

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.

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 local areas. 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 members of intergroups 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. 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 or regional caucuses in the area or region 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 constituent groups and achieve greater outreach effectiveness than the

individual groups could alone. Intergroups might typically provide the following services:

- Funding and coordinating the use of a jointly held post office box and arranging for mail distribution to the groups
- Funding and coordinating a jointly operated telephone response line, including coordinating volunteers to return phone calls to the line
- Funding and coordinating special inreach and outreach projects
- Developing and maintaining an intergroup website
- Maintaining and publishing meeting lists

Forming an Intergroup

Contacting Groups and Members to Form an Intergroup

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

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

Next, local groups need to determine the geographical scope of the intergroup, if relevant. While the local groups may ultimately decide the scope, it may be helpful to contact the ISO for additional resources.

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, through attending meetings, by phone or by 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 persons spearhead the effort. Once there are enough groups agreeing to participate, founding members can review their assumptions about the relevant geographic scope and proceed.

Participating SAA groups are typically asked to assign a representative or two to attend intergroup meetings. The representatives' contact information is compiled and usually

sent to a central location—probably an existing group’s or an individual’s email address, phone number, or mailing address. (At this point, it is likely too early for the intergroup to have its own mailbox, website, central email, or other email address, since representatives will not have yet agreed to the expenditures for these items.)

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

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

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

Representatives within an Intergroup

Typically, an intergroup’s business is accomplished through the participation of its members, each member representing a specific SAA group. 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, and Treasurer are rotated among representatives so that each group can serve in different capacities within the intergroup over time.

Registration of the Intergroup with ISO

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

After the ISO receives the registration, the intergroup will receive a group number for use in future correspondence and tracking with the ISO. Should any contact changes occur with your intergroup, 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 continuity of service as intergroup representatives and board members change over time.

Guidelines for Larger or Established Intergroups

A larger intergroup may have written rules and procedures, often in a legal format called bylaws, 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 the minutiae of detailed activities or programs. Rather, they document the administrative processes that the intergroup's members have agreed upon. Over time, as new members take on intergroup tasks and old members rotate off, the bylaws ensure intergroup continuity. The appendices contain examples of bylaws and guidelines from several intergroups.

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 twin 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 the constituent 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 trusted servants. An intergroup might elect a board consisting of a Chair, Vice Chair, Secretary, and Treasurer. These board members serve for a specified period of time. The persons who hold these positions are neither

hierarchically above nor below other recovering addicts in the fellowship. Yet the officers are charged with the responsibility of implementing decisions that streamline the workings of the intergroup.

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

Chair

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

Vice Chair

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

Secretary

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

Treasurer

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

Other Trusted Servant Considerations

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

Speaker Programs Moderator; committees and subcommittees may also have chairs. A later section will provide an overview of some of these common positions.

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

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

Committees

Committees serve a vital function for the intergroup. They carry out business between intergroup meetings and may deal with issues and activities that are too complicated, detailed, or time-intensive to be managed during an intergroup meeting. Tradition Nine is the 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, literature, nominating, public information and outreach, and structure 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. For a more-comprehensive discussion of the activities of some of these committees, see below beginning under "Communication between Groups" p. 20.

Examples of standing committees include but are not limited to:

- Meeting list Maintenance—preparing and publishing meeting directories for the intergroup service area
- Inreach and Development—scheduling retreats, workshops, outer-circle activities

- Outreach—reaching out to the non-fellowship community, for example, furnishing SAA literature to counseling and other professionals, maintaining a phone line, and conducting one-time outreach efforts
- 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 of the intergroup website
- ISO Convention Delegates—to encourage member groups to send delegates to the annual ISO International Convention by partially reimbursing their expenses
- Literature—writing and reviewing literature at the local level for local use or submission to the ISO Literature Committee
- Financial/Audit—conducting an audit of intergroup finances on a periodic basis and whenever a new Treasurer takes office
- Literature Sales—ordering and distributing SAA literature to local groups
- Fundraising
- Prison Letter Writing—exchanging letters with men and women in correctional facilities through the ISO office.
- Nominating—to find and nominate qualified candidates for intergroup officer positions.
- Communications—handling public relations, communications with newspapers for 12-Step group listings, other print or electronic communications.
- Public Information—focusing on information and communications with entities outside SAA.
- Women’s Outreach—leading activities designed to reach out to the female addict who still suffers; may also work to ensure member groups develop sober meetings and are welcoming to women newcomers and members alike.
- LGBTQ Outreach—outreach activities focused on the LGBTQ community.
- Meeting Quality—works to help member groups provide sober, recovery-based meetings where newcomers and current members feel welcome and supported.

