area 74 Website is owned by the members, groups, and Districts of Area 74, and as such they should have access to the Area 74 Website.*

*Events that have been posted in the past include: Washington Island Spirituality Weekend, Wausau and Rhinelander Big Book Studies, Sponsorship Workshop-Wisconsin Rapids, Chippewa Valley Roundup-Eau Claire, Intergroup potluck and speaker Meeting-Marshfield, District Service Workshops, etc. This precedent has been set by GSO. Without endorsement or review, and for the purpose of making available as much information as possible to its members, GSO links itself with Area Websites.*

6. It shall be the Webmaster's job to see that no objectionable material is included in submissions for posting to the Area 74 Website. The Webmaster shall, in cases of uncertainty, solicit the opinion of the P.I. Committee Chairperson.

*Background: If there seems to be no evidence that the event is part of an effort to carry the A.A. message, it may be omitted from the Area 74 Website. Generally speaking, an event featuring an A.A. Speaker, or workshops pertaining to The Big Book A.A. Service, the 12 Traditions, or the 12 Steps shall be considered carrying the message.*

7. The Area 74 Webmaster will not post last names or personal addresses, phone numbers, or email addresses. However, if committees or groups submit forms (i.e. flyers, registration) that include phone numbers and addresses, they will be posted as submitted. (Area 74 P.I. Committee does not recommend this practice, as anonymity may be compromised).

*Background: Tradition 12 reminds us that "Anonymity is the Spiritual Foundation . . ." and Area 74 will protect the anonymity of A.A. members. If, however, a district or committee wishes to provide such information in order to make registration or instructions more clear, Area 74 will protect their right (autonomy) to do so.*

8. Although Area 74 has no control over others who link Area 74 to their websites, the Area 74 Website will link itself to no one other than Districts within Area 74, the General Service Office of Alcoholics Anonymous and the A.A. Grapevine.

*Background: Since we have no control over the website content of other entities, Area 74 will not link itself to any of them. And even though Area 74 has no control over the content of District Websites within Area 74, Area 74 will link its Website to them, since*

they and their members give the Area 74 Website its authority to exist.