# SAA Intergroup Guide

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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. 77, Third Edition.]

1. Our common welfare should come first; personal recovery depends upon SAA 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 SAA membership is a desire to stop addictive sexual behavior.

4. Each group should be autonomous except in matters affecting other groups or SAA as a whole.

5. Each group has but one primary purpose—to carry its message to the addict who still suffers.

6. 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.

7. Every SAA group ought to be fully self-supporting, declining outside contributions.

8. Sex Addicts Anonymous should remain forever nonprofessional, but our service centers may employ special workers.

9. SAA, 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 SAA 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.

# Preface to the 2021 ICC Revisions

The spring and summer of 2020 was an urgent time in service for SAA groups, intergroups, and the newly established area-based ISO structure. Within a matter of weeks, almost every one of the in-person meetings in the ISO database shifted to virtual and telephone platforms. The task of reconnecting thousands of members and newcomers from in-person meetings that had suddenly "disappeared" tested and confirmed the responsivity, creativity, and mutual cooperation of SAA trusted servants throughout the fellowship.

By March 2021, the Intergroup Communications Committee (ICC) agreed to document the best practices they had learned together over the course of the preceding year in an update to the *SAA Intergroup Guide*. The intergroup guide, last revised in 2017, remains a significant part of the ICC's mission since it was established in 2006. The ICC formed a subcommittee to revise the guide for ICC approval.

ICC goals for the 2021 revisions, agreed upon in May 2021, included:
- Improving language regarding inclusivity, safety, and welcoming,
- Updating any technological methods for conducting virtual meetings,
- Updating any methods for making Seventh Tradition contributions online,
- Updating references from the region-based structure to the area-based structure,
- Clarifying the important and unique role of intergroups versus area assemblies.

The resulting 2021 revisions reflect the collective wisdom of hundreds of trusted servants throughout the fellowship spoken through their ICC representatives. They also demonstrate the spiritual progress that can be made when recovering people work together in unity for our common welfare.

# Purpose of the Guide

This guide has been 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 member groups. The existence of an intergroup follows the tenets of our Ninth Tradition: "SAA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve."

The contents of this guide are only suggestions, not rules. However, it is urged that the intergroup members keep in mind the Fourth Tradition, which states that "Each group should be autonomous except in matters affecting other groups or SAA as a whole." Intergroups should undertake no activity that would be harmful to another SAA group or hinder the recovery of its members.

# Intergroups

## "Intergroup" Defined

An intergroup is a group of SAA members representing autonomous SAA groups that have some commonality or desire for joint activity. The commonality may be a geographic area, a specific type of meeting (such as a group of telemeetings), or some other reason such as gender, race, ethnicity, language, or sexual orientation. The intergroup then 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 *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, Third Edition]. An intergroup, once formed, becomes its own organizational entity. Intergroups exist to serve their member groups; they do not preside over them. Intergroups are encouraged to register with the ISO. Intergroups may also participate in area assemblies in the area in which they are registered.

## Purpose of the Intergroup

Because it can pool resources, an intergroup can be effective in providing services and support to its participating groups and achieve greater effectiveness in conducting Public Information / Cooperation with the Professional Community (PI/CPC) than the individual groups could alone. Intergroups might typically provide the following services for their member groups:

- 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 events and PI/CPC projects
- Developing and maintaining an intergroup website
- Maintaining and publishing participating group meeting lists

# Forming an Intergroup

## Contacting Groups and Members to Form an Intergroup

In the event members feel uncertain about the decision to start a new intergroup, several initial steps will help yield a smooth launch.

First, on the group level, we recommend determining which groups want 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 general support or consensus for this effort.

Next, groups need to determine the scope of the intergroup, if relevant. Geographical scope could be determined by area, county, city, or even neighborhood. Other types of

scope could include gender, race, ethnicity, language, sexual orientation, or meeting platform. While the member groups may ultimately decide the scope, it may be helpful to contact the ISO for additional resources, such as a list of meeting contacts.

Once the initial 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, by attending meetings, by phone, text or email. 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 people spearhead the effort. Once there are enough groups agreeing to participate, founding members can review their assumptions about the relevant 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 or online platform should be chosen for the initial intergroup meeting. In preparation for the first meeting, we recommend sending out the location or online meeting information 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 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 text, 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, log-in support, or to report delays.

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

## Representatives within an Intergroup

An intergroup's business is accomplished through the participation of its members with each member representing a specific SAA group. These representatives are 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, Treasurer, and Registrar 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. Intergroups are considered autonomous in the same sense as their participating groups, per Traditions Four and Nine. For this reason, both groups and intergroups register with the ISO using the same form. The group registration form can be filled out online at https://saa-recovery.org/group-registration-form/ (recommended by ISO office staff), or by filling out one of two printable versions of the form, one for in-person meetings and another for online meetings. Printable versions of the group registration form are available in Appendix A of this guide, or by downloading them in PDF format from the ISO website at:
- For in-person groups: https://saa-recovery.org/wp-content/uploads/2016/07/FaceToFaceGroupIntergroupRegistrationForm_2019-08-08.pdf
- For online groups: https://saa-recovery.org/wp-content/uploads/ElectronicGroupIntergroupRegistrationForm_2019-08-08.pdf

Two representatives from different groups are needed to sign the printable ~~inter~~group registration form and then mail it to the ISO at P.O. Box 70949, Houston, TX 77270, or email it to info@saa-recovery.org. For questions about how to register hybrid meetings, contact the ISO office by phone at 713-869-4902, or by email at info@saa-recovery.org.

After the ISO receives the registration form, the intergroup will receive a group code for use in future correspondence and tracking with the ISO. Should any contact changes occur with your intergroup, or the participating member groups, be sure to inform the ISO.

Guidelines/Bylaws 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 bylaws to provide greater consistency and continuity of service as intergroup representatives and officers change over time.

Guidelines for Larger or Established Intergroups

A larger intergroup may have written rules and procedures, often in a format calledbylaws,

which are adopted to facilitate the intergroup's smooth, ongoing functioning. These procedures or bylaws typically consist of articles specifying the intergroup's scope and purposes, and describing how it conducts its business. The bylaws typically do not describe 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 bylaws ensure intergroup continuity. Appendix B of the guide contains an example of bylaws that can be adapted for a wide range of group preferences. The ISO Intergroup Communications Committee (ICC) maintains a collection of sample bylaws provided by SAA intergroups that are available upon request. For information, contact the ISO office at info@saa-recovery.org.

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

Once in place, bylaws should not be revised frequently. While it is advantageous to periodically take an intergroup inventory and then make changes based on the needs of participating groups, bylaws are meant to support an intergroup's ongoing functioning, not be its primary development activity. With careful, succinct construction, bylaws 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 intergroup officers. An intergroup might elect an executive committee consisting of a Chair, Vice Chair, Secretary, Treasurer, Registrar, and PI / CPC Coordinator. These officers serve for a specified period of time. The people who hold these positions are neither hierarchically above nor below other recovering addicts in the fellowship. Yet the officers are charged with the responsibility and authority to implement decisions that streamline the workings of the intergroup, per Tradition Nine and Concept X.