Examples of temporary committees include planning committees for:

- A fundraising dinner
- Talent show
- Local convention, workshop, or conference
- Dances
- Yard sales
- Outside speakers
- Dealing with a specific issue (for example, allocation of funds in the budget, event insurance, etc.)

Intergroup Meetings

Intergroup meetings should be held regularly, as this helps ensure ongoing participation. Each meeting in the service area is encouraged to send a representative. Each

representative is responsible for bringing forward items from their respective group for consideration by the intergroup. While most intergroup business matters may be resolved during the meeting, some important issues may require individual group consciences be taken among member groups. For example, one intergroup asked for member group consciences to determine whether there was support for bidding to host the annual ISO International Convention in their area. The outcomes of such group consciences are then reported at the following intergroup meeting and help the intergroup to make informed decisions. The intergroup activities and decisions should be reported back to the intergroup local groups, either in the meeting minutes or verbally.

Intergroup Meeting Locations

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

Many locations may be suitable as a meeting site, such as space in a church, a recovery clubhouse, a hospital, a library, or some other community building. Reasonable accommodation for the privacy of the intergroup is important in selecting the location. Early on, before funds are readily available, an intergroup may choose to meet in a member's home or place of business. For those intergroups which cover a large geographic area, a scheduled teleconference meeting may be an option.

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

Example of First Meeting Agenda

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

1. Roll call and welcome
2. Announcements
3. Open with the Serenity Prayer
4. Reading of the World Service Concept corresponding to the month
5. Vote on acceptance of the agenda
6. Approval of first meeting facilitator

7. Discussion of what an intergroup is and the basic guidelines for conducting business
8. Idea generation and initial selection of the tasks the intergroup first wants to take on (This selection process may or may not include assignments for these tasks at the first meeting.)
9. Decision about processes for selecting officers
10. Seventh Tradition
11. Setting next meeting time and designating facilitator for that meeting
12. Feelings check-in (How are attendees feeling about the meeting? This may provide insights on how best to proceed as well.)
13. Close with the Serenity Prayer

Maintenance of Intergroup Functions

Finances

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

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

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

Budget and Reserves

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

An intergroup usually develops an annual budget reflecting expected expenses and needed funds for the year. This budget is based on projected revenues and expenses and estimates can be extrapolated from historical data. Sources of income will include contributions from member groups and any individual contributions the group receives. Examples of possible expenses might be: telephone response line, mailbox, planned outreach activities, meeting space, group representative travel expense (or assistance), and social events. We also recommend establishing a prudent reserve to cover contingencies, typically three to six months' expenses. While some expenses such as the mailbox and telephone may be easy to estimate as standard budget line items, other

expenses such as outreach, travel, and social events are subject to fluctuation, based on local needs and priorities.

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

Opening a Bank Account (USA)

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

Intergroups may consider establishing a checking account that does not generate interest or have tax consequences. In the case of business accounts, banks may require minutes on letterhead directing the opening of the account, a minimum balance, a Federal Employer Identification Number (FEIN) and the names of the officers of the intergroup and any cosigners on the account. The officers and cosigners will need to show their drivers licenses or other ID to the bank. 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 FEIN 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. When completing forms, the treasurer can provide either an intergroup phone number or a home phone number as well as use the intergroup mailbox address for receiving bank statements and other 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 a new 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 fundraising activities. Doing this footwork makes it much easier to make ongoing fundraising decisions efficiently and responsibly.

Nonprofit Status or Tax-Exempt Status (USA)

Intergroups 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).

