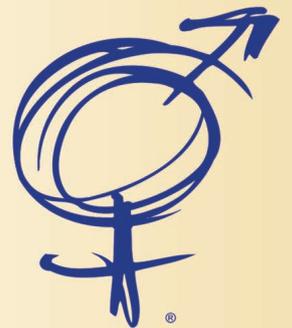


SA SERVICE MANUAL

SEXAHOLICS ANONYMOUS



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Sexaholics Anonymous is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover.

The only requirement for membership is a desire to stop lusting and become sexually sober. There are no dues or fees for SA membership; we are self-supporting through our own contributions.

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LAST LETTER TO THE FELLOWSHIP THE SA TRADITIONS

When I was asked if I wanted to share anything with the GDA, I thought about it and welcomed the opportunity. First, Iris and I ask God's richest blessing on all who have expressed concern and have offered prayer. We bless you. I love this very special fellowship of the Spirit, which on the personal relationship level can go so very deep as we "bear one another's burdens" and so fulfill the law of love. Thank you!

As far as my health is concerned, I am still being treated for a very aggressive cancer, and we don't know the outcome. The results are in God's hands. Never has "One day at a time" meant so much. The joyous victory in this trial is that the same One who broke through to me in lust recovery years ago is keeping me sober one fear and uncertainty at a time. It's a whole new program, and I'm asking that I not miss the blessing that's on the other side of this. "The Lord is good, and his mercy endures forever."

This personal trial for me is not unlike many we have encountered in the history of SA itself and will doubtless continue to encounter. The unique need and promise of our recovery-deliverance from the power of lust in all its forms-makes our "impossible" principles an easy target for compromise or questioning, especially from within SA itself, as our own history continues to reveal. Long before cancer actually appears, the body's cells can start going haywire if our immune system has been degraded. The immune system for Sexaholics Anonymous is our Twelve Traditions. Though they were discovered in the crucible of AA's experience, we find that we are continually tempted to disregard some of their early warning immune degradation indicators. They knock us in the head periodically and try to get our attention. That's how we're learning their truth for ourselves! The hard way. So I challenge you to continue discovering together and afresh, the deep import and relevance of that amazing trinity of SA Traditions—Traditions One, Three, and Twelve.

What constitutes SA unity, and why does personal recovery depend upon it? What are the implications of our requirement for membership—"the desire to stop lusting and become sexually sober"? What constitutes sexual sobriety, and what constitutes lust recovery? And how may we unwittingly be putting personalities before principle? How does all this tie in together? Yes, we're being tested here in all three. And we shall be tested! Let us examine ourselves honestly and often in the searchlight of the spirit of these time-tested realities.

Therefore stand! Stand on principle. Stay true to our historic and unique calling. Yes, it is unique. And don't be afraid of voices that would try to make this an "easier" program. I love this fellowship—with the whole history of its problems and adversity. God is doing for us what we could not do for ourselves. We are "more than conquerors" through him who loved us and called us into being for the glory of his grace.

Stand fast. Times may get tougher. Contend for the truth. Above all, let us be ready to offer, through our own personal lust recovery testimonies, what increasing thousands will need and seek. And above all, let us love one another in the truth. I believe a new beginning awaits us as we discover the impossible reality of lust recovery under God and humble ourselves before him so he can pour out his blessing on those who suffer.

I thank you for your lives and service. May God bless you all. Be blessed and be a blessing as you work together this week and in time to come.

26 June 2009

The Twelve Traditions of A.A.

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous, except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the 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 A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the 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, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

The Twelve Traditions of SA

1. Our common welfare should come first; personal recovery depends upon SA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop lusting and become sexually sober.
4. Each group should be autonomous except in matters affecting other groups or Sexaholics Anonymous as a whole.
5. Each group has but one primary purpose—to carry its message to the sexaholic who still suffers.
6. An SA group ought never endorse, finance, or lend the SA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every SA group ought to be fully self-supporting, declining outside contributions.
8. Sexaholics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. SA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Sexaholics Anonymous has no opinion on outside issues; hence the SA 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, films, and television.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

CHAPTER 2 STATEMENT OF PRINCIPLE

SEXAHOLICS ANONYMOUS STATEMENT OF PRINCIPLE

We have a solution. We don't claim it's for everybody, but for us, it works. If you identify with us and think you may share our problem, we'd like to share our solution with you (*Sexaholics Anonymous*, 2).

In defining sobriety, we do not speak for those outside Sexaholics Anonymous. We can only speak for ourselves. Thus, for the married sexaholic, sexual sobriety means having no form of sex with self or with persons other than the spouse. In SA's sobriety definition, the term "spouse" refers to one's partner in a marriage between a man and a woman. For the unmarried sexaholic, sexual sobriety means freedom from sex of any kind. And for all of us, single and married alike, sexual sobriety also includes progressive victory over lust (*Sexaholics Anonymous*, 191-192).

The only requirement for SA membership is a desire to stop lusting and become sexually sober according to the SA sobriety definition.

Any two or more sexaholics gathered together for SA sobriety according to the SA sobriety definition may call themselves an SA group.

Meetings that do not adhere to and follow Sexaholics Anonymous' sobriety statement as set forth in the foregoing Statement of Principle adopted by the General Delegate Assembly in 2010 are not SA meetings and shall not call themselves SA meetings.

CHAPTER 3

INTRODUCTION TO GENERAL SERVICE

The Twelve Steps, Traditions, and Concepts of Sexaholics Anonymous are adapted from Alcoholics Anonymous and provide each member with a framework for service.

3 Early in the history of SA (*Beginnings . . . Notes on the Origin and Early Growth of SA*), it was established that the least amount of organization necessary for the functioning of SA would be a guiding principle (Tradition Nine). SA has adopted the A.A. principle that each member involved in service and those elected to positions of responsibility are designated as trusted servants without any governing authority (Tradition Two). An inverted pyramid of accountability (see Chapter 17, page 1) would be the foundation on which service is built. When issues arise, final authority always rests in the collective group conscience of the fellowship. A group conscience can be defined as the will of those present at any meeting of the fellowship. When doubt and indecision are apparent, the international group conscience always prevails.

What Can a Newcomer Do To Get Involved in Service?

Much of what follows is the result of a group conscience that asked the above question and was seeking answers as to how the group and Intergroup might carry the message more effectively to the newcomer. Experience has shown us that doing many of these things will assist the newcomer in establishing a new simple life style which focuses on a desire to stop lusting. Using service as a tool of recovery helps in the removal of obsessive thinking by focusing outside oneself.

Some suggestions for service follow:

Early Days

- Stay sober.
- Join a home group.
- Attend meetings regularly.
- Work the Steps.
- Set out and put away literature before and after a meeting.
- Obtain telephone numbers and call someone instead of acting out.
- Get a sponsor. Give a sponsor an opportunity for service, too!
- Anniversary Meetings—volunteer to set up, breakdown, and cleanup after.
- Attend marathons, help setup and cleanup; prepare and serve food.
- Walk up to an unfamiliar face and introduce yourself.
- Arrive at meetings early for fellowship and participate in fellowship after meetings.
- Attend International conventions; meet other newcomers.

Progressive Victory

- Work the Steps.
- Chair a meeting.
- Chair a month of meetings.
- Support meetings with low attendance.

- Attend business meetings.
- Become secretary and/or literature supplier for a local group.
- Participate in prison/institutional service commitments.
- Repeat all of the Early Days suggestions.

Continuing the Work

- Work the Steps.
- Become Treasurer
- Serve as chair of an annual fellowship function.
- Sponsor others.
- Attend Intergroup meetings.
- Volunteer for telephone service.
- Lead a meeting at marathons, speaker jams, and international conferences.
- Become an Intergroup representative.
- Carry the message—contacting helping professionals.
- Learn about the Twelve Traditions and Twelve Concepts.
- Attend regional meetings.
- Read *Essay* newsletter.
- Write articles for *Essay* and other SA publications.
- Chair Intergroup committees.
- Become a long-distance sponsor by phone or email.
- Sponsor an inmate through the Twelve Steps by using the Sponsor-by-Mail program.
- Host a meeting in an institution.
- Repeat previous suggestions.

All of the above suggestions are options that can be carried out on a daily basis for all members. An addict often faces challenges with focus. Choose carefully—but choose!

What Forum Is Necessary to Address Matters Affecting SA as a Whole?

Members often ask: Why is a service structure necessary? When business meetings are held with power-driven arguments and pointless discussion, members ask, “What is the purpose of this meeting? I have more important things to spend my time on.” Others will assert that the home group, after all, is the final authority for decisions affecting SA. The informed group conscience, in particular, is a well-established principle for important decisions. In subsequent meetings, or when a member wishes to call for a group conscience, any decision made by group conscience may be deliberated again and reconsidered. The important principle is to invite the Higher Power to help the group make wise decisions and to provide that every opinion and point of view will be heard.

