

**SAN DIEGO IMPERIAL ASSEMBLY
INFORMATION TECHNOLOGY COMMITTEE GUIDELINES FOR STRUCTURE,
PROCEDURE and CONTENT**

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PREFACE

Service to the Fellowship of Alcoholics Anonymous is the primary purpose of General Service in the San Diego Imperial Area. In all our proceedings we shall observe the spirit of the AA Twelve Traditions and the Six Warranties, mindful of the ideals expressed in “The AA Service Manual” and the “Twelve Concepts for World Service”. The Right of Participation and the Right of Appeal shall always be observed.

In the absence of specific indications in these guidelines or of direct Assembly action, the latest edition of the SDIAA Structure and Guidelines may be relied upon.

ARTICLE I. INFORMATION TECHNOLOGY COMMITTEE (ITC)

A. PURPOSE

1. The gathering of the Information Technology Committee Officers, General Service Representatives and the Area Service Committee members, which deliberates upon and enacts resolutions concerning service matters brought before them. Its responsibilities include:
2. Develop educated budget recommendations for the technology requirements of the area.
3. Maintain and improve existing database applications.
4. Maintain a current inventory of the location and condition of area owned computer equipment, software and computer related manuals and documentation.
5. Electing and supporting the Information Technology Committee Officers.
6. Provide information systems related support for all area owned computer hardware and software and may be called upon to provide suggestions for retaining the services of outside vendors.

B. MEETINGS

1. All voting members shall meet monthly.
2. A quorum shall be the number of voting members present.

C. VOTING PROCEDURE

All committee business shall be passed by a simple majority vote.

D. FUNDING

1. The sole financial support for the SDIAA Information Technology Committee shall be the SDIAA.
2. The SDIAA Information Technology Committee shall not promote nor carry out any fund raising activity of any description.

ARTICLE II. INFORMATION TECHNOLOGY COMMITTEE OFFICERS

A. OFFICERS LIST

1. The Information Technology Committee Officers shall include:
2. Information Technology Committee Chairperson
3. Alternate Chairperson
4. Webmaster
5. Secretary

B. TERM OF OFFICE AND DETERMINATION

1. The term of office of the Committee Chairperson shall be two years, commencing on January 1 of odd-numbered years.
2. The term of other officer positions, except for Webmaster or other Approved Committee Members, will coincide with their term as GSR, unless they have special IT skills and would like to continue on the committee..
3. The position of Webmaster will be chosen from a pool of applicants received in response to announcements approved by the Area Committee.
4. The Webmaster's term will be 2 years and may be renewed for an additional 2 year term pending recommendation by the ITC and approval by the Area Committee.
5. The ITC will choose the ITC Officers from available GSRs. If no GSRs are available that have computer skills or an interest in the position, the Chairperson will poll the group about asking for other AA assistance from within the program.

C. VACANCIES

In the event of a vacancy, subject to ultimate confirmation by the Assembly, the ITC shall appoint a replacement. Some positions may require that the Area Committee make announcements of the vacancy.

D. DUTIES OF INFORMATION TECHNOLOGY COMMITTEE OFFICERS

The ITC shall ideally consist of the following:

1. Chairperson:
 - a. Presides over the committee meeting;
 - b. Reports on the website each month at the Area committee meeting;
 - c. Primary contact for the website committee at ITC@area8aa.org
 - d. Keeps in contact with Area 8 and GSO Public Information committees;

- e. Prepares and publishes meeting agenda and in general, performs the duties of the administrative officer of the Information Technology Committee;
 - f. Responsible to the Area Committee for managing the layout and content of the Area website;
 - g. Provides a report at Area meetings and other meetings as requested;
 - h. Coordinates, announces and facilitates periodic committee meetings at least once per month;
 - i. Facilitates the selection of the acting Webmaster; and,
 - j. Has knowledge of AA's Twelve Traditions and Twelve Concepts and ensures that the Area Website operates within these guidelines at all times.
 - k. Has a webpage responsibility as specified in 5. below
 - l. Responsible for receiving approved and otherwise pre-authorized content for the website
2. Alternate Chairperson
- a. Performs the same tasks as the Chairperson in the illness or absence of the Chairperson.
 - b. Brings any communication regarding the webpage to the next ITC Committee.
 - c. Has a webpage responsibility as specified in 5. below
3. Secretary
- a. Records the meeting minutes each month and sends to the Chairperson before the next meeting.
 - b. Handles all committee mailings
 - c. Helps out with various web page editing and coordinates with volunteers to work on special projects
4. Webmaster
- a. Responsible for the technical maintenance and updating of the area8aa.org website.
 - b. Because of the technical nature of this position, all applicants should be able to demonstrate technical proficiency in handling website maintenance before taking on this responsibility.
 - c. Brings and communication/technical needs or issues to the ITC meeting.
 - d. Responsible for assigning user IDs and passwords
 - e. Responsible to be the expert when others are experiencing difficulties in their individual website tasks.
 - f. Responsible to shop for the best price for cost of services provided for the website.
 - g. Ensures payment of all budgeted expenses incurred by the website according to standard Area 8 policies.
5. Other website duties require individuals with skill in using Microsoft products. These individual responsibilities will rotate on the same schedule as the Area GSRs.
- a. Home page: uploading committee and area documents.
 - b. Creating special folders for Area Committees or other Ad Hoc needs.
 - c. Calendar updates
 - d. Posting flyers when received
 - e. Forms and contact management
 - f. Liaison to other requested sites, i.e. H & I and Imperial Valley

- g. Other responsibilities that may evolve as the website usage increases.