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 prepares the monthly agenda, 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. A sample job description for the Chair can be found in Appendix C. This sample can be adapted to

the job descriptions of other officers, as needed.

### 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. In many cases, the Vice Chair's position is preparation for serving as Chair in the future.

### 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 maintains financial records and makes necessary transactions for any funds collected and expenditures incurred by the intergroup. If a bank account is deemed necessary for an individual intergroup, the Treasurer is responsible for opening and maintaining the bank account in accordance with state and federal laws. It is recommended that a second trusted servant be designated to double-count deposits and co-sign expenditures to provide a level of safety to both the group and the Treasurer. In the event cash flow becomes large enough, an intergroup may consider conducting an annual audit of its accounts.

### Registrar

The Registrar maintains and publishes a list of member meetings and ensures each meeting is registered with the ISO of SAA accurately.

### PI / CPC Coordinator

The PI Coordinator organizes yearly activities that educate the general public about SAA by cooperating with members of the media. The CPC Coordinator organizes similar annual activities, but the intended audience is professionals such as therapists, counselors, etc. These positions can be combined into one PI/CPC Coordinator educating the fellowship about PI and CPC. This trusted servant coordinates activities that carry the SAA message by:

- Organizing PI and CPC projects on a yearly basis
- Organizing processes to respond to inquiries from newcomers, professionals, and the public.
- Providing financial support and resources needed for these projects
- Reporting the success of PI/CPC activities

### Other Trusted Servant Considerations

These 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. We also recommend that nominees consult with their sponsors before taking on a Trusted Servant position.

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 Response Line Coordinator, Literature Coordinator, Webmaster, 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 and cross-training of trusted servant positions, ideally on a staggered schedule 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. Diverse participation among an intergroup's membership in service 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 are best placed to facilitate the intergroup's current projects. Regular rotation of officers also forestalls service fatigue and ensures that no one member or block assumes too much power or control.

Groups are wise to balance the need for new officers and fresh ideas with the need for maintaining continuity of service and corporate memory of structure and procedures. It is suggested that service positions have job descriptions that aid transitions when roles change hands. Appendix C gives an example of a job description for the intergroup Chair. It can be adapted for other trusted service positions, as needed.

## Committees

Committees serve a vital function for the intergroup. They carry out service action items between intergroup meetings and may deal with issues and activities that are too complicated, detailed, or time-intensive to be managed during an intergroup meeting. Tradition Nine isthe basis for establishing all committees: "SAA, 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, nominating, public information and cooperation with the professional community, and bylaws.

Committees serve the needs of the intergroup and, as 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 or ad hoc (i.e., planning for a single event or dealing with a single issue) or permanent standing

committees (existing for an ongoing purpose). These are not comprehensive lists of possible committees, nor would every intergroup need all of these committees.

Examples of standing committees include, but are not limited to:

- Special Events and Development—scheduling retreats, workshops, outer-circle activities
- Public Information /Cooperation with the Professional Community — reaching out to the non-fellowship community, for example, furnishing SAA literature to counseling and other professionals, maintaining aphone line, and conducting one-time public information efforts
    - Women's Outreach—leading (PI/CPC) activities designed to reach out to the female sex addict who still suffers.
    - Lesbian Gay Bisexual Transgender Questioning (LGBTQ) Outreach— leading (PI/CPC) activities focused on the LGBTQ community.
    - Black Indigenous People of Color (BIPOC) Outreach— leading (PI/CPC) activities focused on the BIPOC community.
- Speakers Bureau—coordinating information panels to visit treatment facilities, hospitals, colleges, etc., where SAA members share their experience strength and hope as an adjunct to aftercare and therapeutic options
- Intergroup Website—designing and maintaining the intergroup website
- 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 member groups
- Seventh Tradition
- Prisoner Letter Writing—exchanging letters with men and women in correctional facilities through the ISO office.
- Nominating—identifying, encouraging and nominating qualified candidates for intergroup officer positions.
- Safe and Sober Meetings—works to help member groups provide sober, recovery-based meetings where newcomers and current members feel safe, welcome and supported.

Examples of temporary or ad hoc committees include planning committees for:

- A Seventh Tradition dinner
- Talent show
- ISO convention, workshops, or retreats
- Dances
- Yard sales
- Outside speakers
- Dealing with a specific issue (for example, allocation of funds in the budget, event insurance, etc.)

## Intergroup Meetings

Intergroup meetings should be held regularly, as this helps ensure ongoing participation. Each member group is encouraged to send a representative. Each representative is responsible for bringing forward items from their respective group for consideration by the intergroup. As the group's trusted servant, intergroup representatives may also bring forward items affecting many groups at their own initiative.

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. The outcomes of such group consciences are then reported at the following intergroup meeting and help the intergroup to make informed decisions. The intergroup activities and decisions should be reported back to the member groups, either in the meeting minutes or verbally.

### Intergroup Meeting Spaces

Intergroups may meet in physical, virtual or hybrid meetings spaces.

### Physical Meeting Spaces

Preferably, the relationship between the intergroup and the physical 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 request the meeting be listed only as a "Twelve Step Intergroup" to maintain the anonymity and confidentiality of the group. 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. Also, bear in mind the accessibility of the meeting space for members with physical limitations.

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.

Virtual Meeting Spaces

For those intergroups which cover a large geographic area and/or have trouble meeting in-person, there are other options available. Teleconferences or virtual conference meetings may be an option.

Groups choosing to meet in a teleconference or virtual space will need to choose a platform for hosting the meeting. In teleconferences and in virtual settings, security is often a concern. Intergroups must balance making log-in credentials available to group representatives with restricting availability to outsiders who do not meet Tradition Three guidelines. Having a host, co-host or moderator who can ensure the identity of attendees as SAA members is helpful during each meeting.

When joining a meeting with video, the view of each participant should be from the shoulders up. It is also beneficial to position the webcam at eye level. The use of headphones or earbuds may be help if participants are unable to be in a secluded space. The host should have the ability to mute callers if there is too much background noise. The host usually can change the caller ID to a participant's first name and last initial to maintain anonymity. The host must have the ability to remove a caller for inappropriate behavior. These and other safety guidelines can be agreed upon by group conscience to meet the needs of the participants.

Hybrid Meeting Spaces

Hybrid intergroup meetings are simply a combination of in-person and virtual meetings. Internet access is important for a hybrid meeting, such as a "mobile hotspot" from a cellphone. The simplest method is for a member to bring a laptop and access a virtual platform during an in-person meeting so that participants can communicate with one another virtually and in-person simultaneously. It is also possible that some facilities might have more sophisticated digital technology available that allows a large screen to be visible in the room. For the virtual aspect of hybrid meetings, the virtual safety guidelines still apply.

