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# PEI AA WEB COMMITTEE GUIDELINES

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Districts 10, 1, 2 & 12



AUGUST 24, 2021

ALCOHOLICS ANONYMOUS – AREA 81

[WWW.PEIAA.CA](http://WWW.PEIAA.CA)

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## 1. THE PEI AA WEB COMMITTEE

The PEI AA Web Committee shall consist of the web administrator, and one representative from each district; one of whom will be the committee chair. Each committee member has voting privileges, with the exception of the chair, who will vote only in the event of a tie.

The purpose of the PEI AA Web Committee shall be to oversee and ensure the integrity of the information appearing on the PEI AA Website within the guidelines and the Traditions of Alcoholics Anonymous and in accordance with the A.A. Guidelines for the Internet as published by Alcoholics Anonymous World Services, Inc. (AAWS).

The purpose of the PEI AA Web Committee shall be the daily administration and maintenance of the PEI AA Website.

The purpose of the PEI AA Web Committee shall be to carry the message of Alcoholics Anonymous, providing information to the fellowship of the four districts of PEI.

## 2. CONTENT AND SERVICES

The following outlines content and services approved for the PEI AA Website Committee:

### 1) A.A. Principles and Traditions

The spirit of A.A. principles and traditions will always be adhered to.

- a) Anonymity will be preserved and protected. The full names of individuals, individual phone numbers, personal e-mail addresses and any other information by which an individual can be identified will not appear on the Website.
- b) There is no endorsement or affiliation with non-A.A. entities.
- c) The Website homepage will identify the Website's focus on A.A. within Area 81 and the applicable Districts 1, 2, 10 & 12, making it clear there is no attempt to speak for A.A. as a whole. A link will be provided to the AAWS website ([www.aa.org](http://www.aa.org)) to access general information about A.A.
- d) The A.A. preamble will be prominently shown on the home page of the Website.

### 2) Copyrights

Copyrights shall be respected and registered trademarks, when used, should be acknowledged as such. More specifically:

- a) "Alcoholics Anonymous", "A.A.", and "The Big Book", are registered trademarks of Alcoholics Anonymous World Services, Inc. (AAWS).
- b) The "Grapevine" and "A.A. Grapevine" are registered trademarks of The A.A. Grapevine, Inc.
- c) Copyrighted materials may be published only with the acknowledgement of copyright and with permission.

### 3) Links

- a) The Website will link only to websites sponsored by bona fide A.A. service entities as approved by PEI AA Web Committee and listed in paragraph b) below.
- b) Permissible links to A.A. websites are:
  - i) AAWS homepage (www.aa.org) commonly referred to as the G.S.O. website.
  - ii) The Grapevine (www.aagrapevine.org)
  - iii) Area 81 (www.area81aa.ca)
  - iv) Other adjacent Districts, Areas and Intergroup or Central Offices

### 4) Information

The following types of information only are allowed for display on the PEI AA Website:

- a) Information on the program of Alcoholics Anonymous including:
  - i) A.A.'s 12 Steps, 12 Traditions, 12 Promises and 12 Concepts
  - ii) A.A. Service Manual
  - iii) How it works
  - iv) Is A.A. For You?
  - v) AA Responsibility Declaration
  - vi) AA Declaration of Unity
  - vii) The Importance of Anonymity
  - viii) Committee Workbooks
  - ix) District Guidelines
  - x) Any other literature, as deemed appropriate by the PEI A.A. Web Committee
- b) Group meeting information for Groups within Districts 1, 2, 10 & 12 including meeting type, time, location, and accessibility (including ASL interpreters).
- c) Districts 1, 2, 10 & 12 meeting information including date, time, and location.

- d) Intergroup and Central Offices within and adjacent to Districts 1, 2, 10 & 12 including telephone numbers, contact information, location, and hours of operation.
- e) Event information including date, time, location, agenda, registration form, flyers, etc. for the following types of activities:
- f) A.A. General Service functions (Assemblies, conferences, regional and special forums, workshops).
- g) Fellowship activities (roundups, speaker meetings, picnics, dances, campouts, etc.) sponsored by bona fide A.A. service entities and affiliated entities including Al-Anon Family Groups.
- h) PEI AA Website Guidelines.
- i) Any approved A.A. newsletter.

