

Group Guide: Handbook for SAA Groups



Literature Committee approved
May 2010

Seventh Edition – May 2010

The International Service Organization of SAA holds Sixth Edition copyright. Unless noted on a given page that it may be copied for use in SAA groups, permission to copy or reproduce this material in any form should be obtained by writing the publisher.

Table of Contents

Introduction	1
Starting a Group	2
Starting a Group.....	3
Twelfth-Stepping New Members.....	7
Types of Meetings	8
Meeting Format and Readings.....	9
Meetings.....	10
Optional SAA Meeting Agenda.....	12
Optional SAA Meeting Agenda.....	15
Opening	16
Who We Are.....	16
What Is Sex Addicts Anonymous?	17
Moment of Silence/Serenity Prayer	17
Our Addiction	18
Our Program	18
The Twelve Steps of Sex Addicts Anonymous	19
The Twelve Traditions of Sex Addicts Anonymous	20
Abstinence in SAA	21
Meeting Boundaries	22
Phone List.....	23
Seventh Tradition.....	23
Intro to Discussion / Sharing	24
How We Live	24
Closing	25
Newcomers' Introduction.....	25
Service	26
Roles and Responsibilities of Group Trusted Servants	27
What Is a Group Conscience?.....	28
Conflict within a Group.....	29
What Is a Home Group?.....	30
Taking a Group Inventory	30
Service Work – Step Twelve in Action.....	32
What Is an Intergroup?.....	35
Intergroup Representation	36
Conducting Group Business	36
The Role of the Treasurer in an SAA Group.....	38
LifeLine Partners	43
Resources for Meetings	44
Literature in Meetings	45
Guidelines for Prayers.....	47
Fellowship	48
International Service Organization	49
Identifying Leaders for International Service Work	51
Meeting Registration with the SAA International Service Organization (ISO)	52
How to Contact SAA	57

Introduction

A Sex Addicts Anonymous (SAA) group can be defined as two or more addicts meeting together regularly for the purposes of recovering from their sexual addiction and reaching out to others suffering from sexual addiction, who are self-supporting and have no other common affiliations.

Tradition One of SAA reminds us that: *Our common welfare should come first; personal recovery depends upon SAA unity.* We practice unity when we start and maintain an SAA group, reaching out to others in need of recovery. Tradition Five of SAA states: *Each group has but one primary purpose—to carry its message to the sex addict who still suffers.* We carry this message when we work the Twelve Steps of SAA, observe the Twelve Traditions, and share our experience, strength, and hope with other addicts.

This guide is designed to give groups the basic materials and tools needed to begin and nurture an SAA meeting. It is arranged in four sections: Starting a Group, Meeting Format and Readings, Service, and Resources for Meetings. Think of this guide as a “buffet table” of possible readings and meeting formats that *could* be adopted by an autonomous group. While it is suggested that the Twelve Steps and Twelve Traditions of SAA be read at every meeting, as they form the basis of our recovery, many other readings and practices may supplement them. The members of each meeting are free to select the readings and practices they feel will benefit them the most.

No matter what your group’s size or level of experience, we hope that you find this guide helpful as your group moves forward in its recovery journey.

Starting a Group



Starting a Group

What is an SAA group?

A Sex Addicts Anonymous (SAA) group consists of two or more addicts who—using the Twelve Steps and Twelve Traditions of SAA—meet together regularly for the purpose of recovering from their addictive sexual behavior. An SAA group is self-supporting, and is not affiliated with any other organization.

An SAA member group is an SAA group that has registered itself with the International Service Organization of SAA, and follows the Twelve Steps and Twelve Traditions of SAA.

An SAA meeting occurs when individuals come together at a specified time and location. An SAA meeting is a safe place. It is a gathering of equals who keep confidences, refrain from judgment, and support one another through sharing their experience, strength, and hope.

Why start an SAA group?

There are a number of reasons for forming a new SAA group. A partial list follows:

- There is no group in a given area.
- Members of an existing group wish to meet more frequently or at a different time or location.
- Members of an existing group wish to start a new group with a specific focus, such as a meeting for women only, a meeting for men only, a Spanish-speaking meeting, a meeting for counseling professionals, or a meeting for addicts who are sex offenders.
- Members of an existing group feel unable to adhere to the group conscience of the existing group, so rather than force a change, they start a new group. Then each group can have a unified group conscience.

How to start an SAA group

There is no perfect way to start an SAA group. Here are some suggestions that many have found useful in starting groups.

1. Attend an SAA meeting

We recommend that those who are unfamiliar with SAA or twelve-step recovery first attend an existing SAA meeting before attempting to start a new group. In addition, we suggest that members develop a firm basis in recovery before starting a new meeting, even if it means traveling an hour or more to attend an established meeting. SAA

telemeetings and online meetings are also available if there are no face-to-face meetings in your area. Contact the ISO office to find out about meetings in your area or region.

2. Find other people who want to meet

To start a meeting, we need to have other people. Our recovery depends on other recovering sex addicts. Our experience has shown that if we can not find others locally to meet with, it is better to be part of another group, no matter how far we have to go (or how much conflict we have with others in that group). For example, one group got started when a person regularly drove five hours to a meeting in another city. When a second person started traveling with that person, they realized they had enough people to start a local group.

A group needs a minimum of two people. But because over time, people leave a group, it helps to start with more than two people. One area reported that most new groups in their area would lose half the people the first month.

Many new groups struggle for at least the first year. It may help to ask for a six-month commitment from those who agree to be part of starting the group. (But do not be surprised when some do not fulfill that commitment.)

Some suggestions for finding other people to start a group with include:

- Announce the desire to start a new meeting at the meetings you attend.
- Ask the local intergroup to help spread the word.
- Offer yourself as a resource to local therapists or clergy; allow them to give out your contact information to those they counsel who need or want a meeting.
- Contact the ISO to see if they can connect you with other people in your area wanting to find or start a meeting.

3. Find a location

When starting a meeting, one of your first tasks will be to find a meeting place. Initially, if you are meeting with people you have never met, you may want to meet in a quiet, neutral, safe public place, such as a coffee shop. To take root and grow, however, a meeting needs a regular meeting time and place. Identify churches, social service organizations, AA/NA clubhouses, neighborhood community centers, colleges, or hospitals that have a reputation for reaching out to the community. Places where other twelve-step or self-help groups meet are likely to be more open to hosting an SAA meeting.

Churches are a common meeting location simply because they often have empty rooms during the week and often charge very low rent. Other venues such as twelve-step clubs, treatment centers, counselors' offices, or hospitals may also be available. This is not a complete list; be creative when considering possible locations in your area. We recommend contacting many different possible venues. The more calls you make, the

faster that special location will be found. Restaurants, coffee shops, parks, or members' homes should be a last resort, but can be used temporarily until a permanent location can be found.

Approach the facility you are interested in. The initial contact may be by phone or e-mail. If the reception seems favorable, we recommend making an appointment for two members to meet with a facility coordinator to discuss the details. You may choose to tell the person in charge that you are starting an SAA meeting, or you may simply say that you are forming a twelve-step support group. Some groups have found that it is better to be open about the nature of the group from the start so that there are no surprises for other users of the facility or unpleasant repercussions for the group members later. Find a place where you are comfortable with the reception you receive. Decide if and how your group will be identified on the facility's schedule. More and more groups are identifying themselves openly as Sex Addicts Anonymous; however, others may use names like Serenity Group, Shame to Grace Group, or Support Group. Use your group conscience to decide how your group wants to be identified.

4. Establish a way that your group can be contacted

You will need a way to be contacted by people interested in your group. As soon as possible, we recommend establishing a **P.O. Box** or **voicemail service** in the name of the group rather than in the name of an individual. These services are generally inexpensive and help ensure that your group is available to newcomers. Operating the phone or P.O. Box on the group level protects individual members' anonymity and is more reliable than using the address or phone of an individual who could leave the group. A group mailing address also gives the ISO a place to deliver the group's copy of the ISO newsletter and other literature, such as the annual *Call to Convention*, annual group registration reminders, and other helpful communications.

If your group decides to use some type of voicemail system, remember to check it often. It can be very discouraging to potential new members if calls are not returned promptly. You might also consider obtaining a **group cell phone** that can be handed off between those members sharing responsibility for responding to calls from newcomers.

5. Get SAA literature

Obtaining SAA literature is an important way to ground your group in the program and begin to focus on the Twelve Steps. Many find literature indispensable, especially in the early stages of recovery. For example, the SAA basic text, *Sex Addicts Anonymous*, is strongly recommended. Reading SAA literature helps members learn about the program and how it might work for us. Literature is also a direct link to the experience, strength, and hope of members of the fellowship outside of your group.

A starter kit has been specifically designed for new meetings. It contains a wide variety of pamphlet literature that has proven helpful to new groups at a discounted price. The starter kit can be purchased from the ISO office.

If you cannot afford a starter kit, let the ISO office know, and they will try to send you one free of charge anyway. The Fifth Tradition states: *Each group has but one primary purpose—to carry its message to the sex addict who still suffers.* As a fellowship, we are far more interested in seeing that a new group has the materials it needs than we are concerned about the cost of the starter kit. All they ask is that when the meeting is better established, that your group remember the ISO with your donations.

6. Register with the International Service Organization of SAA

If you want the addict who still suffers to be able to find your group through referrals, register your group with the ISO office. A group registration form may be found at the back of this guide, with step-by-step instructions. Forms can also be downloaded from the SAA website in the “Meetings” area, or requested by calling the ISO office. A group registration form requires the signatures of two members in order to register the group.

7. Reach out to other addicts

Your group may wish to contact local therapists or clergy in person, by phone, or through mailings, informing them of the existence of SAA and of your meeting times and locations. The ISO has free post cards designed especially for this purpose. Crisis counseling agencies in your local area may be able to refer people to the group on a cooperative basis.

