

# **SAA Intergroup Guide**

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Written by the Intergroup Communications Committee of the ISO Board of Trustees

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# The Twelve Traditions of Sex Addicts Anonymous

At every level of our service structure we are guided by the Twelve Traditions of SAA, as adapted from the Twelve Traditions of Alcoholics Anonymous. Just as the Steps teach us the principles necessary for healthy individual recovery, the Traditions embody the spiritual principles for the healthy functioning of our groups. [*Sex Addicts Anonymous*, p. 76, Second Edition.]

1. Our common welfare should come first; personal recovery depends upon S.A.A. unity.
2. For our group purpose there is but one ultimate authority – a loving God as expressed in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for S.A.A membership is a desire to stop addictive sexual behavior.
4. Each group should be autonomous except in matters affecting other groups or S.A.A. as a whole.
5. Each group has but one primary purpose – to carry its message to the addict who still suffers.
6. An S.A.A. group ought never endorse, finance or lend the S.A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every S.A.A. group ought to be fully self-supporting, declining outside contributions.
8. Sex Addicts Anonymous should remain forever non professional, but our service centers may employ special workers.
9. S.A.A., as such, ought never be organized: but we may create service boards or committees directly responsible to those they serve.
10. Sex Addicts Anonymous has no opinion on outside issues: hence the S.A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, TV and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

# Purpose of the Guide

This guide is designed to give SAA members an overview of why and how intergroups have been formed within our fellowship, practical suggestions based on fellowship experience, and points of contact for additional information. We hope this information will be useful both to those starting new intergroups as well as to existing intergroups looking for ways to better serve their local areas. The existence of an intergroup follows the tenets of our Ninth Tradition: “S.A.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.”

## Intergroups

### “Intergroup” Defined

An intergroup is a group of SAA members representing autonomous SAA groups within a geographic area or representing meetings of a specific type (such as telemeetings or online meetings) which meets regularly to conduct business for the benefit of its member groups. Autonomous groups choose whether to form and participate in an intergroup or not. As stated in the basic text of *Sex Addicts Anonymous*, “When several meetings coordinate their activities, they create an intergroup, which is a board or committee through which these groups provide services” [p. 91, Second edition]. An intergroup, once formed, becomes its own organizational entity.

### Relation of the Intergroup to the Fellowship

Intergroups exist to serve their member groups; they do not preside over them. Intergroups are registered with the ISO as autonomous groups. Intergroups may also participate in the regional caucus in the region in which they are registered.

### Purpose of the Intergroup

An intergroup is usually formed when two or more SAA groups in a defined geographic area recognize that by pooling resources and volunteers, they can be more effective in providing service and support to their constituent groups and achieve greater outreach effectiveness. Intergroups might typically provide the following services:

- Funding and coordinating the use of a jointly held post office box and arranging for mail distribution to the groups
- Funding and coordinating a jointly operated telephone response line, including coordinating volunteers to return phone calls to the line

- Funding and coordinating special outreach projects
- Developing and maintaining an intergroup website
- Maintaining and publishing meeting lists

## Sources of Lists of Registered Intergroups

The list of registered intergroups is a helpful resource for a new intergroup. The list may be obtained from the ISO and is updated frequently. You can find the list in the last pages of the annually produced Fellowship Directory as well as on the ISO website ([www.saa-recovery.org](http://www.saa-recovery.org)). Several intergroups' websites are linked through the ISO website. Using internet search engines like Google is another way to find intergroup websites and related information.

# Forming an Intergroup

## Contacting Groups and Members to Form an Intergroup

Once the decision to start a new intergroup has been made, members may feel uncertain about how to proceed. Several initial steps will help yield a smooth launch to a new intergroup.

First, on the local group level, we recommend determining if there is consensus within the group to be part of an intergroup. Asking for a group conscience on this question will give those members interested in starting an intergroup a gauge of local support for this effort.

Next, groups need to determine the geographical scope of the intergroup, if relevant. While the group conscience may ultimately decide the scope, the ISO and Fellowship Directory may be helpful as additional resources.

Once the initial geographical scope is determined, the next step is to contact other groups within the range of the developing intergroup. Groups can be contacted either in person, through attending meetings, or by phone. Contact lists with intergroup phone numbers are available through the SAA website or in hard copy form in the annual Fellowship Directory. Individuals on the contact lists have volunteered to be contacts for their meetings. We recommend providing your own contact information to those you approach and explaining the scope of the proposed intergroup. Contacts are then typically asked to find out if their groups are willing to participate in the intergroup effort.

We recommend following up with your contacts after two to three weeks. Do not be discouraged if some contacts or groups are less enthusiastic about the idea of participating in an intergroup than others. This early exploratory stage can

yield important information about the practical level of activity for the proposed intergroup. Most groups are reasonably willing to participate if several persons spearhead the effort. Once there are enough groups agreeing to participate, founding members can review their assumptions about the relevant geographic scope and proceed.

Participating SAA groups are typically asked to assign a representative or two to attend intergroup meetings. The representatives' contact information is compiled and usually sent to a central location—probably an existing group's or an individual's email address, phone number, or mailing address. (At this point, it is likely too early for the intergroup to have its own mailbox, website, central email, or other email address, since representatives will not have yet agreed to the expenditures for these items.)

A central location should be chosen for the initial intergroup meeting. In preparation for the first meeting, we recommend sending out the location to the groups' representatives and requesting agenda items. Finding out how many representatives expect to attend will ensure enough materials are prepared for participants. A tentative agenda should be sent out prior to the first intergroup meeting to support initial attendance and to foster discussion at local group meetings. An agenda sent out in advance can help keep the scheduled event fresh in representatives' minds and provide focus for the upcoming meeting. We recommend following up with a reminder call or email a few days prior to the meeting.

Lastly, we recommend that primary organizers make one or more contact phone numbers available on the day of the meeting (such as personal cell phone numbers) so that first-time attendees can call for directions or report delays.

Following these suggestions can help founding members prepare for a smooth and productive initial intergroup meeting.

## Representatives within an Intergroup

Typically, an intergroup's business is accomplished through the participation of its members, each member representing a specific SAA group. Together, these representatives form the voting members of the intergroup. One vote per SAA group helps ensure that one meeting isn't overrepresented even if one group is more active in intergroup matters than other groups. Officer positions in the intergroup such as Chair, Vice Chair, Secretary, and Treasurer are rotated among representatives so that each group can serve in different capacities within the intergroup over time.

## Registration of the Intergroup with ISO

Once formed, an intergroup should register with the ISO. The registration form can either be taken from the Group Guide or requested from the ISO office. Two representatives from different groups need to sign the intergroup registration form and then mail it to the ISO at P.O. Box 70949, Houston, TX 77270.

After the ISO receives the registration, the intergroup will receive a group number for use in future correspondence and tracking with the ISO. Intergroups need to reregister with the ISO every year. This helps ensure accurate contact information and timely notifications relevant to the local fellowship.

## Guidelines for the Administration of an Intergroup

### Guidelines for New or Small Intergroups

Every new intergroup needs to decide how to conduct its business. If the new or small intergroup does not yet have guidelines in place, we recommend keeping written minutes of intergroup meetings. These minutes can be used to record decisions, to report back to the member groups about the intergroup's revenue and expenditures, and to record issues requiring member group conscience decisions, which would then be reported at the next intergroup meeting. Eventually, the new or small intergroup will determine whether there is value in developing written guidelines or by-laws to provide continuity of service as intergroup representatives and board members change over time.

### Guidelines for Larger or Established Intergroups

A larger intergroup may have written rules and procedures, often in a legal format called by-laws, which are adopted to facilitate the intergroup's smooth, ongoing functioning. These procedures or by-laws typically consist of articles specifying the intergroup's scope and purposes and describing how it conducts its business. The by-laws typically do not describe the minutiae of detailed activities or programs. Rather, they document the administrative processes that the intergroup's members have agreed upon. Over time, as new members take on intergroup tasks and old members rotate off, the by-laws ensure intergroup continuity. The appendices contain examples of by-laws and guidelines from several groups.

Each intergroup decides whether or not to adopt formal by-laws. While some intergroups exist for a long time before formally adopting by-laws, others have made it a priority to establish by-laws early on. We suggest that any intergroup writing new by-laws or revising existing by-laws review what other intergroups have developed. Adapting what has worked for other intergroups can help those developing by-laws avoid the twin problems of either cumbersome or inadequate by-laws. When developing by-laws, keeping it simple is likely to yield successful results.

Once in place, by-laws should not be revised frequently. While it is advantageous to periodically take an intergroup inventory and then make changes based on the needs of the constituent groups, by-laws are meant to support an intergroup's ongoing functioning, not be its primary development activity. With careful, succinct construction, by-laws will allow intergroups to focus most of their efforts on service to their groups, members, and most importantly, the still suffering addict.

## Trusted Servant Positions

In order to conduct meetings and oversee necessary operations, several members of an intergroup will likely be named as trusted servants. An intergroup might elect a board consisting of a Chair, Vice Chair, Secretary, and Treasurer. These board members serve for a specified period of time. Preferably, the terms of elected members are staggered, so the board always has both new and experienced board members. The persons who hold these positions are neither hierarchically above nor below other recovering addicts in the fellowship. Yet the officers are charged with the responsibility of making and implementing decisions that streamline the workings of the intergroup.