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.

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

Fundraising

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

Fundraising serves 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 fundraising plans than individual member groups could achieve alone.

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. Intergroups are highly encouraged to contact the ISO office for additional information before purchasing insurance.

Internet, Email, Telephone, and Mailbox Options

As outreach activities proceed, responses from sex addicts not currently in recovery will occur. Depending on how an intergroup sets up infrastructure for these responses, this will happen by 1) e-mail responses to a website or web advertisement, 2) phone calls to a response line or 3) by traditional “snail mail” sent through the post office.

Most intergroups need a telephone number, email account and a mailbox in order to receive inquiries and conduct business. Emailing, calling a phone line or writing to a post office 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 postal mailbox, 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 services need to be contracted with a service provider. Currently, numerous options exist regarding land lines, mobile phones, and internet telephone services. Perhaps the most important factor to consider is efficient retrieval of messages and timely response by members of the intergroup. This function can be coordinated by one of an intergroup’s board members or a volunteer who serves as the Telephone Response Line Coordinator. While several members may have a code for answering the phone, one person should be responsible for overseeing the operation and ensuring follow-up.

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

Participation in the Larger Fellowship

Submitting Notices of Events to ISO

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

An intergroup can submit a form requesting publication of its event to the ISO Webmaster at info@saa-recovery.org well before the event, using the local event template below:

SAA members of/in: (group/geographic location name) will hold: (name of event) on: (dates). The event has as its theme: (theme). Will feature: (highlights). Registration will begin at: (time/date) and includes: (List what is included in registration fee). Registration fee: (\$ registration fee). Information Contact: (contact name[s]) at (phone number[s]/email address[es]).

Please note that if a different format is requested or if the announcement mentions any other organization besides SAA, it must be brought to the SAA Board of Trustees for pre-approval. If the Webmaster decides that the submission will have to be reviewed by the Board, he or she will notify the submitter, giving the intergroup an opportunity to revise the announcement. Alternatively, events can be registered by filling out the online form at <http://www.saa-recovery.org>.

Representation in Fellowship-Wide Matters

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

Mandated Reporting

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

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

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 public outreach 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 intergroups are responsible for keeping their meeting information current with the ISO. See the section “Websites” under “Outreach” for more discussion.

Newsletter

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

Not all intergroups choose to publish a newsletter since the time commitment can be substantial. Those responsible for newsletter preparation are soon faced with the task of producing content on an ongoing basis. Smaller or newer intergroups may want to generate only a few issues annually in order to maintain adequate quality, while established intergroups may publish more frequently. Potential content may include 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.

Inreach and Developmental Activities

Inreach is the set of 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 constituent 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 office) 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, <http://www.saa-iso.org/wiki/tiki-index.php>. 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 inreach and developmental activities. It is available on the ICC “wiki”—an online information repository— at <http://www.saa-iso.org/wiki/tiki-index.php>. This is a password-protected site and is not open to the public. To obtain a wiki account:

1. Go to <http://www.saa-iso.org/wiki/tiki-register.php>
2. On the form, fill in 'Username', 'Password', 'Repeat password', and 'Email'.
3. By convention, the Username standard is YourFirstname+YourLastInitial. For example, JaneD.
4. Finally, enter the captcha, and click the "Register" button.
5. You will receive an email confirmation. Click on the link inside the email to verify your account.

Permission to access this website may also be obtained by contacting the ISO at info@saa-recovery.org.

Outreach

One important function of an intergroup is to utilize the pooled resources of local groups to foster outreach activities. Examples include 1) mailings to local therapists, clinics and health centers; 2) operating a local 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 persistent office presence. In San Francisco, outreach includes sending an addict/speaker to the "John" school, analogous to traffic school for those with Driving Under the Influence arrests, for first-time offenders soliciting prostitutes.

