

# **WEBSITE GUIDELINES AND POLICIES**

## **A. PURPOSE**

The North Carolina / Bermuda AFG, Inc. website is to:

1. Provide current information about Al-Anon and Alateen in North Carolina and Bermuda to the general public, the media, and the professional community as well as to the family members and friends of alcoholics.
2. Improve communication within the Fellowship in North Carolina and Bermuda by disseminating accurate, accessible, and timely Area business information including assembly and committee agendas, assembly and committee minutes, Area budget, District and Area event schedules and locations.
3. Provide an organized list and schedule of Al-Anon and Alateen meetings across North Carolina and Bermuda.

## **B. POLICY AND WEBSITE CHANGES**

Any additions or changes to these policies, basic features or content of the Area website must be approved by the Board of Group Representatives as described in the Bylaws of North Carolina/Bermuda AFG, Inc. adopted May 15, 2004.

## **C. CONFORMITY**

The website content conforms with the 12 Traditions and 12 Concepts of the Al-Anon and Alateen Family Groups as well as to the current Al-Anon/Alateen Service Manual and guidance from the World Service Office (WSO).

## **D. LINKING**

1. The website maintains a link to the World Service Office (WSO) website as well as to district websites in the North Carolina/Bermuda area. It may link to any sites that are on the WSO website, the AIS/LDC websites in North Carolina/Bermuda as well as useful logistical sites as selected by the Area Website Coordinator and approved by the AWSC.

Implementation Notes:

- The Area website pops up a new window to display the linked website.
- The Area website posts a disclaimer before completing the link to any site other than WSO. The disclaimer includes language that linking to the destination site does not imply endorsement or agreement with the material presented on the destination website.

## **E. ANONYMITY / PRIVACY**

1. In keeping with the Al-Anon/Alateen 12<sup>th</sup> Tradition of anonymity, no personally identifying information, such as full name, phone number, postal or personal e-mail address or photo is posted on the website.
2. Al-Anon Family Group (AFG) members will be able to view assembly and committee agendas and minutes, Area bylaws, Articles of Incorporation, Area Assembly motions and the Area newsletter by typing in a password. (e.g., to enter this part of the site the member's password may be their district number.)

## F. CONTACT INFORMATION

1. The contact information page provides Al-Anon Family Group (AFG) members and non-members with the means of contacting North Carolina/Bermuda Area Officers and Coordinators. Also instructions are provided on how to contact the World Service Office (WSO) in Virginia Beach, VA, all Literature Distribution Centers (LDCs) and Al-Anon Information Services (AISs) in North Carolina/Bermuda AFG. Any district that supports an answering service or website may have its information listed.
  - a. It is the responsibility of the Districts, Literature Distribution Centers (LDCs) and Al-Anon Information Services (AISs) to keep the Website Coordinator informed of any changes in information.
2. Al-Anon Family Group (AFG) members can contact any North Carolina/Bermuda Officer or Coordinator through a “general” e-mail address. (e.g., to send an e-mail to the North Carolina/Bermuda Area Delegate, click on the position title or position name and an e-mail box will pop up.)

## G. CONTENT AND FEATURES

The content and features of the website are limited to the following, provided such implementation does not violate any of the other website policies. All minutes, guidelines, forms, Area Bylaws and Articles of Incorporation are to be in a .PDF format.

### Al-Anon Information

1. Delegate’s Report to the Assembly
2. Assembly information, including agenda items and hotel information
3. NC / Bermuda Al-Anon/Alateen Assembly Voting Procedures
4. Area and District Calendar of Events
5. Area Archives and History
6. Area Newsletter (excludes the name/address page for all Area Officers/Coordinators)
7. Area Assembly Minutes
8. Purpose of the Area Assembly
9. Area Assembly Motions
10. Area World Service Committee Minutes
11. Purpose of the Area World Service Committee
12. Links as outlined in Section D
13. Contact Us (a way in which members and non-members can contact the district, AIS, and Area World Service Committee)
14. Al-Anon Preamble
15. “Are You Troubled By Someone’s Drinking, Al-Anon Is For You” (S-17)
16. “Did You Grow Up With A Problem Drinker” (for Adult Children) (S-25)
17. “Al-Anon Is and Is Not” (M-44)
18. Al-Anon Twelve Steps, Twelve Traditions and Twelve Concepts of Service
19. Literature Distribution Centers (LDCs), Al-Anon Information Services (AISs) and district-supported answering services.
20. District workshops, NC / Bermuda State Convention information, A.A. State Convention information and Al-Anon/Alateen Fellowship events in North Carolina/Bermuda AFG.
21. Current Al-Anon and Alateen meeting information in each district.
22. Area Bylaws and Articles of Incorporation

23. A link to download Acrobat Reader, a free program required to view some of the information on the website that is in a .PDF format.

24. Al-Anon service information and opportunities

25. Area Guidelines

- a) Website Guidelines
- b) Assembly Guidelines
  - 1) Area Election Procedures
- c) How The Assembly Operates
- d) Convention Guidelines
- e) Workshop Guidelines
- f) Re-Districting Guidelines
- g) Guidelines for Travel for Area World Service Committee (AWSC) Members
- h) Southeast Regional Trustee Nomination Guideline\*

### Alateen Information

1. Alateen Preamble
2. "Do's & Don'ts, Alateen" (M-9)
3. "Has Your Life Been Affected By Someone Else's Drinking, Alateen Is For You" (S-20)
4. Forms
  - a. Al-Anon Member Involved In Alateen Service
  - b. Al-Anon Member Involved in Alateen Service Status Change Form
  - c. Area Process for Registering Alateen Groups, Sponsors, and Al-Anon Members Involved in Alateen Service
  - d. North Carolina Alateen Safety & Behavioral Requirements
  - e. Al-Anon Group Registration Form
  - f. North Carolina Medical Information and Travel Authorization Form
  - g. Bermuda Alateen Safety & Behavioral Requirements
  - h. Bermuda Alateen Sponsor Application
  - i. Bermuda Medical Information and Travel Authorization Form
  - j. Alateen Group Registration Form
  - k. Alateen Sponsor Application Form
5. Alateen Twelve Steps, Twelve Traditions and Twelve Concepts of Service
6. Alateen service information and opportunities