Why then is it necessary to pursue a process that can be painful and time consuming? It is vital to maintain a communications network in order to achieve unity guided by the First Tradition and to be effective in our singleness of purpose carrying the message to the still suffering sexaholic. Without this, the distribution of literature, planning of marathons, overseeing correctional facility meetings, and maintaining phone lines for reaching out to the newcomer will frequently be abandoned. These and other services are lifelines to recovery for many. Experience has shown us that the recovering sexaholic needs to be willing to give back in order to sustain long-term sobriety.

From the beginning it was difficult to answer the thousands of inquiries from the 1981 *Dear Abby* article. Early on it was necessary to establish a service structure to further communication among members and to respond to the inquiring public at large. Thus a Central Office and secretarial help were engaged as soon as the Seventh Tradition made it feasible.

Why Should We Go to the Trouble of Nominations and Elections?

After all, this kind of work requires oversight and considerable expense. When governing structures are established, do they not further the ego and self-centeredness that brought us to the point of despair? In fact the opposite can be true. Leadership that trusts “a loving God as he expresses himself in our group conscience” (Tradition Two) can plan, communicate, discuss, and even have heated debate. Such leadership can provide opportunities for the collective expression of the fellowship. It can also help deflate the ego and teach humility. Tradition One asserts that we must hear the collective wisdom of the membership; then we need to elect leaders to act on our behalf (“Leadership in A.A.: Ever a Vital Need,” *The A.A. Service Manual [A.A.S.M.]* 38-43).

What Kind of Leaders is SA Seeking?

Twelfth Step work is important. We recognize that half-measures avail us nothing. We need the entire Fellowship of recovering sexaholics with a collection of diverse talents, to serve. Balance is our objective. Long-term sobriety for our leaders is a primary prerequisite. We are also looking for those with peace of mind, demonstrated humility, and intuition. Recovery is about progressive victory over lust. We seek those whose “dedication, stability, vision and special skills” will willingly undertake every service assignment (“Vital Need,” *A.A.S.M.* 39).

How Can Each SA Carry the Message?

Without sobriety we have nothing. The primary purpose of every SA group is to carry the message to the “still suffering.” We must carry our message in order to secure our continued sobriety and recovery, and we can only carry what we have to others (“A Vision for You,” AA 164).

We can practice the Twelfth Step from the first day of sobriety. We get involved. We attend meetings on time. We set up for meetings. We clean up after meetings. We welcome newcomers. We provide phone numbers. We join a group. We participate in fellowship. We attend workshops, marathons, and conventions. We attend Intergroup and regional meetings. We sit on planning meetings, offer helpful ideas, and help execute the decisions of the group.

There is something every member can do to help the group succeed in its primary purpose. We hope that you will find something in this manual helpful to you. We welcome your participation in the fellowship.

CHAPTER 4

THE SPIRITUALITY OF SERVICE

In Sexaholics Anonymous, as in all Twelve Step fellowships, service and recovery go hand in hand. Indeed, service on behalf of the Fellowship is recovery in action.

Most SA members first experience the benefits of service in their home group, where we begin our personal journey in recovery. Our first interactions are likely to be with fellow SA members who are performing some aspect of service—the one who answers our phone call, greeters who meet us at the door, members who facilitate meetings, give lead shares, collect donations, offer us Program literature, and of course, the one who offers to be our temporary sponsor.

We pull up a chair and join the circle. The first reading we hear usually is the SA Purpose, which is really a synopsis of our Twelve Traditions. Thus in one gulp, we are exposed to a number of spiritual principles—unity, equality, responsibility. We learn we are part of a larger Fellowship, that the primary purpose of our association is to help one another solve a common problem we couldn't solve alone, and that to preserve our Fellowship we must carry the message of our recovery to sexaholics still in their addiction. We learn there is but one requirement for membership—a desire to stop lusting and become sexually sober—but that requirement applies to all, regardless of how long we've been attending. We learn we are self-supporting, that the time and effort we devote to service counts as much as our financial contributions.

Our sponsors tell us to go to meetings, and perhaps find us a service position, such as greeter or coffee maker, in our home group. Our Fellowship, we discover, sits on a “Three-legged Stool,” each leg representing one of the three legacies of Sexaholics Anonymous: Recovery, Unity, and Service. Without Service, the stool teeters on two legs; with it, the stool is steady and grounded.

Absent an honest attempt to work all Steps, under the direction of a sponsor, the effectiveness of our service work is considerably diminished. “But obviously you cannot transmit something you haven't got” (AA 164). Thus we begin our journey through the Steps, and often we find that our journey of service keeps pace with our Step work. In Step Three, we decide that henceforth a Higher Power shall be our Director. In Steps Four and Five, we dig down to uncover our defects, and admit them to our sponsor and our Higher Power. In Steps Six and Seven, we become ready to turn over our defects to God. In Steps Eight and Nine, we try to right our wrongs, reconnecting with the world outside our Fellowship. Step Ten teaches us the value of continued inventory, and gives us the ability to see and admit when we're wrong. In Step Eleven, we seek to improve our contact with God, praying for knowledge of his will for us and for the power to carry it out.

It is in Step Twelve that we join hands with our Third Legacy: Service. Service offers us the opportunity to work with others, in a spirit of unselfishness and love, toward achieving our primary goal: to carry the message of our recovery to the sexaholic who still suffers (Tradition Five). To attract new members, we work through our groups and Intergroups, reaching out to other Twelve Step fellowships, to helping professionals, prison officials, places of worship. We tell our stories in meetings. We send out mailings that share essential information about our Program.

Performing service can be challenging, especially since we have lived lives dominated by various forms of selfishness. But once we start, the benefits we experience can be immediate and profound. Service gives our lives a new sense of purpose and meaning, which we might call a

spiritual awakening. In time, we find that we too can give up some of our ego-drive and become part of a community in recovery.

Through service, we develop the ability to surrender our own selfish will in the interest of the group. We learn obedience to spiritual principles. It is by performing service that we come to a deeper understanding of the message we carry. When we are elected to positions of responsibility in our Fellowship—becoming known as a “trusted servant”—we are granted an opportunity to advance in spiritual maturity. We begin to see service to the Fellowship as a spiritual practice, guided by a loving God as He may express Himself in our group conscience.

As we look at leadership through a spiritual lens, and practice it with humility, we see that it provides countless opportunities to learn more about ourselves—our strengths and weaknesses—and how we work with others, both inside and outside the Fellowship. We have the chance to practice patience and listen to people with whom we may disagree, yet who we know may have something we need to hear. These are invaluable lessons. And they are only the beginning. Service means working for and with members who have different stories, life experiences, hopes, fears, and expectations, all to help fulfill a primary purpose that binds us together. Best of all, we see how God works in us and in the Fellowship to help us adhere to the spiritual principles set out in the Twelve Traditions and Twelve Concepts.

Before SA came to be, a member of AA, a self-styled “sex-drunk” began to speak openly of his desire to stop lusting and become sexually sober. It wasn’t a message that most people wanted to hear. “We all have sex problems,” they told him. “If sex is troublesome, throw yourself all the harder into helping other alcoholics.” But some did identify with him, and in time, these new “sexaholics” began to hold meetings of their own. They shared their stories face-to-face, in writing and on the phone. Where previously their only options were to act out their obsession or suppress it with white-knuckle willpower, together they discovered there was a Third Option—surrender to a Higher Power (SA 84).

Thus SA was born. Service, which had been a spiritual principle, now became a matter of survival. And so it remains. We have learned that we can’t recover in isolation. Through service, we become grateful for one another—first for those who have served us, and then for the opportunity to serve others. We thank God for service—for the blessing of service received and for the fruits of service given.

The “spiritual awakening” promised in Step Twelve propels us to “carry the message to sexaholics”—to serve others. In service, we reach out to do the work of SA, to help the newcomer, and to preserve and maintain the structure that enables our recovery. However, if we act from ego-lust—for applause, recognition, or an illusion of power—we have lost the spirit of service. We have left God out of the process. What we have forgotten is anonymity, “the spiritual foundation of all our Traditions.”

As the “spiritual foundation,” anonymity is the principle whereby self is subordinated to the good of the whole. In this, anonymity becomes the fruit of our recovery from sexaholism: “...we turned more and more away from our isolating obsession with sex and self, and turned to God and others” (SA 61).