Advertising 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 outreach activity. A clear understanding of the ISO and general Twelve Step guidelines of what is meant by Tradition Eleven can be gleaned by referring to page 94 in the Third Edition of *Sex Addicts Anonymous*. Make no mistake about it, outreach activities save lives. The *Public Information Handbook* is also a valuable resource for all SAA Groups, and gives valuable information about anything and everything someone would want to know about outreach programs. The *Public Information Handbook* is 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 Outreach Coordinator who is available to assist groups in putting together an advertising campaign. The Outreach Coordinator may be contacted by e-mailing info@saa-iso.org.

Advertising campaigns merit some extra discussion. Although there are sex addicts of all genders 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 ad campaigns run ads grouping some of the more traditionally “male” activities separately from the more traditionally “female” activities, rather than trying to group all of them together. Examples of some behaviors that might broaden outreach 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 local 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 such addresses 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 board members or a volunteer who serves as the Telephone Response Line Coordinator. While several members may have a code for answering the phone, one person should be responsible for overseeing the operation and ensuring follow-up.

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 locally, the Women's Outreach Subcommittee of the General Outreach Committee 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 800-477-8191.

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

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 constituent groups for programming ideas. Some intergroups organize picnics, game nights, or holiday parties. Planning inclusive activities is recommended. While a day of outdoor rock climbing or an ultra-marathon may be too extreme for most members, contact with nature and physical exercise may be combined into a less strenuous hiking activity in local parks. For example, the Greater Vancouver Intergroup has a hiking group that gathers regularly.

Those responsible for planning intergroup 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 local website, and flyers disseminated through the local 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 outreach tool is to have open SAA meetings that are promoted locally by some of the means mentioned above. Venues for both types of expanded meetings should be of larger 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 local fellowship or the local intergroup. A day or an afternoon can be designated for conducting the inventory in a friendly, open manner. An event of this type can bring out new ideas and encourage more members to become involved in the intergroup. The inventory can also examine intergroup processes and procedures for their effectiveness in fostering long-term sobriety within the member groups. For these reasons, performing an inventory can be an effective way of building cohesion among

participants and helping to steer activities back on track. 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 outreach efforts at another organization’s event, for example, it should make it clear that its participation is not an endorsement of the other organization, nor does it expect an endorsement from the other organization. This practice is in keeping with Traditions Four, Six, and Ten.

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

Cooperating with Other S-Groups

In keeping with Tradition Six, SAA neither endorses nor opposes other organizations devoted to recovery from sex addiction. We affirm the importance of treating all recovery groups with respect, knowing that SAA's approach is effective for us, but realizing that others may choose different solutions. Guidelines have been developed by the Interfellowship Relations Committee of the ISO Board of Trustees and can be found in Appendix F. Sometimes it seems that keeping clear boundaries with other recovery groups requires a great deal of energy, but it is far less difficult than the "unscrambling of eggs" which inevitably results if we were to endorse, finance, or lend the SAA name to any related facility or outside enterprise.

Appendices

Examples of existing intergroup operations, guidelines, and bylaws, are provided in each of the appendices A – E.

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

Appendix A. Small to Medium Intergroup with no Written Guidelines or Simple Guidance Document

Some groups, due to small membership, may provide coordinated efforts with minimum paperwork, such as maintaining the treasurer's report and providing verbal reports to the SAA meetings they represent. Their outreach effort may be to maintain an email account, mailbox and/or a phone response line. As the size of the membership and the sobriety of its membership grow, the outreach and service efforts will increase and a guidelines or bylaws document is a natural progression. An example is below. For further information or guidance on crafting bylaws, please contact the ISO office.

Guidance document example

Intergroup Guidelines and Functions

Purpose

The Intergroup is a volunteer Twelve-Step based service group. Its purpose is to provide a coordination of specific defined efforts to support the SAA recovery groups in this local area.