Also, board members might be simply elected as “members of the board” (no title specified). The board members then determine among themselves the positions they will serve in or the functions they will fulfill during a service period.

### Chair

Typically, the Chair runs the meetings and oversees the intergroup itself. The Chair makes sure that members serving in other positions on the intergroup have what they need to complete their tasks.

### Vice Chair

The Vice Chair runs intergroup meetings in the Chair’s absence and is often given the responsibility of overseeing one of the primary committees of the intergroup. The Vice Chair may also help coordinate special intergroup projects.

### Secretary

The Secretary takes notes of meetings, distributes minutes of meetings, and may have other duties, such as sending out future agendas and meeting time reminders.

### Treasurer

The Treasurer is in charge of maintaining financial records and making necessary transactions for any funds collected and expenditures incurred by the intergroup.

These four service positions are typically necessary and sufficient to comprise the officers of the intergroup. Of course, any intergroup may choose to have more or fewer officer positions, based on its specific needs. Often, intergroups choose to designate a preferred length of time in the program or sobriety time for those willing to serve as trusted servants.

In a smaller intergroup, the Chair or Vice Chair might be responsible for coordinating volunteers to answer the phone line or pick up and distribute mail. A larger

intergroup might have more elected positions. Additional positions might include Outreach Coordinator, Telephone Response and Postal Coordinator, Newsletter Editor, and Speaker Programs Moderator; committees and subcommittees may also have chairs. A later section will provide an overview of some of these common positions.

We recommend regular rotation of trusted servant positions, ideally on a staggered schedule so as to maintain continuity of leadership over time. Such planned turnover is important as an intergroup matures. In some intergroups, a nominating committee oversees this purpose. Broad participation among an intergroup's membership in trusted servant positions helps revitalize the organization with new ideas, approaches, and energy. Regular turnover of officers helps ensure that those with the skills and energy needed for the times are best placed to facilitate the intergroup's current projects. Regular rotation of officers also ensures that no one member or block assumes too much power or control.

## Intergroup Meetings

Intergroup meetings should be held regularly, as this helps ensure ongoing participation. Each meeting in the service area is encouraged to send a representative. Each representative is responsible for bringing forward items from their respective groups for consideration by the intergroup. While most intergroup business matters may be resolved during the meeting, some important issues may require individual group consciences be taken among member groups. For example, one intergroup asked for member group consciences to determine whether there was support for bidding to host the annual ISO International Convention in their area. The outcomes of such group consciences are then reported at the following intergroup meeting and help the intergroup make informed decisions. In addition, minutes or a report of each intergroup meeting should be furnished to each member group.

### Example of First Meeting Agenda

An example of an agenda for an initial intergroup meeting follows:

1. Roll call and welcome
2. Announcements
3. Open with the Serenity Prayer
4. Reading of the World Service Concept corresponding to the month
5. Vote on acceptance of the agenda
6. Approval of first meeting facilitator
7. Discussion of what an intergroup is and the basic guidelines for conducting business
8. Idea generation and initial selection of the tasks the intergroup first wants to take on  
(This selection process may or may not include assignments for these tasks at the first meeting)
9. Decision about processes for selecting officers
10. Seventh Tradition
11. Setting next meeting time and designating facilitator for that meeting

12. Feelings check-in (How are attendees feeling about the meeting? This may provide insights on how best to proceed as well)
13. Close with the Serenity Prayer

## Tasks of an Intergroup

Each intergroup is self-determining within the scope of the Traditions. One intergroup may decide to focus on retreats or workshops for members while another may decide to focus on outreach as their highest concern. Each intergroup should be guided by the needs and priorities of the groups it serves.

# Maintenance of Intergroup Functions

## Finances

Each intergroup is responsible for its own financial affairs and decision-making. While intergroups may choose to keep financial dealings to a minimum, some decisions need to be made regarding key financial matters.

The material in the following sections is not intended to provide financial or tax advice. We recommend that each intergroup seek specialized counsel from tax accountants or tax attorneys to determine what financial, legal, and tax responsibilities they may have to address within their jurisdiction.

Additionally, while we have given details pertinent to financial, tax, and legal issues within the United States, we have done so only because we are familiar with them. SAA groups in other countries will likely face similar issues, but will need to research their own laws in order to determine the most prudent or expedient financial arrangements.

## Budget and Reserves

Intergroups may start on a pay-as-you-go basis that is not budget driven. As an intergroup grows, it may decide to work from a budget. A budget can help an intergroup have the contextual information it needs to make longer-term financial decisions.

An intergroup usually develops an annual budget reflecting expected expenses and needed funds for the year. This budget is based on projected revenues and expenses and estimates can be extrapolated from historical data. Sources of income will include contributions from member groups and any individual contributions the group receives. Examples of possible expenses might be: telephone response line, mailbox, planned outreach activities, meeting space, group representative travel expense (or assistance),

and social events. We also recommend establishing a prudent reserve to cover contingencies. While some expenses such as the mailbox and telephone may be easy to estimate as standard budget line items, other expenses such as outreach, travel, and social events are subject to fluctuation, based on local needs and priorities.

When the budget is finalized, an estimate of monies needed from each group based on size can be approximated and announced to the groups. Some intergroups may generate enough revenue without needing to ask groups for donations. The intergroup normally only solicits funds from groups to cover the budgeted service expenses. Funds remaining at year-end can be used toward the next year's expenses or passed on to the ISO.

### Opening a Bank Account (USA)

(Meetings in other locations may need to follow differing procedures)

Intergroups may consider establishing a checking account that does not generate interest or have tax consequences. In the case of business accounts, banks may require minutes on letterhead directing the opening of the account. Some intergroups have found it prudent to hold special business meetings for establishing the account so that sensitive topics are not contained within the minutes.

*The SEVA (SE Virginia) Intergroup, which does not have a nonprofit tax ID, was able to establish a non-interest-generating business checking account in Virginia. The bank requested a copy of minutes on letterhead directing the treasurer to open an account. An electronic copy of minutes was modified to include the treasurer's full name. The treasurer and another board member provided their social security numbers and signatures. The second person on the account was a precaution to ensure that someone would be available to pay bills if the treasurer were unavailable. When completing forms, the treasurer provided a home phone number and used the intergroup mailbox address for receiving bank statements and other bank correspondence. Using a checking account has helped the intergroup maintain an accounting transaction record and allows for bill pay via web or electronic transfer in addition to check writing.*

### Operating Financially within the Law (USA)

Intergroups are responsible for staying current with the relevant laws governing their particular organizational status. Laws and regulations change over time. For example, for those intergroups registered as nonprofits, the IRS has started requiring a new informational form 990-N be filed online by those nonprofits with under \$25,000 annual revenue. Remaining current helps an intergroup serve its member groups responsibly.

Fundraising laws for organizations vary among states. For example, there are some states where sales of items do not have to include state sales tax charges and payments that may be required in other states or elsewhere. We recommend becoming knowledgeable about the tax laws affecting your intergroup's fundraising activities.

Doing this footwork makes it much easier to make ongoing fundraising decisions efficiently and responsibly.

## Nonprofit Status or Tax-Exempt Status (USA)

Intergroups in the United States are autonomous and, as such, cannot come under the umbrella of the nonprofit status of the ISO of SAA, Inc. They can, however, choose to apply to the IRS for recognition as an autonomous nonprofit organization.

Some advantages of nonprofit or tax-exempt status include:

- Individual donations made to certain nonprofits are tax deductible
- In some states, nonprofits are exempt from paying sales tax
- Nonprofits are eligible for a lower bulk rate postage rate

For some intergroups, these might be good reasons for seeking nonprofit status. For others, these benefits might be of little value (e.g., intergroups that do not make many purchases that would be sales tax exempt or that do not do multiple mailings of 200 pieces or more).

Those intergroups wishing to pursue tax-exempt status are encouraged to thoroughly review IRS Publication 557, “Tax-Exempt Status for Your Organization.” You can find this publication on the IRS website ([www.irs.gov](http://www.irs.gov)). Publication 557 discusses qualifications for 501(c)(3) tax-exempt status and how to apply for an exemption using Form 1023. Note that because the ISO sends out information and donates literature to inmates, it qualifies as an educational and charitable organization and is eligible for 501(c)(3) tax-exempt status.

An intergroup interested in tax-exempt status would also need to incorporate in its state. We recommend consulting an attorney or other professional for counsel on all of these matters.

## Fundraising

Intergroups often wish to engage in fundraising while maintaining the Traditions and remaining self-supporting. While advances in technology have expanded the opportunities for fundraising, the simple needs of an intergroup are often met with tried-and-true forms.

The following is an example of the Phoenix Intergroup’s stance on fundraising during the early-to-mid ‘90s:

*We have done a lot of successful fundraising. Fundraising serves two important functions. Primarily, of course, it is to raise funds, but it also gives us a sense of community to participate in activities together, with a lot of them being family oriented. We keep the events simple, accessible, and try to organize activities that are popular here in the valley in the Twelve-Step community, such as speaker meetings, potlucks,*

*barbecues, volleyball, skiing trips, softball, basketball, as well as recovery oriented entertainment. A committee is set up, arrangements made, flyers printed and distributed to most of the meetings. We keep our expenses at a minimum. Most benefits have cost us approximately \$100 to \$150. The hall rented is \$50 or less, or we use a park where there is no expense, just reservations made. All the entertainers performing at our benefits have donated their services, but we have at times provided equipment they needed.*

Intergroups may also bring about more sophisticated fundraising plans than individual member groups could achieve alone.

