



1 **Stanislaus Valley Groups of Narcotics Anonymous®**
2 **P.O. Box 578551**
3 **Modesto, CA 95357**
4 **www.svgna.org**



5
6 **ATTACHMENT F**
7 **Website Guidelines**
8

9 The purpose of the Stanislaus Valley Groups of Narcotics Anonymous Website is to further
10 the Narcotics Anonymous primary purpose of carrying the message to the addict that still
11 suffers by providing easily accessible information about NA. All activities directed to that end
12 shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous and the
13 Twelve Concepts for NA Service and directly support our Fifth Tradition.
14

15 Our vision for the SVGNA website is to use structure and technology that will allow trusted
16 servants to manage data input, document uploads, and communications, with ease, thus
17 making the Webservant and Webservant Alternate positions more inclusive. We recognize
18 with gratitude that a Higher Power has given the Narcotics Anonymous fellowship the
19 opportunity to provide affordable and effective communication for addicts seeking recovery
20 worldwide. Members express their gratitude by training other members; by passing their gifts
21 and skills on to the next addict willing to serve.
22

23 The svgna.org domain name for the website must be renewed before its expiration anniversary
24 in the month of February on the year of its renewal. Security certificates must be renewed at the
25 same time.
26

27 **Functions and Responsibilities**
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29 The basic functions of the Stanislaus Valley Groups of Narcotics Anonymous Website are:

- 30 1. To provide communication
 - 31 a. Between this Area of Narcotics Anonymous and its members.
 - 32 b. Between the Areas of the Region and the Stanislaus Valley Groups of Narcotics
33 Anonymous.
 - 34 c. Between this Area of Narcotics Anonymous and the public.
- 35 2. To post current meeting schedules for the Area.
- 36 3. To post information beneficial to the Area served by the SVGNA ASC.
37

38 **Structure**
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- 40 1. Webservant
- 41 2. Alternate Webservant
- 42 3. Web Developer Resource
43

44 **Requirements and Duties of the Webservant and Alternate Webservant – also see SVGNA**
45 **ASC Guidelines section VIII (2) (K):**
46

- 47 1. Personal time and abilities to perform their duties: verify daily that the website is
48 functional, respond to email communications and flyer approval requests.
- 49 2. Willingness to serve in the position.

- 50 3. Two (2) years clean time and maintenance of clean time throughout term of service or
51 participation.
52 4. Understanding and practical experience of the Twelve Steps of Narcotics Anonymous,
53 the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service.
54 5. Resources necessary to perform the duties as assigned, i.e., access to a computer with
55 an internet connection.
56
57 6. Maintain logs of passwords, due dates for the website domain renewal and related
58 payments. These will be shared with the SVGNA ASC Secretary along with any website
59 backup files.
60 7. The Alternate Webservant will be willing and able to assume the duties assigned to the
61 Webservant if necessary.
62

63 **Web Developer Resource**

- 64
65 1. Advanced technical help will be provided by the Web Developer when requested by the
66 Webservant and/or Alternate Webservant. For example:
67 • Web posting service outages.
68 • Large scale redesign.
69 2. This position is not an elected position at the SVGNA ASC. The ASC will appoint the
70 Web Developer with recommendations by the Webservant.
71 3. Willingness to serve in the position.
72 4. Requirements for NA member appointees (not applicable to special workers):
73 • Two (2) years clean time.
74 • Understanding and practical experience of the Twelve Steps of Narcotics
75 Anonymous, the Twelve Traditions of Narcotics Anonymous and the Twelve
76 Concepts for NA Service.
77 • Maintenance of clean time throughout term of service or participation.
78 5. Basic understanding of PHP, HTML, CSS standards, as well as Internet
79 Protocols, Network Security, and ability to work with webhost service provider.
80 6. Responsibilities can include web design, web content development, writing
81 markup and coding, web server and network security.
82

83 **Finances and Ownership**

- 84
85 1. Expenses for website hosting, domain registration, computer equipment, and software,
86 are the responsibility of the Stanislaus Valley Groups of Narcotics Anonymous Area
87 Service Committee (ASC).
88 2. The Webservant is responsible for communicating all financial needs and
89 consequences to the ASC (e.g., renewal of domain registration, security, etc.). The
90 SVGNA ASC is the owner of the domain name. The Webservant is responsible for
91 maintaining the ownership of the domain name for the ASC.
92 3. The Web Developer is responsible for investigating and choosing a vendor for hosting
93 the website. The final decision rests with the Stanislaus Valley Groups of Narcotics
94 Anonymous Area Service Committee.
95 4. The Webservant is responsible for the development and maintenance of the website.
96 The development and/or maintenance can be accomplished by:
97 A. The Webservant performing the work as an unpaid volunteer.
98 B. The Webservant utilizing the unpaid volunteer services of other members
99 while the Webservant remains as the single point of accountability.
100 C. The appointment of a Web Developer while the Webservant remains as the
101 single point of accountability.