Organization

The intergroup board is composed of four elected board members and the trusted servant of each SAA recovery group participating in this intergroup. It is recommended that an elected board member serve no longer than four years (one to two years is normal). The rotation and elections should provide for at least one new board member each year. There are four administrative board positions: Chair, Vice-Chair, Treasurer and Secretary. The board members will decide among themselves which position they will perform and alternate these positions yearly. The board members will define and assign the duties of their positions to support the below functions and actions:

Service Support Functions/Efforts and Defined Actions

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

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

Meetings

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

Service Jobs

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

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

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

Appendix B. Medium Intergroup and Bylaws, Starting with their Coverage

BYLAWS OF THE (CITY, STATE) INTERGROUP

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

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

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

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

Name and Location

1. There is currently no fixed office from which the intergroup operates.
2. The mailing address is:
3. The intergroup’s recovery telephone line is
4. The intergroup’s website is

Scope and Action

The Intergroup provides coordination of resources among the (city) SAA groups in the following ways:

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

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

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

Voting Membership

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

Service positions

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

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

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

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

4. Responsibilities of service positions include:

Chair:

Leading the meeting for the SAA Intergroup, calling special meetings, either of the steering committee or of the intergroup, when he/she deems circumstances warrant it; creating an agenda for each of the upcoming monthly meetings and distributing the same at least one week in advance, providing guidance based on

the Twelve Traditions and Twelve Concepts of AA World Service, and coordinating efforts at monitoring outreach (postal box, voice mail, website.)

Vice-Chair:

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

Secretary/Historian:

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

Treasurer:

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

Literature and Chip Coordinator:

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

Meetings

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

Committees

Committees are directly responsible to the intergroup membership and are in the trust and service of the (city) area SAA Intergroup as a whole.

1. Steering Committee

The steering committee is a standing committee composed of the Chair, Vice-Chair, Treasurer, Secretary/Historian, Literature and Chip Coordinator. The Steering Committee is entrusted with overseeing the support of the SAA Intergroup.

2. Intergroup Committee

The Intergroup Committee is comprised of the Steering Committee members and the designated intergroup representatives of each SAA group in the (city) area. It is suggested that each registered meeting have an elected representative that participates in intergroup matters.

3. Ad Hoc Committees

Ad hoc committees may be organized by the SAA Intergroup as needed (e.g., convention or retreat committees).

Finances

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

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

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

Professional Services

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

Amendments

These bylaws may be amended by a 2/3 vote at a regular intergroup meeting after the amendment has been read and discussed at the preceding regular meeting. Each

participating intergroup representative shall provide feedback to the Intergroup Committee upon review and discussion with members of their represented groups.

Appendix C. Medium Intergroup and Bylaws, Starting with their Purpose

By-Laws of the SAA Greater (medium-sized city) Area Intergroup

November 2005

Preamble

The purpose of the SAA (medium-sized city) Area intergroup is to serve its member groups by:

- ◆ Enhancing recovery from sexual addiction,
- ◆ Referring requests for help to SAA members providing the opportunity for members to do Twelve Step work,
- ◆ Providing shared and coordinated resources,
- ◆ Extending resources to individual SAA members and groups in the metro and surrounding area, and
- ◆ Providing outreach to the addict who still suffers.

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

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

I. Name & Location

Herein the SAA (city) Area Intergroup is interchangeably called “intergroup.” There is presently no fixed office from which the intergroup operate.

The mailing address is

The intergroup’s recovery telephone line is:

II. Membership

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

III. Scope and Action

Provide coordination of resources among the area groups by:

- ◆ Holding regular bi-monthly intergroup meetings and keeping minutes,

- ◆ Making minutes of these meetings and announcements available to all groups,
- ◆ Maintaining a post office box,
- ◆ Maintaining a stock of SAA literature and sobriety chips for sale,
- ◆ Distributing an up-to-date area meeting list,
- ◆ Making donations to the ISO of SAA and to the regional Intergroup,
- ◆ Providing outreach support for the service area,
- ◆ Forming and supporting committees as needed,

Offer financial support for other SAA activities, specifically scholarships to our area representatives attending the annual SAA International Convention.

IV. Meetings

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

V. Finances

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

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

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

VI. Professional Services

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

VII. Committees

Committees are directly accountable to the membership.

A. Steering Committee

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

B. Ad Hoc Committees

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

VIII. Officers

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

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

Elections will be held once each year during the December intergroup meeting, following the opening of nominations for officers at the previous intergroup meeting. Each officer shall serve a one-year term. It is recommended that each officer shall have both a minimum of one year of sobriety and experience working the steps with a sponsor. Upon election of a representative as an officer, such representative's affiliated member group should send another representative so that each affiliated member group has a voting representative present in addition to the officers.

