PROPOSED MID-AMERICA

REGION

WEBSITE POLICY AND

GUIDELINES

ADOPTED

(??????????)

Mid-America Regional Service Committee
of Narcotics Anonymous (MARSCNA)

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Introduction

The following outlines policy and guidelines for the website "http//www.marscna.net", is a service of the Public Information Subcommittee of the Mid-America Region of Narcotics Anonymous.

SECTION 1: PURPOSE, NAME AND ACCOUNTABILITY:

1) The purpose of the website is to further the NA groups' primary purpose of carrying the message to the addict that still suffers by providing easily accessible information and communicate the activities of the Mid-America Regional Service Committee of Narcotics Anonymous (MARSCNA).

2) The name of the group of trusted servants responsible for publishing the MARSCNA website is the Mid-America Regional Public Information Subcommittee.

3) The Uniform Resource Locator (URL) for this site is http//:www.marscna.net

4) The PI subcommittee is accountable to NA Fellowship through the (MARSCNA).

5) The "Web-servant" is the point of accountability for the website, and is accountable to the Public Information Subcommittee

6) The Mid-America Regional Public Information Subcommittee chooses the Web Servant and the Web Servant Alternate. Area web contact members are chosen by their respective areas. In addition to these committee members, volunteers are encouraged to participate.

SECTION 2: FINANCES AND OWNERSHIP:

1) Costs for web hosting and domain registration are the responsibility of the Mid-America Regional Service Committee of Narcotics Anonymous. Costs for Internet access by members of the Public Information subcommittee are not included.

2) The Public Information Subcommittee is responsible for communicating all financial needs and consequences to MARSCNA.

3) The Mid-America Regional Service Committee is the owner of the domain name "http//:www.marscna.net " and is responsible for maintaining ownership.

4) The Public Information Subcommittee is responsible for investigating and choosing a vendor for hosting the MARSCNA web site. Final responsibility rests with the MARSCNA for distribution of funds.

5) All budget considerations will be addressed as outlined in the Mid-America Regional Service Committee's own policy.

SECTION 3: WEB SERVANT REPORTING AND COMMUNICATIONS

1) The Web-servant will submit a written report to the Mid-America Regional Public Information Subcommittee at each quarterly meeting. This report communicates all financial, technical, and correspondence related to the operation of the website. The Web Servant and Alternate Web-Servant are required to attend the Public Information quarterly service meeting.

2) The Web-servant is responsible for downloading and distributing e-mail and website feedback communications. E-mails will be distributed to regional and area service committees' point(s) of responsibility (See Section 6: General Guidelines and Policies #3). It is the responsibility of MARSCNA and all Regional service committees to designate their point(s) for distribution. It is also the responsibility of MARSCNA and all Regional service committees to work out such details with the Web-servant.

3) Personal e-mail addresses are not to be used on the MARSCNA web site so that official NA communications are processed properly and appropriately. It is up to the trusted servant whether to use their own personal e-mail to reply to communications.

4) The MARSCNA quarterly meeting minutes will be posted on the website for downloading and review by any Fellowship member as they become available (See Section 6: General Guidelines and Policies #9).

SECTION 4: WEBSITE CONTENT AND COMPONENTS

The purpose of this section is to outline the baseline content of the MARSCNA website.

1) The suggested sections or pages for the website are:

   A) Only Information concerning Group, Area, and Regional events held within the Mid-America Region will be posted on the Regional website.

   B) Contact Info - Contact information for the Mid-America Region: address, phone numbers, e-mail addresses for the MARSCNA, Area Service Committees and NA World Services. (See Section 6: General Guidelines and Policies #9)

   C) Downloads - All available download files for the website (meetings, convention or gathering forms, service committee communications, etc).

   D) Feedback – E-mail link.

   E) Mid-America Area Service Committee pages – Links to Area Service Committee web pages

   F) Mid-America Regional Service Committee Page(s) Communications content for the MARSCNA (announcements, meeting minutes, the newsletter, for example).

   G) Help/info line - A listing of all help/info lines telephone numbers in the Mid-America Region.

H) Home Page - Entry page to website, normally the index.htm file, may be another page if desired.

I) Links - List of external hyperlinks to Mid-America Region Public Information subcommittee approved websites. At the top of the links page, the following disclaimer will be posted:

> *The Mid-America Region of Narcotics Anonymous has* **no** *control over external web sites and we don't necessarily endorse the information or content of those sites we have linked to, nor do we necessarily endorse the information or content of any external site linked to our own. Each site is independent and operates under it's own guidelines. The links here are provided only as a courtesy to you, the surfer of the web, and to the providers of the linked pages.*
>
> *Thank you for your understanding,*
> *The Mid-America Region of Narcotics Anonymous*

J) Meeting Directories - Meeting lists for all Areas of the Mid-America Region as well as the Regional Meeting List.

K) Privacy - Notice of privacy of communications.

L) Site Index - Table of contents component used for viewing website in hierarchy format

M) "What is NA" Public information content excerpted from "Narcotics Anonymous: A Society of Recovering Addicts" that is approved for Internet usage by NA World Services.

2). The index or homepage will have the following content, in addition to the standard page information:

A) A welcoming paragraph (with announcements when necessary).

B) A navigation bar component for the first tier of child pages under the index or homepage (optional).