Example of First Meeting Agenda

An example of an agenda for an initial intergroup meeting could include:

1. Approval of first meeting facilitator
2. Open with the Serenity Prayer
3. Roll call
   - Introduce yourself
   - The group you represent
   - Current service role
4. Reading of the SAA Tradition corresponding to the month or all twelve
5. Vote on acceptance of the agenda
6. Discussion of the need for the intergroup and the basic guidelines for conducting business
7. Brainstorming the tasks the intergroup first wants to take on.

8. Decision about processes for selecting officers
9. Discussion of how the IG will collect 7th tradition donations" from local groups rather than individual IGRs Setting next meeting time and designating facilitator for that meeting
10. Close with the Serenity Prayer


# Intergroup Maintenance 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 or spending plan. A budget or spending plan can help an intergroup have the 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 or spending plan 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: website, physical meeting space, virtual meeting platform, telephone response line, postal mailbox, planned Public Information / Cooperation with the Professional Community (PI/CPC) activities, and social events. We also recommend establishing a prudent reserve to cover contingencies, typically three to six months' expenses. While some expenses such as the postal mailbox and telephone may be easy to estimate as standard budget line items, other expenses such as PI/CPC, and social events are subject to fluctuation, based on needs and priorities.

Intergroups often request that member groups contribute a percentage of their total Seventh Tradition collections to support intergroup activities. For example, groups might divide their Seventh Tradition collections as follows:

| | |
|---|---|
| 20% | Group expenses |
| 20% | Group prudent reserve |
| 20% | Intergroup donation |
| 20% | Area assembly donation |
| 20% | ISO of SAA donation |

As the needs of member groups change, e.g., once they fulfill their prudent reserve, they may decide by group conscience to reallocate the percentages differently.

### 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 (which would be an outside contribution) or have tax consequences. In the case of business accounts, banks may require minutes on letterhead directing the opening of the account, a minimum balance, a Federal Employer Identification Number (EIN) and the names of the officers of the intergroup and any cosigners on the account. In some locations, members may be required to file an assumed name for the group known as a "Doing Business As" (DBA). The officers and cosigners will need to show their drivers licenses or other ID. While this requires a voluntary and limited loss of anonymity, it does not violate Tradition Eleven because it is not at the level of press, radio, TV, or film. When new trusted servants are elected by the intergroup, it is the responsibility of the outgoing and incoming Treasurers to update the bank records. 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 EIN is obtained on the irs.gov website and is essentially instantaneous and relatively painless. This method is highly encouraged, whereas using a member's personal social security number is highly discouraged.

A second person should be added to the account as a precaution to ensure that someone would be available to pay bills if the treasurer were unavailable. A second signee on physical checks is advantageous to enhance accountability. When completing forms,the treasurer can provide either an intergroup email, phone number or a home phone number as well as use the intergroup mailbox address for receiving bank correspondence. Using a checking account has helped intergroups 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, since 2006, for those intergroups registered as nonprofits, the IRS has started requiring an informational form 990-N be filed online each year 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 Seventh Tradition activities. Doing this footwork makes it much easier to make ongoing fundraising decisions efficiently and responsibly.

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

Intergroups are autonomous and, as such, those in the United States 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 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).

Intergroups wishing to do large mailings, or to attend professional conferences to distribute SAA literature for the purpose of Public Information / Cooperation with the Professional Community (PI/CPC) can work directly with the ISO Office to share resources, such as utilizing ISO printed materials, the ISO Conference Kit, and pay for ISO bulk mail services without having to become a separate non-profit.

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). 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. Further, the fact that the ISO utilizes the services of outside entities does not indicate that it endorses or is affiliated with those entities.

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.

### Seventh Tradition

Intergroups often wish to engage in Seventh Tradition activities while both maintaining the Traditions and remaining self-supporting. While advances in technology have expanded the opportunities for donations, the simple needs of an intergroup are often met with tried-and-true forms. For instance, LifeLine Partners are the cornerstone of the ISO's Seventh Tradition efforts. This is important to emphasize with individual members as well as local groups and intergroups, all of which can participate.

Seventh Tradition activities serve two important functions. Primarily, it is to raise funds,

but it also gives a sense of community to participate in activities. It is recommended that the events are kept simple, accessible, and organized around activities that are popular in the Twelve-Step community, such as speaker meetings, potlucks, barbecues, volleyball, skiing trips, softball, basketball, as well as recovery-oriented entertainment. For a specific event, a committee may be set up, arrangements made, flyers printed and distributed to the meetings. It is recommended to keep expenses at a minimum.

Intergroups may also bring about more sophisticated Seventh Tradition plans than individual member groups could achieve alone. For instance, annual Giving Thanks events have been organized locally to raise funds while also enjoying fellowship, food and fun. Many members look forward to these events and donate out of gratitude for the gifts of recovery. More can be found about how to plan such events on the ISO website at https://saa-recovery.org/contribute/giving-thanks/ .

Insurance

Insurance laws and policies vary from country to country, and, in the United States, from state to state. Some organizations require insurance for groups that meet at their facilities. Sometimes intergroups purchase their own insurance for groups or for events such as retreats or social functions, because they have found good reasons to purchase insurance in certain instances. Some groups have worked with other Twelve Step groups renting space at the same location to add them as a rider to the facility's insurance policy. Intergroups are highly encouraged to contact the ISO office for additional information before purchasing insurance.

## Internet, Email, Telephone, and Mailbox Options

As PI/CPC activities proceed, newcomers seeking recovery are likely to reach out for help. Providing as many ways as possible for newcomers to reach out increases the likelihood that they will find recovery.

Most intergroups choose to provide a telephone number, email account and a mailbox in order to receive inquiries and conduct business. Emailing or calling a phone line is often the first contact an addict makes in seeking help for their sex addiction. Thus as soon as funds are available, an intergroup should set up its own postal mailbox, website / email account, and telephone number.

The mailbox should be located at a central location. 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 and website services need to be contracted with a service provider. Currently, numerous options exist regarding website hosting, 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 officers or a volunteer who serves as the 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, internet, 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.

## Participation in the Larger Fellowship

### Submitting Notices of Events to the ISO

As intergroups grow, some take on larger events such as workshops or retreats, actively seeking attendance from SAA members outside their participating groups.  Many intergroups have found it helpful to contact the ISO well in advance so that the event can be printed in *The Outer Circle* and listed on the ISO website. 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 may be posted on the ISO website.

An intergroup can submit a form requesting publication of its event online at https://saa-recovery.org/event-announcement-request/, or by contacting the ISO at info@saa-recovery.org  well before the event, using the 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 ISO Board of Trustees for pre-approval. If the ISO office decides that the submission will have to be reviewed by the Board, they will notify the submitter, giving the intergroup an opportunity to revise the announcement.