Suggested responsibilities of officers include:

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

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

Secretary: record the minutes of the meeting, prepare and distribute typewritten copies to group representatives, and maintain and distribute a Greater (city) Area meeting list.

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

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

Archivist / Parliamentarian: be familiar with the bylaws of the intergroup, and make copies available on request; maintain a working familiarity with parliamentary procedures, keep an archive of old intergroup minutes and be familiar with their content, and assist with interpretation of intergroup bylaws, parliamentary procedures, or votes taken from previous meetings.

IX. Amendments

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

X. Adoption

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

Appendix D. Large Intergroup with Extensive Bylaws

Some intergroups choose to have a more extensive set of bylaws. These 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 following is an example of a more extensive listing of bylaws:

(CITY) AREA INTERGROUP OF SAA BYLAWS

ARTICLE I - NAME

The name of this organization shall be the (city) Area 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 organization shall be known by the acronym (acronym)The organization known as Sex Addicts Anonymous will in this document be referred to as SAA.

ARTICLE II - PURPOSES

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

ARTICLE III - STRUCTURE

A. Membership

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

B. Representation

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

1. Qualifications

The only qualifications that an 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 sobriety requirements than those suggested above; (acronym) will respect the wishes of the member groups in this matter.

2. Term

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

3. Vacancies

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

4. Duties

The duties of SAA group representatives are:

- a. To attend (acronym) meetings.
- b. To represent the needs of the SAA group to (acronym) and the needs of (acronym) to the SAA group.
- c. To report to the SAA 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 group in the 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 the Chair, Vice-Chair, Membership Secretary, Scribe, and Treasurer. These trusted servants shall be selected according to the following schedule: Chair, Vice-Chair and Treasurer at the October meeting; Scribe and Membership Secretary at the April meeting.
- c. Officers may serve two consecutive terms, if so elected by the group.
- d. Individuals from the general membership of SAA may fulfill these officer roles (as well as committee chair roles) without being duly elected representatives of a specific meeting. If this situation arises, these officers/committee chairs will be considered (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 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 of SAA.
- e. The chair shall have no vote at (acronym) meetings except to break a tie.

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

- a. To assume the duties of the Chair when the Chair is absent.
- b. To serve as the point of contact for any officer or committee chair who will be unable to attend a standing meeting and needs someone to convey his/her report to (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 Membership Secretary shall be:

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

4. The duties of the Scribe shall be:

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

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

5. The duties of the Treasurer shall be:

- a. To prepare an annual budget for (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. Committees

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. Outreach Committee
- c. Telephone Service Committee

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

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

- a. Mail Person
- b. Intergroup Communications Committee Representative

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

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

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 (e.g., delegate to the annual SAA International Convention).

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 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 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 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 E. Intergroup Literature Committee

Literature Committee Description

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

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

Experience of an Intergroup Literature Chair

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

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

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

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

Another change that was made was getting the various meeting representatives to pick up the literature. The fellow who had the position before me had the time and energy to visit each of the local meetings once a month and take the literature with him. This was great in that he could carry the IG message with him to the meetings and let them know what the IG could do for them and help get them interested in participating. Making it to the one meeting I was going to was challenging for me as a new father, and I knew that I would be unable to keep up with the demands of making it to all the meetings in our area, around eighteen at that time. I proposed that, since our IG meeting was held at the same

time and location as the largest meeting in the area, we ask the literature reps for each meeting to attend the IG meeting and bring their literature orders with them for this consistent, once-a-month date (first Wednesday of the month). This, I think, has worked well in having the literature in a consistent venue and I believe it has helped boost attendance at the IG meeting with many meeting reps now attending and ordering literature. We now have upward of twenty-five local meetings and are growing annually.

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

Sample Job Description for Intergroup Literature Committee Chairperson

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

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

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

Duties:

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

Appendix F. Guidelines for Cooperation with Other S-Recovery Fellowships

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.