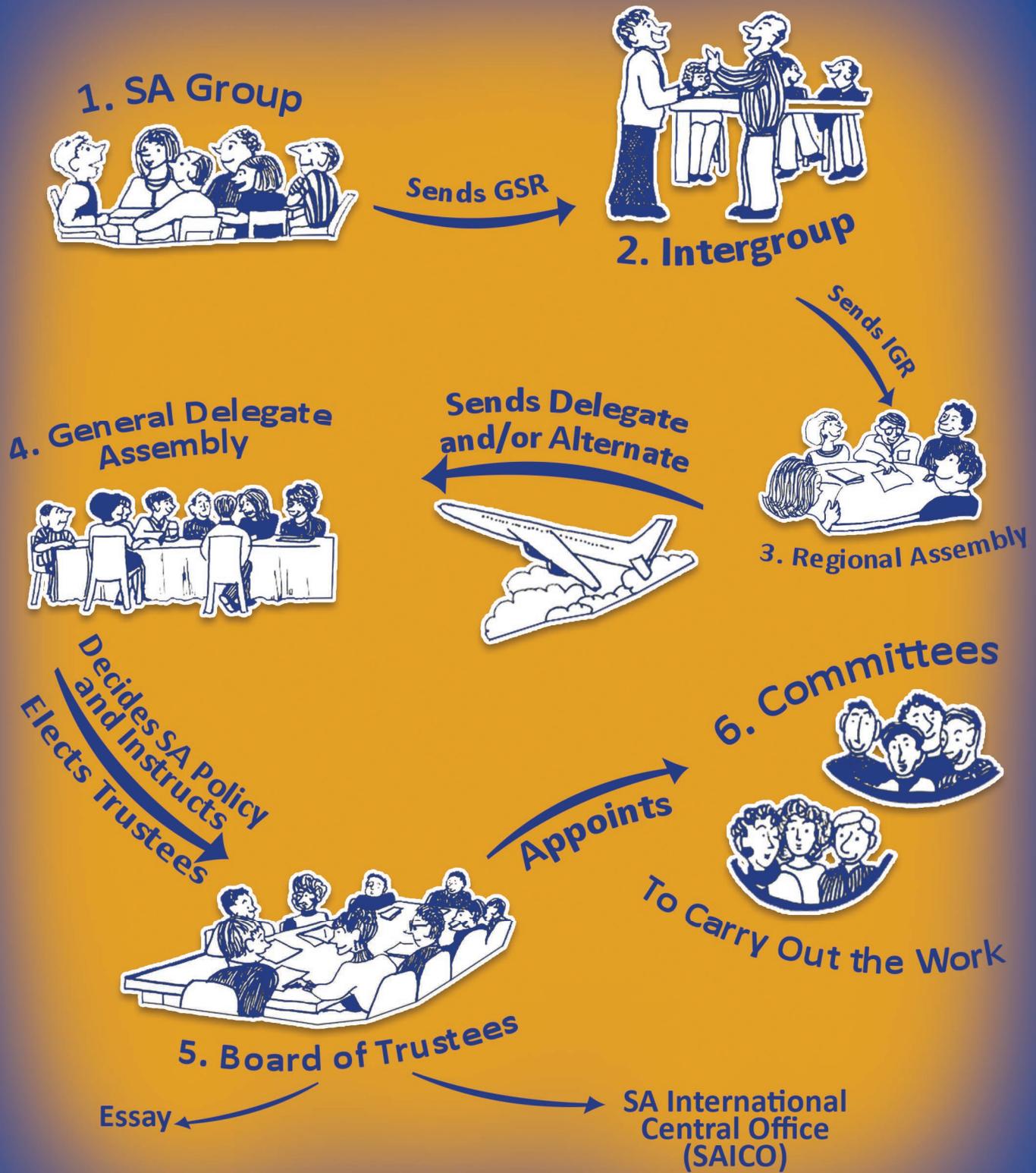
Love is the key and Step Twelve shows the way. In Step Twelve, we “took the actions of love to improve our relations with others” (SA 145). When love inspires service, the polarity changes from self-centered to God-centered. We are doing whatever it is for God, out of gratitude for what we’ve been given; for our fellows, surrendering the demand to get anything back from them. This is the essence of anonymity. Now service becomes spiritual, and leads us to increasing spiritual growth, once we take ourselves and our ambition out of the process. “We were learning how to give, and the measure we

gave was the measure we got back.” (SA 62) We do our best, relinquishing the right to reward or recognition, and leave the results up to God.

Finally, we are enabled, by the grace of God, to carry the idea of service into all our affairs: practicing it first with the suffering sexaholic, then in our work lives and in the lives of our recovering families as well. Thus our relations with others enter a whole new dimension. We become servants of a Higher Power, and our service enters a spiritual realm. As we continue to practice these spiritual principles in our lives, we become a sign of God’s saving grace to others. Through carrying the message in service, we see the words of the Third Step Prayer become real, as victory over our defects bears witness to those we would help of God’s great Power, Love, and Way of Life. Armed with the principles of our Steps, Traditions, and Concepts, we become partners in the great enterprise: Victory over sexaholism by the grace of God.

CHAPTER 5
SA'S SERVICE STRUCTURE GRAPHIC

5



CHAPTER 6

THE GROUP AND ITS REPRESENTATIVE TO THE INTERGROUP (GSR)

The primary purpose of an SA group is “to carry its message to the sexaholic who still suffers” (Tradition 5). Traditionally, as with AA, any two or more sexaholics meeting for purposes of sexual sobriety by following the SA program may consider themselves an SA group, provided that as a group they have no affiliation with any outside enterprise or other fellowship and receive no outside support (SA 173).

For most of us in SA, our home meeting or group is where we discover sobriety and recovery. It is the meeting that feels like home.

The home group is also where we first learn to give back to others through service. Service at the group level connects us with our fellow members and expresses our gratitude for recovery. As we say in SA, “Service is gratitude in action.”

Becoming a member of a group carries the responsibility of service to the group. In fact, the Secretary may make that connection explicit by announcing: “In this group, being a home group member means that you attend on a regular basis, take a service position, and attend the monthly business meeting.” Service positions are usually rotated every six months or yearly.

To foster and maintain SA unity, it is recommended that all group trusted servants support and believe the SA sobriety definition.

The group conscience determines the length of sobriety needed for voting at the business meetings (SA 182). Many groups require members to have 30 days sobriety in order to vote.

The group decides what trusted servants it needs. It may expand the list of service positions as its membership increases, summarized below (SA 174-176).

Trusted servants may include:

1. Secretary

- Is responsible for starting the meeting on time. Leads the meeting or delegates this office.
- Acts as liaison between the group and the landlord of the facility in which the meeting is held, or delegates a responsible member of the group to this role.
- Reports changes of meeting place, time, etc., to Intergroup Meeting List Coordinator. Where there is no Intergroup, reports changes to SAICO.
- Acts as default Group Service Representative (GSR) to Intergroup when no GSR is available.
- Calls regular business or group conscience meetings, usually once a month. Leads the meeting or delegates this office.
- Ensures information on upcoming SA conferences and events is available to the group.

2. Treasurer

- Passes the collection baskets at meetings and records income.
- Keeps group funds secure.
- Ensures that rent or agreed donations to the facilities in which the meeting is held are paid on time.
- Pays all groups expenses, including coffee, refreshments, sobriety chips, etc.
- Makes a financial report to the group at the monthly business meeting.
- Sends group contributions to Intergroup, Regional Assembly, and SAICO.

3. Literature Coordinator
 - Maintains a well-stocked literature table at every meeting.
 - Sells books, pamphlets etc., to members.
 - Orders literature as needed from SAICO and SA Publications.
 - Prepares a report for the monthly business meeting.
4. Sobriety Chip Coordinator
 - Offers chips for SA milestones.
 - Replenishes stock as needed.
 - Reports at the monthly business meeting.
5. Recording Secretary
 - Takes notes at monthly business meetings.
 - Prepares minutes for distribution at next business meeting.
 - Keeps an archive of minutes so that they may be consulted as needed.
6. Meeting List Coordinator
 - Keeps a list of voluntary contact information for home group members, including sobriety dates if desired.
7. Refreshment Coordinator
 - Arrives early to make coffee or tea for the group.
 - Provides refreshments and cakes for home group anniversaries.
 - Replenishes stock as needed.
 - Reports at the monthly business meeting.
8. Audio Librarian
 - Responsible for quality recordings of meetings agreed by the group.
 - Makes recordings available to members.
 - Keeps an archive of recorded talks.
9. Essay Representative
 - Maintains group subscription of Essay magazine.
 - Makes copies for distribution to the group.
 - Encourages members to submit articles to Essay.
 - Reports at monthly business meeting.
10. Greeters
 - Welcome members at the door. A standard greeting is, “Welcome to SA!”
 - Introduce newcomers to the other members.
 - Invite newcomers to have coffee, peruse the literature table, etc.

The Group Service Representative to the Intergroup (GSR)

The Group Service Representative (GSR) is the primary link between the home group and the SA Service Structure. The GSR connects the group first to the Intergroup, and then through the Intergroup Representative to the Regional Assembly, and through the General Assembly Delegate to the General Delegate Assembly.

The GSR represents the group conscience of the home group at the Intergroup meeting, and brings back information from the Intergroup to the group. This two-way communication is essential to the formation of an informed group conscience.

In SA's service structure, each meeting is represented at the Intergroup level with one GSR, and each GSR gets one vote. However, if a group meets several times a week at the same location with many of the same members, the members may elect one GSR to represent all the meetings of the group. In such cases, local Intergroups determine which representative will vote.