*The San Francisco Bay Area Intergroup (BAISAA) has been working to bring autonomous fundraising activities under the intergroup umbrella. The Vice Chair's role is to serve as the special liaison to these external committees and insure continuity from year to year. The Vice Chair also provides guidance on fiscal responsibility to the committee, so there will be complete understanding at the end of the event about what happened to monies collected.*

## Committees

Committees serve a vital function for the intergroup. They carry out business between intergroup meetings and may deal with issues and activities that are too complicated to be resolved during an intergroup meeting. Tradition Nine is the basis for establishing all committees: "S.A.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve."

Some committees that support a healthy, functioning intergroup may include: communications, entertainment, finance, literature, nominating, public information and outreach, and structure and by-laws.

Committees serve the needs of the intergroup and, as the needs change, the number and types of committees will change. Committees may have single or multiple members, depending on the nature of the committee. Time is allocated during the intergroup meeting for committee reports.

Committees are generally established for a single purpose and may be temporary (i.e., planning for a single event or dealing with a single issue) or permanent standing committees (existing for an ongoing purpose).

Examples of temporary committees include planning committees for:

- A fundraising dinner
- Talent show
- Local convention, workshop, or conference
- Dances
- Yard sales
- Outside speakers

- Dealing with a specific issue (for example, allocation of funds in the budget, event insurance, etc.)

Examples of standing committees may include:

- Meeting schedules—preparing and publishing meeting directories for the intergroup service area
- Retreats scheduled on a recurring basis
- Outreach—including, for example, furnishing SAA literature to counseling and other professionals, maintaining a phone line, and conducting one-time outreach efforts
- Intergroup Website—design and maintenance
- ISO Convention Delegates—to encourage member groups to send delegates to the annual ISO International Convention by partially reimbursing their expenses
- Literature—writing and reviewing literature at the local level for submission to the ISO Literature Committee
- Financial/Audit—conducting an audit of intergroup finances on a periodic basis and whenever a new Treasurer takes office
- Literature sales—ordering and distributing SAA literature to local groups
- Fundraising

This is not a comprehensive list of possible committees, nor would every intergroup need all of these committees.

## Outreach Committee

The intergroup might initiate an annual outreach activity. Small intergroups might have representatives form a working group for the outreach event. Larger intergroups are likely to have a standing outreach committee already in place. The principle goal of the outreach committee's work is to carry the SAA message to the still suffering sex addict within the intergroup's service area.

*As an example, the San Francisco Bay Area Outreach Committee engages in a number of different activities. The intergroup gets meeting lists to non-affiliated recovery sites for distribution. Outreach brings presentations to health centers and judicial departments. In San Francisco, outreach includes sending an addict/speaker to the "John" school, analogous to traffic school for those with Driving under the Influence arrests, for first-time offenders soliciting prostitutes. In addition, the intergroup Outreach Committee prepares and sends updated outreach packets to therapists, health centers, and community centers. Affirming feedback has been received regarding the value of these efforts. For example, on several occasions, meeting visitors have mentioned that their therapist passed on a brochure and a schedule they'd received through outreach mailings.*

## Responses to Media Requests

Intergroups may be approached by various media with requests for information or interviews. In accordance with Tradition Eleven, we suggest that requests for information, interviews, or speakers from members of the media be submitted in writing, and that attraction rather than promotion ever be our guide.

*The United Kingdom Intergroup has a standard email which informs reporters that groups or members have been informed of the request, and that any response will be up to those groups or members. The UK Intergroup also has several members who are experienced in handling other kinds of requests, such as requests for feedback from an advice columnist in a national newspaper on proposed responses to queries about sex addiction. Contacts such as these are asked to emphasize that any “advice” comes from the columnist and not from SAA. The UK Intergroup also consults with the ISO regarding responses to media inquiries.*

## Literature Committee

A literature committee can be as simple as one person purchasing literature from ISO in bulk and distributing it to the intergroup’s member groups. The literature committee representative may attend the constituent meetings on a rotating basis, or each group may send a representative to a central location, usually the intergroup meeting, to purchase needed literature. As mentioned before, laws regarding a jurisdiction’s sales taxes or other value-added taxes may need to be consulted, depending on the distribution process employed. A previous chair of an intergroup literature committee recommends the following:

*I suggest that books only be sold to literature chairpersons, no matter what the temptation to sell one book to a friend or new member. You don't want to be at risk of violating municipal business licensing or local sales tax laws. Sell only as a nonprofit group (intergroup) to a nonprofit group (meeting), never to individuals.*

An intergroup with larger participation may want to be involved with the writing of fellowship literature. This could include writing and field testing literature on a local basis for eventual submission to the ISO Literature Committee, or participating on the various ISO Board committees or ISO Literature subcommittees involved in developing specific pieces.

## Experience of an Intergroup Literature Chair

A previous chair of an intergroup literature committee recounts his experience:

*As the intergroup (IG) literature representative, it was my job to make sure that we were well-stocked in SAA literature and medallions and to be available to sell the literature to SAA meeting representatives as they needed it.*

*I believe it is up to the new literature chair to see what will be the best fit for their time and energy constraints, and work with the IG to develop a plan that helps everyone.*

*When I took on this role, our local literature list and inventory contained quite a few helpful recovery titles that fell outside the realm of SAA, and even outside of sexual addiction. As we sold these titles off I made a motion that we focus our literature purchases on sex addiction titles only, and almost exclusively narrow this to SAA literature. This was in the days before the Green Book was available, and so was somewhat controversial in that people in my fellowship were used to a wide variety of recovery literature. Now that the Green Books are a mainstay, however, I think it would be very prohibitive to try to provide many other titles outside SAA titles. Currently the only non-SAA title I buy is Answers in the Heart, a daily meditation for sex addicts.*

*Another change that was made was getting the various meeting representatives to come to the literature. The fellow who had the position before me had the time and energy to visit each of the local meetings once a month and take the literature with him. This was great in that he could carry the IG message with him to the meetings and let them know what the IG could do for them and help get them interested in participating. Making it to the one meeting I was going to was challenging for me as a new father, and I knew that I would be unable to keep up with the demands of making it to all the meetings in our area, around 18 at that time. I proposed that since our IG meeting was held at the same time and location as the largest meeting in the area, that we ask that the literature reps for each meeting attend the IG meeting and bring their literature orders with them for this consistent, once-a-month date (first Wednesday of the month). This, I think, has worked well in having the literature in a consistent venue and I believe it has helped boost attendance at the IG meeting with many meeting reps now attending and ordering literature. We now have upward of 25 local meetings and are growing annually.*

*Lastly, the way funds are managed is different for each chair and should be seriously considered when asking for new people to step into the position. I have found for me, that having cash on me has not been a trigger, so I will carry the cash from purchases with me and when I make orders on the SAA website (sometimes in excess of \$400) that I use my personal credit card and reimburse myself--basically removing the need to put the money into the IG checking account and then having to ask for funds from the Treasurer at a later date. This will not work for everyone, as cash can be a huge trigger for some members even with the best of intentions. In these situations it would be good that the Lit chair and the Treasurer have an open line of communication so that timely orders can be placed. Possibly, the Treasurer may need to cut a check for the literature to the literature committee chair.*

Service positions may have job descriptions that aid transitions when roles change hands. Appendix E gives an example describing the Literature Chair position.

## Participation in the Larger Fellowship

### Submitting Notices of Events to ISO

As intergroups grow, some take on larger events such as workshops or retreats, actively seeking attendance from SAA members outside their local groups. We recommend contacting the ISO well in advance so that the event can be listed on the website under SAA Member Functions.

### Representation in Fellowship-Wide Matters

An intergroup may wish to serve the fellowship by sending a delegate to the annual ISO International Convention. An intergroup may also select a member as a representative to the Intergroup Communications Committee (ICC). Such forms of fellowship-wide involvement help facilitate an effective flow of information between members and groups and the international fellowship and ISO. This participation allows the intergroup to gain from the experience of others while contributing its experience, strength, and hope to the fellowship in turn.

## Intergroup Communications and Location Concerns

### Web-Based e-Locations and Communications

Intergroup websites can be an effective way to carry the message and highlight everything an intergroup does. At the same time, websites can be set up with password protection for access to members-only areas. This security feature allows both public outreach and more private member-based services within the same site.

Web pages for intergroups vary from the simple to the complex. Some include online chat and a web call for those logged on as part of their extensive offerings. Others provide more basic listings and information. Some intergroups have their website addresses posted on the ISO website. We recommend that new intergroups review existing intergroup websites to discover templates that best match local needs and web design skills.

### Telephone and Mailbox Options

Most intergroups need a telephone number and a mailbox in order to receive inquiries and conduct business. Calling a phone line or writing to a P.O. Box is often the first contact an addict makes in seeking help for his or her sex addiction. Thus as soon as funds are available, an intergroup should set up its own mailbox and telephone number.