### Representation in Fellowship-Wide Matters

An intergroup may wish to serve the fellowship by sending a Group Service Representative (GSR) to their area assembly. An intergroup may also select a member as a representative to the ISO Intergroup Communications Committee (ICC). Such forms of fellowship-wide involvement help facilitate an effective flow of information between members and groupsand 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.

## Mandated Reporting

Intergroups should be aware of the issue of mandated reporting (also known in some

localities as "duty of care" or "safeguarding"), because individuals, whether or not they are 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 recording 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.

## Communication between Groups

### Web-Based 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 PI/CPC and more private member-based services, such as phone lists or a group calendar of events, within the same site. It is recommended that an intergroup website link to the ISO website for the most current list of meetings. All groups and intergroupsare responsible for keeping their meeting information current with the ISO. See https://saa-recovery.org/wp- content/uploads/2016/07/Web_Trademark_Copyright_Policies.zip for more discussion.

Ways to balance website accessibility (Tradition Five) with other Traditions include:
- Being mindful that not all members use online media. Diversifying the overall communications strategy to include print and live presentations (Tradition One).
- Developing and maintaining website and video sustainably by also ensuring sufficient funding and skilled service workers (Tradition Seven).
- Preserving anonymity (Tradition Twelve), trust and safety with updated security measures aimed at minimizing web page scraping of personal data, avoiding tracking software, and utilizing strategic search engine optimization, etc.
- Avoiding inadvertent affiliation (Tradition Six) with cloud service providers, video platforms, web template providers, etc.
- Encouraging intergroup webmaster to attend ISOPCom meetings to learn SAA digital communication best practices.
- Respecting ISO of SAA logo copyright and permission of use. Contact the ISO Office for instructions on how to obtain such rights.
- Using release forms, copyrights, distribution limits, and disclaimers whenever intergroups produce videos or share member content.

### Newsletter

Intergroup newsletters help keep member groups informed of intergroup decisions and events and carry the message to addicts. Although distributing a newsletter for outreach

purposes to the public is an option, most intergroup newsletters focus on serving participating 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 theprogram 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 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.

## Special Events and Developmental Activities

Special events are developmental activities that help individual members of the fellowship improve and strengthen their program of recovery, and that promote group cohesiveness. As such, many intergroups spend much time and energy on these kinds of activities.

### Promoting Safe, Sober, and Welcoming Meetings

Although every group is autonomous in many ways, Tradition Four suggests that groups that are not "sober" affect other groups or SAA as a whole. It is important that all meetings remain safe and sober for all participants.

While there is a limited amount of input intergroups can have on their participating groups, there are some things that can be done to encourage this goal—for example, disseminating guidelines such as the pamphlets "Safe and Sexually Sober Meetings," "A Special Welcome to the Woman Newcomer," and the *SAA Group Guide* (available through the ISO office and online) periodically to the intergroup members to take back to their respective meetings. We suggest that the groups take a periodic group inventory to help with this goal. Direction for a group inventory may be found in the *SAA Group Guide*. Polling intergroup members about potential sobriety problems in their groups can help to spotlight groups that are struggling. Some groups may choose to ask the intergroup to assist in a group inventory or discussion. Another means of assisting such a group could be to schedule a speaker or workshop to talk about what a sober meeting is,

and isn't.

### Workshops, Retreats and Speaker Lists

Many intergroups see organizing workshops and retreats as a primary activity. Such workshops can be a significant boost in members' recoveries by providing experience, strength and hope on such topics as meditation/mindfulness, healthy sexuality, intimacy, and specific Steps such as Step Four, etc.

Retreats may be a means for experienced members to greatly assist newcomers to work multiple Steps in a short time. Retreats may also be focused on prayer, meditation or other spiritually-oriented topics. A good resource for flyers, content, venues, etc. is the Intergroup Communication Committee (ICC) and the ICC website. (See below) Links to other intergroup websites with this kind of information can be found there. Please consult the ISO office for more information on the ICC, its website and its resources.

Intergroups can also be repositories for helpful information such as a speaker list for speaker meetings.

### ICC Website

The Intergroup Communications Committee (ICC) website can be a helpful resource for experience, strength and hope on special events and developmental activities. As of this writing, the ICC does not currently have a webpage but to access a list of intergroups, first go to http://saa-recovery.org, from the top menu SAA INFO, select "Intergroups" from the drop down sub-menu.

The ICC document management system is valuable for reviewing intergroups best practices. Access can be obtained by contacting the ISO at info@saa-recovery.org. It contains past files of prior meetings, information on other intergroups and a discussion forum/blog.

## Public Information / Cooperation with the Professional Community (PI/CPC)

One important function of an intergroup is to utilize the pooled resources of member groups to conduct PI/CPC activities. Examples include 1) mailings to therapists, clinics and health centers; 2) operating an information line, 3) advertising campaigns, 4) organizing and maintaining a website, 5) bringing presentations to health centers and judicial departments, 6) hosting regular speaker meetings, 7) attending or setting up an SAA Twelve Step exhibitor table at mental health conferences, 8) maintaining a P.O. Box, and 9) maintaining a consistent office presence. In San Francisco, PI/CPC 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.

### Public Information (PI) Campaigns

Sometimes it is heard, "I thought the public relations policy is based on attraction rather

than promotion" as a reason not to undertake some PI/CPC activity. A clear understanding of what is meant by Tradition Eleven can be gained by referring to page 94 in the Third Edition of *Sex Addicts Anonymous*. It tells us, "The principle of attraction means that we are letting people know that there is a way to recover from sex addiction that has worked for us, and that anyone who wants to stop addictive sexual behavior is welcome to try it." Further, Tradition Five gives trusted servants a very clear directive: "Each group has but one primary purpose – to carry its message to the sex addict who still suffers."

Make no mistake about it, PI/CPC activities save lives. The *Public Information Handbook* and the *Cooperation with the Professional Community Handbook* are valuable resources for all SAA groups, and gives valuable information about anything and everything someone would want to know about PI/CPC programs. These resources are available for download from the ISO service website, www.saa-iso.org, in the Member Services area. Hardcopies may be obtained from the ISO office.

Advertising is a "frequency medium"—a single ad is unlikely to engender an active response. However, multiple ads, and contact by more than one medium, will eventually promote action. Therefore, ongoing advertisements are the most effective. The ISO has an ISO PI/CPC Program Manager who is available to assist groups in putting together an advertising campaign. The ISO PI/CPC Program Manager may be contacted by e-mailing info@saa-recovery.org . The ISO PI/CPC Committee is another resource to help intergroups do this PI/CPC work. It can be a place where members can participate in service. PI/CPC literature is available for free on the SAA website. Further, CPC Coordinators are members in various local areas that the PI/CPC Program Manager calls upon to contact local professionals when there is a request. Intergroups would be well served to have a CPC Coordinator service position.