Qualifications of the Group Service Representative (GSR)

- Possesses the sobriety requirement and length of term to serve as GSR are determined by the group; a minimum of six months' sobriety is recommended. To foster and maintain SA unity, it is recommended that the Group Service Representative (GSR) sent to the Intergroup support and believe the SA sobriety definition.
- Attends home group meetings regularly. It is recommended that a candidate be a member of the group for at least six months before serving as GSR, and have given prior service at the group level.
- Has a working knowledge of the Twelve Traditions and their applications in group affairs.
- Has the confidence of the group, and can keep an open mind regarding differing points of view.

Duties of a Group Service Representative (GSR) to the Intergroup

- Attends Intergroup meetings, usually on a monthly basis.
- Represents conscience of the group at Intergroup meetings.
- Gives report of Intergroup meeting at the regular business meeting of the group.
- Keeps informed of issues that affect the group, Intergroup, Region and the international Fellowship.
- Is willing to accept an Intergroup service position.

Term and Method of Election for a Group Service Representative (GSR)

Most groups elect GSRs for a period of six months to a year. This honors the principle of rotation of leadership. However, any member may attend Intergroup meetings, even if not currently serving as GSR, in order to stay informed about issues and to continue to be of service on the Intergroup level.

In some groups, members volunteer for service positions at the annual or semi-annual rotation meeting. Alternatively, candidates may be nominated for a position and voted in by the group. "The group conscience determines the length of sexual sobriety required before a member can vote at a meeting" (SA 182).

For more information about group conscience meetings, see "Group Conscience Meetings and the Twelve Traditions" and "What's a Group Conscience?" in *Discovering the Principles*.

CHAPTER 7

THE INTERGROUP AND ITS REPRESENTATIVE (IGR)

In SA, the Intergroup is composed of representatives—Group Service Representatives (GSR)—from all the meetings in a local area. Intergroups may be all the groups in a defined metropolitan area, or may include groups from neighboring towns and areas as well. Intergroups meet on a regular basis, usually monthly, or at some predetermined time.

Some meetings find themselves geographically isolated from other meetings. They may choose to associate with an Intergroup in their Region in order to receive and send information about their group even when they can't send a GSR to Intergroup meetings.

Purpose of the Intergroup

In general, the Intergroup seeks both the knowledge of God's will for the Fellowship in all its deliberations and the power to carry it out. Its one ultimate authority is a loving God as He may express Himself in its group conscience. As at all levels of service in SA, Intergroup leaders are but trusted servants; they do not govern. (Tradition Two).

The Intergroup carries out the mandate of Tradition One: "Our common welfare should come first; personal recovery depends on SA unity." The Intergroup thus has the dual aim of fostering the recovery of its members and promoting unity among the groups.

Role of the Intergroup

- Facilitates communication among member groups.
- Assists in starting new meetings.
- Monitors and funds the local telephone hotline and website referral system.
- Purchases and distributes SA literature to the member groups.
- Sends financial contributions to the Regional Assembly and SAICO.
- Oversees the maintenance and distribution of the local meeting list or directory.
- Sponsors conferences, marathon meetings, Step workshops, and retreats.
- Provides a forum for meetings to share ideas for strengthening recovery.

Intergroup Trusted Servants

Groups elect representatives to all Intergroup positions for a length of time determined by the Intergroup. A yearly rotation is recommended. Sobriety requirements for service positions are determined by the Intergroup. To foster and maintain SA unity, it is recommended that all Intergroup trusted servants support and believe the SA sobriety definition.

An Intergroup that is just starting may need only three Trusted Servants: Chair, Recording Secretary, and Treasurer. Intergroups which represent a number of groups usually need more structure. Following is a list of positions and responsibilities associated with Intergroup service:

1. Chair
 - Sets the agenda, using the input of the GSRs.
 - Facilitates the meeting.
 - Develops a working knowledge of Roberts Rules of Order; knowledge of Robert's Rules is not a requirement for eligibility, however.
 - When a vote is required, calls for motion and second, allows time for discussion, then calls the vote.
 - Shares information and announces events to members via Intergroup Online E-mail Group, or by other appropriate means.

2. Recording Secretary
 - Takes notes during the meeting and records any motions and votes taken.
 - Presents written minutes at the start of every meeting for approval by the group.
 - Keeps an archive of minutes, group conscience decisions, and action items and has them available for reference.
 - Maintains a contact list of current GSRs and their service positions. This list, made available to all the groups, contains contact information so that all Trusted Servants are directly accessible to the groups.
3. Treasurer
 - Receives and makes record of donations from groups.
 - Pays rent and other bills, including website expenses, phone bills, and printing costs for directories and flyers announcing Intergroup events.
 - Makes donations to Regional Assembly and SAICO.
 - Maintains a record of all transactions and accounts for all monies in a written monthly report.
4. Literature Coordinator
 - Orders literature and maintains inventory of SA materials.
 - Sells literature to individual autonomous groups.
 - Updates group order form to include new SA literature.
 - Keeps records of sales and orders.
 - Submits written monthly report to Intergroup.
5. Meeting List Coordinator
 - Keeps the local meeting list or directory up to date.
 - Makes copies and distributes to autonomous groups.
 - Keeps SAICO advised of new meetings and changes to meeting information.
6. Phone Line Coordinator
 - Retrieves messages promptly from telephone answering service and distributes referrals.
 - Maintains a referral list of sober members who are authorized to return calls received on the hotline. (A recommended requirement to perform Twelfth-Step work, such as returning calls from inquirers, is six months' sobriety and completion of Step Five with a sponsor.)
 - Makes monthly report to Intergroup.
7. Webmaster
 - Maintains and updates the local website.
 - If the site has an email feature, answers all referrals promptly or refers them to designated members.
 - Ensures that the local website meets all anonymity requirements and is linked to the SAICO website, adhering to the SAICO linking policy.

8. Online Group Manager
 - Establishes online email group and invites all those currently attending meetings in the area to join.
 - Includes participation agreement with all invitations, explaining guidelines for courtesy and anonymity.
 - Adds and removes members as necessary.
9. Public Information and Outreach Coordinator
 - Coordinates a committee to arrange Public Information (open) meetings, place public service announcements in local media, and send information to doctors, therapists, and treatment centers.
 - Makes monthly report to Intergroup.
10. Newsletter Editor
 - Gathers information from groups about upcoming speaker meetings, sobriety anniversaries, etc.
 - Solicits articles from members on recovery topics.
 - Edits approved content and designs monthly newsletter.
 - Reports Intergroup decisions and events.
 - Distributes copies of newsletter to groups.
11. Media Librarian
 - Under the direction of Intergroup, records speaker meetings, marathon meetings, and other Intergroup events.
 - Makes recordings available to autonomous groups.
 - Keeps an archive of Intergroup recordings.
 - Updates list of available recordings.
12. Correction Facilities Coordinator
 - Works with SA CFC to learn how best to interact with jails and prisons in area.
 - Finds members willing to be sponsors-by-mail.
 - Develops a committee to visit local inmates, where allowed.
 - Launches prison meetings where allowed or supports existing meetings.
 - Makes monthly report to Intergroup.
13. Archivist
 - Maintains archives of Intergroup documents.
 - Displays archives at Intergroup events.

The Intergroup Representative (IGR) to the Regional Assembly

The Intergroup Representative (IGR) to the Region represents the group conscience of the Intergroup at the regional level and also brings back information so that the Intergroup may be informed about items that affect the groups in the Intergroup, Region and SA as a whole.

Thus the IGR is a crucial link in the SA Service Structure. As the GSR (Group Service Rep) is the conduit from the group to the Intergroup, the IGR is the conduit from the Intergroup to the Regional

Assembly. GSRs bring concerns from their groups for discussion at the Intergroup; the Intergroup may then choose to bring those concerns to the Regional Assembly via the IGR.

Qualifications of an Intergroup Representative

The IGR should be an active member of SA who has experience with all forms of service at the group level. He or she should have a sponsor and have worked the 12 Steps. The candidate should also have a working knowledge of the Twelve Traditions, and be familiar with this manual and the Twelve Concepts for World Service.

NOTE: As the Delegate and Alternate Delegate often are chosen from among the IGRs, it is important that the Intergroup choose a Rep who adheres firmly to SA principles, and who has chosen SA sobriety as a way of life.

Sobriety Requirement

Although each Intergroup is free to send the representative it chooses, regions are free to set a minimum sobriety requirement for voting. To foster and maintain SA unity, it is recommended that the Intergroup Representative (IGR) sent to the Regional Assembly support and believe the SA sobriety definition.

Alternate IGR

The Intergroup may appoint an Alternate to assist the IGR, and to attend meetings of the Intergroup and Regional Assembly in place of the IGR. Requirements are the same as for IGR, both for sobriety and term of office. The Alternate may attend Regional Assembly meetings with the IGR, but may not vote if the IGR is present. Thus, each Intergroup has one vote in the Assembly.

It is suggested that the Intergroup appoint an Alternate in the second year of the IGR's term so that the new servant will have an opportunity to become familiar with the Regional Assembly and its members.

