# PACIFIC CASCADE REGIONAL WEBSITE POLICY AND GUIDELINES

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# Pacific Cascade Regional Website

# Policies and Guidelines

**Adopted: 4 / 16 / 2005**

## Introduction

**The following outlines policy and guidelines for the website "http//:pcrna.org", formally a service of the Web Page Work Group for the Public Information Subcommittee of the Pacific Cascade Region of Narcotics Anonymous Service Committee.**

**The following guidelines are derived from the decisions and policies created by said Web Page Work Group. In addition, they reflect policies or guidelines that are pertinent to the Pacific Cascade Regional Service Committee (PCRSC).**

### SECTION 1: PURPOSE, NAME AND ACCOUNTABILITY:

1) **The purpose of the website is to further the NA groups' primary purpose of carrying the message to the addict that still suffers by providing easily accessible information and communicate the activities of the Pacific Cascade Region of Narcotics Anonymous (PCRNA).**

2) **The name of the group of trusted servants responsible for publishing the PCRNA website is the "Pacific Cascade Regional Public Information, Web Page Work Group".**

3) **The Uniform Resource Locator (URL) for this site is http://pcrna.org.**

4) **This Web Page Work Group is accountable to NA Fellowship through the Pacific Cascade Regional Public Information Committee (PCRPI) through its work group leader, the "Web-servant".**

5) **The "Web-servant" is the point of accountability for the Web Page Work Group and is responsible to the PCRPI for the website.**

## SECTION 2: FINANCES AND OWNERSHIP:

1) **Costs for web hosting, domain registration and associated publishing software are the responsibility of the Pacific Cascade Regional Service Committee. Costs for Internet access by members of the Web Page Work Group is not included.**

2) **The Web-servant is responsible for communicating all financial needs and consequences to the PCRPI Committee's Administrative Officers, primarily the Treasurer.**

3) **This Pacific Cascade Regional Service Committee is the owner of the domain name "pcrna.org", and is responsible for maintaining the ownership of the domain name.**

4) **The Web Page Work Group is responsible for investigating and choosing a vendor for hosting the PCRNA website. Final responsibility rests with the PCRSC for distribution of funds.**

5) **All budget considerations will be addressed as outlined in the Pacific Cascade Regional Service Committee's own policy.**

## SECTION 3: WEB PAGE WORK GROUP REPORTING AND COMMUNICATIONS

1) **The Web-servant will submit a written report on behalf of the Web Page Work Group to the Pacific Cascade Regional Public Information Committee at each quarterly meeting. This report communicates all financial, technical and correspondence related to the operation of the website. The Web-Servant and/or Alternate Web-Servant are required to attend the PCRSC quarterly service meeting.**

2) **The Web-servant is responsible for downloading and distributing e-mail and website feedback communications. E-mails will be distributed to regional and area service committees' point (s) of responsibility. It is the responsibility of PCRSC and all Regional service committees to designate their point (s) for distribution. It is also the responsibility of PCRSC and all Regional service committees to work out such details with the Web-servant. Website feedback will be distributed to members of the Web Page Committee. (See Section 9: General Guidelines and Policies.)**

3) **E-mail addresses will be established for the PCRSC, Area Service Committees and other trusted servants as needed.**

4) **Personal e-mail addresses are not to be used on the PCRNA website so that official NA communications are processed properly and appropriately. It is up to the trusted servant whether to use their own personal e-mail to reply to communications.**

5) **Trusted servants and/or service committees receiving communications are responsible for acknowledging the communication and informing the PCRSC of the disposition of the communication through logs, reports, counting's, etc. at the PCRSC quarterly meeting.**

6) **The PCRSC quarterly meeting minutes will be posted on the website for downloading and review by any Fellowship member as they become available (refer to sec. 9).**

## SECTION 4: WEB PAGE WORK GROUP MEMBERS

1) **The Web Page Committee will consist of a Web Servant, a Web Servant Alternate, a PCRPI member and members from each Area of the Pacific Cascade Region. In addition to these committee members, volunteers are encouraged to participate but do not have voting privileges as stated in Section 5 on concerning decision-making.**

2) **The Pacific Cascade Regional Public Information Committee chooses the Web Servant and the Web Servant Alternate. Web Page Work Group members are chosen by their respective areas.**

## SECTION 5: WEB PAGE WORK GROUP DECISION-MAKING

1) **Decisions by the Web Page Work Group are made by consensus when possible.**

2) **Consensus decision-making is when after full discussion on a proposed action, no one member of the work group is unwilling to support the proposed action.**

3) **If consensus cannot be reached, a two-thirds majority is needed for a decision to be carried out.**

4) **Voting Members will consist of: Web-Servant, Alternate Web-Servant, PCRPI member, and one Work Group Representative or Alternate Representative from each Area Service Committee of the PCRNA.**