Some aspects of public information campaigns merit some extra discussion. Although there are sex addicts of allgenders that exhibit all of the sexually-compulsive behaviors listed on page 4 of *Sex Addicts Anonymous*, there is a clear tendency for women to struggle with somewhat different issues than men do. Therefore, it is recommended that separate gender-specific campaigns be run for men and women rather than trying to group all of them together. Examples of some behaviors that might broaden PI/CPC effectiveness when used in ads are promiscuity, destructive relationships, romantic obsession, obsessive fantasizing, sexting, and cybersex.

Experience has shown that a division of advertisement language as mentioned above will encourage more interest and attendance from women sex addicts. Since the Twelfth Step encourages us to carry this message to others of all genders, and the goal of any Twelfth-Step activity is effective outreach, such an approach is warranted.

Websites

In the electronic age, websites are cheap, can be set up easily by non-experts, and are increasingly relied upon by our culture. Therefore, every intergroup is encouraged to host and build at least a rudimentary website.

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 or the ICC website listed earlier. We recommend that new intergroups review existing intergroup websites to discover templates that best match member needs and web design skills.

An important consideration is that phone numbers or e-mail addresses for meeting contacts etc. on a publicly-available web site can be accessed by online searches, including for example those run by employers or prospective employers. The ISO has received on more than one occasion the unfortunate news that someone who volunteered to be of service to their group had lost an employment opportunity after an internet search connected them to SAA. It is important to take steps to protect volunteers' anonymity on publicly-available web sites.

The ISO has adopted the following best practices, which will assure maximum protection of the anonymity of members and the confidentiality of discussions within the ISO, for use of fellowship e-mail lists by members of the fellowship:

1. Your personal e-mail address used for ISO communications should not be a corporate, business, or institutional address. All communications to and from suchaddresses are the property of the entity owning the server.
2. ISO committee e-mail addresses should not be stored in address books on corporate, business, or institutional computers.
3. If possible, your personal e-mail address used for ISO purposes should not contain identifying information, such as your full name.
4. Do not respond to requests to join or participate in groups, social networks, or other outside enterprises, if they are received from an ISO-owned address. Report any such requests immediately to the ISO office.
5. Any personal request sent via an ISO-owned e-mail address should not be answered and should be reported immediately to the ISO office.

Telephone Information Lines

Emailing, calling a phone line or writing to a PO 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, email account, and telephone number.

Perhaps the most important factor to consider is the importance of having a live person when calls are received. The majority of the time an unsuccessful call will not result in a voicemail or e-mail. For those callers that do leave a voicemail or e-mail, efficient retrieval of messages and timely response by members of the intergroup is important. This function can be coordinated by one of an intergroup's officers or a volunteerwho serves as the Response Line Coordinator. While several members may have a code for answering the phone, one person should be responsible for overseeing theoperation and ensuring follow-up.

A separate line or extension for women, staffed by volunteer women, may help ease the entrance of women into the fellowship. If there are no women volunteers, the Women's

Outreach Committee (WOC) can provide support for this kind of effort. They may be reached by e-mail at grace@saa-women.org,or by calling the ISO at 713-869-4902.

A third extension may be helpful since many callers will hang up when they are greeted by the voice of a live person, whereas they may be willing to listen to a pre-recorded message with an option to leave a voicemail at the end. This is an intermediate "touch" between an impersonal website and a personal but unnerving person on the phone.

Missed calls should generally not have follow-up without permission. Permission may be implied if the caller left a message.

Women that call in can be asked if they would like a woman to talk to about the program. If this is not feasible, a good e-mail for this is grace@saa-women.org. A person who e-mails this address will be contacted by a volunteer. This option can be mentioned to the caller, or she can be pointed to the women's page on the ISO website http://www.saa-recovery.org.

### 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 (UK) Intergroup has a standard email which informs reporters that groupsor 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.

## Sustaining an Intergroup

### Intergroup-Sponsored Outer Circle Activities

While outer-circle activities sponsored by 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. Flyers of upcoming events should be made and available at intergroup meetings, and sent out as email attachments to be distributed at group meetings.

Effective outer-circle 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 participating 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 outer-circle 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.

## Joint and/or Open Speaker Meetings

A good way to promote understanding between sex addicts and partners, relatives and friends is to have joint speaker meetings featuring an SAA speaker and a speaker from a co-addict recovery group. These meetings can be advertised through the intergroup website, and flyers disseminated through the intergroup. If an SAA group is the hosting organization, then the ISO may post the event on the ISO website. For more information, please contact the ISO. See also below under "Cooperating with Other S-Groups."

Another PI/CPC tool is to have open SAA meetings that are promoted by some of the means mentioned above. Venues for both types of expanded meetings should be oflarger capacities than most "normal" group rooms due to the increased interest that will likely be generated. However, larger rooms in the usual building will engender much less confusion and are greatly preferable.

## 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 utilizing the following approach: 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.

If it is known that a wedge issue will be discussed at an upcoming Intergroup meeting, it is recommended to put the ISO Board Code of Conduct in the meeting agenda:

A. *Committed to service and being guided by the Twelve Traditions of SAA and the Twelve Concepts for World Service (A.A.)*

*B. Successful in SAA recovery*

*C. Open-minded*

*D. Respectful of all and willing to hear all views*

*E. Supportive of the Group Conscience*

*F. Accountable to service groups and to the fellowship*

*G. Approachable*

*H. Courteous and well-mannered*

If a wedge issue continues, consider taking an Intergroup Group Inventory, similar to a Group Inventory as explained in the SAA Group Guide. See also below under "Performing an Intergroup Group Inventory."

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 as well as experience, strength and hope in many useful areas can be found through the ICC's website discussed above. An internet search will sometimes reveal contact information for other intergroups as well. Whenever information is requested of another intergroup or the ISO, 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. The ICC is chartered to facilitate and support these interactions between intergroups; the ICC website has a "wiki" where intergroups can post to discussion forums or generate wiki entries for their own intergroup so as to share their experience.

### Performing an Intergroup Group Inventory

An intergroup may want to sponsor an inventory to examine what is working and not working in the fellowship or the 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. The group inventory form in the *Group Guide* mentioned above is a good place to start in determining what to inventory.

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 PI/CPC 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 D. 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.

# Appendix A. Group Registration Forms (Printable)

Printable group registration forms can be used when online registration is not possible.

# SAA Face to Face Group/Intergroup Registration Form

Note: This form is not required when making changes to an already registered meeting.
Email changes to webmaster@saa-recovery.org or call the ISO. Please include your Group Code if possible.

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"Acting on behalf of our group's conscience, we certify that this group is an SAA group as defined in Article II, Section 1b of the ISO of SAA, Inc. By-laws which define as SAA group as one that follows the 12 Steps and 12 Traditions of SAA"
Attested to and signed by (first name and last initial)

| Group Member | Group Member |
|---|---|

---

**ISO Contact Information (This section for internal use only. Never published)**   ○ Group
   ○ Intergroup

ISO Contact Email: [_____]
(Critical: Email is the main contact method between the ISO and your meeting.)