We recommend obtaining a mailbox at a central location. Representatives who will have keys should be selected prior to obtaining the mailbox. Whether choosing the post office or a retail company that offers mailboxes, it is preferable that at least two individuals provide their information to the service provider, in case one were to become unreachable.

Likewise, telephone services need to be contracted with a service provider. Currently, numerous options exist regarding land lines, mobile phones, and internet telephone services. Perhaps the most important factor to consider is efficient retrieval of messages and timely response by members of the intergroup. This function can be coordinated by one of an intergroup's board members or a volunteer who serves as the Telephone Response Line Coordinator. While several members may have a code for answering the phone, one person should be responsible for overseeing the operation and ensuring follow-up.

Payments for mailbox and phone services should be made in a timely manner. Disruptions in service due to late payments affects an intergroup's ability to carry the message effectively. For this reason, a responsible approach to obtaining and maintaining such services is critical.

## Mandated Reporting

Intergroups should be aware of the issue of mandated reporting, because individuals in certain professions may be required to report disclosure of physical or sexual abuse, depending on the laws of the state or country they are in. Mandated reporting can be an issue for volunteers answering phone calls and making initial contacts with still suffering sex addicts. Some intergroups may choose to investigate local statutes and determine response procedures in advance.

For resources and information regarding mandated reporting within SAA, intergroups may wish to obtain the CD of the workshop entitled "Questions of the Heart: Anonymity, Disclosure, and Reporting in SAA," which was presented by the Disclosure Advisory Committee at the 2007 Annual Convention of SAA. However, there is currently no formal policy for SAA as a whole regarding mandated reporting.

## Intergroup Meeting Locations

Preferably, the relationship between the intergroup and the meeting space provider is that between a renter and provider of meeting space only. When choosing a meeting location for an intergroup, the intergroup should take care to make the provider aware of the anonymous and confidential nature of the group so that unexpected publicity surprises do not happen. Likewise, an intergroup should respect the wishes of the space provider with regards to publicizing the location, rules regarding parking, and so on.

Many locations may be suitable as a meeting site, such as space in a church, a recovery clubhouse, a hospital, a library, or some other community building. Reasonable

accommodation for the privacy of the intergroup is important in selecting the location. Early on, before funds are readily available, an intergroup may choose to meet in a member's home or place of business. For example, for its first official meeting, the OH/WV (Ohio/West Virginia) Intergroup of SAA met at a campsite in a geographically centralized location. Likewise, many parks have shelters and other accommodations available. For those intergroups in locations with severe weather during particular times of the year, a scheduled teleconference meeting may be an option.

There are a couple of schools of thought regarding having a consistent meeting location. Staying in one place makes it easier for members to find the location, eliminates the need to inform members of location changes, and requires less communication with space providers about anonymity, rent, and parking, etc., once these issues have been settled. On the other hand, staying in one place may make travel burdensome to the outlying groups' representatives, and changing locations regularly may spread that burden more equitably among member groups. Whatever decision is made regarding location consistency, that decision should reflect the desires of the group representatives.

### Meeting List Maintenance

Through its pooled resources, an intergroup is in a position to produce and disseminate comprehensive meeting lists efficiently and effectively. Typically, the meeting schedule lists information for all member groups in the service area, and includes meeting day and time, location, any directional information needed, and contact information. Some intergroups list all contact information for individual meetings through a central intergroup phone number, while other intergroups leave the contact option up to the individual meetings. The meeting list may also include special information such as noting that a group is for "women only."

There are a variety of methods for distributing meeting lists and schedules. The list may be published on the intergroup's website or in a newsletter, for example. While printed materials such as directories, bookmarks, or pamphlets may be printed with schedules, once printed, they are essentially not adaptable for changes that occur over time. For this reason, only a prudent supply should be printed at any given time, as changes within meetings may periodically occur.

Often, the intergroup volunteer responsible for disseminating the meeting schedule is also responsible for keeping the list of meetings updated. For example, if most information is transferred through a website, then the person who updates the website can be responsible for meeting list maintenance. The person holding this service position needs to be informed by meeting representatives of changes, such as time or room adjustments, as they occur.

Information about local meeting formats, locations, and meeting times can usually be obtained from group representatives at the intergroup meetings. As the intergroup is a separate entity, even if a meeting's information is printed or posted elsewhere, permission needs to be gained from meeting representatives to distribute the group's meeting

information by the intergroup. Some groups may have different preferences about how much information should be listed.

## Newsletter

Intergroup newsletters help keep member groups informed of intergroup decisions and events and carry the message to addicts in the service area. Although distributing a newsletter for outreach purposes to the public is an option, most intergroup newsletters focus on serving constituent members and groups. Newsletters may be developed by committees, or they can be started by a designated editor willing to take on the responsibility. Further, it helps if the name of the newsletter is something pertinent to the program or intergroup.

Not all intergroups choose to publish a newsletter, since the time commitment can be substantial. Those responsible for newsletter preparation are soon faced with the task of producing content on an ongoing basis. Smaller or newer intergroups may want to generate only a few issues annually in order to maintain adequate quality, while established intergroups may publish more frequently. Potential content may include meeting lists, articles about the Steps or the Traditions, personal stories from addicts, and various reports and announcements from member groups, the intergroup itself, other intergroups, the ISO, etc. Content ought to be relevant to members of SAA. Care should be given to avoid outside issues or controversial material, in line with our Tenth Tradition. For example, articles in an SAA intergroup's newsletter should not report or take positions on protests against pornography or on political candidates' views regarding legislation of sexual behaviors.

Interest in the newsletter is enhanced if it is published and distributed regularly. The publication can be tied to a website, if the intergroup has one, and made available electronically. Also, email can be used to send out an electronic version. In fact, sending an e-newsletter to group representatives or subscribers is one way an intergroup can save time and significantly lower production, printing, and distribution costs.

## Listing Locally Sponsored Events on the Web

Locally sponsored events can be posted on the ISO's SAA website, if certain criteria are met. Posting on the SAA site allows maximum exposure to the event and can draw participants from outside the local area. In keeping with the Sixth Tradition principle of non-endorsement, joint events with other fellowships or organizations will not be listed by the ISO. Only SAA-sponsored events can be posted on the SAA website.

An intergroup can submit a form requesting publication of its event to the ISO Webmaster well before the event, using the local event template below:

SAA members of/in: (group/geographic location name) will hold:  
(name of event) on: (dates). The event has as its theme: (theme).  
Will feature: (highlights). Registration will begin at: (time/date) and

includes: (List what is included in registration fee). Registration fee: (\$ registration fee). Information Contact: (contact name(s)) at (phone number(s)/email address(es)).

Please note that if a different format is requested or if the announcement mentions any other organization besides SAA, it must be brought to the SAA Board of Trustees for pre-approval. If the Webmaster decides that the submission will have to be reviewed by the Board, he or she will notify the submitter, giving the intergroup an opportunity to revise the announcement.

## Social Functions of the Intergroup

While the social activities of an intergroup may be secondary to business and program activities, they are nevertheless important. Intergroups can help counteract the isolation that fuels sex addiction by helping to foster safe social connections for members in its service area. With its broad resources, an intergroup is likely able to provide scheduled social activities that individual groups could not bring about alone.

Effective social activity programming can be accomplished by following a few steps. First, establishing a regular schedule of events will help members to plan their attendance and remain aware of upcoming events. Second, a variety of activities will help keep the social aspect fresh. We recommend consulting your constituent groups for programming ideas. Some intergroups organize picnics, game nights, or holiday parties. Planning inclusive activities is recommended. While a day of outdoor rock climbing or an ultra-marathon may be too extreme for most members, contact with nature and physical exercise may be combined into a less strenuous hiking activity in local parks. For example, the Greater Vancouver Intergroup has a hiking group that gathers regularly.

Those responsible for planning intergroup social activities should be attentive to the needs of the newcomer. While those who have been in the program for a while may have developed social contacts within the fellowship and are used to recovery-oriented social functions, newcomers are more likely to feel ill-equipped to handle such events and may be hesitant to participate unless extended personal invitations. Further, of all members, newcomers are the least likely to be on existing contact lists and to hear about events through the use of such lists. Making special efforts to reach out to and include newcomers will strengthen everyone's recovery.

Planners are also advised to bear in mind the general safety of all participants and to choose activities that are least likely to trigger fellow members. For example, when planning a film night, planners should avoid R-rated films with "adult" language and content. Even films with storylines about sex addiction produced for the general public may have scenes that could trigger fellow addicts. Instead, choose from the many movies that would be safe and enjoyable for most SAA members.

The social ties gained through participation can help bond intergroup members. Shared experiences help build a history together. A strong social fellowship can facilitate

respectful interactions among intergroup members as they practice the principles of the program. Through connectedness in the fellowship, members often learn social skills they missed picking up along the way. For this reason, the social function of the intergroup can be a valuable resource for the well-being of its participants.

## **Sustaining an Intergroup**

### **Ways to Enliven an Intergroup**

Over time, an intergroup may begin to struggle in some areas. We recommend a number of strategies that an intergroup can use to remain a vital part of recovery for its members.