## SECTION 6: WEB PAGE WORK GROUP MEETINGS

1) **Meetings of the Web Page Committee may occur when the group believes a meeting is necessary.**

2) **Most committee business should be done over the Internet utilizing technologies that are practical and economically feasible.**

## SECTION 7: WEBSITE CONTENT AND COMPONENTS

***The purpose of this section is to outline the baseline content of the PCRNA website.***

1) **The suggested sections or pages for the website are:**

   a. ***Area (Gatherings, Activities), and (Regional Conventions, Activities.)* - Information on Pacific Cascade Regional Conventions and Area Gatherings only.**

   b. ***Contact Info* – Contact information for the Pacific Cascade Region (address, phone numbers, e-mail addresses for the PCRSC, Area Service Committees and NA World Services).**

   c. ***Downloads* – All available download files for the website (meetings, convention or gathering forms, service committee communications, etc).**

   d. ***Feedback* – Form for feedback from website visitors.**

   e. ***Pacific Cascade Area Service Committee Pages* – Links to area service committee web pages, internal and external.**

   f. ***Pacific cascade Regional Service Committee Page (s)* – Communications content for the PCRSC (announcements, meeting minutes, for example).**

   g. ***Help line* – A listing of all help line telephone numbers in the Pacific Cascade Region.**

   h. ***Home Page* – Entry page to website, normally the index.htm file, may be another page if desired.**

   i. ***Links* – List of external hyperlinks to NA approved websites with disclaimer notice.**

   j. ***Meeting Directories* – Meeting lists or links for all Areas of the Pacific Cascade Region.**

   k. ***Privacy* – Notice of privacy of communications.**

   l. ***Search* – Search component for website.**

m. ***Site Index* – Table of contents component used for viewing website in hierarchy format.**

n. ***What is NA?* – Public information content excerpted from "Narcotics Anonymous: A Society of Recovering Addicts" that is approved for Internet usage by NA World Services.**

**2) The PCRNA website will have the following content on each page:**

a. **The title of page.**

b. **The top of each page will have a navigation bar containing home, parent, same level and child pages. A similar navigation bar will be added to the bottom of the page when page contents cause the page to be more than 2 standard screen (800 x 600 pixel resolution) pages long.**

c. **The bottom of any page containing NA symbols or copyrighted information will display a copyright notice.**

d. **A date and time component describing the last update to the page where possible.**

**3) The index or home page will have the following content: in addition to the standard page information:**

a. **A welcoming paragraph (with announcements when necessary).**

b. **A navigation bar component for the first tier of child pages under the index or home page.**

c. **A visitor "hit counter" component.**

d. **Clear text stating that this is an official website for Narcotics Anonymous in the Pacific Cascade Region through the administration of the Pacific Cascade Regional Service Committee.**

e. **Text containing hyperlinks for sections of the site such as "Meeting Directories", "Area and Regional Conventions", "Help lines" "PCR Area Service Committee Websites", and "Pacific Cascade Regional Service Committee". These sections may be further broken down into links for sub-pages to these sections.**

## SECTION 8: TECHNICAL GUIDELINES

***This section describes technical design, philosophy and guidance information.***

1) **The user name and user password to publish the website will be held by the Web-servant, the alternate Web-servant, the PCRSC Chairperson, and the PCRPI Chair only.**

2) **Internet browser compatibility will be as universal as possible when considering design elements of the website.**

3) **Website design should be tailored to the download rate of 56Kps. No page should take more than 30 seconds to download at 56Kps.**

4) **The site will be designed for a browser window if 800 x 600 pixels.**

5) **The use of JavaScript will be curtailed to basic website components.**

6) **The use of images other than for buttons and other technical components will be minimized to reduce the time needed for downloading our web pages.**

7) **The size of files for downloading should be kept low to reduce the time needed for downloading and slow connection speeds, whenever possible.**

8) **Files for downloading should be limited to "Portable Document Format – filename.pdf" to discourage alterations of original files. Other formats, when available, should be archived by and available upon request to the webhost for any NA member through email.**

9) **Files for downloading should be scanned for viruses before posting to the website.**

10) **External hyperlinks should be checked on a monthly basis for integrity and site content examination.**

11) **Registration of the website with major search engines should be reviewed every six months.**

12) **Text font size will be chosen for easier reading for all platforms.**

13) **Alternate text tags will be used for images.**

14) **Plain text alternatives should be available for all meeting directory pages and contact information pages.**

15) **Regular and frequent "back-up" copies of the website are made by the Web-servant. These back-up copies of the website shall be an agreed to media that can be utilized by the Web-servant Alternate. The purpose for the back-up copies of the website is for archival and rescue purposes by the web-servants in maintaining the website.**

