

## **Guidelines for the Austin Al-Anon & Alateen Information Center Web Site**

Adopted February 21, 2006

### **Objective**

The primary objective of the Austin Al-Anon & Alateen Information Center of web site, [austinalanon.org](http://austinalanon.org), is to provide members of Al-Anon and Alateen Family Groups who live in the Central Texas area with:

1. A current directory of regular Al-Anon and Alateen meetings in Central Texas.
2. A current calendar of Local, District, and Area service meetings and events.
3. Information on other area Al-Anon and Alateen special events such as speaker meetings, A Day in Al-Anon, conventions and round-ups.
4. Other Al-Anon and Alateen related information that might be useful.

A secondary objective is in line with our primary Purpose as stated in Step 12 and Tradition 5 to provide hope, help, and comfort for families and friends of alcoholics.

### **Domain Name**

The Austin Al-Anon & Alateen Information Center owns the domain name [austinalanon.org](http://austinalanon.org) and is the final authority on its use and content. The Web site files are located on server space and are paid for by the Austin Al-Anon & Alateen Information Center. (Tradition 7)

Problems associated with [austinalanon.org](http://austinalanon.org), shall be resolved by the Web Site Coordinator, a majority vote of the Information Center Board of Directors or an Ad Hoc Web Site Committee (which can be formed at any time at the request of the Information Center Board).

### **Web Site Coordinator**

The Web Site Coordinator is a member of Al-Anon and reports to the Austin Al-Anon ad Alateen Information Center Board.

The Web Site coordinator is responsible for the following:

1. Maintain the web site, updating and incorporating meeting changes, special events, the calendar, and the newsletter. (See additional guidelines below)
2. Regular reports to the Information Center regarding Web Site activity.
3. Responds to emails addressed to [alanon@austinalanon.org](mailto:alanon@austinalanon.org).
4. Acts as a liaison between web host and the Information Center Board.
5. Makes sure the web site hosting fees and annual domain name registration is current. Communicates with the Treasurer for payment for those services.
6. Reports any criticisms and resolution of the criticism at the next Board meeting.
7. Acts as chairperson for any regular Web Site Committee that is formed.

### **Web Site Continuity**

The Web Site Coordinator shall provide the Service Board with the addresses and passwords required for access to the [austinalanon.org](http://austinalanon.org) server files and the domain redirection service, if any.

### **General Content**

As well as following the contents listed in the Objectives above, there will be no advertisements or commercial affiliations on the web site. The slogan "Keep it Simple" is suggested as a general guideline.

## **Links**

1. All links from the Austin Al-Anon Information Center web site will contain a message that the user is leaving the Austin Al-Anon Information Center web site with a disclaimer, if technically possible.
2. Links to Al-Anon and Alateen World Service Office web site may exist.
3. Links to other Texas Al-Anon Information Centers, Area or District web sites may exist.
4. Links to Texas area conventions that include Al-Anon or Alateen participation may exist.
5. Links listed in the Forum Magazine calendar, Texas State Al-Anon Web Site or District 6 Newsletter maybe listed.
6. Links to area AA conventions may exist if Al-Anon and/or Alateen participation is stipulated. This qualification is made under the auspices of cooperation and Tradition 6.
7. A link to the AA General Service Office may be maintained under the auspices of cooperation and Tradition 6.
8. A link to the Hill Country AA Intergroup may exist under the auspices of cooperation and Tradition 6.
9. Links may not be made to individual or non Al-Anon, non-Alateen or non-AA service structure web sites.
10. Links to Al-Anon (OLA-IS) may be made without qualification even though this site has not been official approved by Al-Anon but does list registered meetings.

The Web Site Coordinator is authorized to exercise their judgment in providing links to other web sites in accordance with these guidelines. This judgment may be over-ridden and links may be added or deleted by a simple majority vote at an Information Center Board meeting.

## **Anonymity**

1. Last names of members will not be used on the web site.
2. Non-personal E-mail addresses will be the primary means of directing communication (for instance, to obtain information about a special event, a person may email the web site coordinator who has permission to give more information).
3. The personal telephone number or e-mail addresses of a member may be shown only with the explicit documented (written or e-mail) permission of the member.
4. Any page that includes such personal information must include a conspicuous disclaimer: "Contact information is confidential and to be used for Al-Anon related purposes only." When requesting such permission, the web site coordinator should advise the member that risks are involved: they should only consent if they are prepared to handle the impact of "spam" and viruses.
5. The Information Center newsletter, District newsletter, meeting schedules and flyers for events will be edited to remove last names and phone numbers of members, except where such permission is given.