Term of Service

The suggested term of office is two years, but the Intergroup can send a new IGR or Alternate to the Regional Assembly whenever it wishes. The IGR may be appointed for a second term.

Duties of the Intergroup Representative (IGR) to the Region

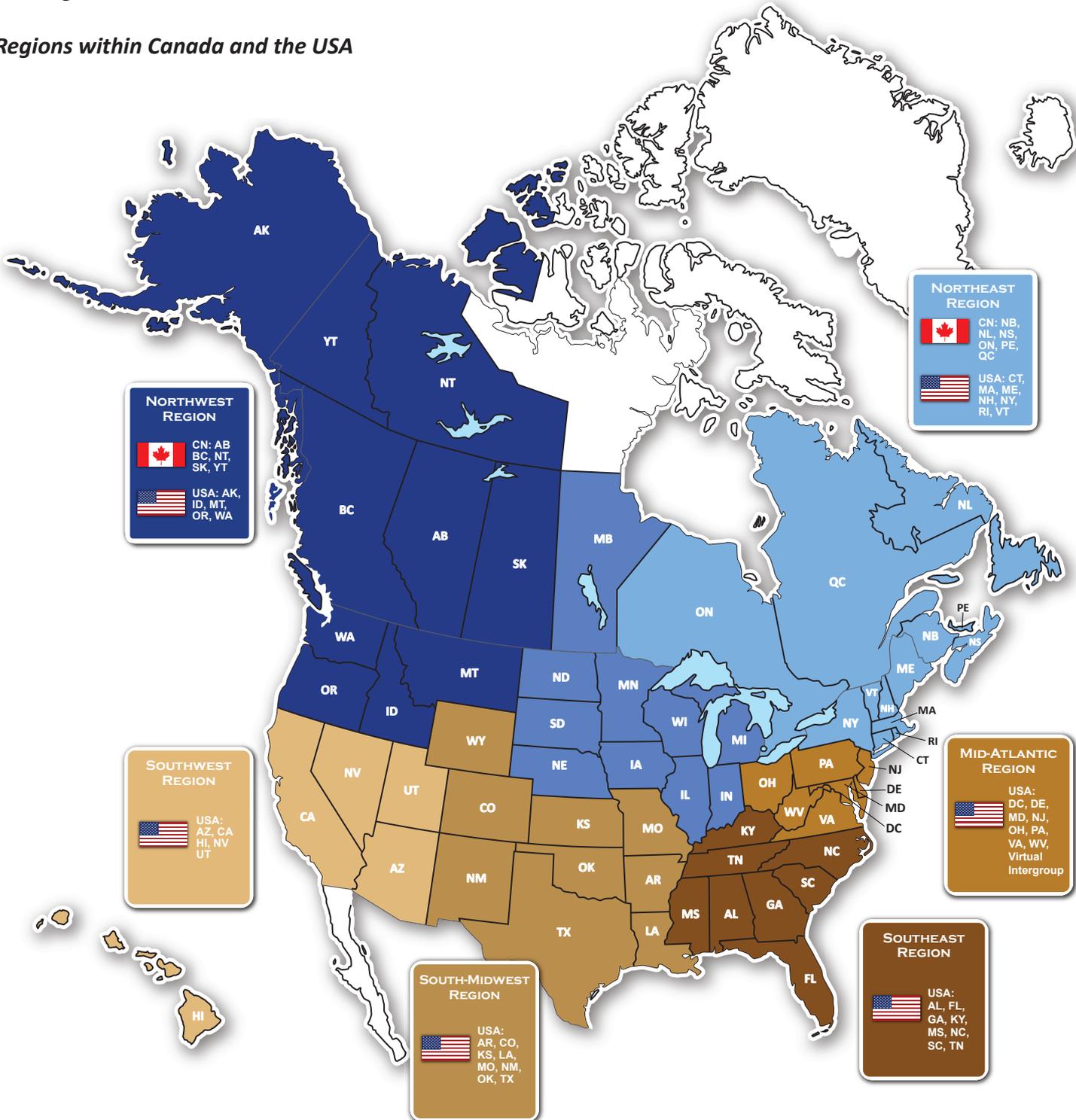
- Attends Intergroup meetings and keeps informed about the actions and decisions of the Intergroup.
- Brings concerns and motions from the Intergroup to the Regional Assembly.
- Attends all Regional Assembly meetings and gives an up-to-date report of Intergroup work and local meetings. If unable to attend, sends report ahead of time and finds an appropriate substitute unless Alternate attends.
- After Regional Assembly meetings, makes a thorough report to Intergroup of topics discussed and actions taken.
- Maintains a list of current group reps (GSRs) within their region, and forwards to them all communications from the Delegate and from SAICO.
- Works with the Alternate to acquaint him or her with the duties of the IGR.
- Is willing to accept a service position within the Regional Assembly: Chair, Recording Secretary, Treasurer, etc.
- Participates in the election of the Regional Delegate and Alternate Delegate.

CHAPTER 8 REGIONAL ASSEMBLY

Just as groups in a local area come together in an Intergroup to serve their area, so Intergroups come together to serve their Region and SA on the national and international level where the numbers of Intergroups warrant a Regional Assembly.

The Regions in SA are defined as follows:

Regions within Canada and the USA



Regions within Canada and the USA

- **Mid-Atlantic Region**

USA: The District of Columbia, Delaware, Maryland, New Jersey, Ohio, Pennsylvania, Virginia, West Virginia, Virtual Intergroup

- **Northeast Region**

USA: Connecticut, Massachusetts, Maine, New Hampshire, New York, Rhode Island, Vermont

Canada: New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Prince Edward Island, Quebec

- **North-Midwest Region**

USA: Iowa, Illinois, Indiana, Michigan, Minnesota, North Dakota, Nebraska, South Dakota, Wisconsin

Canada: Manitoba

- **Northwest Region**

USA: Alaska, Idaho, Montana, Oregon, Washington

Canada: Alberta, British Columbia, Northwest Territories, Saskatchewan, Yukon

- **Southeast Region**

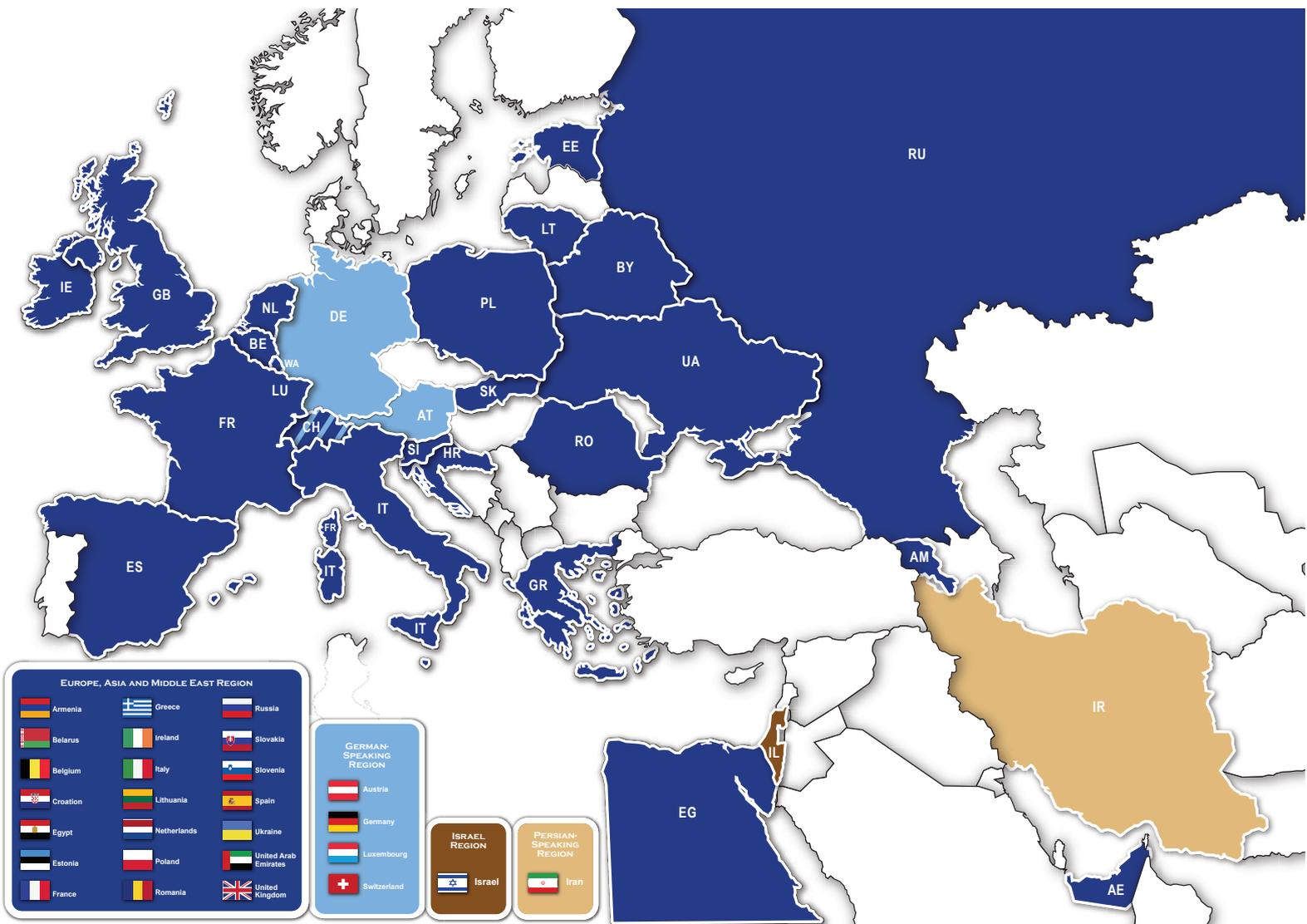
USA: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