If other twelve-step fellowships exist in your area, consider networking with these groups to let them know that SAA is available.

In addition, placing an ad in a local newspaper can be an effective outreach tool. Our experience suggests that we avoid publicizing our meeting times and locations in the newspaper. An ad that has proven successful simply states:

Sex Addicts Anonymous is a fellowship of men and women recovering from addictive sexual behavior. For more information, call 800-477-8191.

8. Network with other local SAA groups

Once your group is established, we recommend linking up with other SAA groups in your area by joining or forming an intergroup. This will let other addicts in your area know about your meeting and helps to get the word out. (See the sections of the guide entitled “What Is an Intergroup?” and “Intergroup Representation.”)

Twelfth-Stepping New Members

Step Twelve asks us to “carry this message to other sex addicts.” Some groups choose to meet with prospective members individually before they attend their first meeting in order to carry the message of SAA directly to the newcomer. This initial meeting is called a twelfth-step call.

In order to be twelfth-stepped, the newcomer contacts SAA locally—either by phone or letter. The newcomer’s first name and phone number are forwarded to a group.

Ideally, two members of the group arrange to meet with the newcomer as soon as possible, at a mutually convenient time and place. The meeting or call is beneficial to all parties. It is essential for SAA members to do twelfth-step work—because only by giving away our recovery are we able to keep it. The meeting also benefits the newcomer by providing a way for him or her to hear from two SAA members about their addiction: what it was like before they came to SAA, what happened when they hit bottom, and what it is like for them now. The newcomer has an opportunity to ask questions, get more information about the program, and share his or her story. If the newcomer chooses to join the group, the two members can accompany him or her to the first meeting. They may also serve as temporary sponsors.

Some people may ask, “Why can’t I just come to the meeting?” Some groups allow this. However, many find that the attention, care, and consideration of the twelfth-step call provide a valuable transition that eases the introduction to SAA.

If someone new shows up at the meeting, some groups do what is known as a “Group Twelfth Step.” This is where the group will break from its regular meeting format for the benefit of the newcomer and ask individual members to share their stories. Some groups bring up the topic of the First Step or “How we got here.” On reflection, many newcomers have commented that this format helped them to realize that they are not alone with the problem of sex addiction and gave them a good introduction to how an SAA meeting operates.

Types of Meetings

Many types of meetings have been developed by SAA group members to meet the needs of the addict who still suffers. Some of these types of meetings include:

1. Men only, Women only, or Mixed Meetings
2. Closed versus Open Meetings
3. Telemeetings
4. Online (Web) Meetings
5. Prison Meetings

Men only, Women only, or Mixed Meetings: Most SAA meetings are mixed meetings, meaning that the meeting is open to all individuals, regardless of gender, who have a desire to stop addictive sexual behavior. Some meetings decide to segregate themselves by gender in order to make the meeting a safer place for their attendees to recover from addictive sexual behavior. Because of the nature of this addiction, some members only feel safe attending single-gender meetings. We respect this need.

Closed versus Open Meetings: Closed meetings are open only to those individuals who have a desire to stop their addictive sexual behavior. Open meetings are open to anyone interested in finding out about SAA; those who attend need not have admitted that their sexual behavior is a problem.

Telemeeting: An SAA meeting that is held via a telephone conference call.

Online (Web) Meeting: An online SAA meeting that is held in real time over an Internet connection.

Prison Meetings: An SAA meeting that is held in a jail, prison, or other adult correctional institution or facility.

Meeting Format and Readings



Meetings

The First Tradition of SAA emphasizes that “personal recovery depends upon SAA unity” and the group meeting is the tangible expression of that unity. It is in the group that we learn to be honest with one another, to share our concerns, and to respond to the needs of others. It is through meeting together as a group of suffering and recovering addicts that we can find a spiritual solution to the problem of sexual addiction.

Individuals respond to meetings in different ways. Some members don’t talk much; they are content to listen, finding comfort in identifying with others. Some members talk a lot in order to effectively process their thoughts and feelings. We encourage all members to focus on the solution rather than the problem and to ask themselves how their sharing can benefit others. Meetings are not opportunities for preaching or establishing hierarchies. All members are equal and equally humble in their desire for recovery.

There are many different formats for meetings. Some meetings center around step presentations, topic discussions, individual check-ins, delivery of First Steps, personal stories (speaker meetings), or readings from appropriate literature. No one format is better than another. Each group is autonomous and can decide by group conscience what is useful to its members.

Experience has demonstrated the importance of keeping the meetings focused on the Twelve Steps and Twelve Traditions and on the principles and tools of SAA recovery. For this reason, the Twelve Steps, the Twelve Traditions, and the Three Circles of SAA are always excellent meeting topics. A topic or step presentation can be prepared and presented by an individual or the meeting can be immediately opened to the group for discussion. Individuals may choose to share how a step has strengthened their recovery or how they struggle with applying the step in their lives.

Many groups use the book *Sex Addicts Anonymous* and read sections of the basic text or the stories in their meetings. Reading this material together can be a good way to find a topic to discuss. In addition, many of the stories in the second section of the SAA book have themes that many members can relate to. Some groups study the Big Book of Alcoholics Anonymous, the original source of the Twelve Steps.

Some groups devote the majority of the meeting to check-in time, during which members relate the events and feelings of the last week or since the last time they attended a meeting. These are moments of real communication when we reach out and come in touch with our brothers or sisters in recovery. The presence of the group helps break down our denial and overcome our fear of rejection. We find that we can share our most shameful secrets and receive acceptance, love, and support in return. This offers a cleansing and healing experience to everyone.

Group Guide: Handbook for SAA Groups

Careful attention is given to providing sufficient time for all who need to check in. It may be necessary to break into smaller groups or to set time limits on check-ins so that all have a chance to share. Some groups have members count off each week; other groups establish check-in groups that stay together for four to six weeks.

Some groups forego their usual format when a member wishes to give a First Step presentation. In formal First Steps, we share with our group the behaviors and consequences which show our powerlessness over addictive sexual behavior and the unmanageability of our lives. For information about doing a First Step, see the “First Step to Recovery” booklet.

Below are some suggested formats for meeting readings, adapted from the text *Sex Addicts Anonymous*. Some groups use readings from *Sex Addicts Anonymous* exclusively; other groups combine selected readings from the basic text with their group’s traditional readings. Feel free to use whatever readings best fit your group’s structure, time limits, and needs.

Optional SAA Meeting Agenda

1. Serenity Prayer

The Serenity Prayer is sometimes recited while standing in a circle holding hands, and it may be preceded or followed by a moment of silence for those who are still suffering.

2. Meeting Introduction

There are many versions, and two are included in this Group Guide.

Opening

What is Sex Addicts Anonymous?

Who We Are – From *Sex Addicts Anonymous*.

3. Readings

Our Addiction

Our Program

4. Readings from Program Material

One or more readings chosen from appropriate literature

Sex Addicts Anonymous

The Traditions

5. Tools of the Program

One or two members share how they use a program tool and why it is important in their recovery. Here is a list of some tools that may be helpful; this list is not intended to be exhaustive.

Steps	Anonymity	Confidentiality
Abstinence	Boundaries	Phone List
Contracts	Sponsorship	Literature
Meetings	Service	Affirmations
Journaling	Prayer	Meditation
Slogans	The Three Circles	The Traditions

6. Business

Announcements, issues, and concerns are brought before the group.

Intergroup

ISO reports

Group Inventory

Twelfth-step calls

Sign-up for step or topic presentations

7. Seventh Tradition

Member donations are collected. Often, the Trusted Servant chairing the meeting reads the Seventh Tradition.

8. Medallions and Anniversaries

Recognition is given to members for length of abstinence from inner-circle behavior or time in the program. The ISO office has medallions available for purchase.

Some groups choose to read a statement before the presentation: “The taking of medallions in our group is strictly optional. Medallions are offered to encourage individuals to meet their own personal commitments. Medallions do not set individuals

apart as authorities; they do recognize milestones of achievement in an individual's program.”

9. Meeting Focus

Groups choose one or a combination of the following, as examples, for the bulk of their meeting.

Step presentation

Topic discussion

First Step presentations

Check-ins

10. Closing

The closing is often done in a circle.

Closing statement

Closing prayer

11. Continued Fellowship

Many groups enjoy conversations and informal gatherings following the meeting at local restaurants or other public locations. Consideration needs to be paid to include newcomers in such gatherings. Some groups plan retreats or all-day workshops to deepen fellowship among group members.

Each group will need to make some choices about what will fit its membership. Remember that by tradition, each group is autonomous. This is one possible agenda.

Optional SAA Meeting Agenda

1. Opening
2. Reading of “Who We Are” and “Our Addiction”
3. Moment of Silence/Serenity Prayer
4. Introductions and Newcomer Introduction

Chairperson asks all present to introduce themselves using first names only.

“Hi, I’m _____ and I’m a sex addict.”

“My name is _____ and I’m a recovering sex addict.”

8. Reading of “Our Program”
9. Reading of the Twelve Steps of SAA
10. Read and comment on one of the Traditions
11. Reading of “Meeting Boundaries”
12. Topic presentation, reading of SAA literature, or First Step Presentation
13. Introduction to Discussion/Sharing
14. Medallions and Anniversaries
15. Fellowship Business
16. Seventh Tradition—Pass the Hat
17. Reading of “How We Live”
18. Reading of the Closing
19. Closing Prayer

Opening

Hello, my name is _____, and I'm a (recovering) sex addict. Welcome to this meeting of Sex Addicts Anonymous.

Who We Are

[From *Sex Addicts Anonymous*, pages 1-2]

“We are sex addicts. Our addiction nearly destroyed our lives, but we found freedom through the recovery program of Sex Addicts Anonymous. In the fellowship of SAA, we discovered that we are not alone and that meeting regularly together to share experience, strength, and hope gives us the choice to live a new life.