**Mailing Address:**

Name: [_____]
Address: [_____]          Please note: The ISO Contact Email
City: [_____]          and Mailing Address are never given
State/Province: [_____]          out to anyone.
Zip/Postal Code: [_____]
Country: [_____]          [  ] Mail printed copy of ISO newsletter

---

**Meeting Details ("Open" and "Closed" meeting details published on web. "Closed/New" and "Closed/All" not published.)**

Group Name: [_____]

Day: [_____]   Time: [_____]   Time Zone: [_____]

**Meeting Location:**

Facility Name: [_____]          Meeting Type:          Face to Face
Where in Facility: [_____]          Attendees: [_____]
Street Address: [_____]
Cross St./Dir.: [_____]          Access: [_____]
City: [_____]
State/Province: [_____]          Format: [_____]
Zip/Postal Code: [_____]
Country: [_____]          Language: [_____]

**Notes (How to Join, Special Instructions, Etc.)**

[_____]

---

**Meeting Access:** Meetings may be designated as either open or closed.

**Open Meetings:**
This indicates a meeting that is open to anyone interested in learning about SAA, whether or not he or she has a problem with sex addiction. Family members, spouses, significant others, and visitors may attend.

**Closed Meetings:**
This indicates that the meeting admits only persons who desire to stop addictive sexual behavior (addicts only).
"Closed" meeting locations will be listed on the web site and will be given to anyone who calls the ISO asking about meetings.
"Closed/New" meeting locations are not published. Newcomers must meet with a member of the group before attending.
"Closed/All" meeting locations are not given to anyone. To attend, a local member must be contacted.

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**Group/Intergroup Contact Information (No personal numbers or info):**

**Group/Intergroup Info Line:** [_____]  [ ] List on Web (Not on web unless checked)

> **Approved Local Web Site URL:** [_____]
>
> ISO policies on copyright and fair use, on use of ISO trademarks, and on linking to local web sites from the SAA sites have been updated through a joint effort of the ISO Literature Committee, the Information Systems and Online Presence Committee, and the ISO Board of Trustees.
>
> These policies reflect principles in the Twelve Traditions of SAA. They are designed to help member groups carry the SAA message with clarity and consistency and to protect ISO resources.
>
> These documents may be found at www.saa-recovery.org/SiteMap. They may be downloaded and printed. Note that linking to a local site is contingent on compliance with these policies.

**Local Meeting Member Contacts (Volunteers to answer calls & emails from newcomers)**

If possible, it is very helpful to have a contact name and number (or more than one) listed for referrals.
If "List on web" is not checked. Info will be given to callers, but not published on web.

**Meeting Contact 1 Info:**
**Name:** [_____]
**Phone:** [_____]  [ ] List on Web (Not on web unless checked)
**Email** [_____]  [ ] List on Web (Not on web unless checked)

**Meeting Contact 2 Info:**
**Name:** [_____]
**Phone:** [_____]  [ ] List on Web (Not on web unless checked)
**Email** [_____]  [ ] List on Web (Not on web unless checked)

**Meeting Contact 3 Info:**
**Name:** [_____]
**Phone:** [_____]  [ ] List on Web (Not on web unless checked)
**Email** [_____]  [ ] List on Web (Not on web unless checked)

**Meeting Contact 4 Info:**
**Name:** [_____]
**Phone:** [_____]  [ ] List on Web (Not on web unless checked)
**Email** [_____]  [ ] List on Web (Not on web unless checked)

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**Instructions for filling out the SAA Face to Face Group/Intergroup Form**

This form is to be used for face to face meetings. If you are registering a telemeetings or other electronic meeting, please use the SAA Electronic Group/Intergroup Form.

If you have any difficulty or have any questions about this form, feel free to contact the ISO of SAA office at 800- 477-8191 or 713-869-4902, or you may email the meeting registrar at webmaster@saa-recovery.org.

This form is designed to be filled out prior to printing the form. Some of the fields use pre-populated drop down select boxes. If you are using a pre-printed form, it may not be clear what to put in some of these fields. Below are lists of possible choices for three of these fields.

Attendees:
- Mixed
- Women
- Men
- Boundary

Access:
- Open
- Closed
- Closed/12/New
- Closed/12/ALL

Format:
- Speaker
- Step
- Topic
- Step/Tradition/Topic
- Book Study
- Sharing
- Check-in
- Varies

After filling out and signing the form, you have three options for sending it in:
1. Digitally sign and save or manually sign and scan the document back into the computer and email it to webmaster@saa-recovery.org with the subject Group Reg Form
2. Mail the form to:
   > ISO of SAA
   > PO Box 70949
   > Houston, TX   77270
3. Fax the form in to our dedicated fax line: 713-692-0105.

# SAA Electronic Group/Intergroup Registration Form

Note: This form is not required when making changes to an already registered meeting.
Email changes to webmaster@saa-recovery.org or call the ISO. Please include your Group Code if possible.

> "Acting on behalf of our group's conscience, we certify that this group is an SAA group as defined in Article II, Section 1b of the ISO of SAA, Inc. By-laws which define as SAA group as one that follows the 12 Steps and 12 Traditions of SAA"
> Attested to and signed by (first name and last initial)
>
> _____                    _____
>         Group Member                                  Group Member

**ISO Contact Information (This section for internal use only. Never published)**          ○ Group
                                                                                            ○ Intergroup

ISO Contact Email: [                    ]
(Critical: Email is the main contact method between the ISO and your meeting.)

**Mailing Address:**

Name: [                    ]
Address: [                    ]
City: [                    ]
State/Province: [                    ]
Zip/Postal Code: [                    ]
Country: [                    ]

Please note: The ISO Contact Email and Mailing Address are never given out to anyone.

[  ]  Mail printed copy of ISO newsletter

---

**Meeting Details ("Open" and "Closed" meeting details published on web. "Closed/New" and "Closed/All" not published.)**

Group Name: [                    ]

Day: [      ]          Time: [      ]          Time Zone: [                    ]

**Telemeeting:**

Phone Number: [                    ]
Passcode: [                    ]
Country: [                    ]

Meeting Type: [      ]
Attendees: [      ]

Access: [      ]

**Online or Other:**

Meeting ID: [                    ]
Meeting Link: [                    ]
Contact ID: [                    ]

Format: [      ]

Language: [      ]

**Notes (How to Join, Special Instructions, Etc.)**

[                    ]

---

**Meeting Access:** Meetings may be designated as either open or closed.

**Open Meetings:**
This indicates a meeting that is open to anyone interested in learning about SAA, whether or not he or she has a problem with sex addiction. Family members, spouses, significant others, and visitors may attend.

