

# Southern Maryland Intergroup Association

Publishing Guidelines



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## Scope

The guidelines in this document cover any publication created, edited, or submitted by the Southern Maryland Intergroup Association (SMIA). This includes but is not limited to:

- The SMIA Website
- The SMIA Lifeline
- The SMIA Where and When
- Any event flyer created and submitted by the SMIA
- Other publication that represents the SMIA in any form

## Purpose

These guidelines will establish appropriate content for any form of publication created, edited, or submitted by the SMIA.

## Policy

The policies in these guidelines apply to any form of publication created, edited, or submitted by the SMIA.

### Anonymity

We observe the principles and Traditions of Alcoholics Anonymous (AA) in all publications, as anonymity is the spiritual foundation of all our Traditions, we practice anonymity on our website, The Lifeline, the SMIA Where and When, and any other publication at all times. These are public mediums that have the potential for reaching the broadest possible audience, and therefore, requires the same safeguards we use at the level of press, radio, film, and other media.

- Personal or private e-mails, addresses, or phone numbers will not be included on any SMIA created publication.

- Flyers submitted for publication on the SMIA website or in the SMIA Lifeline may include a private e-mail address or phone number but only with the expressed permission of the person or persons submitting the flyer. This permission can be in electronic form, such as an e-mail. This permission must be copied to the SMIA Chair before publication of the flyer.
- Full face photographs of A.A. members will not be included in any SMIA publication.
- Full names of A.A. members will not be included in any SMIA publication.

### Autonomy

Autonomy will be respected. Each group in the SMIA service area will decide for themselves what information they do or do not want published, provided such contents falls within our policy, as well as the extent of their participation in the SMIA website.

### Acceptable Content

All forms of publication must be acceptable in content.

#### *Acceptable Material*

- Material that supports A.A. and is conducive to attracting members to the fellowship
- Humor that is in good taste
- Announcements for events or fundraisers that directly support carrying the message

#### *Unacceptable Material*

- No vulgar material, or material that a reasonable person would consider vulgar
- No material that supports or detracts from any political position
- No material that would be considered racist
- No material that is demeaning to any gender, race, creed, religion, or ethnic background

#### *Digital Photography, Art, and Video*

Digital art, photography, and video included in any SMIA publication must adhere to the following guidelines:

- Must be designated as available for reuse, reuse with modifications, noncommercial reuse, or noncommercial reuse with modifications
- Photographed, recorded, or created in whole by the publisher
- Must be in good taste

### The SMIA Website

#### *Responsibility*

The SMIA Web Committee Chair is primarily responsible for the management and publication of the SMIA website. The chair may appoint an individual or group of individuals to act as “webmasters” or web publishers, or it may be the Web Committee Chair if they are so inclined.

### *Domain Registration*

The SMIA Website will be registered with the Internet Network Information Center as:

- somdaa.org, somdintergroup.org, and aainmd.org

### *Anonymous E-Mail Addresses*

Anonymous email addresses will be available for intergroup trusted servants, and others as needed.

Email addresses will use the Intergroups domain name to maintain the anonymity of trusted servants. (e.g., smia.chair@somdaa.org, smia.treasurer@somdaa.org, et al)

All replies to visitors' email will be made using anonymous email addresses.

### *Site Backup*

The SMIA Website will be backed up weekly.

- All pages on the primary site will be backed up
- All databases located on the support site will be backed up
- All calendars on the shared calendar site will be backed up

### *Web Content*

The Website may contain the following:

- A home page displaying the name of the Website as well as clearly identified connections to the other sections of the Website.
- A link to the Maryland General Service (Area 29) website, General Service Office, Grapevine, and the websites for each correlating district website for the tri-county (Calvert, Charles and St. Mary's) area, if the website exists.
- An announcement page of A.A. events within the SMIA service area and events hosted by groups, districts, the Maryland General Assembly, the GSO and other intergroups.
- The Responsibility Pledge
- The SMIA By-Laws
- The SMIA Treasurers Report
- The Publishing Guidelines
- The SMIA Lifeline newsletter
- The SMIA Minutes
- The official SMIA e-mail addresses of SMIA Board members and committee chairs
- District 1, District 35, and District 36 reports and updates
- The SMIA meeting and mail address
- The SMIA Where and When in the following forms
  - Interactive calendar
  - Searchable database
  - Electronic copy of the printed form

The SMIA website, as a courtesy, will post electronic copies of the printed form for the Where and When publications of Districts 1, 35, and 36.