Our addictive sexual behavior was causing pain—to ourselves, our friends, and our loved ones. Our lives were out of control. We may have wanted to quit, making promises and many attempts to stop, yet we repeatedly failed to do so. For each of us, there came a moment of crisis. When we finally reached out for help, we found recovery through the program of SAA.

We have found, through long and painful experience, that we are unable to achieve recovery from sexual addiction through our own efforts. Our program is based on the belief, confirmed by our experience, that a Power greater than ourselves can accomplish for us what we could not do alone. By surrendering our addiction to a Higher Power, we receive the gift of recovery, one day at a time.

Sex Addicts Anonymous is a spiritual program based on the principles and traditions of Alcoholics Anonymous. Although we are not affiliated with AA or any other organization, we are deeply grateful to AA for making our recovery possible.

Our primary purpose is to stop our addictive sexual behavior and to help others recover from sexual addiction. We find a new way of living through the SAA program, and carry our message to others seeking recovery. Membership is open to all who have a desire to stop addictive sexual behavior. There is no other requirement. Our fellowship is open to women and men, regardless of age, race, religion, ethnic background, marital status, or occupation. We welcome members of any sexual identity or orientation, whether they are gay, lesbian, straight, bisexual, or transgender.

In our groups, there is a collective wisdom that has grown and been handed down over the years. We learn many new solutions to old problems. Central to these are the Twelve Steps, a spiritual program of recovery. Following these steps leads to freedom from addictive sexual behaviors and to the healing of our minds, bodies, spirits, relationships, and sexuality.

Desperation brought us together. We found in each other what we could find nowhere else: people who knew the depth of our pain. Together we found hope and the care of a loving Higher Power. Our commitment is to help others recover from sexual addiction, just as we have been helped.”

What Is Sex Addicts Anonymous?

- Sex Addicts Anonymous is a fellowship of men and women who share their experience, strength, and hope with each other so that they may find freedom from addictive sexual behavior and help others recover from sexual addiction.
- Membership is open to all who share a desire to stop addictive sexual behavior. There is no other requirement.
- SAA is supported through voluntary contributions from members.
- We are not affiliated with any other twelve-step programs, nor are we a part of any other organization. We do not support, endorse, or oppose outside causes or issues.
- Sex Addicts Anonymous is a spiritual program based on the principles and traditions of Alcoholics Anonymous. We are grateful to AA for this gift which makes our recovery possible.

Moment of Silence/Serenity Prayer

Please join me in a moment of silence, followed by the Serenity Prayer.

The Serenity Prayer

God, grant me the serenity
To accept the things I cannot change,
Courage to change the things I can,
And the wisdom to know the difference.

Our Addiction

[From *Sex Addicts Anonymous*, page 3, paragraphs 1-2]

“Before coming to Sex Addicts Anonymous, many of us never knew that our problem had a name. All we knew was that we couldn’t control our sexual behavior. For us, sex was a consuming way of life. Although the details of our stories were different, our problem was the same. We were addicted to sexual behaviors that we returned to over and over, despite the consequences.

Sex addiction is a disease affecting the mind, body, and spirit. It is progressive, with the behavior and its consequences usually becoming more severe over time. We experience it as compulsion, which is an urge that is stronger than our will to resist, and as obsession, which is a mental preoccupation with sexual behavior and fantasies. In SAA, we have come to call our addictive sexual behavior *acting out*.”

Our Program

[From *Sex Addicts Anonymous*, page 20]

“Attending SAA meetings starts us on a new way of life. But while the SAA fellowship supports our recovery, the actual work of recovery is described in the Twelve Steps. Meetings are forums for learning how to integrate the steps into our lives. Working the Twelve Steps leads to a spiritual transformation that results in sustainable relief from our addiction.

When we start attending meetings of Sex Addicts Anonymous, many of us are surprised to meet people who are enjoying life, experiencing freedom from the painful, compulsive behaviors that had brought them to SAA. Listening to other members share about their recovery, we gradually realize that in order to make the same kind of progress, we need to be willing to do whatever it takes to get sexually abstinent, and to stay abstinent. We have learned from hard experience that we cannot achieve and maintain abstinence if we aren’t willing to change our way of life. But if we can honestly face our problems, and are willing to change, the Twelve Steps of SAA will lead to an awakening that allows us to live a new way of life according to spiritual principles. Taking these steps allows fundamental change to occur in our lives. They are the foundation of our recovery.”

The Twelve Steps of Sex Addicts

Anonymous

[From *Sex Addicts Anonymous*, pages 20-21]

1. We admitted we were powerless over addictive sexual behavior—that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood God.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked God to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood God, praying only for knowledge of God’s will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to other sex addicts and to practice these principles in our lives.

“These steps are the heart of our program. They contain a depth that we could hardly have guessed when we started. As we work them, we experience a spiritual transformation. Over time, we establish a relationship with a Power greater than ourselves, each of us coming to an understanding of a Higher Power that is personal for us. Although the steps use the word “God” to indicate this Power, SAA is not affiliated with any religion, creed, or dogma. The program offers a spiritual solution to our addiction, without requiring adherence to any specific set of beliefs or practices. The path is wide enough for everyone who wishes to walk it.”

The Twelve Traditions of Sex Addicts

Anonymous

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

(Adapted from *Alcoholics Anonymous*, Alcoholics Anonymous World Services, Inc., Third Edition.)

© Sex Addicts Anonymous, 2005

Reprinted for adaptation by permission of AA World Services, Inc.

Abstinence in SAA

[From *Sex Addicts Anonymous*, pages 14-15]

“Our goal when entering the SAA program is abstinence from one or more specific sexual behaviors. But unlike programs for recovering alcoholics or drug addicts, Sex Addicts Anonymous does not have a universal definition of abstinence.

Most of us have no desire to stop being sexual altogether. It is not sex in and of itself that causes us problems, but the addiction to certain sexual behaviors. In SAA we will be better able to determine what behavior is addictive and what is healthy. However, the fellowship does not dictate to its members what is and isn't addictive sexual behavior. Instead we have found that it is necessary for each member to define his or her own abstinence.

We are individuals, and our addictive behaviors, while similar, are unique to us. What may be healthy for one member could be clearly addictive for another. SAA simply cannot predict every possible way of acting out and define them all for everyone. As a fellowship, we wouldn't want to deny that any particular behavior might be acting out for a member. Nor would we want to restrict behaviors that are healthy for some of us. Since different addicts suffer from different behaviors, and since our sexuality is experienced in so many different ways, it is necessary that SAA members define for themselves, with the help of their sponsors or others in recovery, which of their sexual behaviors they consider to be 'acting out.'”

Meeting Boundaries

[From *Sex Addicts Anonymous*, page 12,
first sentence through the end of paragraph 2 below]

“[In this meeting,] we use the words ‘I’ or ‘we’ instead of ‘you’ when sharing about our recovery. We do not interrupt or give advice unless asked. We address our sharing to the whole group, not to one or more individuals. A meeting is not a place to meet sexual partners, nor is it group therapy. We try not to use offensive language, or descriptions that are too explicit. We avoid mentioning specific names or places associated with our acting-out behavior. Because of the nature of our addiction, we are careful about touching or giving hugs to others in the fellowship without permission. Our focus remains on the solution, rather than the problem.

We strive to practice anonymity and confidentiality, so that the meeting will be a safe place for each and every sex addict. We generally use only our first names in the group, to help ensure anonymity. Who we meet or what is said in a meeting is treated as confidential and is not discussed with non-group members.”

Will all present introduce themselves using first names only. New members need not admit to a sex addiction. Hello, my name is ____; I’m a (recovering) sex addict.

Phone List

[From *Sex Addicts Anonymous*, page 64, paragraph 1]

“Most of us use the telephone on a regular basis, just to let someone else in the program know how we are doing or to reach out when we are struggling with our addiction. Some of us have made a commitment to call a friend in recovery whenever we’re in a slippery situation or when obsessive thinking and desires begin to arise. Sometimes all we need is for someone to ask us what is going on and to listen to the answer. Before long, we know what is bothering us, and once we know, the urge to act out usually passes.”

Seventh Tradition

Our Seventh Tradition states: “Every S.A.A. group ought to be fully self-supporting, declining outside contributions.” This means:

[From *Sex Addicts Anonymous*, page 88, paragraph 1]

“Each group must meet certain basic requirements in order to sustain itself. We need members who are willing to meet together and share experience, strength, and hope on a regular basis. We need a meeting place that is reasonably accessible to sex addicts who wish to attend. We need to have SAA literature and meeting schedules available. Once a group has established itself, it can usually pay the rent and other expenses by passing a basket and taking voluntary contributions during the meeting. Experience has shown that if we are unable to fully support ourselves this way, it is better to lower our expenses than to rely on fundraising or other special events to sustain us. When we have met our own basic needs, most groups pass any extra funds on to the local intergroup or the ISO, in support of coordinated services and outreach efforts.”

[Pass the contributions basket.]

Intro to Discussion / Sharing

[From *Sex Addicts Anonymous*, page 11, paragraph 2]

“All participation is voluntary. We are not required to speak if we don’t want to. Just by listening we can learn how other members become honest, confront their addiction, find support from fellow addicts, and practice the program.”

Option 1. The topic for this meeting is _____, and is taken from page ____ from the book *Sex Addicts Anonymous*. [Read selection.]

Option 2. The topic for this meeting is _____.

Option 3. Does anyone have a topic for discussion? If none is suggested, it is the chairperson’s responsibility to come up with one. If anyone has an urgent need to talk about their own recovery, now is the time.