C) Clear text stating that this is an official website for Narcotics Anonymous in the Mid-America Region through the administration of the Mid-America Regional Service Committee

D) Text containing hyperlinks for sections of the site deemed necessary by the Public Information Subcommittee. (i.e. newsletters, Area meeting directories, events.) These sections may be further broken down into links for sub-pages to these sections.

SECTION 5: TECHNICAL GUIDELINES

This section describes technical design, philosophy and guidance information.

1) The username and user password to publish the website will be held by the Web-servant, the alternate Web-servant, the Mid-America Chairperson, and the Mid-America Public Information subcommittee Chair only.

2) Internet browser compatibility will be as universal as possible when considering design elements of the website.

3) Website design should be tailored to the download rate of 56Kps.

4) The site will be designed for a browser window of 800X600 pixels.

5) The use of Java Script will be curtailed to basic website components.

6) The use of images other than for buttons and other technical components will be minimized to reduce the time needed for downloading our web pages.

7) The size of files for downloading should be kept low to reduce the time needed for downloading and slow connection speeds, whenever possible.

8) Files for downloading should be scanned for viruses before posting to the website.

9) External hyperlinks should be checked on a monthly basis for integrity and site content examination.

10) Accessibility of the website through search engines should be reviewed periodically.

11) Text font size will be chosen for easier reading for all platforms.

SECTION 6: GENERAL GUIDELINES AND POLICIES

1) External hyperlinks will be only to official NA websites. The Public Information Subcommittee will evaluate these websites for upholding the 12 Traditions and 12 Concepts of Service before making a hyperlink to that website.

2) A single point of contact for each Area Service Committee is established for the purpose of communications to the Public Information Subcommittee. This communications liaison is utilized for the purpose of updating information on the website.

3) Each Area Service Committee may request to post information concerning local Area activities, meetings or other Narcotics Anonymous related information, excluding personal recovery communications. In the event of questionable content, the web servant shall contact two members of the Public Information Subcommittee for review and input. If the three of them feel the flyer is inappropriate, the web servant shall not post the flyer; but will contact the sender for revised content.

4) The newsletters page shall have the following disclaimer;

> *Note: The opinions and views shared in this publication do not necessarily reflect those of The M.A.N. staff, or NA as a whole.*
>
> *Thank you,*
> *The Staff*

5) Images of any identifiable person, whether an NA member or not, are never used.

6) Sales of merchandise are not done on the website.

7) Requests for literature purchases will be referred to Narcotics Anonymous World Services.

8) Copy righted material will not be used on the website without specific permission from the owner of the material.

9) No personal contact information, including last names, e-mails, addresses, and phone numbers will be posted directly on the website. However, any information found on flyers, newsletters and other such material is included at the discretion of the posting party.

SECTION 7: QUALIFICATIONS FOR WEB-SERVANT AND ALTERNATE:

1) The minimum clean time for Web-servant, and Web-servant alternate is four (4) years.

2) An understanding of the Twelve Traditions is vitally important in this service position as it involves communications and public relations with non-addicts as well as the still suffering addict.

3) These trusted servants should provide proof of access to a computer that is capable of running the latest generation of web browsers and has a suitable connection to the internet. The costs for these requirements are borne by the trusted servants.

4) The Web-servant and Web-servant alternate are elected by the Mid-America Regional Public Information subcommittee.

5) Removal of these trusted servants from their positions are covered by the Mid-America Region's policy for the removal of officers.

6) The term for each position is to be two (2) years in length and it is suggested that the position shall not be held for more than two (2) consecutive terms.

SECTION 8: PRIVACY POLICY

This section describes the current privacy policy of the website.

1) Privacy policy on communications with the NA service structure is an important aspect of our Twelfth Tradition of anonymity.

2) The Public Information Subcommittee will apply all of the Traditions and the Twelve Concepts of Service in developing and implementing a Privacy Policy for the Mid-America Regional website.

3) This privacy policy will evolve as needed and be approved by the Public Information Subcommittee before posting on the website.

4) The following is the current Privacy Policy (to be posted) as posted on the Mid-America Regional website:

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

   b) 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 his website. You may take this promise of anonymity for granted as a Narcotics Anonymous member and wonder why we need to bring this issue up. We do so because of our experience with a few Narcotics Anonymous 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 Narcotics Anonymous websites. For further information on "cookies", consult your Internet browser's help utility or other Internet resources.

   c) Communications: Any communication submitted to the Mid-America Region of Narcotics Anonymous organization 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 e-mail or feed back take their own precautions if they desire to remain anonymous.

   d) All communications considered to be official Narcotics Anonymous business requires 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.

   e) There are alternative methods for communicating with service committees within the Mid-America Region. These alternatives are listed in our meeting lists and the newsletter. Please utilize this information if it is necessary to fulfill your needs.

   f) Personal Requests: Under no circumstances will we forward mail of a personal nature to any Narcotics Anonymous member here in the Mid-America Region. This is an official website of the Mid-America Region and we do not acknowledge anyone's membership in Narcotics Anonymous. Thank you for respecting this policy.

   g) Policy Changes: The policy outlined here will evolve in the future as the guidelines and policies for our website are changed at the direction of the Mid-America Regional Service Committee, and the Mid-America Public Information subcommittee. Your comments are welcome on this topic so please e-mail us.