- The SMIA is not responsible for the content of any District Where and When.
- The SMIA reserves the right to remove a District Where and When if it is not updated on an annual basis.

#### *Where and When Database and Calendar*

The SMIA will maintain a calendar and searchable database of all meetings in the service area, and may contain some meetings within a 20 mile radius of the service area. The content in both forms will be updated:

- Input received via e-mail by a District DCM, GSR, or Intergroup Rep
- Input submitted directly to the SMIA site through the Group Information Portal
- Input received from the SMIA Where and When Committee Chair

The SMIA webmaster is not responsible for the accuracy of information provide by any group. Corrections should be e-mailed to the Where and When Chair or through the on-line group information portal.

#### *Where and When Anniversary Calendar*

The SMIA will maintain a calendar all group and member anniversaries in the service area, and may contain some anniversaries within a 20 mile radius of the service area.

- Input received via e-mail from a District DCM, GSR, Intergroup Rep, or the individual celebrant.
- Input submitted directly to the SMIA site through the Anniversary Calendar
  - The SMIA webmaster must approved those submitted through the on-line calendar to prevent abuse by web-bots or bad actors.
- Input received from the SMIA Lifeline Chair.

If a member protests the publication of their anniversary on the website, it will be removed as soon as possible. However, the PDF copy of the Lifeline containing the same anniversary will not be removed unless the Lifeline publisher chooses to release a replace copy for the website.

#### *On-Line Lifeline Publishing and Retention*

The Lifeline will be published monthly to the website after approval from the SMIA Chair.

The SMIA website will maintain active copies of the Lifeline for two years after publication. After two years, they will be archived and copies may be requested from the Lifeline Chair or the SMIA webmaster.

#### *On-Line Treasurer's Report*

The SMIA website will maintain the current (latest release) of the Treasurer's Report containing three primary elements:

- Monthly Group Contributions
- Monthly Balance Sheet
- Annual Budget

#### *On-Line Minutes*

The SMIA website will maintain the official minutes for each month indefinitely in cascaded tabs. The minutes will be posted after approval of any SMIA Board member.

#### *On-Line By-Laws*

The SMIA website will maintain the By-Laws in cascaded tabs and in PDF form. Revisions to the By-Laws must be approved by the SMIA Board and submitted to the webmaster by the SMIA Chair for publication to the web.

#### *Announcement Page*

The SMIA Announcement Page will contain the following elements:

- Flyers for announcements pertaining to A.A. recovery
- The SMIA Events Calendar
- The Area 29 Events Calendar

The SMIA webmaster is not responsible for correcting the content of flyers submitted by any individual or group.

#### *Responsibility Pledge*

The SMIA website will clearly display the Responsibility Pledge on the site's home page.

#### *Disclaimer*

The following disclaimer will be displayed in plain view on the home page:

"This site is neither endorsed nor approved by Alcoholics Anonymous World Services, Inc. It is solely provided by the SMIA as part of its Twelfth Step work in reaching out to the alcoholic who still suffers. Although some of the items contained in these pages were published by AA World Services, this does not imply approval by the General Service Conference. This site provides links to some recovery-oriented websites. Inclusion of these links is intended to be a convenience for those who visit our site, but such inclusion does not constitute any endorsement or approval of, or affiliation with either the Alcoholics Anonymous World Services, Inc."

## The SMIA Lifeline

#### *Responsibility*

The SMIA Lifeline Committee Chair is primarily responsible for editing and publication of the SMIA Lifeline. The chair may appoint an individual or group of individuals to act as editors, publishers, or printers. SMIA will provide Publisher software for use, however, the chair may use whatever personal software they wish. The Lifeline Chair may perform any or all of

these functions if they are so inclined. The Lifeline Chair shall submit a copy of the Lifeline to SMIA Board of Directors Chair for approval prior to publication. In the absence of approval/disapproval by the Chair, the Vice Chair, Secretary or Parliamentarian, in that order, will sign-off on it.

#### *Publishing Interval*

The SMIA Lifeline will be published monthly, with the publication date occurring not later than the first Saturday in the month.

#### *Distribution*

The Lifeline will be distributed in printed form at the monthly meeting on the second Saturday of each month. No less than 40 copies will be distributed each month.