- **South-Midwest Region**

USA: Arkansas, Colorado, Kansas, Louisiana, Missouri, New Mexico, Oklahoma, Texas, Wyoming

- **Southwest Region**

USA: Arizona, California, Hawaii, Nevada, Utah



Regions within Europe, Asia and Middle East

- **Europe and Middle East Region (EMER)**

Belgium (Flanders), Egypt, Finland, Ireland, Netherlands, Poland, Slovakia, Spain, United Kingdom

French speaking Intergroup (Meetings in Belgium/Wallonia, France, and Luxembourg),

Russian speaking Intergroup (Meetings in Belarus, Estonia, Russia, and Ukraine)

- **German Speaking Region:**

Austria, Germany, Luxembourg, Switzerland

- **Israel Region:**

Israel

- **Persian Speaking Region:**

Iran

Purpose of the Regional Assembly

The service provided at the regional level mirrors the service provided at the Intergroup level. Intergroup representatives come together periodically at a Regional Assembly in order to:

- Facilitate contact with SA—both for newcomers and for those members traveling or relocating—by helping Intergroups coordinate their phone and/or website referral systems.
- Communicate information about the status of the constituent Intergroups and develop a service relationship between IGRs.
- Sponsor events such as weekend conferences and retreats, Step study workshops and marathon days.
- Discuss concerns and solutions affecting the Region and SA as a whole and, if needed, bring motions to the General Delegate Assembly.
- Elect one or more* General Assembly Delegates (GAD) from the IGRs to represent the Region at the General Delegate Assembly (GDA).

*Each Region receives representation at the GDA level according to the number of meetings in the region. The constitution of the GDA may, from time to time, be altered to fit demographic and population concerns. Currently, each Region is entitled to one Assembly Delegate. A Region with 100-150 meetings may choose to have two Delegates. A Region with between 150-200 meetings may choose to have three Delegates, and so on, in increments of 50 meetings.

The Regional Assembly Meetings

Each Intergroup has representation at the regional level through its Intergroup Representative to the Region (IGR). While members are welcomed to attend and encouraged to participate in Regional Assembly meetings, the IGRs are the voting members of the Assembly. Regional responsibilities are usually divided among the IGRs and/or other participants in the Regional Assembly.

Duties of the Regional Assembly Officers

- An Intergroup Representative (IGR), General Assembly Delegate (GAD), or Alternate Assembly Delegate (AAD) may act as Chair of the Regional Assembly. The Chair sets the agenda using the input of the IGRs.
- A recording secretary takes notes during the meeting and records any motions and votes taken. Motions that are to be brought before the GDA are given to the GAD, as it is his or her responsibility to bring motions to the GDA. The secretary presents the last meeting's minutes to the Regional Assembly for their approval. The recording secretary also maintains a contact list of current and former GADs, AADs, and IGRs. This confidential list may contain phone numbers, addresses, and email for the purpose of continuing contact with the meetings.
- A treasurer collects donations from the Intergroups and pays any bills the Region may have. One responsibility of a regional treasury is to provide for travel-related expenses. The treasurer maintains a record of all transactions and accounts for all monies on a regular basis. The treasurer presents a report to the Region for its approval at each Regional Assembly.

Protocol for Creating New Regions in SA

New regions may be created when an Intergroup or a number of Intergroups have at least 50 SA meetings weekly in their area and request a desire to have a delegate at the GDA.

The splitting of existing regions that have a sufficient number of meetings, can be brought forward by existing Intergroups, if they are distinct enough and large enough to be considered a separate region.

The request will be presented to SAICO independently. The request will be forwarded to the Regional Assembly Committee (RAC) to formally review the request and seek feedback from other affected region(s). The RAC will then make a recommendation to the Trustees. The Trustees will review the recommendation and, if approved, forward it to the GDA with a recommendation that the new Region be recognized. A simple majority vote of the GDA is required for recognition. If the motion fails, the GDA chair will provide the affected Intergroups with specific recommendations and encourage them to resubmit their request after making the suggested changes.

Protocol for determining inactivity of a Region

8

A region is established to be an active, functioning and vital part of the service structure.

If the Chair of the GDA, after consulting with the RAC and BOT, determines that a region's representation at the GDA has become inactive, the GDA Chair should contact members within the region to express concern and encourage the region to again take an active role within the GDA.

The following questions may be used to determine inactivity:

- Do Intergroup representatives come together periodically (in person or by teleconference) at a Regional Assembly?
- Do the majority of Intergroups within the region have representation at the regional assembly through its Intergroup Representative to the Region (IGR)?
- Does the region have at least two designated Regional Assembly Officers (at a minimum both a Chair and a Treasurer of the Regional Assembly)?
- Does the region's General Assembly Delegate (GAD) elected by his or her Regional Assembly, actively fulfill a substantial portion of the duties listed for a GAD?

After a reasonable amount of time in which the region is no longer active within the GDA, it may be deemed "inactive" by a simple majority of the GDA.

Protocol for Inclusion in the SA Service Manual

Once the GDA recognizes the creation of an SA region, the changes to existing electronic documentation will be completed and posted to the SAICO website by the next GDA quarterly meeting/teleconference.

SOUTH AMERICA

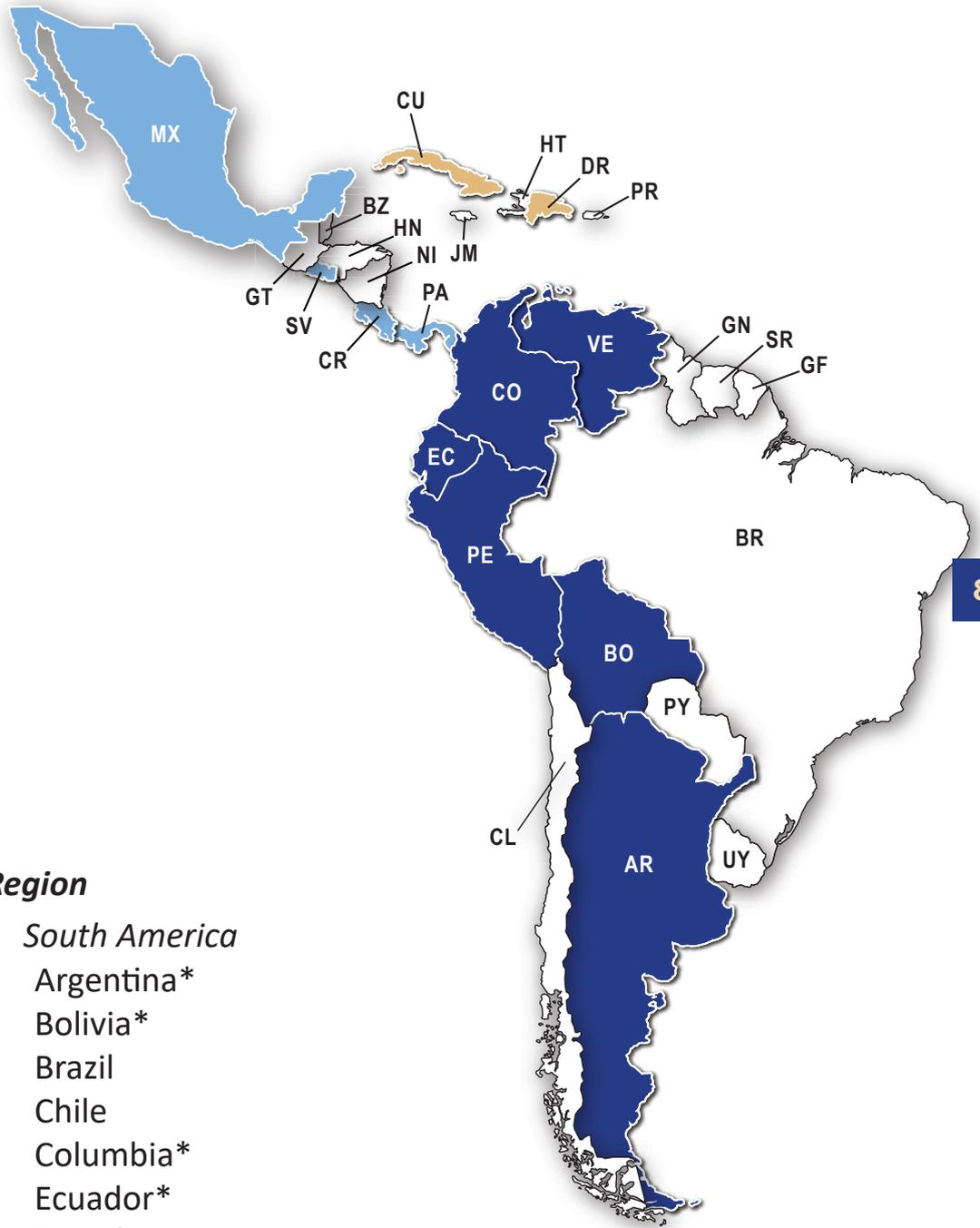
 Argentina*	 Guyana
 Bolivia*	 Paraguay
 Brazil	 Peru*
 Chile	 Suriname
 Colombia*	 Uruguay
 Ecuador*	 Venezuela*
 French Guiana	

