

The website has two purposes:

1. AA's Primary Purpose to serve the still suffering alcoholic, this should be the website's primary purpose as well.
2. Provide District, Area and other related AA news and events for GSRs as well as the District 18 AA Community as a whole.

The website will achieve these purposes by following the guidelines below:

1. The website chair and committee will execute their duties based on the guidelines set forth with the 12 AA Traditions and web policies set by Area 36 and GSO
2. Website Layout and structure will fall under the purview of the website chair and the committee and may be updated and modified without the need of a passing motion at a District business meeting.
3. Content, assuming it is already considered GSO, Area and District Approved may be placed on the website without the need of a passing motion at a District business meeting. Any copywrited material must gain appropriate approval from GSO or the appropriate organization before it can be posted. GSO fair use policy, as found at http://www.aa.org/pages/en_US/content-use-policy should be leveraged to conform to this practice.
4. Unapproved content or content deemed questionable, based on traditions or lack of precedent, by the website chair and/or committee should be put before the District at a regular business meeting and only with a passing vote should be allowed to be placed on the website. If any members of the district (Officers, Committee Chairs or Officers) flags content as questionable or unapproved, the committee will meet with the District Officers to discuss the content in question. With the advice and support of the District officers, the content will take one of the following paths:
 - a. Deemed appropriate and/or approved and publication to the website will be permitted
 - b. Require a passing vote from a regular District business meeting and only upon a passing motion be allowed to be published on the website. A failed motion will prevent the content from being published to the website..
 - c. Deemed inappropriate and/or not approved and will not be allowed to be published to the website.
 - d. If any content goes through this process, the website chair will report on the content and the decision at the next District business meeting for transparency purposes. If the attendees at the District business meeting would like to override this decision, it should be possible for a motion to be made to override the Officer's decision. A majority vote in favor of overturning the decision should be required for the motion to pass.

The website will provide the following high level layout, content and management.

1. Providing a simple landing page with AA and District 18 approved links and information directly catered to the still suffering alcoholic. This page should be simple and clear enough that a still drunk alcoholic can use the page to find a meeting and or other approved resources that will hopefully guide them into a path of recovery.
2. Provide page(s) where District 18 Meeting Agendas and Minutes, unapproved and then approved, can be posted.
3. Provide page(s) where GSO, Area and District 18 Policies (e.g. Financial, website) can be posted for full transparency related to how the District operates.
4. Provide page(s) where service opportunities can be explored and accessed
5. Provide page(s) where AA and District 18 approved forms, documents and literature may be accessed for reading and/or download.
6. Provide page(s) where AA and District 18 Approved events can be identified including dates, locations, contact info and other pertinent details.
7. Updates and changes should be performed in a timely manner
8. The website is to be built and maintained through a website management system such as WordPress. The district decided that sites created and maintained strictly with code limit the ability for non-website developers to serve as WC.
9. No personal contact information will ever be provided. Generic contact info (e.g. d18webchair@gmail.com) may be used but no personal email addresses(no matter how obscure the address is), Phone numbers or physical addresses will ever be used. Where generic contact info is not available, District 18 officer contact info may be used in their stead.

Additional Policy Details:

It is the responsibility of the Website Chair and the website committee to ensure the website purposes are being served and the actions to serve those purposes are being performed. It is the responsibility of the District 18 officers, GSRs and any others involved within District 18 AA to hold the website chair and the website committee responsible for these actions. The District meetings should be used to voice concerns and/or issues with how the website is being maintained and solutions for resolving those concerns/issues should be proposed and agreed upon at the district meeting.

The website should not ever be a platform for the website chair or the committee to voice their personal opinions or presence. The website should always be maintained as a presence for District 18 and should be treated as such.

All login information, Website Content Management System, Email, online documents, etc..., Must be provided to the District 18 Secretary to ensure there is always a backup for access to the information. Where available, the District 18 Secretary email address (d18secretary@gmail.com) should be included as a "recovery email" for the purposes of lost/forgotten usernames and/or passwords.