#### *Header and Footer*

All SMIA pages, with the exception of inserted flyers will maintain a header and footer with the following elements:

- Page number
- Website address
- Phone number
- Month

The first page header must contain

- Volume and number
- Title
- SMIA Logo
- Responsibility Declaration

#### *SMIA Directors and Committees*

The Lifeline will publish one page with the first name and last initial of all SMIA Board Members and Committee Chairs. The official SMIA e-mail address will be published. We will not publish the personal e-mail address.

#### *SMIA Board Reports and Minutes*

SMIA Board Reports and Minutes should be submitted not later than the 27<sup>th</sup> of each month prior to publication of the next Lifeline.

The SMIA Lifeline Chair will not alter the content of a submitted board report or the official minutes without approval from the committee chair.

#### *SMIA Committee Reports*

SMIA Committee Reports should be submitted not later than the 27<sup>th</sup> of each month prior to publication of the next Lifeline.



### *Anniversary and Event Calendar*

The Lifeline will publish A.A. member anniversaries, A.A. events, and A.A. Business meeting dates. The member anniversaries are gathered from:

- The SMIA web calendar
- The SMIA on-line submission form
- E-mail
- In-person

If a member protests the publication of their anniversary in the Lifeline, it will be removed as soon as possible, however the current copy of the Lifeline will not be reprinted.

## The SMIA Where and When

### *Responsibility*

The SMIA Where and When Committee Chair is primarily responsible for editing and publication of the SMIA Where and When. The chair may appoint an individual or group of individuals to act as editors, publishers, and printers. The Where and When Chair may perform any or all of these functions if they are so inclined.

### *Publishing Interval*

The SMIA Where and When will be published as needed depending on the consumption rate for that period, but typically not less than 4 months or greater than 6 months. We will print from 1500 to 2500 copies depending on available budget and the consensus of the SMIA Board.

### *Distribution*

SMIA Where and When's will be distributed at each monthly meeting of the SMIA. The SMIA representative for each group in the service area is responsible for picking up their own group's copies.

Public Information, Corrections, and Institution chairs for their respective districts may contact the Where and When chair for specific distribution.

The Where and When Chair generally will not deliver copies, but may arrange for delivery at their convenience.

### *Content*

The SMIA Where and When will contain information about meetings within the SMIA service area, and *may contain* information about meetings within 20 miles of the service area if it is submitted in timely manner and remains accurate. The title page will contain:

- Title
- Date of publication
- Service area county names
- "Confidential" and confidentiality statement
- The A.A. Preamble reprinted from the Grapevine©®
- SMIA phone number

- SMIA website address

The first insert will contain the Twelve Steps of Alcoholics Anonymous reprinted from the A.A. World Services and the text, Alcoholics Anonymous ©.

The meeting lists will be arranged by day and county (e.g. Sunday, Calvert; Sunday, Charles; Sunday, St. Mary's).

All pages will include the page number.

Listed meetings will contain the following information:

- Time
- Meeting codes
- Meeting name
- Meeting address

An explanation of the meeting codes will be included at the end of the meeting list.

The e-mail address for the SMIA Where and When Chair will be included as a destination for changes, additions, and deletions.

SMIA business meeting information will be included.

The most recent update date will be included.

“Is AA for You” will be included, reprinted with permission © Alcoholics Anonymous World Services, Inc., www.aa.org, “IS A.A. FOR YOU?”

The final page of the Where and When will include a two column table for important phone numbers.

#### *Updates*

Additions, changes, and deletions will be accepted from:

- Input received via e-mail by a District DCM, GSR, or SMIA Representative
- Input submitted directly to the SMIA site through the Group Information Portal
- Input received from the SMIA webmaster
- Input received at an SMIA monthly meeting

The SMIA Where and When Chair is not responsible for the accuracy of information provide by any group. When errors are discovered, e-mail corrections to the Where and When Chair or submit them through the on-line group information portal.

The individual districts are responsible for ensuring the information submitted through their published county Where and When's are accurate. If changes are necessary, The SMIA Where and When Chair ***will not*** check each meeting individually from those publications.

Changes will be reflected in the next printing

All new meetings (less than 6 months old) will be indicated as such in bold print.

## Copyright

The SMIA will abide by the A.A. General Service Office guidelines on copyright protection when quoting from A.A. World Services and A.A. Grapevine material.