CENTRAL AMERICA

 Belize	 Honduras
 Costa Rica*	 Mexico*
 El Salvador*	 Nicaragua
 Guatemala	 Panama*

CARIBBEAN

 Cuba*	 Haiti
 Dominican Republic*	 Puerto Rico



Latin America Region

Central America

- Belize
- Costa Rica*
- El Salvador*
- Guatemala
- Honduras
- Mexico*
- Nicaragua
- Panama*

Caribbean

- Cuba*
- Dominican Republic*
- Haiti
- Puerto Rico

South America

- Argentina*
- Bolivia*
- Brazil
- Chile
- Colombia*
- Ecuador*
- French Guiana
- Guyana
- Paraguay
- Peru*
- Suriname
- Uruguay
- Venezuela*

*Currently have active SA meetings as of July 2019.

CHAPTER 9

GENERAL ASSEMBLY DELEGATE (GAD)

The General Assembly Delegate (GAD) is an SA member with a minimum of five years' continuous SA sobriety and a background of service at all levels, who is elected or selected to represent the Region at the General Delegate Assembly. The responsibility of the General Assembly Delegate is to serve the worldwide Fellowship of SA. To foster and maintain SA unity it is recommended that Delegates sent to the General Delegate Assembly support and believe the SA sobriety definition.

Though the GAD votes on behalf of a certain Region, he or she does not represent the interests of that Region alone, but rather of the Fellowship as a whole. The GAD listens to all points of view during the deliberations of the Assembly, thoughtfully considers possible avenues of action, and votes in the best interest of the entire Fellowship.

In addition to meeting the sobriety requirements, the GAD is expected to have worked the Twelve Steps, be thoroughly familiar with the Twelve Traditions, and have the time and energy to serve at the international level. The GAD needs to be familiar with the principles of the Twelve Concepts of SA. GADs also need to study both the SA Service Manual and the AA Service Manual.

A Delegate will participate in the SA Fellowship at the group level, interact on a regular basis with a sponsor for the duration of his or her term of service, and sponsor other sexaholics.

The GAD is a conduit and is the primary medium through which information is passed from the members of the Region represented to the General Delegate Assembly and back to the region. The GAD's duties are ongoing. In addition to attendance at the Assembly, he or she is encouraged to travel throughout the Region attending service meetings at all levels and become a working member of at least two Trustee committees.

Duties of the General Assembly Delegate (GAD) & Alternate Assembly Delegate (AAD)

- Maintain contact with the Fellowship through attendance at Regional and, wherever possible, all other levels of service meetings.
- Attend the General Delegate Assembly fully informed and prepared.
- Prepare and distribute a report on the actions of the Assembly to the groups and Intergroups within the Region. Find out how the membership has responded to the content of these reports.
- Obtain information from the groups and Intergroups as requested by the GDA and report to the GDA.
- Visit groups and Intergroups and make every effort to attend regional events and business meetings so that contact can be made with those who might not otherwise be reached. The GAD needs to be able to explain the workings of the SA Service Structure to members and to help groups and Intergroups within the Region communicate with each other in any way possible.
- Take part as requested in GDA teleconferences and receive and respond in an appropriate and timely manner to items on the GDA list serve.
- Be the main point of contact for the Region by telephone, email, and letter.

- Provide leadership in the use and understanding of the Twelve Traditions and Twelve Concepts in dealing with local problems.
- Become a working member of at least two Trustee committees.
- Ensure that the Alternate Assembly Delegate (AAD) is kept fully informed and involved. The AAD may replace the GAD in his or her absence. After being trained, an AAD can step into the role of GAD if elected by the Region when the GAD completes a term of service.

Term of Office

The General Assembly Delegate term of office is three years. A GAD may be re-elected by his or her Region to serve an additional term of three years, for a maximum of six years.

Expenses

Although financing of GAD travel is primarily the responsibility of the region, some supplemental funding for GAD travel expenses is provided by SAICO on an as-needed basis. GADs submit receipts for expenses for reimbursements by SAICO.

Much of the funding for GAD travel to regional events comes from the local area hosting the event and from Regional funds. Traditionally, reimbursed GAD expenses can include registration, meals, hotel, and transportation. Alternate Assembly Delegates (AAD) are supported by their Regions.

Geographic Rotation within Region

Some Regions may choose to rotate the areas within their regions from which the GAD is elected. This helps avoid domination of leadership roles by areas with the largest SA populations. It also ensures that specific identities of the area (for example, different languages and cultures as in some international regions) are recognized and represented.

The Alternate Assembly Delegate (AAD)

The Alternate Assembly Delegate (AAD) becomes familiar with the roles and responsibilities of the General Assembly Delegate (GAD) and assists the GAD in the performance of the duties of a GAD. To foster and maintain SA unity, it is recommended that Alternate Delegates sent to the General Delegate Assembly support and believe the SA sobriety definition. The AAD may attend the General Delegate Assembly and Regional Assembly. It is helpful training for an Alternate (AAD) to be able to attend Assembly meetings, either face-to-face, or by teleconference. He or she may be invited to participate in the deliberations, the hearing of reports, and committee work. When both Delegate and Alternate are present, the Alternate may speak to a motion but may not vote.

Service as an Alternate (AAD) is invaluable preparation for the post of Delegate (GAD), and it is recommended that the Alternate start his or her term at least one year in advance of serving as a GAD to maximize continuity and experience. Many regions acknowledge the valuable assistance of an Alternate Assembly Delegate and may provide some of the AAD's traveling expenses incurred while working for the region.

GAD and AAD Orientation

An Orientation session is generally scheduled at the beginning of each General Delegate Assembly. Delegates (GAD) and Alternate Delegates (AAD) receive necessary information about the General Delegate Assembly and the SA service structure. Suggested reading for this session is the SA Service Manual, with particular emphasis on the Twelve Concepts of SA.

Reporting to the Fellowship

Reporting back to the groups and Intergroups on the actions and deliberations of the General Delegate Assembly is a vital part of the GAD's role. A comprehensive report of the GAD's experience of the Assembly is one of the main ways in which a communication channel is established between the General Delegate Assembly and the Fellowship.

Writing the report, however, is only one part of the GAD's job. He or she will also ensure that the report reaches everyone in the Region. This can be expedited by distributing the report at face-to-face encounters during regional, Intergroup, and/or group meetings—allowing for questions, immediate clarification, and discussion. Distribution of the report via email makes it available to the most isolated loners in the Region and guarantees a wider distribution.

9

Suggested Information for New Delegates and Alternates

Welcome to your first General Delegate Assembly! To enjoy and participate fully in the meetings, good preparation is essential. Following are some suggestions that may be helpful to you:

1. Reports and Documents in preparation for the Assembly
 - The agendas, documents, motions, and reports that will be discussed at the upcoming convention will be posted on the GDA website (conventions are filed by date). Please study these before you arrive at the convention. Other forms of distribution are available by request from SAICO.
 - If you have a laptop computer or other portable device, bring it with you so that you can access these files as needed. Otherwise, you will need to print these files and bring them with you in a folder or binder in order to refer to them during the discussion. (Some files may be added at the last minute; usually however, these will be printed and passed out at the meeting.)
 - If you are the only Delegate from your region, you will need to prepare and deliver a Regional Report to the Assembly. You can add this report to the website before the meeting, or bring copies to share.
 - Familiarize yourself with the SA Service Manual (bring it with you if possible), with special attention to the section on Robert's Rules of Order.
2. Tips for Travel
 - Hotel reservations: Since available rooms can fill up quickly, make your reservation as early as you can; immediately after the previous convention if possible. Be sure to ask for the special convention rate.

- Check in early: Unless you live near the convention site, it is suggested that you arrive and check in at the hotel the evening before, to be prepared for the first session the next morning. Since the business meetings can be long and exhausting, getting a good night's sleep beforehand is a good idea.
- Attire: We strive for modesty and good taste in attire, out of consideration for others. As Delegates, and as the representatives for our Regions, we model sober attire and behavior.