How We Live

[From *Sex Addicts Anonymous*, page 61]

“Practicing these principles in our lives means applying program principles at home, at work, and wherever else we gather with others for a common purpose. As we grow spiritually, we find opportunities for service in virtually any situation. Our closest relationships may offer the most challenges to our honesty, compassion, and integrity, but we are often rewarded beyond our expectations. We find that spiritual principles can guide us in the everyday challenges of life, and they can help us face even loss, grief, and death with fortitude and grace. What we gain in this program is a blueprint for full and successful living, whatever may come.

We maintain our recovery by working a daily program, in the knowledge that although we can never be perfect, we can be happy today. We can live life on life’s terms, without having to change or suppress our feelings. Our serenity and sobriety grow as we continue to live according to spiritual principles. We enjoy the gifts that come from being honest and living a life of integrity. We ask for help when we need it, and we express our love and gratitude every day. We realize that everything we have been through helps us to be of service to others. We learn that the world is a much safer place than we had ever known before, because we are always in the care of a loving God.”

Closing

[From *Sex Addicts Anonymous*, page 98, paragraph 6]

“This is how recovery has been for us. Each of us has taken steps of courage and leaps of faith. Each of us has contributed, not only to our own recovery, but to the recovery of other suffering sex addicts as well. We have contributed by showing up at meetings and by sharing our experience, strength, and hope. We have listened to our fellow addicts and supported them in their recovery journey. Like the first members of our fellowship, we continue to remain sexually sober by helping our fellow addict stay sober. Our prayer is that every sex addict who seeks recovery will have the opportunity to find it. And keep coming back.”

Let’s close with the Serenity Prayer [or prayer of your choice].

Newcomers’ Introduction

We would like to welcome you to our meeting. We know the courage it takes walking into these rooms for the first time. All of us in this room were in your shoes at one time.

After we have finished our opening and beginning readings, we will open up the meeting for sharing. This is a time when you may share your thoughts or feelings on the topic, the reading, or whatever else is on your mind. We avoid cross-talk or interruptions when another person is sharing. We also do not offer advice or criticism. Stick around and talk to one of us after the meeting if you have any questions.

We recommend that you come to at least six meetings before you decide whether SAA has anything to offer you. You will find that each meeting is a little bit different. It is our sincerest hope that you find what you are looking for.

Service



Roles and Responsibilities of Group Trusted Servants

A trusted servant is a member volunteer who performs unpaid service for the SAA fellowship.

“Those of us who are chosen by our groups to carry out the decisions called for by group conscience are known as *trusted servants*. Asking members to serve does not put them in a different rank or class than other members. Instead, it establishes a relationship of trust. We trust that those we elect to positions of service will act according to the spiritual principles of our Steps and Traditions, be guided by group conscience, communicate accurate information to and from the group, and help carry the message of recovery to the best of their ability. Leadership in SAA means a commitment to serving the fellowship of SAA and promoting our common welfare.

This concept of service is distinct from the idea of government. To hold a governing authority over others means to exercise our individual power and control over them. As trusted servants, however, we do the will of our Higher Power as discerned by the group conscience, with full responsibility for carrying out the tasks entrusted to us, but with no power to compel or sanction any of our fellow members. Doing service work together, we learn to relate to each other on a basis of trust, caring, and selflessness, rather than the desire for control. When we acknowledge a loving God as our one ultimate authority, we are guarded from the pride and self-will that could divide us from each other and obscure our message. The mutual trust that we experience in service springs from this reliance on a loving God working through our groups.” [From *Sex Addicts Anonymous*, pages 80-81.]

Group trusted servants often serve in the following roles:

1. Secretary
2. Treasurer
3. Literature Representative
4. Token Distributor
5. Intergroup Representative

Secretary – A secretary serves as the group coordinator for the SAA Meeting. The role of secretary can include many tasks, including responding to requests to the phone line or P.O. Box and taking minutes at business meetings, and/or making sure that the meeting site is opened, set up and closed at the end of the meeting. The secretary can have many other responsibilities, but he or she should look for others within the group to take on service duties, as well.

Treasurer – A treasurer handles the financial affairs of the SAA Meeting. The treasurer collects funds during the Seventh Tradition and maintains the checking account. The

treasurer pays the rent on the meeting place, handles any additional expenses or reimbursements, and donates the remaining portion of the funds to the Intergroup or ISO, as determined by a group conscience. Additional information can be found in the section of this guide entitled “The Role of the Treasurer in an SAA Group.”

Literature Representative – The literature representative maintains the group library and purchases *Sex Addicts Anonymous* and other SAA literature for the group as needed. Literature may be sold at cost at the meeting. Many groups also provide meeting newcomers with SAA pamphlets at no cost in a Newcomers’ Packet.

Token Distributor – The token distributor passes out tokens at the designated time in the meeting to honor a member’s time in the program or length of sobriety.

Intergroup Representative – The intergroup representative represents the group at the local area intergroup meetings. See the section of this guide entitled “What Is an Intergroup?” for further details.

What Is a Group Conscience?

The practice of a group conscience comes from Tradition Two of SAA:

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.

[From *Sex Addicts Anonymous*, page 79]

“The Second Tradition builds on the principle of SAA unity: in all aspects of the program, our wisdom derives from the group, not from any single individual. This tradition also builds on the principle of humility: our best group decisions are guided by our reliance on a loving Higher Power, rather than on natural intelligence, special expertise, personal power, or skill at debate. This ideal of basing our group decisions on spiritual principles rather than personal opinion or power is a different way than we may be used to. We discover that in SAA, no single member has authority over any other SAA member, but that God has ultimate authority over us all.

We all have opinions on group issues, but keeping a spiritual focus raises us above the personal level and shows our commitment to finding solutions that fulfill the group’s needs rather than our personal desires. We find ourselves asking, “What is right?” instead of “Who is right?” As we listen to one another while drawing on our relationship to a loving God for guidance, an understanding of how to solve the issues according to spiritual principles begins to arise within the group. We call this **group conscience**. Sometimes the conscience is so clear that a group will come to a quick, unanimous decision. In other instances, we may call for a vote to decide the issue. Whatever

mechanism is used to make decisions, we strive to keep our minds open. Our experience has shown many cases where a so-called minority view came, over time, to be recognized as the group conscience after all. In the spirit of SAA unity, we strike a balance between supporting the group's decisions as our own, while continuing, as a group, to seek the will of our Higher Power.

Group conscience is not the same as unanimity, consensus, majority vote, or compromise. Rather than expressing the will of the group, it is the will of our Higher Power as expressed through the group. There is no one method used by groups to determine group conscience, but it is always wise to test our decisions against the Steps and the Traditions as we proceed. In some cases, the group conscience may be expressed by one individual. More typically, the group conscience is discovered only after sifting through many different perspectives, and often represents a view no individual member could have come up with on his or her own. Regardless of our personal views or opinions, we each have a responsibility to play our part in discerning and supporting the group conscience.

Learning to seek the will of our Higher Power through group conscience takes time, patience, and goodwill. Love is the force that guides our service activities, rather than the familiar methods of human power and control. It can be difficult for us to relinquish old ideas about authority, especially if we believe that our motives are good. We may, out of a genuine concern for the fellowship, want to take control of what happens in our groups and service committees. But with time and experience, we learn to trust the group conscience and to value the guidance we receive as a group more than our own power or wisdom. We also learn that the group conscience grows and changes just as we do in our personal recovery. New challenges call for new solutions. Sometimes growth can be painful, and the changes we experience may not look anything like what we'd expected. By practicing the principle of surrender, we can trust that God's guidance, as expressed in our group conscience, will take us right where we need to be."

Recording of Group Conscience

It is recommended that groups record their group conscience in a binder or diary to maintain a record of what has been agreed upon over the years.

Conflict within a Group

[From *Sex Addicts Anonymous*, page 78-79, paragraph 4]

"Disagreements are a natural part of any healthy community. The spirit of unity prevents disagreements from turning into quarrels, factions, or destructive personal conflicts. We do this by cultivating tolerance and good will towards other members, holding the welfare of the group above our own personal preferences, desires, or opinions. A group that splinters or divides over conflicts puts all of us at risk. Our groups are strongest when we can solve or accept disagreements as they arise, continuing to carry the message of recovery, with equal compassion for all."

Resolving conflicts in a healthy way deepens our recovery. The Traditions of SAA suggest a new, spiritual approach to looking at and resolving conflicts. Groups that have regular business meetings and Group Conscience meetings are much less likely to have conflicts that boil over into division. Taking sides, rescuing, or getting involved in personal conflicts all divert us from our primary purpose.

Experience has also shown us that conflicts in a group are not always destructive. Constructive conflicts that cannot be resolved may lead some members to form a new group.

What Is a Home Group?

Many recovering addicts come to feel a special affinity for one particular group, and may refer to it as their “home group.” Having or designating a home group is not a requirement for group attendance or participation; indeed, the only requirement for SAA membership is a desire to stop addictive sexual behavior. However, many of us commit to attending one particular meeting every week and call this our “home group.” Often, this is the group where we perform service. This may be the group where we regularly see our sponsor, sponsor others, or participate in fellowship functions and events.

Taking a Group Inventory

Groups have found it helpful to take an inventory from time to time to provide a thoughtful review of how the group is doing. Information from an inventory helps the group make decisions about changes based on the group conscience.

We have provided a suggested group inventory. It can be copied and distributed to the members a few weeks ahead of a scheduled inventory meeting. Most groups take an inventory from one to four times a year. Experience has shown that careful planning and guidance are essential. If the inventory runs too long or is superficial and incomplete, members may be reluctant to do it in the future. Sometimes the inventory is not finished in one meeting and the group may need to set aside another time for its completion.

It is very helpful to write a brief summary highlighting the changes the group has made based on the inventory. This summary could then be kept for future review.

SAA Group Inventory Form

Take time to reflect on your group's strengths and weaknesses in each of the following areas. Briefly mention one or more concrete examples in answer to each question.