#### **Creating Freshness**

Sometimes the same people are active as intergroup officers or representatives year after year. Over time, this lack of rotation in leadership may lead to staleness. Intergroups should consider establishing procedures for the regular rotation of service positions, as discussed under “Trusted Servant Positions” above.

Some groups choose not to send representatives to the intergroup or become involved in intergroup activities. This lack of participation may be due to any number of reasons, but the intergroup needs to make sure that all member groups are aware of intergroup activities, resources, and needs. Visits from standing members and officers to underrepresented groups may help reestablish enthusiasm and participation from these groups. Face-to-face communication should not be underestimated as a means of carrying an intergroup’s message.

#### **Reprioritizing and Streamlining Efforts**

By reprioritizing and streamlining efforts, an intergroup can adapt to its changing makeup while continuing to offer valuable service to its member groups.

As the makeup the intergroup changes over time, the energy brought to various concerns may change also. Representatives from one year to the next may prioritize matters differently. An important part of streamlining efforts is to match the intergroup’s service work with the strengths and initiative of its participants rather than trying to funnel individuals into areas for which they have little interest. For example, if several representatives are interested in supporting new meeting development, that likely should be designated a priority for that year. In this way, the activities of the intergroup are met with enthusiasm by participants rather than with half-hearted reluctance.

Intergroups should be wary of spending too much time on wedge issues that divide the group and inflame the deeply-held moral or ethical beliefs of its members.

While it is difficult to anticipate which issues may become wedge issues, handling them effectively is important. We recommend (1) allowing views to be briefly and respectfully expressed; (2) acknowledging the disagreement and noting that consensus is unlikely; and (3) deliberately leaving the wedge issue behind and moving on to another topic. The service efforts of an intergroup are best served through streamlining practical efforts in support of common goals rather than through intense discussions of opposing viewpoints.

Lastly, as an intergroup achieves success in certain areas, the amount of work needed to maintain processes may be much less than what was initially required. For example, once an intergroup has established an effective process for collecting and disseminating meeting information, a smaller effort is required to maintain the list. Time is then freed up for other projects. Sometimes unexpected situations leap to the top of the priority list, such as unusual media attention or technological changes requiring website administration. An intergroup may adjust its priorities either formally or informally as long as the processes by which these adjustments are made are consistent with the organization's written guidelines and/or policies.

### Sharing Experience with Other Intergroups

Intergroups may encounter situations with which they have little experience, and may wish to consult other intergroups for their experience, strength, and hope. Intergroup contacts can be found through the ISO's website listing or the Fellowship Directory. An internet search will sometimes reveal contact information for other intergroups as well. Whatever the request, adequate time should be allowed for receiving a response. Once contact is made and help received, follow-up afterward is usually appreciated.

Other intergroups may also be contacted through participation in the Intergroup Communications Committee. This forum allows intergroups to network with each other and provides for regular communication with other groups.

Remember that contacting other intergroups includes communicating one's successes as well as one's problems. One way for an intergroup to be of service to the larger fellowship is to share with others what has been found to work well.

### Performing an Intergroup Group Inventory

An intergroup may want to sponsor an inventory to examine what is working and not working in the local fellowship or the local intergroup. A day or an afternoon can be designated for conducting the inventory in a friendly, open manner. An event of this type can bring out new ideas and encourage more members to become involved in the intergroup. The inventory can also examine intergroup processes and procedures for their effectiveness in fostering long-term sobriety within the member groups. For these reasons, performing an inventory can be an effective way of building cohesion among participants and helping to steer activities back on track.

*One regional intergroup held a very successful day of this type and ended the day with fresh directions for the next year. The intergroup set the date six weeks in advance. Plans were discussed among the representatives in their monthly meetings and they reported back the plan details back to their regular meetings. Anyone with comments, suggestions or interest on how the intergroup might better serve the SAA community was invited to attend the weekend afternoon event.*

*This planning event began with attendees randomly adding, “What’s Working in Our Fellowship” and then moving on to new areas of interest in the fellowship. In this particular case, the top five categories included: increasing outreach to women; developing a weekend workshop on sponsorship; having a weekend workshop devoted to working the steps; creating a new retreat; and fundraising. (The last two items are connected, because the new retreat later developed into the area’s biggest fundraiser of the year!)*

## Avoiding Complications with Outside Issues

Like any other group within the fellowship, an intergroup should strive to uphold the Traditions and be a champion of the Twelve Steps. Intergroups should be cautious when interacting with other organizations so that energies aren’t wasted in complications with outside issues.

### Affiliations and Autonomy

An intergroup is essentially affiliated with those member groups that agree to participate in it. The intergroup is responsible to these groups and should remain responsive to them. At the same time, an intergroup is an autonomous entity with its own group conscience. An intergroup is responsible for its own finances and operations and must clearly distinguish itself from the ISO and other SAA intergroups.

While an intergroup may be aware of events and organizations of interest to its members within its service area, it must take care to remain autonomous. When an intergroup participates in outreach efforts at another organization’s event, for example, it should make it clear that its participation is not an endorsement of the other organization, nor does it expect an endorsement from the other organization. This practice is in keeping with Traditions Four, Six, and Ten.

By conducting itself appropriately with respect to autonomy and affiliation, an intergroup can fulfill its mission of support toward its member groups without bringing itself into the business of other organizations.

### Cooperating with Other S-Groups

In keeping with Tradition Six, SAA neither endorses nor opposes other organizations devoted to recovery from sex addiction. We affirm the importance of

treating all recovery groups with respect, knowing that SAA's approach is effective for us, but realizing that others may choose different solutions. Guidelines have been developed by the Interfellowship Relations Committee of the ISO Board of Trustees and can be found in Appendix F. Sometimes it seems that keeping clear boundaries with other recovery groups requires a great deal of energy, but it is far less difficult than the "unscrambling of eggs" which inevitably results if we were to endorse, finance, or lend the SAA name to any related facility or outside enterprise.

## *Appendices*

Examples of existing intergroup operations, guidelines, and by-laws, and a point of contact for more information is provided in each of the appendices A – E (provided by specific intergroups as of 2007).

- Appendix A—Small-to-medium intergroup with no written guidelines or simple guidance document
- Appendix B—Medium intergroup & by-laws starting with their coverage
- Appendix C—Medium intergroup & by-laws starting with their purpose
- Appendix D—Large intergroups with extensive by-laws
- Appendix E—Sample job description for intergroup literature committee chairperson
- Appendix F—Guidelines for Cooperation with Other S-Recovery Fellowships

## **Appendix A**

Small to medium intergroup with no written guidelines or simple guidance document.

Some groups due to small membership may provide coordinated efforts with minimum paperwork, such as maintaining the treasurer's report and providing verbal reports to the SAA meetings they represent. Their outreach effort may be to maintain a mail box and/or a phone response line. As size of the membership and the sobriety of its membership grow the outreach and service efforts will increase and a guidelines or by-laws document is a natural progression. The intergroup in southeastern Virginia had existed for a number of years without any by-laws. In 2005 the below guidelines were created to guide the intergroup functions.

To contact and discuss further questions you have concerning the above discussion or below guidelines you may call Cliff, 757-553-2136, Bill J, 757-675-8747, or Bob C 757-270-8007.

### **Guidance document example**

#### **Southeast Virginia Intergroup Guidelines and Functions**

##### **Purpose**

The Southeast Virginia Intergroup is a volunteer Twelve Step based service group. Its purpose is to provide a coordination of specific defined efforts to support the SAA and COSA recovery groups in the southeastern Virginia area.

## Organization

The Southeast Virginia Intergroup board is composed of four elected board members and the Trusted Servant of each 12 Step Recovery Group participating in this Inter-group. It is recommended that an elected board member serve no longer than 4 years (1 to 2 years is normal). The rotation and elections should provide for at least one new board member each year. There are four administrative board positions: Chair, Vice-Chair, Treasurer and Secretary. The board members will decide among themselves which position they will perform and alternate these positions yearly. The board members will define and assign the duties of their positions to support the below functions and actions:

## Service Support Functions/Efforts and defined actions

- 1) Maintain a mailbox for use by the Twelve Step Recovery Groups.
- 2) Maintain and coordinate a telephone response line.
- 3) Maintain a listing of recovery group meetings, location and time.
- 4) Maintain a telephone list of members (who volunteer their telephone numbers)
- 5) Take other actions as voted on by the Intergroup
- 6) Notify the trusted servants of intergroup meeting location, time and dates.
- 7) Monies not needed for above operation costs will be donated to the ISO.

The board will conduct an annual audit of funds in the second quarter and provide results to members via the trusted servants.

## Meetings

They should be held quarterly and attended by a minimum of 3 persons (two must be elected board members and the other may be a trusted servant) to provide a quorum. Trusted servants may send a representative. A report of money received from the recovery groups and report of expenses paid should be recorded and reported to the trusted servants. In meetings where voting is needed such as board member elections, change to this policy, or guidance document, or taking actions in accordance with item #5 of Specifically Defined Efforts (above), a majority of members should be present to vote or voting proxies obtained, or by voting result obtained prior to the meeting and reported to Chair and/or Vice-Chair.

## Service Jobs

To support the service efforts above, volunteers who are assigned by the board members will perform the following Service Support Functions.

