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California Mid-State Region
P.O. Box 26105 ²
Fresno, CA 93729-6105
www.calmidstatena.org ⁴₅

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7 ADDENDUM "D"

8 **CALIFORNIA MID-STATE REGIONAL SERVICE COMMITTEE**
9 **OF**
10 **NARCOTICS ANONYMOUS**

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12 **WEB SITE GUIDELINES AND POLICIES**

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15 The purpose of the California Mid-State Regional Service Committee of Narcotics Anonymous Web Site is to
16 further the Narcotics Anonymous® primary purpose of carrying the message to the addict that still suffers by
17 providing easily accessible information about NA within the RSC boundaries. All activities directed to that end
18 shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts
19 for NA Service and directly support the Fifth Tradition.

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22 **Functions/Responsibilities**

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24 The basic functions of the California Mid-State Regional Service Committee of Narcotics Anonymous Web Site
25 are:

- 26 1. To provide communication
 - 27 a. Between this Region of Narcotics Anonymous and the public
 - 28 b. Between the Areas of the Region and the California Mid-State Regional Service Committee.
- 29 2. To post current meeting schedules for the Areas.
- 30 3. To post information benefiting the Areas served by the RSC.

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33 **Requirements and Duties of the Web servant and Alternate Web servant**

- 34 1. Personal time and abilities to perform their duties.
- 35 2. Willingness to serve in the position.
- 36 3. Two (2) years clean time.
- 37 4. Understanding and practical experience of the Twelve Steps of Narcotics Anonymous, the Twelve
- 38 Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service.
- 39 5. Maintenance of clean time throughout term of office or participation.
- 40 6. Regular attendance at Narcotics Anonymous recovery meetings.
- 41 7. Resources necessary to perform the duties as assigned
- 42 8. The Alternate Web servant will be willing and able to assume the duties assigned the Web servant if
- 43 necessary.
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Finances and Ownership

1. Expenses for web site hosting and domain registration are the responsibility of the California Mid-State Regional Service Committee. The cost for Internet access, computer equipment and software, training; etc. are the responsibilities of the Web servant.
2. The web servant is responsible for communicating all financial needs and consequences to the California Mid-State Regional Service Committee.
3. The CMSRSC is the owner of the domain name. The Web servant is responsible for maintaining the ownership of the domain name for the CMSRSC.
4. The Web servant is responsible for investigating and choosing a vendor for hosting the web site. The final decision rests with the California Mid-State Regional Service Committee.
5. The Web Servant is responsible for the development and maintenance of the web site. The development and/or maintenance can be accomplished by:
 - A. the Web Servant performing the work as an unpaid volunteer.
 - B. the Web Servant utilizing the unpaid volunteer services of other members while the Web Servant remains as the single point of accountability.
 - C. the Web Servant supervising contract services for-hire by a vendor under an agreement approved by the CMSRSC.In all cases, the participants will sign work-for-hire agreements and all material will be owned and copyrighted solely by the CMSRSC.
6. The Web Servant will ensure that the Regional Chair is in possession of all access and contact information, and all ownership will be held in the name of the CMSRSC and/or the Regional Chair if necessary.

Web Servant Reporting and Communications

The Web servant will submit a written report to the California Mid-State Regional Service Committee at each regular meeting. This report will detail all pertinent financial and technical status and developments related to the operation of the web site. The report will also include any relevant correspondence received, sent and forwarded. The Web servant is required to attend all regular California Mid-State Regional Service Committee.

General Guidelines

1. The web servant shall create and maintain email accounts as instructed by the RSC.
2. Personal e-mail addresses are not to be posted on this web site.
3. External hyperlinks will be approved by the CMSRSC.
4. Meeting directory pages should be checked for updates at least every 30 days.
5. Any NA group or committee may request to post information concerning upcoming events or service functions. Requests will be approved based on current CMSRSC policy.
6. Chats, forums, discussions, and other similar content concerning personal recovery issues are not posted on the web site.
7. Images of any identifiable person, whether a NA member or not, are never used.
8. Merchandise sales will be allowed on the website following the procedures and policies of the CMSRCC and/or the RSC.
9. If an Area Service Committee or Group within the Region has its own web site, the site may be linked to the CMSRSC web site with approval from the CMSRSC.
10. Copyrighted material will not be used on the web site without specific permission from the owner.

96 11. The Webs servant is responsible for updating the information posted on the WSO web site whenever
97 the changes in the CMSRSC are made.

98 12. The CMSRSC will establish policies necessary for the operation of the Web Site.

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101 Privacy Policy

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103 The CMSRSC will establish and maintain a privacy policy for its web site.

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106 Date of revision: 06 June 2013

107 Date Approved: 15 June 2013

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