

# OPERATING GUIDE & PROTOCOLS

## Web Site

## Greater London Area Of Narcotics Anonymous

**January /2015**

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L0 NAME

The name of this Web Site shall be: "GLANA WEB SITE" under the direction and control of the "GREATER LONDON AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS"..

2.0 GEOGRAPHICAL BOUNDARIES

This Web Site shall serve London, St. Thomas. Woodstock, Sarnia. Goderich, Exeter. Ingersoll, Seaforth, Stratford. Strathroy, and surrounding areas to encourage support and growth and the service structure of NA groups within the surrounding area.

3.0 WEBSITE MEMBERS

5 A The members of this Web Site are: Web Servant, Alternate Web Servant and other N/A members who may be utilized in the administration and application of the Web Site.

3.2 Other N/A members assisting on the site will not be given any passwords unless approved by "GREATER LONDON AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS .

4.0 PURPOSE/FUNCTIONS

4,1 PURPOSE

The purpose of the Web Site is to help carry the message of recovery to the addict who still suffers, to be supportive of its member groups and to foster the primary purpose of the fellowship by using the World Wide Web to facilitate this process.

4-2 FUNCTIONS

The basic functions of the Web Site in support of this purpose are to administer and co-ordinate business and activities common to various groups comprising of

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its membership in accordance with the 12 steps, 12 traditions and 12 concepts of NA. Specific functions include but are not limited to the following:

4.2.1

- To facilitate the communication of information to and from the groups
- To facilitate the communication of information to outsiders who may be seeking information or help from Narcotic Anonymous.
- To carry out the direction of the GREATER LONDON AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS ASSEMBLY as they may deem appropriate or direct. .

WEBSITE WEBSITE REFERENCES

The Web Site and its members shall comply in all actions with the following:

The 12 Traditions

The 12 Concepts

The approved GLASC POLICIES AND PROCEDURES

The "A Guide to Local Services" and its Successors

The current editions of all NA handbooks

ORCNAP&P

Criminal Code R.S.C.. 1985. c. C-46

Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31

Human Rights Code. R.S.O. 1990. c. H.19

SECURITY

6.1 The Web and Alternate Web (Servant) will be seized with the protection of all passwords associated with the GLANA Web Site and will ensure that only authorized members are furnished with same for their email accounts..

6\*2 The Web and/or Alternate Web (Servant) will in the month of January of each year issue a new password to all authorized members.

- 6.3 When a member who has access to the GLANA email account ceases to be an authorized member then this account will be immediately deactivated.
- 6.4 The Web aiid/or Alternate Web (Servant) will in the month of January of each year change the passwords that allow entry into the Web Site.
- 6.5 Passwords will immediately be changed at any time if the Web Site or it's associated email accounts have been compromised or suspected of being compromised. At which time the Area Chair and Secretary will advised forthwith.
- 6.6 All members of the Web Site WILL NOT use the Web Site for personal, illegal or nefarious reasons.
- 6.7 The Chair and Secretary of Area will be furnished with a written report forthwith in the event any other authorized member uses the Web Site for personal, illegal or nefarious reasons.
- 7.0 SERVICE MEETINGS ON AN AD HOC BASIS
- 7.1 The Web Site will meet on a Ad-Hoc basis when any significant changes to the Web Site are being considered or when requested by the Web Servant or by Individuals of the Web Site or by the Assembly of the Greater London and Area Service Committee
- 7.2 The Web or Alternate Web Servant will submit a report to the Secretary of the Assembly of the Greater London and Area Service Committee at least 3 calendar prior to their monthly meeting.
- 7.3 There is an expectation that the Web Servant and/or Alternate Web Servant will attend at both the monthly Administration and Area meetings.
- 8.0 PUi EL IING INTEGRITY OF WEB SITE
- 8.1 Any substantial changes to Web Site must be agreed on by the Web Site Administrators and can not be implemented until approval has first been obtained from the ASSEMBLY Of THE GREATER LONDON AREA SERVICE COMMITTEE OE NARCOTICS ANONYMOUS
- 8.2 Substantial changes are those that change the basic design of the Web Site, deletion of present material/menus or addition of new material/menus or changes to the theme or template.

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8.3 Changing present Web Site Material in the form of font, colour or organization (except Present logos, headers and mentis) will not be considered "substantial changes} when it is used to facilitate a user navigating or understanding the Web Site.

90 USE OF NARCOTICS ANONONIOUS FINDS

9.1 The Web or Alternate Web Servant or any Web Site Member will NOT encumber or incur any financial liabilities to GLANA without prior approval from the Assembly of the Greater London and Area Service Committee

i0.0 CONFLICT WITH POLICIES AND PROCEDURES OF THE GLASC

10.1 In the event any oftheses guidelines or protocols and procedures conflict with the policies and procedures ofthe GREATER LONDON AREA SERVICE COMMITTEE then the policies and procedures ofthe GREATER LONDON AREA SERVICE COMMITTEE will take precedence.