- 1) Telephone Response Line person (one for each day)
- 2) Mail pick up and distribution
- 3) Phone list maintainer
- 4) Meeting list maintainer
- 5) Telephone response line coordinator

It is recommended that the person commit to serving for a period of 6 months minimum, up to 2 years maximum.

## **Appendix B**

Medium intergroup & by-laws starting with their coverage

### **BY-LAWS OF THE AUSTIN, TEXAS SAA INTERGROUP**

The Austin, TX Area Sex Addicts Anonymous (SAA) intergroup, hereinafter called the SAA intergroup, shall serve all SAA groups in the Austin and Greater Austin area that are registered with the International Service Organization (ISO) in Houston. The purposes of the SAA intergroup are:

1. To support addicts in the Austin area in their recovery from sexual addiction
2. To refer any contacts from the SAA phone-line or email to current SAA members
3. To provide shared and coordinated resources
4. To extend those resources to individual SAA members and SAA groups in the Austin area
5. To provide outreach to the addict who still suffers
6. To support the ISO of Sex Addicts Anonymous in Houston

These purposes are achieved through volunteers among the Austin SAA membership, as well as through the voluntary contributions of SAA members and fellowships.

The basis of all policies, practices, and authority in the Austin SAA intergroup is the Twelve Traditions of SAA as they have been adapted from Alcoholics Anonymous.

#### **Name and Location**

1. Herein the Austin Area SAA intergroup is interchangeably called simply "The SAA intergroup".
2. There is currently no fixed office from which the intergroup operates.
3. The mailing address is: P.O. Box 1056 Austin, TX 78767
4. The intergroup's recovery telephone line is (512) 370-9571.
5. The intergroup's website is <http://www.saa-austin.org> .

#### **Scope and Action**

The intergroup provides coordination of resources among the Austin SAA groups in the following ways:

1. Holding regular monthly intergroup meetings and keeping minutes
2. Making available to all groups the minutes of these meetings
3. Maintaining a phone line to receive calls to help suffering sex addicts
4. Maintaining a post office box
5. Maintain the website and SAA email traffic
6. Providing outreach support for the Austin area
7. Providing literature to SAA meetings within the intergroup's geographic area
8. Maintaining a stock of SAA literature and sobriety chips for sale to local SAA groups
9. Distributing an up-to-date area meeting list
10. Distributing an up-to-date phone list to the general membership
11. Passing along donations to the International Service Organization (ISO) of SAA

12. Establishing and supporting ad hoc committees as needed

The intergroup also offers financial support for other SAA activities, specifically:

1. For the expenses incurred by the official representatives of the Austin Area SAA
2. Support and scholarships to Austin area representatives attending the annual SAA international convention
3. Support and scholarships to Austin SAA retreats held in the area

### **Voting Membership**

Although intergroup meetings are open to all members of the Austin SAA fellowship, voting in the intergroup is limited to the elected intergroup Representatives or alternates of each of the affiliated groups, as well as the current Steering Committee members.

### **Service positions**

1. Five service positions shall be elected by the Steering Committee and the intergroup representatives of the local SAA groups from among the experienced members of the SAA fellowship:

- Chair
- Vice-Chair
- Secretary/Historian
- Treasurer
- Literature and Chip Coordinator

Any elected member who is not already a group representative becomes, by virtue of her/his election to the board, an at-large member of the intergroup.

2. Elections will be held annually during the November intergroup meeting, taking effect at the following December intergroup meeting. Each elected service position representative shall serve a one-year term. It is recommended that each service position representative should have at least one year in the SAA Program, be committed and involved in the Austin SAA fellowship, have a sponsor, be actively working the Steps, and have a solid foundation on her/his program of recovery. It is also recommended that the Chair and Vice-Chair have at least one year of continuous sobriety from their inner circle behaviors.
3. Responsibilities of service positions include:

#### *Chair:*

Leading the meeting for the Austin SAA intergroup; calling special meetings, either of the steering committee or of the intergroup, when he/she deems circumstances warrant it; creating an agenda for each of the upcoming monthly meetings and distributing the same at least one week in advance; providing guidance based on the Twelve Traditions and Twelve Concepts of Service; coordinating efforts at monitoring outreach (postal box, voice mail, website.)

#### *Vice-Chair:*

Functioning as chair in case of the absence/incapacity of the elected chair; assisting in monitoring outreach; compiling, reproducing and distributing a comprehensive intergroup phone list, as well as regularly updated meeting lists and email lists.

*Secretary/Historian:*

Recording the minutes of each intergroup meeting; preparing and distributing readable copies of these minutes to group representatives at least one week in advance of the next month's meeting. Maintaining a familiarity with the bylaws of the Austin SAA intergroup and providing a copy to all intergroup members; maintaining a working familiarity with parliamentary procedures; keeping an exhaustive archive of past intergroup meeting minutes and being familiar with their content; ruling on any question regarding the intergroup bylaws, parliamentary procedures, or votes taken from previous meetings.

*Treasurer:*

Collecting donations to the intergroup from local Austin groups and making timely deposits; keeping accounts -- records of income and expenditures; making quarterly reports to the intergroup and distributing them to representatives attending the monthly meeting; balancing the checkbook; sending a periodic check to ISO based on donations from local SAA groups; writing checks for monthly expenses; allotting reimbursements for other expenses approved by the intergroup; being available for audits.

**Literature and Chip Coordinator:**

Maintaining stock and arranging sale of SAA approved literature and chips to local SAA groups; acquiring needed 'seed money' from the treasurer; keeping records of all related income and expenses; submitting to the treasurer a report at each intergroup meeting of income/expenses.

**Meetings**

Regular intergroup meetings will be held on last Saturday of each month, immediately following the Saturday morning Abstinence and Boundaries meeting. Special meetings may be called by the steering committee by giving ample notice by telephone/email to the membership. In order to take action, a meeting requires that at least two elected representatives/alternates of the affiliated groups be present. A minimum of five voting members must be present pass a vote. The goal is to make decisions by group conscience; a simple majority, however, will carry any question put to a vote.

**Committees**

Committees are directly responsible to the intergroup membership and are in the trust and service of the Austin area SAA Fellowship as a whole.

1. Steering Committee

The steering committee is a standing committee composed of the chair, vice-chair, treasurer, secretary, literature and chip coordinator. The Steering Committee is entrusted with overseeing the support of the Austin SAA intergroup.

2. Intergroup Committee

The intergroup Committee is comprised of the Steering Committee members and the designated intergroup Representatives of each SAA Fellowship in the Austin area. It is suggested that each registered meeting have an elected Representative that participates in intergroup matters.

3. Ad Hoc Committees

Ad hoc committees may be organized by the Austin SAA intergroup as needed (e.g., Convention or Retreat Committees).

### **Finances**

The Austin SAA intergroup shall be fully self-supporting by its own activities and contributions from participating SAA Fellowships and individual SAA members. We decline all outside contributions.

The treasurer will be responsible for overseeing and coordinating the finances of the intergroup; for collecting, recording and depositing all donations to the intergroup; for passing on any donations to ISO in Houston, in accordance with the directives of the intergroup; for keeping accurate records of income and expenditures; and for submitting a quarterly report at the regular intergroup meetings.

Monies shall be kept in an insured financial institution's checking and/or savings account. The chair and the treasurer and/or such persons as the steering committee shall approve by resolution shall be authorized to sign checks/withdrawals from these accounts.

### **Professional Services**

The Austin SAA intergroup may hire special workers and may set up a service center and contract for services as needed.

### **Amendments**

These bylaws may be amended by a 2/3 vote at a regular intergroup meeting after the amendment has been read and discussed at the preceding regular meeting. Each participating intergroup Representative shall provide feedback to the intergroup Committee upon review and discussion with members of their represented Fellowships.

## **Appendix C**

Medium intergroup & by-laws starting with their purpose

### **By-Laws of the SAA Greater Charlotte Area Intergroup**

November 2005

#### ***Preamble***

The purpose of the SAA Greater Charlotte Area intergroup is to serve its member groups

- ◆ enhancing recovery from sexual addiction
- ◆ referring requests for help to SAA members providing the opportunity for members to do Twelve Step work
- ◆ providing shared and coordinated resources
- ◆ extending resources to individual SAA members and groups in the Metrolina and surrounding area
- ◆ providing outreach to the addict who still suffers

These purposes are achieved through the actions of volunteers and voluntary contributions of SAA members and groups.

The basis of all policies, practices, and authority in the SAA Greater Charlotte Area intergroup is the Twelve Traditions of SAA as they have been adapted

#### ***I. Name & Location***

Herein the SAA Greater Charlotte Area intergroup is interchangeably called “intergroup.” There is presently no fixed office from which intergroup operates. The mailing address is PO BOX 473388, Charlotte NC 28247  
Intergroup’s recovery telephone line is: 866 461 1410

#### ***II. Membership***

Voting membership in the SAA intergroup is for the elected representative or alternate of each of the affiliated member groups in the area, and each member of the Steering Committee.