- 102 5. The Webservant supervises contract services for-hire by a vendor under an
103 agreement approved by the ASC.
- 104 6. The Webservant will ensure that the SVGNA ASC Chair and ASC Secretary are in
105 possession of all access and contact information for the website hosting service.
106 Ownership will be held in the name of the Stanislaus Valley Groups of Narcotics
107 Anonymous.

108 **Webservant Reporting and Communications**

109 The Webservant and/or Alternate Webservant will submit a written report to the SVGNA ASC
110 Secretary for each regular meeting. This report will detail all pertinent financial and technical
111 status and developments related to the operation of the website. The report will also include a
112 summary of any relevant correspondence received, sent, and forwarded. The Webservant
113 and/or Alternate Webservant are required to attend all regular SVGNA ASC meetings. The
114 ASC shall be notified in a timely manner when circumstances do not allow attendance.
115
116
117

118 **General Guidelines**

- 119 1. The Webservant and the Alternate Webservant shall have the knowledge and
120 capabilities to maintain a website on a day-to-day basis.
- 121 2. The Webservant and/or Alternate Webservant will maintain the meeting schedules on
122 the website, the printable version of the meeting schedule, and will be responsible for
123 the printing of the schedules for distribution at each monthly ASC.
- 124 3. The Webservant and/or Alternate Webservant will maintain the SVGNA online
125 calendar. Entries to the calendar are identified during the ASC session or via
126 correspondence with ASC trusted servants.
- 127 4. The Webservant and/or Alternate Webservant will maintain a web page for each of
128 the Subcommittees of the SVGNA ASC.
- 129 5. The Webservant and/or Alternate Webservant will review submitted flyers in
130 accordance with the criteria set forth in the current "Flyer Submission Process"
131 document.
132

133 **Technical Specifications**

- 134 1. Email accounts for ASC administrative body and subcommittees, are created and
135 serviced by a third-party Webhost in accordance with the Webhost's policies.
136 Password accesses must be updated when new trusted servants are elected at the
137 ASC. Requests for password resets must be directed to the Webhost.
- 138 2. Personal email addresses are not to be posted on the SVGNA.org website.
- 139 3. External hyperlinks will be approved by the ASC and validated every 30 days.
- 140 4. Meeting directory pages should be checked for updates at least every 30 days.
- 141 5. Any NA group or committee may request to post information on the website
142 concerning upcoming events or service functions. Requests will be processed
143 based on current ASC policy.
- 144 6. Images of any identifiable person, whether a NA member or not, are never used.
- 145 7. Sales of merchandise will not be made on the website.
- 146 8. If a NA Area Service Committee or Group within the Region has its own website, the
147 site may be linked to the ASC website with approval from the ASC.
- 148 9. Copyrighted material will not be used on the website without specific permission from
149 the owner.
- 150 10. The ASC will establish policies necessary for the operation of the Website.
151

152 **Contingency Plan**

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154 If the Webservant and/or Webservant Alternate are removed or resign from their positions, the
155 ASC administrative body will assume the responsibilities and seek technical support from the
156 Web Developer.

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158 **Privacy Policy**

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160 1. The privacy policy on communications with the Narcotics Anonymous service structure
161 is an important aspect of our Twelfth Tradition of anonymity.

162 2. The following is the current privacy policy:

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

165 We believe in supporting the spirit of our tradition of personal anonymity on the Internet
166 by stating clearly that we do not employ any technical means to track or identify any
167 individual visitor to this website.

168 Any communication submitted to svgna.org email accounts will be treated with
169 confidentiality and anonymity in mind. We do not guarantee total anonymity in all
170 circumstances; example: first names with last initial, and contact information that are
171 placed on flyers. We suggest that the senders of emails, or feedback forms, take their
172 own precautions if they desire to remain anonymous.

173 All communications considered to be official NA business may require some level of
174 identification for the purposes of responding to those communications. All efforts will be
175 made to pass on communications in a timely manner to a responsible trusted servant.
176 Under no circumstances will we forward emails of a personal nature to any NA member
177 here in the SVGNA area. This is an official website of the Stanislaus Valley Groups of
178 Narcotics Anonymous and we do not acknowledge anyone's membership in Narcotics
179 Anonymous.

180 Thank you for respecting this policy.

181 The policy outlined here will evolve in the future as the guidelines and policies for our
182 website are changed at the direction of the Stanislaus Valley Groups of Narcotics
183 Anonymous Area Service Committee and/or the Webpage Work Group.

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Revision 2	07/28/2024

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