AZCoDA.org Website Administrative Guidelines

2/6/21

Website Mission Statement:

To carry CoDA's message by maintaining the ANCoR website, which facilitates understanding of codependent recovery, shares tools for recovery, and communicates opportunities for fellowship in a healthy and loving environment.

General Guidelines

- The website is provided under the oversight of Arizona North Central CoDA Region (ANCOR) intergroup and is subject to ANCOR approval. The ANCOR Administrative Guidelines take precedence over the guidelines presented here.
- 2. Authority for day-to-day decisions for the website has been granted to the Website Committee (WC) by ANCoR.
- 3. Decisions for website content shall be made by the WC group conscience process. A simple majority is required for approval of website changes. Ties are resolved by the chairperson or through a group conscience of ANCoR if necessary.
- 4. The website shall be administered by the ANCoR-elected WC Chairperson. All electronic changes to the website shall be made by the chairperson to ensure full awareness of all website content. This responsibility may be delegated by the chairperson.
- 5. The WC shall consist of two or more persons, including the chairperson. Input from an ANCoR officer may be used to satisfy this requirement if two or more people are not on the WC.
- 6. The website shall provide information supporting all aspects and committees of ANCoR on an as-requested basis.
- 7. The WC has the final say on website content unless instructed otherwise by ANCoR.
- 8. Action items for website improvement initiatives should be maintained by the WC to capture ideas and track their progress.
- 9. The website shall be maintained in a timely manner.

Detailed Guidelines

- 1. All content on the website will be in accordance with the 12 Traditions of CoDA.
- 2. Only CoDA Conference-endorsed documents will be used or referred to on the website. In the case of a personal share (e.g., Blog), it will be noted that the share is Non-CoDA-endorsed material.
- 3. All material available on CoDA.org may be used or referred to on AZCoDA.org.
- 4. Only meetings listed on CoDA.org will be included on Arizona meeting lists shown on AZCoDA.org.
- 5. Tradition 11 states: "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films." Tradition 12 states: "Anonymity is the spiritual foundation of all our traditions; ever reminding us to place principles before personalities." For the purpose of this website, implementation of these traditions means no Personally Identifiable Information (PII) will be used on the website. PII is any data that can be used to identify a specific individual. A person's PII includes their:

- a. Full name
- b. Social Security number
- c. IP address(es)
- d. Login IDs
- e. Social media posts
- f. Digital images (still or video) that provide sufficient detail to enable identification of CoDA members.
- 6. No attempt will be made by the website to identify persons accessing or using the website.
- 7. Blogs, workshops, and personal testimonies such as the presentation of a person's Experience, Strength and Hope sometimes uses non-CoDA material but in accordance with Tradition 12, the source of the material (book name, author, etc.) shall not be mentioned. These materials shall be paraphrased; direct quotes from non-CoDA sources are not permitted to avoid copyright infringement issues.
- 8. Decisions involving additional costs for website implementation may be made by the WC but shall be limited to \$50 without gaining prior ANCoR approval.
- 9. Active hyperlinks provided on AZCoDA.org will be limited to other CoDA-related material.