**Closed Meetings:**
This indicates that the meeting admits only persons who desire to stop addictive sexual behavior (addicts only).
"Closed" meeting locations will be listed on the web site and will be given to anyone who calls the ISO asking about meetings.
"Closed/New" meeting locations are not published. Newcomers must meet with a member of the group before attending.
"Closed/All" meeting locations are not given to anyone. To attend, a local member must be contacted.

**Group/Intergroup Contact Information (No personal numbers or info):**

**Group/Intergroup Info Line:** [                    ]  [ ]  List on Web (Not on web unless checked)

> **Approved Local Web Site URL:** [                                        ]
>
> ISO policies on copyright and fair use, on use of ISO trademarks, and on linking to local web sites from the SAA sites have been updated through a joint effort of the ISO Literature Committee, the Information Systems and Online Presence Committee, and the ISO Board of Trustees.
>
> These policies reflect principles in the Twelve Traditions of SAA. They are designed to help member groups carry the SAA message with clarity and consistency and to protect ISO resources.
>
> These documents may be found at www.saa-recovery.org/SiteMap. They may be downloaded and printed. Note that linking to a local site is contingent on compliance with these policies.

**Local Meeting Member Contacts (Volunteers to answer calls & emails from newcomers)**

If possible, it is very helpful to have a contact name and number (or more than one) listed for referrals.
If "List on web" is not checked. Info will be given to callers, but not published on web.

**Meeting Contact 1 Info:**
**Name:** [                    ]
**Phone:** [                    ]  [ ]  List on Web (Not on web unless checked)
**Email** [                    ]  [ ]  List on Web (Not on web unless checked)

**Meeting Contact 2 Info:**
**Name:** [                    ]
**Phone:** [                    ]  [ ]  List on Web (Not on web unless checked)
**Email** [                    ]  [ ]  List on Web (Not on web unless checked)

**Meeting Contact 3 Info:**
**Name:** [                    ]
**Phone:** [                    ]  [ ]  List on Web (Not on web unless checked)
**Email** [                    ]  [ ]  List on Web (Not on web unless checked)

**Meeting Contact 4 Info:**
**Name:** [                    ]
**Phone:** [                    ]  [ ]  List on Web (Not on web unless checked)
**Email** [                    ]  [ ]  List on Web (Not on web unless checked)

Page 2 of 2

**Instructions for filling out the SAA Electronic Group/Intergroup Form**

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This form is designed to be filled out prior to printing the form. Some of the fields use pre-populated drop down select boxes. If you are using a pre-printed form, it may not be clear what to put in some of these fields. Below are lists of possible choices for three of these fields.

Meeting Type:
- Telemeeting
- Skype
- Zoom
- Other (Describe in Notes)

Attendees:
- Mixed
- Women
- Men
- Boundary

Access:
- Open
- Closed
- Closed/12/New
- Closed/12/ALL

Format:
- Speaker
- Step
- Topic
- Step/Tradition/Topic
- Book Study
- Sharing
- Check-in
- Varies

After filling out and signing the form, you have three options for sending it in:
4. Digitally sign and save or manually sign and scan the document back into the computer and email it to webmaster@saa-recovery.org with the subject Group Reg Form
5. Mail the form to:
        ISO of SAA
        PO Box 70949
        Houston, TX   77270
6. Fax the form in to our dedicated fax line: 713-692-0105.

# Appendix B. Sample Bylaws

Some intergroups choose to have a more extensive set of bylaws. Smaller groups may choose to remove parts which do not apply to their current structure. These adaptations made by group conscience can be useful for regulating the processes of an intergroup and monitoring consistency over time with regard to turnover among those holding specific positions within the intergroup. The ISO Intergroup Communications Committee (ICC) maintains a collection of intergroup bylaws that newly forming intergroups can consider upon request. The following is an example of a typical set of bylaws:

**(CITY) INTERGROUP OF SAA**
**BYLAWS**

ARTICLE I - NAME

The name of this organization shall be the (city) Intergroup of Sex Addicts Anonymous (hereinafter referred to as [acronym]). For convenience and to ensure the anonymity and confidentiality of its members and those they represent, this organizationshall be known by the acronym (acronym). The organization known as Sex Addicts Anonymous will be referred to as SAA in this document.

ARTICLE II - PURPOSES

The purpose of (acronym) shall be:
A.      To help its member SAA groups carry the SAA message to the sex 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 member SAA organization and to initiate Public Information / Cooperation with the Professional Community (PI/CPC) for SAA in (city).

ARTICLE III - STRUCTURE

A.      Membership
        The membership of (acronym) shall:

        1. Be made up of one representative from each SAA group in (city) that chooses to belong to (acronym).
        2. Define an SAA group as two or more sex addicts meeting regularly who adhere to theTwelve Steps and Twelve Traditions of SAA and who have no other common affiliation.
B.      Representation

        Each (acronym) member group shall select its representatives according to its own pre-determined schedule.

1. Qualifications
   The only qualifications that an (acronym) intergroup 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 requirementsthan those suggested above; (acronym) will respect the wishes of the member groups in this matter.

2. Term
   The term of office for each (acronym) intergroup representative:
   a. Shall be for one year.,
   b. May consist of consecutive terms, as determined by their groups.

3. Vacancies
   Individual member groups may fill representative vacancies by:
   a. Appointing a new (acronym) intergroup representative, when the SAA group is not represented at two (2) consecutive (acronym) meetings.
   b. In the event that a (acronym) intergroup representative cannot complete their term of office, the member SAA group may elect a replacement to complete the unexpired term.
   c. It is the responsibility of the SAA member group secretary to inform the (acronym) Registrar of any change in its group's representation.

4. Duties
   The duties of (acronym) intergroup representatives are:
   a. To attend (acronym) meetings.
   b. To represent the needs of the SAA member group to (acronym) and the needs of (acronym) to the SAA member group.
   c. To report to the SAA member group the business transacted by (acronym) and to invite SAA group members to attend and support (acronym).
   d. To support the work of (acronym) by participating in discussions and by serving on committees.
   e. To arrange for a qualified alternate to represent the SAA member group in the (acronym) intergroup representative's absence.

C. Officers

1. Selection
   a. The representatives who comprise (acronym) shall elect trusted servants from the membership of (acronym) to carry out its work.
   b. For convenience, these trusted servants shall be known as Officers. Officer positions include the Chair, Vice-Chair, Registrar, Secretary, and Treasurer. These trusted servants shall

be selected according to the following schedule: Chair, Vice-Chair and Treasurer at the October meeting; Registrar, and 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 (acronym) members for voting purposes.

2.       Election Procedure

Election of officers shall be by the affirmative vote of a simple majority of (acronym).

3.       Removal

(acronym) officers may be removed from office by a three-fourths vote of the SAA member 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, (acronym) 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 (acronym) member groups and as such to coordinate all activities common to the various (acronym) member groups.

    b.       To chair all meetings of (acronym).

    c.       To serve as an ex officio member of all committees.

    d.       To serve as (acronym)'s direct communication link to the International Service Organization (ISO) of SAA.