#### ***III. Scope and Action***

Provide coordination of resources among the Greater Charlotte area groups by:

- ◆ holding regular bi-monthly intergroup meetings and keeping minutes
- ◆ making minutes of these meetings and announcements available to all groups
- ◆ maintaining a post office box
- ◆ maintaining a stock of SAA literature and sobriety chips for sale

- ◆ distributing an up-to-date area meeting list
- ◆ making donations to the ISO of SAA and to the Carolinas Intergroup
- ◆ providing outreach support for the service area
- ◆ forming and supporting committees as needed

Offer financial support for other SAA activities, specifically:

- ◆ scholarships to our area representatives attending the annual SAA international convention

#### ***IV. Meetings***

Regular meetings are to be held on the second Saturday of each meeting month. Special meetings may be called by the Steering Committee by giving telephone call notice to membership. A meeting requires that at least 50% of the affiliated groups be represented in order to take action. Affiliated groups shall be defined as groups that have sent representation to intergroup within the last year. The goal is to make decisions by group conscience. However, a fifty-one percent majority carries the vote.

#### ***V. Finances***

The SAA intergroup shall be fully self-supporting by its own activities and contributions from member groups and SAA members. We decline all outside contributions.

The Treasurer shall be responsible for 1) collecting and depositing all donations. 2) keeping accurate records of income and expenditures 3) submitting a monthly report to all members present at the bi-monthly intergroup meeting.

Monies shall be kept in an insured financial institution's checking or savings account. The Chair and the Treasurer and/or such persons as the Steering Committee approved by resolution shall be authorized to sign checks and withdrawals from these accounts.

#### ***VI. Professional Services***

The SAA intergroup may hire special workers and may set up a service center and contract for services needed.

#### ***VII. Committees***

Committees are directly responsible to the membership.

##### ***A. Steering Committee-***

The steering committee shall be composed of the Chair, Co-Chair, Treasurer, Secretary, Literature and Chip Coordinator, and Archivist / Parliamentarian. It will be responsible for overseeing the work of the intergroup. Every effort shall be made to maintain, if possible, a balance of men and women on the committee and to select individuals who have experience, strength, and a minimum of one year of sobriety in the program and are working the steps with a sponsor.

Ad Hoc Committees may be organized by intergroup as needed. Each Ad hoc committee will report in person or in writing at every bi-monthly intergroup meeting.

### ***VIII. Officers***

Six officers shall be elected by the intergroup representatives of the local SAA Fellowship from among the experienced members of the SAA fellowship:

- Chair
- Co-Chair
- Secretary
- Treasurer
- Literature and Chip Coordinator
- Archivist / Parliamentarian

Elections will be held once each year during December intergroup meeting, following the opening of nominations for officers at the previous intergroup meeting. Each officer shall serve a one year term. It is recommended that each officer shall have both a minimum of one year sobriety and experience working the steps with a sponsor.

Upon election of a representative as an officer, such representative's affiliated member group should send another representative so that each affiliated member group has a voting representative present in addition to the officers.

Suggested responsibilities of officers include:

**Chair:** lead the meeting for the intergroup; create and distribute the agenda for the bi-monthly meeting; provide guidance based on the Twelve Steps and Twelve Concepts of Service.

**Co-Chair:** assume chair person's role when the chair can't be present at the meeting; maintain the mail box for the intergroup.

**Secretary:** record the minutes of the meeting; prepare and distribute typewritten copies to group representatives; maintain and distribute a Greater Charlotte Area meeting list.

**Treasurer:** collect and count donations which are brought to the bi-monthly intergroup meeting by elected representatives of area SAA groups; deposit this money into the intergroup bank account. oversee the records of income and expenditures; make monthly reports and distribute them to representatives attending the monthly meeting; balance check book; send bi-monthly check to ISO and Carolinas intergroup based on donations of groups; write checks for monthly expenses and reimbursements for other expenses approved by intergroup; be present for audits, maintain and administer Literature & Chip checking account.

**Literature and Chip Coordinator:** responsible for stock and sale of SAA approved literature and chips; keep records of all related income and expenses.

**Archivist / Parliamentarian:** be familiar with the by-laws of the intergroup, and make copies available on request; maintain a working familiarity with parliamentary

procedures; keep an archive of old intergroup minutes and be familiar with their content; assist with interpretation of intergroup by-laws, parliamentary procedures, or votes taken from previous meetings.

### ***IX. Amendments***

These Bylaws may be amended by a majority vote at a regular intergroup meeting when the amendment has been read and discussed at the preceding regular meeting.

### ***X. Adoption***

These Bylaws become effective when approved by majority of the voting members at a regular monthly intergroup meeting.

## **Appendix D**

### Large intergroup with extensive by-laws

Some Intergroups choose to have a more extensive set of by-laws. These can be useful for regulating the processes of an intergroup and monitoring consistency over time with turnover among those holding specific positions within the intergroup. The following is an example of a more extensive listing of by-laws:

#### **SAN FRANCISCO BAY AREA INTERGROUP OF SAA BY-LAWS**

##### ARTICLE I - NAME

The name of this organization shall be the San Francisco Bay Area intergroup of Sex Addicts Anonymous (hereinafter referred to as BAISAA). For convenience and to insure the anonymity and confidentiality of its members and those they represent, this organization shall be known by the acronym BAISAA. The organization known as Sex Addicts Anonymous will in this document be referred to as SAA.

##### ARTICLE II - PURPOSES

- A. To help its member SAA groups carry the SAA message to the addict who still suffers.
- B. To provide shared and coordinated services and resources to individual members and the member SAA groups.
- C. To allow for the effective use of SAA funds.
- D. To provide support to the SAA membership that individual groups, acting alone, could not provide (i.e., website and telephone service).
- E. To help disseminate information within the local SAA organization and to coordinate outreach and public information for SAA in the San Francisco Bay Area.

##### ARTICLE III - STRUCTURE

- A. Membership
  - 1. BAISAA shall be made up of one representative from each SAA group in the San Francisco Bay Area that chooses to belong to BAISAA.
  - 2. An SAA group is two or more sex addicts meeting regularly who adhere to the Twelve Steps and Twelve Traditions of SAA and who have no other common affiliation.

B. Representation

Each BAISAA member group shall select its representatives according to its own pre-determined schedule.

1. Qualifications

The only qualifications that an Inter-Group representative must meet are:

- a. Sobriety requirements as set by the member group.
- b. Membership in SAA for a suggested minimum of six (6) months, and abstinence in SAA for a minimum of three (3) months.
- c. an expressed willingness to serve, and
- d. may represent no more than one SAA member group at a time.

Individual member groups are free to set different sobriety requirements than those suggested above; BAISAA will respect the wishes of the member groups in this matter.

2. Term

- a. The term of office for each representative shall be for one year.
- b. Representatives may serve consecutive terms, as determined by their groups.

3. Vacancies

- a. BAISAA will request that an SAA group appoint a new representative(s), when the SAA group is not represented at two (2) consecutive BAISAA meetings.
- b. In the event that a representative cannot complete his/her term of office, the member SAA group may select a replacement to complete the unexpired term.
- c. It is the responsibility of the SAA member group secretary to inform the BAISAA Membership Secretary of any change in its group's representation.

4. Duties

The duties of SAA group representatives are:

- a. To attend BAISAA meetings.
- b. To represent the needs of the SAA group to BAISAA and the needs of BAISAA to the SAA group.
- c. To report to the SAA group the business transacted by BAISAA and to invite SAA group members to attend and support BAISAA.

- d. To support the work of BAISAA by participating in discussions and by serving on committees.
- e. To arrange for a qualified alternate to represent the SAA group in the representative's absence.

C. Officers

1. Selection

- a. The representatives who comprise BAISAA shall elect trusted servants from the membership of BAISAA to carry out its work.
- b. For convenience, these trusted servants shall be known as the Chair, Vice-Chair, Membership Secretary, Scribe, and Treasurer. These trusted servants shall be selected according to the following schedule: Chair, Vice-Chair and Treasurer at the October meeting; Scribe and Membership Secretary at the April meeting.
- c. Officers may serve two consecutive terms, if so elected by the group.
- d. Individuals from the general membership of SAA may fulfill these officer roles (as well as committee chair roles) without being duly elected representatives of a specific meeting. If this situation arises, these officers/committee chairs will be considered BAISAA members for voting purposes.

2. Election Procedure

Election of officers shall be by the affirmative vote of a simple majority of BAISAA.

3. Removal

BAISAA officers may be removed from office by a three-fourths vote of the SAA groups represented at any meeting at which removal from office has been a previously announced agenda item. It is assumed that officers would only be removed for a serious infraction that impedes their ability to be effective in their role or one that violates the spirit of the Twelve Traditions. It is further assumed that this removal clause would only be invoked after other attempts to remedy the situation had been made first.

4. Vacancies

In the event that a trusted servant is unable to complete the term of office, BAISAA will elect a replacement from its membership for the duration of the term.

D. Officers' Duties

1. The duties of the Chair shall be:

- a. To serve as the elected representative of all the BAISAA member groups and as such to coordinate all activities common to the various BAISAA member groups.
- b. To chair all meetings of BAISAA.
- c. To serve as an ex officio member of all committees.
- d. To serve as BAISAA's direct communication link to the International Service Organization of SAA.
- e. The chair shall have no vote at BAISAA meetings except to break a tie.

