

Washington County Narcotics Anonymous Website Guidelines

March 2024

I. Purpose

- A. The Public Relations Subcommittee of Washington County Narcotics Anonymous has been afforded the privilege of carrying our message to current members, potential members, and the public in general.
- B. As such, material for and about our area, WCNA, will be electronically available on <http://www.washingtoncountyna.org>

II. Ownership

- A. Per suggested guidelines from Narcotics Anonymous World Services, the website will be financially owned by the WCNA Area Service Body.
- B. Content and maintenance will be the responsibility of the Public Relations Subcommittee.
- C. The PR Subcommittee may delegate design and maintenance tasks to NA members or professionals inside or outside of the PR Subcommittee as needed.
- D. All fees associated with the website must be included in the PR Subcommittee budget and approved by the WCNA Area Service Body.

III. Privacy

- A. The Internet is a public forum, and as such the privacy of individual members must be protected, per our 11th Tradition.
- B. Area minutes and guidelines, if designated to be published, will be securely stored and access control measures will be implemented to help ensure the privacy and anonymity of individuals.

IV. Design and Maintenance

- A. The website shall be built and maintained in the simplest, yet most effective way possible.
- B. Anyone with even limited website knowledge should be able to update and change it as necessary.
- C. Two trusted servants will always have knowledge of the access requirements for the site, in the event one person is unable to continue updating the site.
- D. Feedback for the site shall be directed to the website coordinator via email provided on the site. If this is not possible, feedback should be directed to the Public Relations subcommittee. The subcommittee will discuss and implement changes, as needed, based on feedback.

V. Content

- A. The website may contain, the following information:
 - i. Current meeting schedule as a webpage
 - ii. Scheduled WCNA activities, events, or opportunities
 - iii. Contact information for all subcommittees, service bodies, and the website coordinator via the “info@washingtoncountyna.org” email address
 - iv. Only content that adheres to Narcotics Anonymous World Service Intellectual Property Trust guidelines
 - v. Links to our neighboring areas and regions
 - vi. Time and location of subcommittee and service body meetings
 - vii. Disclaimers, copyright, and trademark notices per Narcotics Anonymous World Services guidelines and generally accepted legal practices
 - viii. Narcotics Anonymous events happening outside of our area
 - ix. Area minutes, subcommittee minutes, budgets, proposals, new meeting announcements, flyers, guidelines, ASC blank documents and forms for download.
- B. The website may not contain any of the following:

- i. Full names, addresses, or personal email addresses of any person inside or outside of the Narcotics Anonymous fellowship without access control measures
- ii. Advertisements or information about activities or services outside of the fellowship of Narcotics Anonymous
- iii. Any method of allowing non-members to financially contribute to Narcotics Anonymous.
- iv. Any other statement or link that puts our fellowship in danger by violating the 12 Traditions or 12 Concepts of Service

VI. Termination

- A. The website will be terminated if any of the following conditions exist:
 - i. The dissolution of the Washington County Area
 - ii. A denied budget request to continue hosting our site
 - iii. No trusted servant to provide timely updates
 - iv. A consensus by the WCNA groups to terminate the site or refusal to pay for the hosting and domain of website