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 their report to (acronym).

    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 Registrar shall be:

    a.        To maintain an up-to-date listing of the location, login information, day, and time of each SAA member group that meets in (city).

    b.        To update and publish meeting lists on a regular basis.

    c.        To maintain a current list of each (acronym) member group's representatives and group secretary.

    d.        To ensure that all member groups are registered accurately with theInternational Service Organization (ISO) of SAA.

4.    The duties of the Secretary shall be:

    a.        To record accurate attendance at each (acronym) meeting.

    b.        To record accurate minutes of each (acronym) meeting.

    c.        To provide (acronym) minutes to (acronym) members in a timely manner (within one week of the meeting).

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

    e.        To notify each (acronym) representative of (acronym) meetings at least one week prior to each meeting by email or text.

    f.        To notify an SAA member group's secretary if the group is not represented at two consecutive (acronym) meetings.

5.  The duties of the Treasurer shall be:

    a.        To prepare an annual budget for (acronym). A detailed report of the state of the treasury will be presented when the annual budget is approved.

    b.        To receive and disburse all (acronym) funds.

    c.        To maintain the (acronym) checking account and present a monthly report of (acronym)'s financial position.

    d.        To secure and maintain a post office box to serve as the official mailing address of (acronym).

    e.        To report on the state of the treasury at each monthly meeting.

E.      <u>Committees</u>

Standing/ad hoc committees and/or individuals may be tasked to carry out key

activities of (acronym).

1.      The standing committees of (acronym) shall be:

        a. Website Committee
        b. PI/CPC Committee
        c. Response Line 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 (acronym) meetings.

2.      Individual activities that will be taken on by specific (acronym) intergroup
        representatives are:

        a.      ISO Group Service Representative (GSR)
        b.      ISO Intergroup Communications Committee (ICC) Representative
        c.      Mail Person

3.      Committee chairs and individual contributors will be assigned according
        to the following schedule: April—Mail Person, Website Chair, PI/CPC
        Chair. August – Group Service Representative (GSR). October—Response
        Line Committee Chair, Registrar, Intergroup Communications
        Committee (ICC) Representative.

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

        a.      Webmaster
           1)   To establish a web presence for (acronym).
           2)   To maintain up to date website content that supports (acronym) goals
                   within the boundaries of the SAA Traditions.
           3)   To maintain the security certificate to prevent loss of
                   (acronym) data and maintains member anonymity.
        b.      Group Service Representative (GSR)
           1)   To be elected in August for a term to run from the end of
                   the annual ISO Conference in October of that year to
                   the end of the ISO Conference in October of the next
                   year.
           2)   To represent (acronym) at the area assembly
           3)   To communicate the group conscience between (acronym)
                   and the area assembly.

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 (acronym).
        Other task activities may be created by (acronym) and individuals
        appointed to carry them out.

## ARTICLE IV - MEETINGS

A.    Regular meetings of (acronym) shall be held each month at a time and place determined by (acronym).

B.    Emergency meetings of (acronym) may be called at any time by the Chair or by a simple majority of the (acronym) membership upon attempted notification of all (acronym) members.

C.    It is the responsibility of each SAA member group representative to inform the SAA group's members of (acronym) meeting times and locations.

D.    All meetings of (acronym) shall be open to any member of SAA who chooses to attend. Any SAA member present at a (acronym) 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 (acronym) group shall have the authority to introduce items of business and to vote on all issues considered by (acronym).

G.    Any (acronym) member may request that a business item be taken back to the individual SAA member 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 (acronym).
   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.    (acronym) ought to be fully self-supporting from the contributions of the member SAA groups.

B.    The fiscal year for (acronym) shall run from July 1 through June 30.

C.    (acronym) 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 (acronym) which are not otherwise specified shall be considered unrestricted donations.

F.  All unrestricted donations shall be applied to the (acronym) general operating fund. All funds over and above what is required to keep (acronym) 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 (acronym) Treasurer shall prepare a monthly budget report.

I.  Only the (acronym) Treasurer and/or the (acronym) Chair shall be authorized to sign checks.

J.  (acronym) 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 bylaws 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 (acronym) meeting and voted upon at the next regularly scheduled (acronym) 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 *Roberta's Rules of Order*, a consensus-based model, with a fallback to majority rule. At the beginning of the chair's term, the chair and the (acronym) group will select the guiding authority that will be used for business meetings during that term.

_____

# Appendix C. Sample job description for intergroup chair

**(Acronym)**
**Job Description**

Date Revised: 11/14/2020

**Position:**   Chair

**BASIC FUNCTION:**
This position is directly responsible to the member groups of (Acronym) as an Officer of the (Acronym) Executive Committee.  Its primary duties are:

- To work as a member of the Executive Committee to draft agendas and materials for upcoming (Acronym) and Executive Committee meetings;
- Conduct (Acronym) and Executive Committee meetings;
- Participate in (Acronym) and Executive Committee meetings;
- Participate in any other nearby or related intergroup meetings as a non-voting liaison from (Acronym);
- Participate in ISO Intergroup Communication Committee (ICC) meetings as a voting member from (Acronym), or their designated alternate, and
- Perform any other duties needed as part of (Acronym) and/or Executive Committee to maintain the effectiveness and success of (Acronym).

**TERM OF SERVICE:**
Each Officer is elected for a two-year term as a member of the Executive Committee; each position of the Executive Committee is then determined at the January meeting of this group, the roles being selected from current Executive Committee members each year.

**QUALIFICATIONS:**
Any person nominated as an Officer is recommended to have at least ___ years of continuous sobriety as a member of Sex Addicts Anonymous (SAA), and shall maintain their sobriety while in service as an Officer or Nominating Committee member. Such a person who has lost sobriety, or any Officer who is absent from ____ consecutive meetings of the Executive Committee, or fails in the opinion of two-thirds of the Officers to otherwise function in the manner prescribed herein, is subject to forfeiture of their position of Officer, based on the determination of the remaining Officers.

As an Officer of (ACRONYM), they shall faithfully and honorably discharge their responsibility as an officer of trust, bearing in mind at all times that their actions are for the benefit of all SAA groups, and that principles should always come before personalities.

# Appendix D. Guidelines for Cooperation with Other S-Recovery Fellowships

(Adapted from the "Guidelines for Cooperation with Other S-Recovery Fellowships" – Developed by the Inter-fellowship 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,[1] Four,[2] Six,[3] Seven,[4] and Ten.[5]

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 broadest level, SAA has delegated authority to interact with other S-recovery fellowships to the Executive Director.

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.

---

[1] Tradition One: Our common welfare should come first; personal recovery depends upon SAA unity.

[2] Tradition Four: Each group should be autonomous except in matters affecting other groups or SAA as a whole.

[3] 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.

[4] Tradition Seven: Every SAA group ought to be fully self-supporting, declining outside contributions.

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