2. The duties of the Vice-Chair shall be:

- a. To assume the duties of the Chair when the Chair is absent.
- b. To serve as the point of contact for any officer or committee chair who will be unable to attend a standing meeting and needs someone to convey his/her report to BAISAA.
- c. To serve as liaison to Special Events Committees (e.g., Retreat Committee, Camping Trip Committee, and Giving Thanks Event Committee) and ensure continuity from year to year.

3. The duties of the Membership Secretary shall be:

- a. To maintain an up-to-date listing of the location, day, and time of each SAA group that meets in the San Francisco Bay Area.
- b. To update and publish meeting lists on a quarterly basis.
- c. To maintain a current list of each BAISAA member group's representatives and group secretary.
- d. To notify each BAISAA representative of BAISAA meetings at least one week prior to each meeting. Email notification is the default, phone notification if necessary.
- e. To record accurate attendance at each BAISAA meeting.
- f. To notify an SAA group's secretary, if the SAA group is not represented at two consecutive BAISAA meetings. The request will be made that the member group select a new representative.
- g. To insure that all member groups are registered with the International Service Organization (ISO) of SAA.

4. The duties of the Scribe shall be:

- a. To record accurate minutes of each BAISAA meeting.
- b. To provide BAISAA minutes to BAISAA members in a timely manner (within one week of the meeting).

- c. To maintain a permanent (printed) file of BAISAA minutes, correspondence, and other important documents and have that available at business meetings for reference.

5. The duties of the Treasurer shall be:

- a. To prepare an annual budget for BAISAA. A detailed report of the state of the treasury will be presented when the annual budget is approved.
- b. To receive and disburse all BAISAA funds.
- c. To maintain the BAISAA checking account and present a monthly report of BAISAA's financial position.
- d. To secure and maintain a post office box to serve as the official mailing address of BAISAA.
- e. To report on the state of the treasury at each monthly meeting.

E. Committees

Standing/ad hoc committees and/or individuals may be tasked to carry out key activities of BAISAA.

1. The standing committees of BAISAA shall be:

- a. Website Committee
- b. Outreach Committee
- c. Telephone Service Committee

Members of SAA who do not represent individual SAA meetings may serve on these committees. However, these committee members will not have a formal vote at BAISAA meetings.

2. Individual activities that will be taken on by specific reps are:

- a. Mail Person
- b. intergroup Communications Committee Rep

3. Committee chairs and individual contributors will be assigned according to the following schedule: April—Mail person, Website Chair, Outreach Chair. October—Telephone Service Committee Chair, Meeting Registrar, Intergroup Communications Committee Representative.

4. These committees and individual task activities are to be performed as directed by BAISAA. Any substantive changes to the tasks or charters of these committees must be approved by BAISAA.

5. Special ad hoc committees may be formed as needed and shall serve until the completion of their task or until dissolved by a vote of BAISAA. Other task activities may be created by BAISAA and individuals appointed to carry them out (i.e., delegate to the annual SAA International Convention).

#### ARTICLE IV - MEETINGS

- A. Regular meetings of BAISAA shall be held each month at a time and place determined by BAISAA.
- B. Emergency meetings of BAISAA may be called at any time by the Chair or by a simple majority of the BAISAA membership upon attempted notification of all BAISAA members.
- C. It is the responsibility of each SAA group representative to inform the SAA group's members of BAISAA meeting times and locations.
- D. All meetings of BAISAA shall be open to any member of SAA who chooses to attend. Any SAA member present at a BAISAA meeting may suggest that an item of business be added to the agenda. Each SAA member is invited to participate in any discussion that may be held, although they will not have a vote.
- F. Each duly selected representative of a BAISAA group shall have the authority to introduce items of business and to vote on all issues considered by BAISAA.
- G. Any BAISAA member may request that a business item be taken back to the individual SAA groups for discussion and an SAA group conscience.
  1. Such a request, when supported by a simple majority of the representatives present, shall be binding on BAISAA.
  2. The representatives shall be responsible for reporting the SAA group conscience of their SAA group on that business item at the next meeting.
  3. A group secretary may send a written or electronic proxy in matters of group conscience when the representative cannot be present for the vote and an alternate cannot be found.

#### ARTICLE V - FINANCES

- A. BAISAA ought to be fully self-supporting from the contributions of the member SAA groups.
- B. The fiscal year for BAISAA shall run from July 1 through June 30.
- C. BAISAA shall adopt a budget annually.

- D. Monies shall be kept in an insured financial institution's account (i.e. checking or savings).
- E. All monies contributed to BAISAA which are not otherwise specified shall be considered unrestricted donations.
- F. All unrestricted donations shall be applied to the BAISAA general operating fund. All funds over and above what is required to keep BAISAA operationally solvent (and its prudent reserve) will be forwarded to the International Service Organization of SAA
- G. SAA groups or members may designate that a donation be applied to a specific purpose.
- H. The BAISAA Treasurer shall prepare a monthly budget report.
- I. Only the BAISAA Treasurer and/or the BAISAA Chair shall be authorized to sign checks.
- J. BAISAA may not accrue a deficit. It will however maintain a prudent reserve of up to three times the amount of average monthly expenses.

## ARTICLE VI - AMENDMENT PROCEDURE

These By-laws may be amended by a three-fourths majority of the groups voting. To allow time for the SAA member groups to arrive at a group conscience, a proposed amendment shall be presented at one regularly scheduled BAISAA meeting and voted upon at the next regularly scheduled BAISAA meeting.

## ARTICLE VII - PARLIAMENTARY AUTHORITY

In conducting its business meetings, the group may choose to use as its guiding authority either Robert's Rules of Order or a consensus-based model with a fallback to majority rule. At the beginning of the chair's term, the chair and the BAISAA group will select the guiding authority that will be used for business meetings during that term.

## **Appendix E**

### **Sample Job Description for intergroup Literature Committee Chairperson**

Term of office: (suggest: 2 year commitment).

Qualifications: [6 months in SAA, have a sponsor, and be working their program.]

Chairperson elected or appointed by intergroup; other volunteers as needed chosen by Chairperson.

Duties:

- Attend intergroup meetings. Report monthly on finances.
- Purchase bulk literature for resale to SAA and S-type recovery meetings (to literature persons only). Distribute based on process agreed to by intergroup.
- Make special IG purchases of literature, books or videos as needed for retreats, conventions, outreach, workshops, new meetings, lending library, and coordinate with regional and international literature committees.
- Assign volunteers to attend each meeting once a month, for distribution of literature, literature committee business cards, plus retreat and workshop announcements, new meeting flyers, intergroup and ISO communications.
- Develop and coordinate an intergroup plan to ensure all SAA meetings have at least one authorized SAA “big book”.

## Appendix F

### Guidelines for Cooperation with Other S-Recovery Fellowships

Developed by the  
Interfellowship Relations Committee  
of the ISO of SAA Board of Trustees  
2007-2008

These guidelines were developed to familiarize the members, groups, and intergroups of SAA with the policies of the ISO regarding relationships and interactions with other S-recovery fellowships. The policies and recommendations are based on the Twelve Traditions of SAA, in particular Traditions One,<sup>1</sup> Four,<sup>2</sup> Six,<sup>3</sup> Seven,<sup>4</sup> and Ten.<sup>5</sup>

As sex addicts, we naturally identify with members of other S-recovery fellowships because we struggle with various manifestations of the same malady. However, the governing bodies of the S-recovery fellowships have affirmed that each should remain autonomous and distinct from one another. Each fellowship has its own particular way of focusing on the message of recovery, and all agree that singleness of purpose and clarity of message are important to ensure consistency and integrity within each individual fellowship.

**Cooperation without affiliation** has become the dominant basis for interaction among S-recovery fellowships and groups. This underlying principle should not, however, prevent cooperation among fellowships; the goal of recovery from addictive sexual behavior is a common theme to which we all subscribe. At the national-international level, SAA interacts with other S-recovery fellowships through the Inter-Fellowship Forum (IFF), where common goals and objectives can be shared and differences appreciated.

ISO participation in any cooperative venture with other fellowships, such as websites, conventions, or public service activities, requires direct approval of the Board of Trustees of the ISO of SAA. For example, the Board has repeatedly refused to grant permission for any outside entity to use the SAA medallion logo, although links to other pertinent websites have been permitted under strict rules of content and structure.

Most conventions, retreats, and meetings attended by members of more than one fellowship are sponsored by only one fellowship. Members of other fellowships may be invited as guests to participate fully, but control of program content and fiscal responsibility are usually retained by only one group, intergroup, or fellowship.

The autonomy of local groups permits cooperative activities among S-recovery fellowships as dictated by group conscience. It is strongly recommended, however, that fellowship integrity be honored and that careful reflection on the Twelve Traditions serve as the basis for all such decisions. Such activities might include listing local meetings of other S-recovery groups in information packets or use of common telephone lists.

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<sup>1</sup> Tradition One: Our common welfare should come first; personal recovery depends upon SAA unity.

<sup>2</sup> Tradition Four: Each group should be autonomous except in matters affecting other groups or SAA as a whole.

<sup>3</sup> Tradition Six: An SAA group ought never endorse, finance, or lend the SAA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.

<sup>4</sup> Tradition Seven: Every SAA group ought to be fully self-supporting, declining outside contributions.

<sup>5</sup> Tradition Ten: Sex Addicts Anonymous has no opinion on outside issues; hence the SAA name ought never be drawn into public controversy.