ARTICLE III. WEBSITE

A. WEBSITE FINANCIAL SUPPORT AND OWNERSHIP

1. The SDIA website is to be supported solely by the SDIA Assembly.
2. SDIAA is the owner of the SDIAA website and Domain Name. The financial contact with the Web Hosting Site will be the SDIAA Treasurer or another position created by the Assembly. The administrative contact with the Web Hosting Site will be the Webmaster.
3. Free Web Hosting Sites are available on the Internet, but often require mandatory advertising space or direct links to commercial sites as consideration for their use that may imply either endorsement or affiliation. To avoid confusion, all Web Hosting services being considered by the SDIAA will be paid for and will not require advertising.
4. When signing an agreement with an Internet Hosting service, care shall be taken against inadvertent association and promotion. The Internet Web Hosting service, chosen by the ITC, shall be required to neither publicize nor promote its relationship with the SDIAA or Alcoholics Anonymous.
5. A Domain Name separate from the Internet Web Hosting service shall be used to remove the problem of associating the SDIAA with a commercial service.

B. PUBLIC ACCESS TO THE WEBSITE

1. The SDIAA website shall be constructed in a way that it may be available for viewing by as many computer systems as possible. To this end, web pages should be viewable on any browser (graphical or text based) and not depend on any particular operating system. The SDIAA website shall be tested from as wide a range of systems and browsers as possible to assure that its information may be received by as many as possible.
2. The SDIAA, being culturally diverse, will provide access to the site's information in Spanish. IN the future the may expand to whatever languages those viewing the site may be expected to speak within the San Diego Imperial area.
3. It is recommended that an email address along with a mailing address for those unable to send questions or requests electronically be included on each web page.

C. WEB CONTENT SUGGESTIONS AND SUBMISSION PROCEDURES

1. The SDIAA Information Technology Committee, as trusted servants of the SDIA, will develop web content that contains information reports by the SDIA for public distribution through the Internet and Electronic Media.
2. Although the website committee is responsible for the daily maintenance of the website, which requires updating the changing information and implementing changes in the presentation of information posted on our website, the ITC shall consult with Area 8's cooperation with Policy Committee or other appropriate committees in determining the accuracy and consistency of information presented on the site.
3. The website shall, in all its matters, always adhere to AA's principles of the Twelve Traditions and the Twelve Concepts for World Service.
4. The SDIAA ITC shall answer correspondence regarding the SDIAA website.

5. Copyright restrictions apply to material displayed on the SDIAA website. Permission will be obtained from the appropriate copyright holder prior to including copyright material on the SDIAA ITC,
6. The principle of anonymity, as it applies to other public media such as press, radio and television will be extended to the World Wide Web, Internet and Electronic Media. As such, full names and photographs of AA members should be avoided. Names should be shortened to first name and last initial. If the first name is sufficiently unique to be recognized by the general public, to first and last initial.
7. The author of suggested changes or additions is requested to provide reasons and background references, i.e. specific sources, pages, location, etc. so they can be verified and discussed before changes are made on the website.
8. If a suggestion is not acted upon and a member wishes further discussion, they may submit it as a topic to the Area Chairperson.
9. All events posted on the website must be by AA, for AA and about AA and will be included in monthly reports to the Area committee. Any request for information posting that is determined to be questionable by the acting Web master will be submitted to the ITC prior to posting.

D. URL REGISTRATION AND OWNERSHIP

1. The domain name shall be registered, owned and maintained by Area 8 – www.area8aa.org.
2. When a user enters <http://www.area8aa.org> into a browser, the user shall be brought to the Area 8 home page.
3. The SDIAA shall be names owner/registrant of Internet domains.
4. The committee member acting as Webmaster shall be named the administrative contact of the website.
The technical contact shall be the website's Internet Service Provider.
5. As a result of this registration, the Webmaster shall have direct control over the technical access to the website.
6. The website shall be registered in the name of SDIAA with an ICAN accredited registrar, which controls domain registration on the Internet as: <http://www.area8aa.org>.

E. LINKS TO OTHER SITES

1. In the spirit of non-affiliation with entities outside AA, the website shall limit external links to AA Central Offices within Area 8, the Alcoholics Anonymous World Services website and the AA Grapevine website.
2. In keeping with our 5th and 10th traditions, the website will only contain material and links which discuss and explain the program of Alcoholics Anonymous as it is defined in conference approved literature.
3. The website will not contain material or links to other pages related to outside issues or that may be considered controversial (religious, political, sexual, etc.).
4. The SDIA will not include links to other AA group websites, except as noted above, since we cannot monitor the content or acceptability of any other AA Group's website.
5. Hyperlinks to any non-AA group websites such as commercial, religious, institutional and political advocacy websites are prohibited, as the SDIA's endorsement of such groups and organizations may be implied through such links.

6. No external links shall be added to this site without the express written permission of the Area 8 ITC. Any unauthorized external links added to this site shall be subsequently removed.

F. ENDORSEMENT AND COPYRIGHTS

1. The website shall include a disclaimer stating that the AA General Service Office shall NOT endorse articles and contents posted by a member of the SDIAA.
2. To respect and protect AA copyrights, all quotes or excerpts from conference approved literature displayed on the website shall be attributed to AA World Services, Inc. or the AA Grapevine as directed by the General Service Manual

G. EMAIL ACCOUNTS

3. There shall be a system providing the Webmaster control of unlimited POP email accounts.
4. Email accounts shall follow the format xxxx@area8aa.org.
5. Email accounts shall include a general information account (info@area8aa.org) and accounts for area officers and committee chairs using the name of their position (treasurer@area8aa.org).

ARTICLE IV. RATIFICATION, AMENDMENT AND SUSPENSION

H. RATIFICATION

This document shall become effective immediately upon acceptance of the Assembly present voting thereon.

I. AMENDMENT

This document, except as otherwise noted herein, may be amended by submitting written proposed amendments to the SDIA Committee or its Chairperson for review and recommendations.