1. **Staying rooted in the Twelve Steps**
 - Are the steps being discussed in the group?
 - Does the group give adequate time for First Step Presentations?
 - Are we emphasizing practicing the steps?

2. **Knowledge of, adherence to, and fidelity to the Twelve Traditions.**
 - Are principles being kept above personalities in our group?
 - Are we providing adequate financial support for our group and our fellowship?
 - Are we always mindful of anonymity?

3. **Newcomers**
 - Are twelfth-step calls being answered in a timely fashion?
 - Is attention being given to the needs of the newcomer?
 - Are we taking temporary sponsorship seriously?

4. **Primary purpose:** *Each group has but one primary purpose—to carry its message to the sex addict who still suffers* (Tradition Five).
 - How is outreach being addressed by our group?
 - Are we using attraction rather than promotion?

5. **Tools of the program: How are these tools being used by the group?**
 - Sponsorship
 - Literature
 - Service
 - Phone list
 - Medallions
 - Other

6. **Meetings (write in suggestions for improvement):**
 - Topic or step presentations
 - Membership attendance
 - Format

7. **Other areas where we are doing well or need improvement:**
 - Group's sexual sobriety
 - Fellowship outside meetings
 - Other

This inventory form may be copied as needed by SAA Groups.

Service Work – Step Twelve in Action

Step Twelve tells us: “Having had a spiritual awakening as the result of these steps, we tried to carry this message to other sex addicts and to practice these principles in our lives.” One of the best ways to *carry the message* is to perform service work at some level.

Some members of SAA groups feel that they must have long-term abstinence or need to have worked through Step Twelve before they can do service work. Since service work can be performed at different levels, long-term abstinence and completed step work is not always a must. For some service positions, particularly at the international level, certain lengths of time in the program and time abstinent from inner-circle behaviors are recommended. However, every addict can do service of some type.

Service work can be accomplished at several levels: Personal, group, intergroup/ regional and international (ISO service work). The following paragraphs will briefly describe some of the possible choices for service work

Personal Service Work

There are many ways an SAA member can engage in personal service work, whether they have only a few weeks in the program or many years. Those with less time in the program can consider service tasks such as:

- Agreeing to be an “accountability partner” with another recovering addict who may be seeking his or her first sponsor.
- Sharing with other trusted group members as much of your story as you are willing to do. Remember that long-time members as well as newer ones will benefit.
- Donating to the “hat” when it is passed and donating to any special group funds such as intergroup or ISO funds.
- Coming to meetings regularly. Regular attendance will inspire other newcomers to continue coming and to work the program.
- Being willing to “carry the message” by sharing a lead or a step at group meetings.

Those with more experience in the program can consider all of the above tasks, as well as any of the tasks below:

- Agreeing to be a temporary sponsor or sponsor for a newer member in the program.
- Considering being a speaker at an SAA function at any level – group, intergroup/regional, or at the annual ISO convention.

- Writing articles sharing your experience, strength, and hope and submitting them to *The Outer Circle* or your regional newsletter.

Group Service Work

Group service work should focus on helping new members become acclimated to the Twelve Steps and Twelve Traditions of SAA as well as living as a recovering addict.

All recovering addicts, regardless of time in the program, can consider serving in the following ways:

- Help with coffee/refreshments (if offered at a meeting) and help with meeting set-up before and clean-up after.
- Help set up SAA literature before a meeting. (Note that this is a good way for a new member to have increased exposure to SAA literature.)
- Add your first name, phone number, and/or email address to the group phone list. Offer to reproduce the list and make it available to all members.
- Stick around to attend and participate in group business meetings.
- Offer to help with planning and executing a group function such as a picnic, pre-meeting fellowship session, campout, etc.

Those with more time in the program could consider serving in all of the ways listed above, as well as in the following ways:

- Serve as Group Treasurer for a period of time determined by the group's policies or by-laws. See the section "The Role of the Treasurer in an SAA Group" for more details.
- Chair the meeting as often as possible.
- Volunteer as a temporary sponsor for the group and be available to new members as they join.
- Do twelfth-step calls, if required.
- Represent the group at the intergroup/regional level.
- Represent the group as a voting delegate at the annual ISO convention.

Intergroup/Regional Service Work

Some examples of intergroup/regional service work for addicts with experience in the program are below:

- Help in forming or maintaining an area or regional intergroup of SAA.
- Attend intergroup business meetings as a voting representative.
- Fill a position for the intergroup such as Treasurer, Business Meeting Chair, Retreat Chair, Outreach Chair, Literature Chair, etc.

- Help in planning and/or executing an intergroup fellowship event such as a campout, retreat, speaker banquet, etc.
- Organize or help with intergroup outreach activities such as setting up a website, mailing letters to treatment centers or counselors, or maintaining a hotline for member groups.
- Help with outreach issues such as prison outreach, women's outreach, etc.
- Provide assistance to newly-forming groups when possible.
- Attend the regional caucus at the annual ISO convention.

International Service Work

Some examples of international service work are listed below:

- Serve on the Literature Committee of the ISO or on one of its subcommittees.
- Serve on the Board of Trustees of the ISO or on one of its committees.
- Lead or join a committee to arrange for hosting the annual ISO convention.

What Is an Intergroup?

The Ninth Tradition of SAA states that:

S.A.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

“In some areas, local meetings band together and form intergroups to provide services that a single meeting could not provide on its own. Intergroups may publish meeting directories and newsletters; organize area events, serve as a clearinghouse for literature orders, sponsor a phone line or a website, provide outreach to the community, or perform any number of other services as determined by the needs of the member groups.” [From *Sex Addicts Anonymous*, page 76.]

Intergroups are made up of representatives from local groups within a regional area. An intergroup may meet quarterly or monthly. The general purpose is to pool efforts. Some of the ways intergroups do this is by:

1. Pooling funds for outreach efforts.
2. Operating committees to solve local or regional problems and organize outreach efforts.
3. Planning local events.
4. Establishing local policies.
5. Providing a forum where groups can access the collective wisdom and experience of many groups.
6. Networking with other groups.
7. Exchanging meeting information.
8. Discussing and distributing information about fellowship-wide issues.

For an intergroup to be effective, the meetings need to be held at a fixed time and place. Groups will support an intergroup if there is consistency.

An elected trusted servant of intergroup opens the meeting with the Serenity Prayer. Representatives introduce themselves and welcome new representatives and new groups. A treasurer’s report is given and the Seventh Tradition follows. Usually time is allowed for announcements to be made concerning events or needs. Next, old and new business items are reported on and discussed. Intergroups choose to operate with different levels of order; some use the general principles of Robert’s Rules, and others use a less formal method. Some intergroups set aside time for discussing one or more of the Twelve Traditions.

Intergroup Representation

The suggested qualifications for an intergroup representative are as follows:

1. At least one year experience in the program.
2. At least six months of continuous sexual sobriety.
3. Experience in service work at the local level.
4. Endorsement of their home group--affirming their belief that the individual has the serenity and wisdom in the program to serve at the intergroup level.

The suggested duties of an intergroup representative are as follows:

1. The term as intergroup representative usually requires a minimum one-year commitment. (After two years, it is probably time to pass it on to another member so that more people have the experience.)
2. It is recommended that the representative be present at each meeting or that a substitute be sent if the regular representative can't make a particular meeting.
3. It is recommended that the representative take notes at the meeting and share that information with the group.
4. The representative is responsible for informing the intergroup about his or her meeting's group conscience on current issues.
5. The intergroup representative is encouraged to bring group problems to the intergroup, accessing the wisdom and experience of a larger recovery community.
6. Each intergroup representative is encouraged to participate on intergroup committees.
7. It is suggested that the representative keep copies of the minutes from intergroup meetings.

When a representative ends his or her tenure and a new one is ready to start, it is recommended that both new and old representatives attend an intergroup meeting. The new representative can then be introduced to the other members and to the workings of the intergroup. For reference and safekeeping, all the past minutes of intergroup meetings and a copy of these guidelines are passed on to the new representative.

For more information on establishing and running an intergroup, see the SAA Intergroup Guide.

Conducting Group Business

SAA groups find they must regularly hold business meetings to make decisions that keep the group functioning, healthy, and able to carry its message to other sex addicts. For example, groups decide on group meeting times and places, meeting formats, procedures

to welcome newcomers, and what and how much literature to keep on hand. In addition, groups decide how and to what degree they will integrate their activities with the larger fellowship. These logistical decisions are made by group conscience.

“Adhering to our primary purpose involves many responsibilities. We make sure that SAA literature and meeting schedules are available. We strive for an atmosphere of recovery in our groups, by using consistent formats and meeting etiquette, starting and ending on time, and being respectful in our sharing and listening. When we have business meetings, or otherwise gather to discuss service, we explore new ways to make our message accessible and our meetings safe and welcoming.” [From *Sex Addicts Anonymous*, page 85]

Common topics at business meetings

- Intergroup reports and requests
- ISO reports and requests
- Twelfth-step calls
- Sign-up for step or topic presentations
- Group outreach efforts
- Group treasury – status and ideas for use

Timing of business meetings

One of the first business decisions groups must make is when and how often they will make business decisions. Some groups conduct business during a period of time (often 10-15 minutes) set aside during each meeting. These groups often find that they must set aside a longer period of time to accommodate some topics in order to reach a group conscience. This may be done as the need arises, or at set intervals.

Other groups allow only brief announcements during the regular meeting, and designate a different period of time for business. These groups may circulate a sign-up sheet, for instance, during the Seventh Tradition collection, during which individual members may write down items they wish to discuss during the next business meeting. Separate business meetings are then held regularly so that members can be assured that business concerns will be heard in a timely manner. For example, business meetings can be held monthly after the first meeting of the month, or for one hour prior to the start of the regular meeting at the last meeting of the month.