Materials submitted by other A.A. entities for Website display will be limited to PDF format only. The PEI AA Website Committee will ensure that the materials follow these Guidelines but will not be responsible to edit these materials.

## 5) Communication

- a) Anonymous e-mail contacts for District officers and Committee chairs and Liaisons will be available and for other A.A. members where necessary (i.e., the creation of a new email account at any time for special occasions which can be forwarded to a contact, rather than posting someone's personal email address on the site).
- b) E-mail addresses shall use the PEI AA Website domain name to maintain the anonymity of trusted servants. Messages may be anonymously forwarded to the trusted servant's personal email address. However, no personal email addresses shall be disclosed on the Website.
- c) There should be clear directions on how to submit information for display on the Website (contacts, format, etc.) and on how to contact District officers and the Committee Chairs and Liaisons.
- d) All Website visitor messages should receive a timely reply, even if nothing more than a "Thank You" for the message

### 3. Domain Name

#### 1) Registration

- a) The Website shall be registered to PEI AA Web Committee Website. The domain name shall be [www.peiaa.ca](http://www.peiaa.ca).
- b) All web hosting services used by the PEI AA Web Committee shall be paid for without any advertising or direct links to commercial sites.
- c) The hosting service should have a policy of regular backups of both email and the database used by the PEI AA Web Committee Website.

#### 2) Contacts

The PEI AA Web Admin shall be the administrative contact for the Website's domain name. The technical contact shall be the Internet Presence Provider (IPP) who maintains the registered internet domain name and the computer equipment and servers for the Website.

### 4. Responsibility for the Website

#### 1) Overall Oversight

This site is neither endorsed nor approved by Alcoholics Anonymous World Services Inc. nor is it affiliated in any way with Alcoholics Anonymous World Services Inc. This site, and the information provided on this site, is intended solely as an information tool for AA members or anyone else wishing to know more about A.A. in PEI. Every effort is made to keep the website up and running smoothly. However, the PEI AA Web Committee takes no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond our control.

## 2) Responsibilities of the PEI AA Web Committee

Specific responsibilities for the PEI AA Web Committee include, but are not limited to, the following administrative duties:

- a) Ensure that the Website adheres to these Guidelines, A.A. Guidelines and policies on the Internet, and A.A. Traditions and Concepts.
- b) To ensure continued access to the website, the password, login, and billing information will always be held by the PEI Web Admin, *plus one other member of the PEI AA Web Committee.*
- c) Maintain the Website in terms of additions, deletions, updates, e-mail address forwarding for District contacts and track PEI AA Web Committee Website usage.
- d) To ensure the ability to move the website files to a new service, the PEI AA Web Committee will maintain copies of all files.
- e) Make every attempt to ensure Website expenses do not exceed the amounts approved by applicable Districts. If the web page costs increase beyond the amount approved by Districts, the PEI AA Web Committee will ensure that the applicable Districts are informed, and the cost increases are approved.
- f) Mediate differences of opinion regarding the information displayed on the Website and the providers of that information, referring to the applicable District tables for resolution as considered necessary when agreement cannot be reached.
- g) Provide regular reports at District meetings as requested.
- h) Coordinate the responsibilities for creating, upgrading, and maintaining the Website.
- i) Controls access to the non-public areas of the Website, including file transfer privileges, to ensure Website integrity.
- j) Maintain a backup copy of all the Website files, including a backup of hosted Web pages.
- k) Respond to questions and concerns regarding technical matters.
- l) Each District has agreed to contribute an equal share of the annual PEI Website fees and administration costs. The PEI Web Committee will distribute invoices for



each district's share of the annual PEI Web Committee costs, on March 1<sup>st</sup> of each calendar year. Invoices will be payable no later than May 1<sup>st</sup> of that calendar year.

### 3) Access to the Website

Access to the Website shall be limited to members of the PEI AA Web Committee or as approved by the PEI AA Web Committee.

## 5. Amendments to Website Guidelines

Amendments to these Guidelines require 2/3 majority of the voting members of the PEI AA Web Committee following written notice of motion to the PEI AA Web Committee Chairperson. The motion will be tabled for vote at the next the PEI AA Web Committee meeting.