



District 25 AA
6511 Lincoln Drive
Philadelphia, PA 19119

Monthly Meetings
First Tuesdays 7-9PM

District 25 Website Guidelines

1. The spirit of A.A. principles and traditions will always be followed. This includes but is not limited to:
 - a. Anonymity will be preserved and protected: the complete names of individuals, individual phone numbers, postal and identifying E-Mail addresses will not be displayed on the Website (Traditions 11 & 12).
 - b. There will be no endorsement or affiliation with non-A.A. entities (Tradition 6). Autonomy will be respected. The A.A. Preamble will be prominently shown on the Home Page of the Website. The Website will not link to web sites not sponsored by valid A.A. service entities.
 - c. Home Groups will decide for themselves what information they do and do not want provided on the Website, as well as the extent of their participation in the District Website activity (Tradition 4.)
2. The Home Page will clearly identify the Website's focus on A.A. within District 25, so visitors to site understand that the District does not claim to speak for A.A. as a whole. A link to the A.A.W.S.'s web site (www.alcoholics-anonymous.org) will be provided to access general information about A.A.
3. Copyrights shall be respected and registered trademarks, when used, should be acknowledged as such (For example: Alcoholics Anonymous®, A.A.® and The Big Book® are registered trademarks of Alcoholics Anonymous World Services, Inc. The Grapevine® and AA Grapevine® are registered trademarks of The A.A. Grapevine, Inc.).
4. E-mail accounts will be provided for each District Officer at the beginning of the panel representing their service position. Passwords for these mail boxes can only be changed by the District Webservant. E-mail Copy forwards to personal e-mail addresses are provided as backup in case the Officer's ability to access their mail box is unavailable at any time.
 - a. Officers not on the internet are asked to provide a contact person in their place.

- b. All Website visitor messages should receive a timely reply, even if it's nothing more than a "Thank You" for their message.
 - c. All incoming District Officers shall provide their personal e-mail address to the District Webservant at the beginning of the panel, so each account can be updated accordingly.
 - d. The District Webservant shall be responsible for administratively clearing, and responding to, any e-mail messages received during the transition period.
5. The following types of information are also approved for display on the District 25 Website. Any other information is not permitted:
- a. Home Group meeting information: type of meeting, time and location. (District 25 only.)
 - b. District meeting time, location, mailing address, and Officer e-mail addresses as provided by the District.
 - c. Southeastern Pennsylvania Intergroup Association (S.E.P.I.A.) contact information, location, hours of operation, and Answering Service Telephone No.
 - d. Event information (location, time, agenda, registration form, etc.) for the following types of activities, primarily focused on events in District 25:
 - i. A.A. general service functions (assemblies, conferences, special forums, workshops, etc.).
 - ii. Fellowship activities (roundups, speaker meetings, picnics, dances, camp-outs, etc.)
 - iii. Home Group activities/announcements (anniversary meetings, meeting relocations, etc.)
 - e. District Committee reports (elected officer reports, sub-committee reports, and District meeting minutes, etc.)

- f. Area 59 or General Service Board/Conference documents of interest to District 25 (Box 4-5-9, Area 59 “We” Newsletter, Delegate’s Conference Report, and General Service Conference/Area Assembly proceedings, etc.)
- g. Links to web sites sponsored by valid A.A. service entities will be provided as a service to the Website visitor. It shall be understood that District 25 does not endorse these web sites, and our linking to their web site does not constitute their endorsement of the District 25 Website. Permissible links to A.A. web sites are:
 - i. A.A.W.S. (www.aa.org), commonly referred to as the G.S.O. web site,
 - ii. The Grapevine (www.aagrapevine.org),
 - iii. S.E.P.I.A. (www.aasepia.org)
- h. Recommendations on how to submit information for display on the Website (contacts, format, etc.).
- i. These Guidelines for the District 25 Website.

Domain Name Registration

1. The Website shall be registered to District 25 with a domain name of district25aa.org.
2. The District 25 Webservant or a delegated representative shall be the Administrative Contact for the Website’s domain name.
3. The District 25 Webservant or delegated representative shall be the Billing Contact for the Website’s domain name.
4. The Technical Contact shall be GoDaddy.com, which serves as the primary domain name server for the District 25 Website.
5. The Registration will be held in a private registered account (Domains By Proxy, Inc.) so that no personal information will be revealed to the general public.

Administration and Maintenance

1. The District Webservant, at the discretion of the current District 25 panel, shall have direct oversight on all matters pertaining to the Website. In some cases, this will require access to the Internet. However, since Internet access is not a prerequisite for this service position, the Webservant may seek help from our fellowship in performing some tasks. Specific responsibilities for the Webservant include, but are not limited to, the following administrative duties:
 - a. Verify that the Website adheres to these guidelines as well as A.A.'s Traditions,
 - b. Ensure that all Website expenses are paid and do not exceed the District 25 available funds without approval.
 - c. Mediate differences of opinion regarding the information displayed on the Website and the services it provides,
 - d. Provide Website status reports at all District 25 Monthly Meetings, and update these Website guidelines to reflect lessons learned and the conscience of the Eastern Pennsylvania General Service Assembly