The Role of the Treasurer in an SAA Group

The Seventh Tradition tells us that every SAA group ought to be fully self-supporting, declining outside contributions. These contributions are generally small cash donations made by group members. These donations help pay for group-related expenses such as conducting outreach mailings, purchasing SAA literature, paying rent for the meeting facility, purchasing refreshments for the meeting, and supporting fellowship activities. Many small groups may feel as though they do not need a treasurer as they may not have to pay rent and might not be collecting donations at each meeting. Our experience is that small groups that regularly collect small donations have been better able to fund outreach, literature, and tokens and have grown as a result. Another important use for the funds is to support local or regional intergroups and to support the ISO. Keeping track of the incoming funds and outgoing disbursements requires that a member of the group be appointed treasurer.

Selecting a Group Treasurer

The job of the group treasurer is one of the most important to the smooth functioning of the group. Here are some recommended criteria to help in choosing a group member to fill this service position:

- Although there is no standard length of abstinence required, at least three to six months would be prudent.
- The candidate should have attended meetings with regularity for at least six months.
- The candidate for treasurer should have some knowledge of the Twelve Traditions of SAA, particularly Traditions Six, Seven and Twelve.
- The candidate should be trustworthy, dependable, and show sound aptitude for handling group finances.
- The candidate should not have personal financial problems that might cause a conflict or temptation. (See “Problems with the Meeting Treasury” below.)

Tasks of the Group Treasurer

It is important to remember that the treasurer is a trusted servant. That means that anyone who is selected as a treasurer takes no actions, spends no group money, and signs no agreements with outside entities without direction and permission from the group. The group may authorize broad actions, or a group may need to have every disbursement authorized through a group conscience action. For small or new groups, it is very helpful to the group that every disbursement be authorized through a group conscience.

Tasks for the group treasurer will typically include but may not be limited to the following:

- Making sure the group basket is emptied at the end of each meeting and the money counted and logged into a ledger. If the treasurer cannot be present, then another trusted servant should be selected as an assistant to collect the money and store it in a safe location until the treasurer can receive it.
- Establishing and maintaining a checking account to keep the group funds secure. At least one other trusted servant from the group should provide additional signatures on checks and aid the treasurer in opening the account. See “Resources for Group Treasurers” below.
- At regular intervals, requesting that the group take up a separate collection to support special initiatives such as a monthly group donation to Lifeline Partners, donations to the local intergroup or ISO, or setting aside money for special fellowship activities.
- Purchasing SAA literature as needed or assigning another trusted servant from the group to purchase literature using a portion of the group’s funds.
- The treasurer should report to the group at regular intervals the checking account balance, a description of current disbursements and their amounts and, if possible, current giving trends. A paper copy of the group’s ledger or a checking account statement can be made available for the group to view.
- The treasurer aids the group in creating and keeping a budget. The treasurer reports on how the money has been spent over a selected period of time such as a month or a quarter so that the group can set a prudent reserve and determine how money should be spent in the future(via a budget). See “Resources for Group Treasurers” below.

Term of the Group Treasurer

There is no set term for a treasurer of an SAA group. We suggest that group members agree in advance on an appropriate term for the treasurer position. About two years would normally be considered a maximum term, although longer terms might be necessary for smaller groups.

Resources for Group Treasurers

A) Opening a Checking Account/Getting a Tax ID Number

A checking account is needed only when the group is no longer comfortable with informal ways of holding and managing its money.

Since most banks require that a non-profit group have a Tax ID number before they will open a checking account for them, this number will be a necessity. Many banks have the necessary form available for filing for this number. Also, a copy of form SS-4 can be found at the IRS website at www.irs.gov. As an option, a group may also want to file for tax-exempt status through the IRS. See IRS publication *557 Tax Exempt Status for Your Organization* for more information on this topic.

Next, the bank account is opened by the treasurer and two or more trusted servants from the group. The Social Security number of the treasurer is generally used to open the bank account, although the following will generally be required of ALL group members who need access to the account: Full name, Social Security number, address, and birth date.

The monthly checking account statement can be used by the treasurer to report the group's balance and disbursements to the group itself or to an intergroup as necessary.

B) Creating/Keeping a Budget

A group should aid the treasurer in creating a budget and maintaining that budget over time. How many line items the budget can have for disbursements will depend on the size of the group and the giving trends. For instance, in a small group of 5-7 individuals with an average donation of \$2.00 per member, the group will acquire about \$50.00 per month. A group may create a support plan based on its typical donation income. Most group financial support plans will have these components: incidental expenses, rent, printing, P.O. Box, literature library, convention scholarships, paying for the group's representatives' expenses to intergroup and ISO conventions, and a "prudent reserve" for emergencies or to cover times of the year when giving or attendance drops off. The remaining funds can be targeted for the purpose of donations to intergroup (if one exists), Lifeline Partners, a regional committee, and the ISO, as follows:

50% local intergroup
10% regional committee
10% Lifeline Partners group donation
30% International Service Organization

or

40% local intergroup
10% regional committee
10% Lifeline Partners group donation
40% International Service Organization

or

30% local intergroup
10% regional committee
10% Lifeline Partners group donation
50% International Service Organization

or

Set aside regular amounts for a monthly donation to the local intergroup, Lifeline Partners, and the regional committee, and take up a separate gratitude collection for the International Service Organization.

Remember:

Give out of gratitude.

Don't stop until it feels GOOD.

An example of a group budget is shown below.

Group Budget for the Trails to Serenity Group of MyTown, MyState

Approved by group conscience on June 5th, 2006

Prepared by John D - Trails to Serenity Treasurer

Line Item	Planned Amount
Monthly rent for facility	\$25.00
Literature	\$15.00
Convention Scholarship Fund	\$10.00
Coffee supplies, Picnic Fund	\$10.00
Prudent Reserve Fund	\$35.00

Remaining Funds to be Distributed as Follows:

The MyRegion Intergroup (50% of remaining amount)

The ISO of SAA (50% of remaining amount)

C) Donations to Meeting Room Provider

All groups should pay rent to their meeting provider. In some cases, the locations will give the group a flat fee to pay or ask for a percentage of the donations given at the meeting. Even if the meeting location provider does not require rent or a donation, the group should still make a donation in order to remain self-supporting in accordance with the Seventh Tradition. The group should estimate a reasonable rent for the location and provide it to the facility as a donation.

D) Ordering Literature/Making Donations

The treasurer or another assigned assistant can order SAA literature to stock the group library. SAA literature can be ordered on-line at www.saa-recovery.org or by requesting a literature catalog from:

ISO of SAA
P.O. Box 70949
Houston, TX 77270

Or a form can be requested by calling: 1-(800)-477-8191 or 1-(713)-869-4902.

Donations to the ISO can be made at the web address and mail address noted above. Standard forms for making donations are often sent with literature orders from the ISO but can also be requested from the addresses given above.

Problems with the Meeting Treasury

What about someone disappearing with the money? Experience has shown that this will happen. What about the person who has the chips and materials who suddenly stops attending meetings and disappears? This will also happen.

In our experience, trying to prevent those things from happening often causes more harm to our recovery than letting them happen. Remember, we are a twelve-step organization, not a business. No shaming or judgments should be made about the person who admits his or her problems. It is up to that person to make amends to the group, in his or her own time and way. How we react to these events often illustrates new areas for us to work on in our own recovery. **By the way, our Higher Power can replace the lost funds.**

The funds are meant to serve the group. The person holding these funds should not spend or disburse them without direction from the group. If the person holding the money is getting nervous about how much is in the treasury, that is a sign to spend more money on outreach or to send a donation to the local intergroup or ISO.

While there is no foolproof way of keeping problems from ever happening with the treasury, here are a few suggestions from others in the fellowship on ways to minimize the problems:

- Split the financial duties between two people. Have one person collect the funds and another keep the records for the group. The person keeping records then creates a periodic treasurer's report.
- Periodically, the treasurer reports fund collections and disbursements at the business portion of the meeting. This should be done at least once every three months.
- The treasurer should have someone in the group periodically review the records to ensure that the incoming funds and outgoing disbursements match. Each time a new treasurer takes over, the funds in the treasury should be audited.
- Rotate the position of the treasurer every six months to a year. This will allow others to do service work and minimize temptation.
- Set a minimum reserve and split the excess funds between the intergroup and the ISO of SAA every three months. A minimum reserve is a prudent amount that a group keeps on hand in case of emergencies. Anything above that reserve can be safely donated or spent.

LifeLine Partners

LifeLine Partners is a program that challenges all members of the fellowship to pledge to help the ISO by sending in a monthly donation. Since 1995, LifeLine Partners has provided a solid foundation upon which the fellowship can depend, not only to meet its daily financial needs, but upon which to base its financial planning. Contributions are tax deductible.

LifeLine Partner gifts can be made through the mail, via the ISO website, or by having the ISO process a debit or credit card on a specified date each month. To join, simply contact the ISO office and ask for an enrollment card, or visit the website at <https://saa-recovery.org/LifeLinePartner/>.

Resources for Meetings



Literature in Meetings

Most SAA groups choose to maintain a supply of approved literature on hand, to be used by newcomers and members looking for additional support in their recovery. This material should be kept secure. Many groups find it useful to use a locked closet, cabinet drawer, or portable file box. Groups decide through group conscience if literature bought with group funds is to be given away, sold at cost, or sold with a small mark-up to help fund the group's treasury. In addition, groups often maintain a lending library of recovery materials, which may include recordings from previous SAA conventions.

The group's Literature Representative maintains the supply of literature, inventories it regularly, and orders replacement literature when necessary. Often, the Literature Representative sets out on a table the group's supply of recovery literature and puts it away at the end of the meeting or fellowship period. The Literature Representative takes responsibility for ordering a sample of newly approved literature as it becomes available and circulating the sample within the group.

Groups decide through experience and group conscience what literature they wish to keep on hand. Below are some guidelines other groups have found to work.

