

ISO of SAA, Inc.

Policy Name:	Policy establishing Standards for Links from the ISO of SAA Websites				
Section #:		Section Title:		Formerly Book:	
Approval Authority:	Board of Trustees		Adopted:	26 May 2011	Reviewed:
Responsible Executive:	Board's Policy Internal Standing Committee		Revised:		
Responsible Office:	ISO office		Contact:	Director@saa-iso.org	

1) Policy Statement

This policy protects the ownership of ISO-copyrighted materials and the SAA message on websites.

2) Reason for Policy

To define the process for linking and delinking websites from the ISO of SAA website and meeting list.

3) Who Should Read this Policy

- a) ISO staff
- b) Board of Trustees
- c) Service Committee members
- d) Intergroups

4) Resources

- a) ISO Business Motion
- b) ISO Literature Committee Handbook

This document can be found on the ISO service website

5) Definitions

- a) Information Systems and Online Presence Committee:
Information Systems and Online Presence Committee (ISOPCom) is a committee consisting of two Board members, two Literature Committee members and two ISO office staff. This committee oversees the infrastructure of the office and the various ISO websites.

6) The Policy

The ISO of SAA encourages the development of local websites by member groups and intergroups in support of carrying the message of SAA to the addict who still suffers. In order to protect the name of Sex Addicts Anonymous® and the assets of the ISO, however, the Board of Trustees, upon recommendation by the Information Systems and Online Presence Committee, has developed the following standards for external websites run by member groups, intergroups, or ISO regions to be linked from the ISO of SAA websites. The appropriateness of other links from the SAA websites will be decided on a case-by-case basis by the Information Systems and Online Presence Committee.

Local site ownership

The local website must be operated under the supervision of an SAA member group or intergroup that is currently registered with the ISO of SAA, Inc. or an ISO region recognized by the Board of Trustees.

Content

1. The primary purpose of the website should be the same as the primary purpose of each SAA group; namely, "to carry its message to the sex addict who still suffers."
2. The website may not display advertisements or contain links to any commercial enterprise or outside entity, except when required by the web hosting service, in which case a disclaimer must be displayed, indicating that the SAA group or intergroup is not affiliated with the provider.
3. Any link to a different outside website must be clearly marked-as such.
4. Meetings lists can only contain information about SAA groups as defined in the Bylaws of the ISO of SAA, Inc.
5. References to other S-fellowships must be limited to announcements or reports. (For additional information, please refer to the Inter-fellowship Relations Committee "Guidelines for Cooperation with Other S-recovery Fellowships" on the SAA website.)
6. Material copied from the SAA website or any SAA literature may not be altered and must carry a citation to its source site or document. For additional information on the proper form for citations, please refer to the ISO Literature Committee Handbook.
7. All information posted on local websites must be appropriate for public viewing. Caution should be exercised when listing personal information or specific locations of local or regional events. The location and dates of the annual ISO Conference and convention may not be mentioned.

Disclaimers and Copyright Notices

1. Use of materials (pamphlets, brochures, etc) that have not been approved as SAA Literature by the ISO Literature Committee must carry a disclaimer stating that the opinions expressed are those of the author(s) and do not represent the views of the ISO or of SAA. Alternatively, such content may be labeled as "DRAFT," if it is anticipated that it will be submitted to the ISO Literature Committee for approval after local review.
2. Excerpts from copyrighted material must carry proper citations. For additional information on the proper form for citations, please refer to the ISO Literature Committee Handbook.
3. Any copyrighted material to be copied or quoted in its entirety must receive prior permission from the copyright holder, which in the case of SAA is the ISO of SAA, Inc.

Use of ISO Trademarks

1. Use of ISO trademarks, specifically the words "Sex Addicts Anonymous" and the SAA medallion logo are regulated by the ISO Policy on Use of ISO Trademarks.
2. The SAA medallion logo may not be used by member groups or intergroups except when its use has been granted in writing by the Board. When used with permission, the logo trademark must be properly noted by the registered trademark symbol (®), inserted immediately beside the logo.
3. The name "Sex Addicts Anonymous" may be used by registered member groups and intergroups in titles and when referring to the SAA fellowship on official group or intergroup websites only when accompanied by the registered trademark symbol (®) and the following disclaimer: "The content of this website has not been approved by and may not reflect the opinions or policies of the ISO of SAA, Inc."

Requesting the link

Requests to be linked from the SAA website must meet the following stipulations:

1. The website must be operational.
2. The request must include the following:
 - a. Name of the registered group or intergroup which supervises the website.
 - b. The URL of the website.
3. The website will be examined by designees of the Information Systems and Online Presence Committee for compliance with the above requirements.
4. If the website is in compliance, the link will be inserted as requested.
5. If the website is not in compliance, the applicant will be notified of the deficiencies and will be given an opportunity to correct the deficiencies and to request reconsideration.

Removing the link

1. At any time, the group or intergroup may request that the link be removed from the ISO of SAA website.
2. If the website becomes non-compliant, the group or intergroup will be given the opportunity to correct the deficiencies. If, however, the deficiencies are not corrected in a timely manner, the link will be removed, and a new request will be required for further consideration.

Appeals

Decisions of non-compliance made by the Information Systems and Online Presence Committee may be appealed to the Board of Trustees in writing. The decision of the Board will be final.