

Greater East Los Angeles Area of Narcotics Anonymous Website Committee Guidelines

Submitted January 2004

Definition

The Greater East Los Angeles Area Website Committee is a sub-committee of the Greater East Los Angeles Area of Narcotics Anonymous. The GELANA Web Committee is comprised of elected trusted servants and any interested NA members who have the desire and willingness to be of service consistent with the Twelve Traditions of NA, Twelve Concepts of Service of NA, and these guidelines.

Purpose

1. To carry the message of Narcotics Anonymous to those within the Greater East LA Area of Narcotics Anonymous as well as those outside of the area.
2. To provide general information about Narcotics Anonymous, what we do, who we are and what we are all about.
3. To provide information about NA meetings, NA Activities, NA Public Information and other NA subcommittees within the Greater East Los Angeles Area of Narcotics Anonymous.

Name

1. The name of the group of trusted servants responsible for publishing the GELANA Website is the Greater East Los Angeles Area of Narcotics Anonymous Website Committee.
2. The Uniform Resource Locator (URL) for the site is <http://www.gelana.org>
3. The GELANA Website Committee is accountable to the NA fellowship throughout the Greater East Los Angeles Area of Narcotics Anonymous Service Committee through its work group leader, the "Web Chairperson"
4. The Web Chairperson is the point of accountability for the GELANA Web Site Committee and is responsible to the Greater East Los Angeles Area of Narcotics Anonymous for the web site.

Operational Guidelines and Policies

1. External hyperlinks will be only to official NA websites. THE GELANA Website Committee will evaluate these websites for upholding the 12 Traditions and 12 Concepts of Service before making a hyperlink to that site.
2. Meeting directory pages should be checked for updates every 30-45 days.
3. A single point of contact for each Area Service Committee is established for the purpose of communications to the Web Page Work Group. This communications liaison is utilized for the purpose of updating information on the web site.
4. Registration for the Area Service Committee events will be done directly with those committees.
5. Each Area Service Committee may request to post information concerning local area activities, meeting minutes or other NA related information * excluding personal recovery communications.
6. Newsletters or other similar content concerning personal recovery are not posted on the website since the site is open to the public's scrutiny; opinions presented may confuse readers as being the opinion of NA as a whole.
7. Images of any identifiable person, whether an NA member or not, are never used.
8. Sales of merchandise are not done on the website
9. Requests for literature purchases will be referred to Narcotics Anonymous World Services.

Privacy Policy

Our Twelfth Tradition states, "Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities."

Cookies: We believe in supporting the spirit of our tradition of personal anonymity on the Internet by stating clearly that we do not employ any technical means to track or identify any visitor to this website. You may take this promise of anonymity for granted as an NA member and wonder why we need to bring this issue up. We do so because of our experience with a few NA related websites that use "cookies" to track your usage of their websites. Even more objectionable is the use of cookies by outside organizations on these NA websites. For further information on "cookies", consult your Internet browser's help utility or other Internet resource.

Communications: Any communication submitted to www.gelana.org will be treated with confidentiality and anonymity in mind. We will delete all communications received on a regular basis. We do not guarantee total anonymity in all circumstances. We suggest that the senders of email or feedback forms take their own precautions if they desire to remain anonymous.

All communications considered to be official NA business require some level of identification for the purposes of responding to those communications. All efforts will be made to pass on communications in a timely manner to a responsible trusted servant.

To ensure privacy and anonymity, we will not publish names, photographs, phone numbers, e-mail addresses, or street addresses of individual members. We will publish phone numbers and addresses of Hotlines, NA Service Offices, and meeting places that are not in a member's home.

Responsibilities of the GELANA Website Committee

1. To operate under the principles of the 12 Steps, 12 Traditions, and, 12 Concepts of Service of Narcotics Anonymous while carrying the message of Narcotics Anonymous.
2. To provide current up to date information concerning meeting directory changes, current activities, current email and important announcements within the Greater East Los Angeles Area of Narcotics Anonymous as well as NA as a whole.
3. To maintain communication with the GELANA Area Service Committee and the Southern California Regional Web Site Committee and provide representation at both monthly meetings of each.
4. To maintain basic operations of the website such as uptime, email transmission, bulletin board, posting, and general maintenance.
5. To assist other GELANA service committees in maintaining a presence on the World Wide Web via the GELANA website.
6. To respond to all website issues and inquiries in a timely manner.
7. The GELANA Website committee is responsible for investigating and choosing a vendor to host the GELANA website. Final responsibility rests with the GELANA Area Service Committee for distribution of funds.
8. The GELANA Website Committee is responsible for the procurement of website domain (www.gelana.org) registration, maintenance, and renewal of such domain.