## SECTION 9: GENERAL GUIDELINES AND POLICIES

1) **External hyperlinks will be only to official NA websites. The Web Page Work Group will evaluate these websites outside of the Pacific Cascade Region for upholding the 12 Traditions and 12 Concepts of Service before making a hyperlink to that website. Area websites of the Pacific Cascade Region will follow their own area conscience and accountability in their content but a disclaimer is to be displayed by these hyperlinks that "pcrna.org is not responsible for listed area website content".**

2) **Meeting directory pages should be checked for updates at least every 30-45 days.**

3) **A single point of contact for each Area Service Committee is established for the purpose of communications to the Web Page Work Group. This communications liaison is utilized for the purpose of updating information on the website.**

4) **Registration for Area Service Committee events will be done directly with those committees.**

5) **Each Area Service Committee may request to post information concerning local area activities, meetings or other NA related information; excluding personal recovery communications.**

6) **Newsletters or other similar content concerning personal recovery are not posted on the website since the site is open to the public's scrutiny; opinions presented may confuse readers as being the opinion of NA as a whole.**

7) **Images of any identifiable person, whether an NA member or not, are never used.**

8) **Sales of merchandise are not done on the website.**

9) **Requests for literature purchases will be referred to Narcotics Anonymous World Services.**

10) **If an Area Service Committee has its own website, the PCRNA website will link to it and not reproduce meeting directory information. This is to avoid duplication of effort and avoid confusion. Information such as contact information will still be posted on the PCRNA website.**

11) **Copyrighted material will not be used on the website without specific permission from the owner of the material.**

12) **No personal contact information, including: last names, emails, addresses, and phone numbers will be posted on website except regional minutes and other regional documents containing personal information which shall be contained in password protected directories on the website with password access to NA members only and not viewable by the public**

## SECTION 10: QUALIFICATIONS FOR WEB-SERVANT AND ALTERNATE:

1) **The minimum clean time for Web-servant is (2) two years, and Web-servant Alternate position (s) is (1) one year.**

2) **An understanding of the Twelve Traditions is vitally important in this service position as it involves communications and public relations with non-addicts as well as the still suffering addict.**

3) **Any person considered for this position should demonstrate an ability to write HTML code and administer a website.**

4) **These trusted servants should provide proof of access to a computer that is capable of running the latest generation of web browsers and has a suitable connection to the Internet. The costs for these requirements are borne by the trusted servants.**

5) **The Web-servant and Web-servant Alternate are chosen by the PCRPI by election according to the PCRPI policies.**

6) **Removal of these trusted servants from their positions are covered by the PCRPI policies.**

7) **The term for each position is to be two years in length.**

## SECTION 11: PRIVACY POLICY

***This section describes the current privacy policy of the website.***

*1)* **Privacy policy on communications with the NA service structure is an important aspect of our Twelfth Tradition of anonymity.**

*2)* **The Web Page Work Group will apply all of the Traditions and the Twelve Concepts of Service in developing and implementing a "Privacy Policy" for the PCRNA website.**

*3)* **This privacy policy will evolve as needed and be approved by the Web Page Work Group before posting on the website.**

*4)* **The following is the current "Privacy Policy" as posted on the PCRNA website:**

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

***b.*** **Cookies: We believe in supporting the spirit of our tradition of personal anonymity on the Internet by stating clearly that we do not employ any technical means to track or identify any visitor to this website. You may take this promise of anonymity for granted as an NA member and wonder why we need to bring this issue up. We do so because of our experience with a few NA related websites that use "cookies" to track your usage of their websites. Even more objectionable is the use of cookies by outside organizations on these NA websites. For further information on "cookies", consult your Internet browser's help utility or other Internet resource.**

***c.*** **Communications: Any communication submitted to PCRNA.org will be treated with confidentiality and anonymity in mind. We will delete all communications received on a regular basis. We do not guarantee total anonymity in all circumstances. We suggest that the senders of e-mail or feedback forms take their own precautions if they desire to remain anonymous.**

***d.*** **All communications considered to be official NA business requires some level of identification for the purposes of responding to those communications. All efforts will be made to pass on communications in a timely manner to a responsible trusted servant.**

***e.*** **There are alternative methods for communicating with service committees within the PCR Region. These alternatives are listed on our contact information page. Please utilize this information if it is necessary to fulfill your needs.**

***f.*** **Personal Requests: Under no circumstances will we forward e-mail of a personal nature to any NA member here in the PCR Region. This is an official website of the Pacific Cascade Region (PCR) and we do not acknowledge anyone's membership in Narcotics Anonymous. Thank you for respecting this policy.**

***g.*** **Policy Changes: The policy outlined here will evolve in the future as the guidelines and policies for our website are changed at the direction of the Pacific Cascade Regional Service Committee, the Pacific Cascade Regional Public Information Committee and/or the Web Page Work Group. Your comments are welcome on this topic so please use our feedback form.**