Basic Literature

Every group should have on hand a copy of *Sex Addicts Anonymous*, the basic text of the SAA fellowship, and a copy of the *Group Guide: Handbook for SAA Groups*.

Most groups also keep on hand a photocopied supply of a listing of members' current phone numbers, and a listing of SAA meetings in the area. Every group registered with the ISO may also request a subscription to the SAA newsletter. The newsletter includes the experience, strength, and hope of members from across the fellowship and information about ISO events and initiatives.

Newcomer's Packets

Most groups give newcomers a packet of information about the program and their particular meeting. The packets are often in the form of an 8 x 5 manila envelope and are made up ahead of time. How many ready-made packets to keep on hand is up to group conscience and determined by the number of newcomers the group typically welcomes and how often the group wishes to purchase literature. Some groups give the packet to all newcomers at their first meeting; others wait until the newcomer has attended several meetings, to avoid overwhelming the newcomer.

A newcomer packet will typically include several standard pamphlets (in English or Spanish, as appropriate). When the newcomer is female, the pamphlet "A Special Welcome to the Female Newcomer" is generally added. Many groups give newcomers a

current phone list of their members; others wait until the newcomer has attended several meetings. In these cases, groups are advised to be sure the newcomer has at least one or two phone numbers of group members.

Here is a list of the contents of a typical newcomer's packet:

- Current phone list (optional)
- Local meeting list (optional)
- One Day medallion (plastic)
- "Three Circles" (pamphlet)
- "Sex Addicts Anonymous" (pamphlet)
- "Abstinence" (pamphlet)
- "The Bubble" (pamphlet)

The ISO of SAA offers a starter kit for new meetings that contains the following items:

"The Bubble" pamphlet	4 copies
"Three Circles" pamphlet	4 copies
"Sex Addicts Anonymous" pamphlet	4 copies
"Abstinence" pamphlet	4 copies
"Sexual Sobriety and the Internet"	2 copies
Woman Newcomer's pamphlet	2 copies
<i>First Step to Recovery</i> booklet	2 copies
<i>Getting Started in SAA</i> booklet	2 copies
Group Guide	1 copy
<i>Abstinence and Boundaries in SAA</i>	1 copy
<i>Tools of Recovery</i> booklet	1 copy
"Writing to Prisoners" pamphlet	1 copy

Guidelines for Prayers

Many prayers are often spoken at SAA meetings as part of the meeting format. These prayers can include, but are not limited to the following:

Serenity Prayer

Step Prayers (3rd, 7th, and 11th step prayers)

Unity Prayer

See the *Tools of Recovery* booklet for examples of prayers.

In addition, some groups include “tag lines” at the end of the closing prayer. Some examples:

"Thy will be done in our lives. Peace."

"It works if you work it, because you're worth it."

"Keep coming back. It works and you're worth it."

“Keep coming back. It works if you work it.”

Following the traditions, SAA groups should not endorse outside causes or institutions, including specific religions. Group members should be sensitive to other members’ feelings about outside prayers aligned with a particular religion, cause, or institution. The person leading a prayer at a meeting might preface the prayer by saying, “Whoever would like to join us in this prayer, feel free to do so.” Members who do not wish to participate should feel free to abstain.

Fellowship

Many groups have a tradition of regular fellowship outside of the formal meeting. This includes such activities as:

- Going out for coffee (or a meal) after the meeting
- Group picnics
- Regular lunch meetings
- Periodic campouts and retreats

Such fellowship often allows for informal discussion of issues. Some people say they have learned just as much during the fellowship after the meeting as in the regular meeting. As these are informal meetings, we can hold them in public places. The only concern would be to not discuss topics that are best kept in the meeting room or to “break anonymity”.

Sometimes, spouses or significant others are included in these activities. Including spouses or significant others is usually done sparingly, as they have their own recovery program, but sometimes it can help everyone’s recovery move forward.

International Service Organization

The Fellowship of SAA and the ISO of SAA, Inc.

For most, the newcomer's first months spent in SAA are focused almost exclusively on personal recovery. This is as it should be. Yet, even during this early stage, the newcomer is likely to hear talk of or announcements about the ISO. At some point he or she might learn that ISO is short for the International Service Organization of SAA, Inc., and that it is the service organization of the SAA fellowship. Still, what does that mean?

It might be helpful to first understand the relationship between the ISO and the SAA fellowship. They are not one and the same. The SAA fellowship is made up of men and women who follow the Twelve Steps and Twelve Traditions of SAA as a way to recover from addictive sexual behavior. These men and women support each other and receive support by attending SAA meetings, also commonly called groups. Each of these groups is autonomous except in things that affect other meetings or SAA as a whole. The groups and the SAA fellowship are not legal entities. In addition, because they are diverse in makeup, size, and location, it is difficult for them to coordinate fellowship-wide activities.

The ISO, on the other hand, is a legal entity. It is a non-profit corporation formed under Section 501(c) (3) of the Internal Revenue Service Code. It is able to conduct business on behalf of the SAA fellowship, and, with the financial support of SAA members and groups, it is able to provide services to the fellowship and coordinate activities for the fellowship.

The Members of the ISO of SAA, Inc.

If the ISO of SAA is a legal corporation, just who are its members or, if you will, its owners? This is laid out by the corporate bylaws as follows:

“The members of this corporation, also known as ‘ISO convention delegates,’ or ‘international convention delegates,’ shall consist of one individual elected by each SAA member group as its international convention delegate.

A) An SAA group is defined as: two or more addicts meeting together regularly for the purposes of recovering from their sexual addiction and reaching out to others suffering from sexual addiction, who are self-supporting and have no other common affiliations.

B) An SAA member group is an SAA group that has registered itself with the International Service Organization of SAA, and follows the 12 Steps and 12 Traditions of SAA.” (Article II, Section 1)

These delegates, again as provided in the bylaws, entrust the daily operation of the corporation to a Board of Trustees.

“The Board has the general powers of a non-profit corporation enumerated under Minnesota Statutes 317A.161, but shall not own real property, invest in or issue securities, act as an administrator of any person’s will or testamentary trust, nor deal with the donation to or income of SAA in any speculative way.” (Article IV, Section 4)

As the corporation has grown in numbers of registered SAA groups spread throughout the world, the Board of Trustees have seen the necessity to invoke its authority to hire a staff to act on its behalf in carrying out the daily business of the corporation.

“The Board shall have the power to create committees and special service boards to deal with matters of concern to the SAA fellowship, and shall have the power to employ individuals to conduct its day to day operations.” (Article IV, Section 8)

Within the SAA fellowship, the staff is usually referred to collectively as the “ISO Office.”

In addition to the Board of Trustees, the registered groups, through their delegates, have formed a second group of trusted servants who serve on the ISO Literature Committee. The Literature Committee’s corporate role, its limitations, and its relationship to the delegates are explained in the bylaws as follows:

“The Literature Committee shall have supervisory authority over the content of all ISO publications. It shall not, however, enter into any contracts, exceed the budget voted it by the preceding international convention, own any copyrights, grant permission to anyone to use ISO copyrighted materials, or in any other way act as a business corporation. The Literature Committee or its representatives appointed to subcommittees for specific tasks shall always be consulted by the Board for advice and input in any business matters relating to ISO publications.” (Article V, Section 3)

“The Literature Committee is responsible to the members of this corporation, who, by majority vote of a quorum at an international convention, or a majority of those responding within 60 days of an ISO Board requested mail vote, can overrule any decision of the Literature Committee.” (Article V, Section 6)

In Summary

The importance of the ISO might be best summarized in the context of SAA's First Tradition:

Our common welfare should come first; personal recovery depends upon SAA unity.

Without the ISO, SAA groups would not only be autonomous, they would be isolated and fragmented. Communicating and coordinating within such a diverse and far-flung membership as SAA's presents a challenge. Without the ISO, the challenge could not be met.

Identifying Leaders for International Service Work

The ISO of SAA has learned through experience that the following guidelines are necessary for effective leadership at the international level. The guidelines were adopted at our Organizing Convention in Houston in 1989, updated by the Board of Trustees in 1998, and modified specifically for delegates in 2003.

1. At least one year experience in the program.
2. At least six months of continuous sexual sobriety.
3. Completion of 12 Steps with a sponsor.
4. Demonstrated leadership in service work at the local level.
5. Endorsement of their home group—affirming their belief that the individual has the serenity and wisdom in the program to serve at the international level.

The ISO Board is convinced that those who serve well at the international level must have had success in their personal recovery based on the Twelve Steps of SAA. International service work cannot be left to those who lack sobriety. We affirm the assembly's conviction that international service work requires more than what can work well at the local group level. We believe the identification process needs to begin at the local level sometime before the convention. Then the group conscience can take action to see that those who have the skills, serenity and wisdom are at the convention. In areas with intergroups this structure can further enhance the identification and endorsement process.

Other Qualities Important For Our Trusted Servants

- A good grasp of the Twelve Traditions and a high sense of ethics.
- Individuals who will accept the commitment that each position requires. They need to follow through with actions on projects undertaken to fulfill the goals set by the membership at the annual meeting.

- International service work usually involves working in or with committees, either in person, through the mail or through teleconferences.
- Willingness to listen to all viewpoints.
- Humility that cripples any desire for personal over collective goals.
- Willingness to support group decisions even when they are not what the individual would have preferred.
- Ability to place principles before personalities. This means refraining from gossip and working with others in the spirit of respect.
- Know patience, as work based on broad group consensus moves slowly.
- Remember, when conducting the business of our fellowship, that our program is primarily a spiritual program.

The guidelines listed above should not be construed so as to disqualify those in the program who have strong convictions and beliefs. The energy such people often carry with them can be a valuable asset to our program, so long as they recognize that the ultimate authority in our program is God, as God is revealed in our group conscience.