9. The GELANA Website Committee is responsible for the security of all sensitive data such as usernames, passwords, contact information and technical support information. Such information shall be submitted to archives on both CD and written report on a quarterly/semi-annually basis.

10. Costs for web hosting, domain registration, and associated publishing software are the responsibility of the GELANA Website Committee. Costs for Internet access by members of the GELANA Website Committee are not included.

GELANA Website Committee Membership

Membership of the GELANA Web Committee consists of the Web Chairperson, the Web Coordinator, and the various web committee members who have the willingness to serve and fulfill our purpose.

1. Voting

Voting members of the GELANA Website Committee consists of the Web Chairperson, the Web Coordinator and members who have attended two (2) consecutive meetings and have at least 60 days of continuous clean time. Each shall have one (1) vote. The GELANA Web Chairperson can vote in case of a tie. All officers are elected for a term of one (1) year, and will be eligible for a second term of one (1) year, followed by one (1) year ineligibility for that position. Elections take place after the GELANA Area Service Committee elections. Voting privileges are automatically lost upon loss of clean time or by missing two consecutive meetings.

A. Guideline Amendments

1. The GELANA Web Committee Guidelines will be reviewed annually and open for revision.
2. Any revisions or amendments of the GELANA Web Committee Guidelines require a 2/3 majority of voting committee members and the approval of the GELANA Area Service Committee.
3. Any change to the GELANA Area Service Guidelines that affect the GELANA Web Committee Guidelines will immediately be adhered to.

2. Qualifications and Responsibilities of GELANA Website Chairperson

- A. Elected by the GELANA Website Committee
- B. Requires 2 years clean time and 1 year PI or Website experience
- C. Minimum of one (1) year activity at the group or area level of service
- D. Sets the agenda and mediates all meetings of the GELANA Web Committee
- E. The Web Chairperson will submit a written report on behalf of the GELANA website committee at each area meeting. This report communicates all financial, technical, and correspondence related to the operation of the site. The web chairperson also communicates, makes motions, and votes on behalf of GELANA web committee.
- F. The Web Chairperson is responsible for orientating the new chairperson for transitional period of 2 months.
- G. The Web Chairperson is responsible for the procurement of domain registration, maintenance and renewal of such registration.
- H. The Web Chairperson is responsible for the security of all sensitive data such as usernames, passwords, contact information and technical support information. Such information shall be submitted on CD disk and written report to archives on a semiannual or quarterly basis.

3. Qualifications and Responsibilities of the GELANA Web Coordinator

- A. Elected by the GELANA Web Committee
- B. Minimum of one (1) year clean time and six (6) months PI or Website experience
- C. Minimum of at least one (1) year experience in Internet communications and is proficient in current web technology.
- D. Minimum of six (6) months experience at the area or group level of service.
- E. The Web Coordinator is responsible for all technical operations, maintenance, monthly meeting directory updates and general upkeep of the site.

F. The Web Coordinator is responsible for downloading and distributing email and website feedback communications. Emails will be distributed to each area service committee's point of responsibility.

G. Email addresses will be provided for all area service committees and other trusted servants as needed. The Web Coordinator will distribute all email received through the one POP mail account established for the domain www.gelana.org .

H. Personal email addresses are not to be used on the GELANA web site so that official NA communications are processed properly and appropriately. It is up to the trusted servant whether or not to use their own personal email to reply to communications or have the web coordinator relay emails through www.gelana.org domain for such replies.

I. Trusted servants and or service committees receiving communications relayed from the web coordinator are responsible for acknowledging the communication and informing the web servant of the disposition of the communication.

J. The GELANA Area Service Committee meeting minutes will be posted on the GELANA website for downloading and review by any fellowship member as they become available.

K. The Web Coordinator is responsible for back up of all website files by way of CD, floppy disk and written reports. Such back up CD/floppy disks and written reports shall be submitted to area archives files every quarterly period.