Just as there are demands made on those engaged in international service work, there are more than enough in the way of compensating rewards. Personal growth, the joy of seeing others who have been under the heel of their addiction finding sexual sobriety, and the joy of giving something back to a program that has given so much to us. It is true that we grow in our recovery by sharing it with others.

We hope these comments will help your group identify and send forth trusted servants who can serve our fellowship with integrity, vision, and energy.

Meeting Registration with the SAA International Service Organization (ISO)

As a fellowship, we now have over 800 meetings. It is important that all groups register with the ISO and get their contact information into the ISO database, which serves as a tool for sex addicts to find local meetings. Our new database is much more flexible than the last, but it is only as good as the data it contains. This guidance in preparing your group's registration will help us in serving the suffering addict in search of a meeting.

Group Name:

This is any familiar but unique name by which the group chooses to distinguish itself. It can reflect the theme or special focus of the group, such as "SAA Men's Serenity Group" or the "Sexual Anorexia Recovery Meeting." The name can also reflect some combination of the city, day, and/or time, such as the "The Fairfield Saturday Morning Meeting." Groups are discouraged, however, from affiliating their SAA group with

outside enterprises by incorporating the name of the facility that rents meeting space to the group, the title of outside literature, or any specific religious or therapeutic concept or practice. The data in this field is keyed in as free text during data entry.

Meeting Mailing Address Name:

In this field a group may choose a similar sounding name for its group mailing labels that does not indicate that it is a sex addiction recovery group. Examples include changing the “SAA Men’s Serenity Group” to the “Men’s Serenity Group” or the “Sexual Anorexia Recovery Meeting” to the “Anorexia Recovery Meeting” for group mailing labels.

This is the address at which the meeting would like to receive ISO mail. This address is never given out to anyone outside the ISO office without permission.

Meeting Location:

The term “location” refers to the physical location of the meeting at its regular day and time. Within the Location box on the group Registration Form, there are several fields available for describing where the meeting is located.

Meeting Day: Day on which the meeting takes place: e.g. Monday, Tuesday, etc.

Meeting Time: Time of day the meeting takes place: e.g. 8:00 – 9:00 pm, 10:00 – 11:30 a.m.

Facility Name: The name of the facility used: “St. John’s Methodist Church.”

Location in Facility: This field can contain one building name at a larger campus or a room number within a single building. It can also include directions within a facility such as “Take Elevator A to the second floor Conference Room.”

Street: This field is used for the street address of the overall facility used by the group.

City: City the meeting facility is located in.

State/Province: State or Province that the meeting is located in.

Country: Country the meeting is located in.

Cross Streets/Directions: The data in this field can name a cross street or nearest major intersection: e.g. 1st Avenue and 3rd Street.

Availability of Meeting Information: The registering meeting should decide whether they want their meeting location listed in the Fellowship Directory and/or the ISO website. If the meeting does not want to be listed on the ISO website,

they should check off the boxes on the Group Registration Form. It will be assumed that the Group wants the information available to others unless listed otherwise.

Meeting Access:

Meeting access is listed as Open, Closed, Closed/12/New, or Closed/12/All. In the SAA Meeting Registration form, this falls under “Your Group Type”.

1. **Open** - These meetings are open to anyone interested in finding out about SAA; they need not have admitted that their sexual behavior is a problem.
2. **Closed** - Meetings open only to those who have a desire to stop their compulsive sexual behavior. “Closed” means the meeting location will be printed in the directory and given out by the ISO office to anyone who seeks help, whether by phone, postal mail, or e-mail.
3. **Closed/12/New** – “Closed/12/New” means the meeting locations will not be printed in the directory and will be given only to people who are already SAA members.
4. **Closed/12/All** – “Closed/12/All” means the meeting locations will not be printed in the directory nor be given out to anyone, not even SAA members.

Meeting Format:

Meeting format refers to the structure or particular recovery topics highlighted by the group. Common meeting formats listed on the Group Registration Form include: Speaker, Step, Topic, Step/Tradition/Topic, Book Study, and Other.

1. **Speaker** – Meeting where an individual volunteers to share his or her experience, strength, and hope related to twelve-step recovery through SAA.
2. **Step** – Meeting discussing one of the Twelve Steps of SAA.
3. **Topic** – Meeting discussing the Twelve Steps or a recovery-related topic.
4. **Step/Tradition/Topic** – Meeting discussing one of the Twelve Steps or Traditions of SAA or recovery-related topics.
5. **Book Study** – Meeting involving readings and discussions from the book *Sex Addicts Anonymous*.
6. **Other** - Groups can also specify their own unique formats in this free text field as well, e.g. Step Meditation and Journaling, Writing and Recovery, Relationships in Recovery, etc.

Meeting Makeup:

This field specifies any additional boundaries that a group might want to add. Common examples of meeting makeup include mixed, men’s or women’s meetings, GLBT meetings, or meetings for helping professionals. Standardized terms within this field are entered by using in a drop down menu. This information should be noted in the letter accompanying the Group Registration Form to the ISO.

Meeting Contacts:

This is for individuals who will represent the meeting to the ISO. The fields required include:

1. **First Name and Initial** – The first name and last initial of the individual who will represent the meeting.
2. **Phone** – The phone number of the meeting contact.
3. **E-mail** – The Internet e-mail address of the individual who will be the meeting contact.
4. **Check-Off Boxes** – Designation to let the ISO know whether the meeting wants their contact listed on the ISO website or in the Fellowship Directory. By checking either box, the meeting is agreeing that it wants to list the contact on either the ISO website or in the Fellowship Directory.

Website:

If your meeting has an ISO approved website, enter its address in this section of the Group Registration Form. For information on how to get a website approved, contact the ISO.

Mail group registration to:

ISO of SAA
P.O. Box 70949
Houston, TX 77270 USA

SAA Group/Intergroup Registration Form

Note: This form is not required when making changes to an already registered meeting.

Email changes to webmaster@saa-recovery.org or call the ISO. Please include your Group Code if possible.

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

Attested to and signed by (first name and last initial):

_____ Group Member

_____ Group Member

ISO Contact Information (This Section for internal use only. Never Published.)

Group

Intergroup

ISO Contact E-mail:

(Critical: E-mail is the main contact method between the ISO and your meeting.)

Mailing Address

Name:

Address:

City:

State/Province:

Zip/Postal Code:

Country:

Please note. The ISO Contact E-mail and Mailing Address are never given out to anyone.

Mail printed copy of ISO newsletter

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

Group Name:

Day:

Time:

Time Zone:

Meeting Location

(Time Zone for Electronic Meetings Only)

Facility Name:

Where in Facility:

Street Address:

Cross St / Dir:

City:

State / Province:

Postal Code:

Country:

Meeting Type:

Makeup:

Access:

Format:

Language:

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

Open Meetings:

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

Closed Meetings:

This indicates that the meeting admits only persons who desire to stop addictive sexual behavior (addicts only).

"Closed" meeting locations will be listed on the web site and will be given to anyone who calls the ISO asking about meetings.

"Closed/New" meeting locations are not published. Newcomers must meet with a member of the group before attending.

"Closed/All" meeting locations are not given to anyone. To attend, a local member must be contacted.

Group / Intergroup Contact information (No personal numbers or info)

Group / Intergroup Info Line:

List on Web (Not on web unless checked)

Approved Local Web Site URL:

ISO policies on copyright and fair use, on use of ISO trademarks, and on linking to local web sites from the SAA sites have been updated through a joint effort of the ISO Literature Committee, the Information Systems and Online Presence Committee, and the ISO Board of Trustees.

These policies reflect principles in the Twelve Traditions of SAA. They are designed to help member groups carry the SAA message with clarity and consistency and to protect ISO resources.

These documents may be found at www.saa-recovery.org/SiteMap. They may be downloaded and printed. Note that linking to a local site from SAA is contingent on compliance with these policies.

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

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

Meeting Contact 1 Info

Name:

Phone:

Email:

List on Web (Not on web unless checked)

List on Web (Not on web unless checked)

Meeting Contact 2 Info

Name:

Phone:

Email:

List on Web (Not on web unless checked)

List on Web (Not on web unless checked)

Meeting Contact 3 Info

Name:

Phone:

Email:

List on Web (Not on web unless checked)

List on Web (Not on web unless checked)

Meeting Contact 4 Info

Name:

Phone:

Email:

List on Web (Not on web unless checked)

List on Web (Not on web unless checked)

Instructions for filling out the SAA Group/Intergroup Registration Form

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

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

Meeting Type:

- Face to Face
- Online
- Telemeeting

Makeup:

- Mixed
- Women
- Men
- GLBT
- Boundary
- Business

Access:

- Open
- Closed
- Closed/12/New
- Closed/12/All

Format:

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

After filling out and signing the form, you have three options for sending it in:

1. Scan the document back into the computer and e-mail it to webmaster@saa-recovery.org
Subject: Group Reg Form
2. Mail the form to:
ISO of SAA
PO Box 70949
Houston, TX 77270
USA
3. Fax the form in to our dedicated fax line: 713-692-0105

How to Contact SAA

If you wish to contact SAA, your anonymity will be assured.

For questions about the SAA program, help when you cannot find a meeting, or other problems:

Contact the SAA ISO office:

By e-mail: info@saa-recovery.org

By telephone: Call 1-800-477-8191 from the USA and Canada or +1 713-869-4902 elsewhere. We answer our phone from 10 a.m. through 6 p.m. Central Time, Monday through Friday. Voice mail is available at all other times.

By regular mail:

ISO of SAA
PO Box 70949
Houston, TX 77270 USA

To submit articles to the SAA Newsletter: Contact the Editor at toc@saa-recovery.org

To submit suggestions for on ways to improve the Group Guide: Handbook for SAA Groups, e-mail the Literature Committee at litcom.groupguide@saa-litcom.org.