3. Spiritual Preparation

- Prayer: As mentioned above, the sessions can be tiring and emotionally draining. It is recommended that you be faithful to your routine of prayer and meditation during the GDA meetings in order to allow the Higher Power to direct our group conscience. Some members always make sure they bring with them the contact information of their sponsors and service sponsors, or of program friends they contact regularly.

4. Service Sponsor

- It is very helpful for the new Delegate to have someone to talk to during the discussions. The Senior Delegate from your Region is the logical person for this. If your region has no other Delegate, ask your Alternate Delegate to attend the sessions with you. If there is no one else available from your region, you can ask the GDA Chair to recommend a service sponsor.

CHAPTER 10

GENERAL DELEGATE ASSEMBLY (GDA)

The General Delegate Assembly (GDA) provides policy guidelines for the Fellowship as a whole. In deference to the inverted pyramid and the Twelfth Tradition, the deliberations of the GDA give direction to the SA Board of Trustees, who carry out its assignments. The specific process for the effective functioning of the GDA is spelled out in the Bylaws of SA (Appendix B).

The Bylaws, Article II, specify that the GDA is the policy-making body of SA. The General Assembly Delegates meet at least annually, face-to-face, or by teleconference, list serve, or any other means determined by the General Assembly Delegates. The GDA is the active voice and effective conscience of the Fellowship. It discusses and votes on issues of concern to SA as a whole.

The GDA also nominates, interviews, and elects the members of the Board of Trustees. It carries out service work on a Fellowship-wide level through the Board of Trustees and the International Trustee Committees.

A majority of the GDA constitutes a quorum. The Assembly uses Robert's Rules Motions Guide (Appendix A). While substantial unanimity (two-thirds of those present) is preferred, a vote of a majority of GAD's present at a meeting is necessary to approve a motion.

Any member of the Fellowship may attend a session of the General Delegate Assembly. The Assembly seats new Delegates at the beginning of every session and determines who else may speak, who may participate, and who may vote.

The Chair of the GDA will accept motions from the regions for the agenda from the floor; however motions that are received at least sixty days prior to the meeting receive precedence. Motions as additional items are added to the end of the agenda and discussed on a time available basis, or referred to committee, or to another Assembly. The Chair sets the agenda in accordance with established procedure. The agenda, with supporting documentation, is circulated to the GADs prior to the meeting of the GDA.

Election of General Delegate Assembly Chair and Vice-Chair

Timing and eligibility

The election of the Chair and/or Vice-Chair normally takes place at the final Assembly at which the outgoing officer(s) is/are serving. Should an election be necessary as a result of a mid-term resignation, the election takes place at the first meeting of the Assembly following the resignation.

Nominees are typically, though not necessarily, Delegates who are also serving a region. A nominee may also be a former Delegate or Trustee or another member the Delegates elect to the position. The term of office for Chair and Vice-chair is two years, with eligibility to be re-elected for one additional term.

The Election Process

Nominations for the vacant post(s) are invited from the floor and seconded. Each nominee is asked whether he or she accepts the nomination. Although there are no official guidelines for choosing nominees, Delegates are ever mindful of the leadership qualities as expressed in the AA Service Manual article: Leadership in AA: Ever a Vital Need, and are encouraged to let these guide them in their choice of nominees.

Following the nominations, nominees may be questioned individually by the Assembly so that all Delegates are fully aware of the skills and qualities of each nominee and his or her suitability for the job ahead. The nominees are then requested to leave the room so that the Assembly can deliberate further in confidence.

Once deliberations are completed, the election for the vacant post(s) is carried out by an anonymous ballot. The nominated person is voted in by a simple majority. In the event of a draw, the Assembly may further deliberate before voting until a candidate is elected.

CHAPTER 11

BOARD OF TRUSTEES

Sexaholic and Non-Sexaholic Trustees

A sexaholic Trustee candidate will be a member of SA who has a love of service, relevant real-life skills, and a willingness to take on a four-year commitment to an unpaid, part-time position for the benefit of the SA Fellowship.

A non-sexaholic Trustee candidate will be a friend of SA, have a good understanding of Twelve Step programs, be convinced of the positive aspects and potential for recovery from sex addiction using the SA Twelve Step program, and be willing to uphold both the principles and the policies of the Fellowship of SA, while providing experience from their own life skills.

What Does a Trustee Do?

In accordance with the principle of the Inverted Pyramid, the groups are the ultimate authority of SA. In order to conduct SA business, the Fellowship delegates authority to the General Assembly Delegate. The General Delegate Assembly, in turn, delegates administrative tasks to the Trustees and their committees. This means that the Board of Trustees takes direction and is answerable to the General Delegate Assembly, which in turn is answerable to the SA Fellowship as a whole.

The Board of Trustees is responsible for the day-to-day administration of SAICO. In effect, the Trustees oversee the running of Central Office, ensuring that SAICO is compliant with all laws and regulations governing non-profit organizations. The Trustees have the legal and practical responsibility for complying with governmental responsibilities, such as audits and tax reports. The Trustees have a responsibility to act prudently, in good faith, using sound judgment about the business concerns of the SA Fellowship. This necessitates an awareness of events and issues that may affect the Fellowship. It is the responsibility of the Board of Trustees to manage the assets of the Fellowship wisely, including practicing sound financial principles. Each decision is thoroughly deliberated and considered in order to avoid any adverse consequences that could affect SA as a whole.

The Trustees meet face-to-face twice yearly for a full day of business, usually prior to the conventions. In addition, they meet monthly by teleconference. The Trustees also attend all meetings of the General Delegate Assembly.

Qualifications for Trustees

Sobriety

An active member of Sexaholics Anonymous will have at least five years' continuous SA sobriety.

SA Service

All types of service experience are helpful when considering service at the international level. A good grasp on the Twelve Concepts is required. This experience may include sponsoring others in SA, answering the information hotline, serving at group, Intergroup or regional level, at local or regional retreats, or serving as Group Service Representative (GSR), Intergroup Representative (IGR), Alternate Area Delegate (AAD), General Assembly Delegate (GAD), or other past SA committee experience.

Life Experience

Past and present professional experience can be a valuable asset in service to the Fellowship. Good communication and organizational skills, dependability, the ability to set goals and complete projects are likewise desirable qualities. Other specialized experience, such as in law, finance, accounting, managerial, volunteer, board or other corporate experience add to the qualifications of a candidate, especially a non-sexaholic Trustee.

Knowledge of the Service Structure of SA

Trustee candidates need to have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and an understanding of the SA Service Structure. The key is a willingness to serve at the international level.

Sponsorship

In addition to active participation in the SA Fellowship at the group level, a sexaholic Trustee is expected to be interacting on a regular basis with a sponsor for the duration of his or her term of service.

Availability

The position of Trustee calls for a significant time requirement for the four-year term of office. Responsibilities include attendance at the annual meeting of the Board of Trustees (as required in the Bylaws), other face-to-face meetings as deemed necessary, teleconferences, and actively participating in at least two Trustee committees and attendance at all General Delegate Assembly meetings.

Expenses

A Trustee, in effect, takes on a part-time, unpaid position for four years. Therefore, reasonable expenses incurred while serving as a Trustee are compensated. Such expenses include phone, supplies, and travel expenses. Trustee expenses are reimbursed by presenting receipts to SAICO.

Application Process

The Trustee candidate will complete an interview file, consisting of:

- A letter of recommendation
- A service resume
- A completed questionnaire

Letter of Recommendation

- For an SA member, this will come from the Intergroup, confirming that the candidate is an active member, and attesting to their record of service.
- For a non-sexaholic, this letter is submitted by an SA member who has known the candidate personally for a period of years or by an SA group or Intergroup.

Service Resume

For an SA member, this will list service performed at the group, Intergroup, regional, and international levels. It highlights areas of life experience that would be useful in service on the Board.

For a non-sexaholic, this outlines areas of life experience that would be useful in service on the Board.

For both, it includes all contact information: phone, cell, office, email, SMS, etc.

Application

Sexaholic candidates will affirm they have at least five years' continuous SA sobriety and a willingness to serve.

Non-sexaholic candidates will explain their experience with Twelve Step programs and their desire to serve SA.

All applicants are asked to affirm that they have time available for the job.

Questionnaire, service resume, and letter of recommendation are sent directly to SAICO to be forwarded to the Nominations Committee for consideration.

The packets for approved candidates are forwarded to the Board of Trustees for consideration. The Trustees consider the qualifications of each candidate in relation to the requirements of the Board. The Board conducts interviews with candidates either by telephone or in person.

The Trustees send nomination packets for approved nominees to the Delegates with a recommendation for election. Based on this recommendation, the Delegates interview, evaluate and elect Trustees to the Board.

11

Term of Office

Trustees are elected to a four-year term. Trustees serve one term only; they cannot be reelected. The General Delegate Assembly will annually discuss and determine whether to affirm each Trustee for another year of service. The Bylaws, Article III, contain detailed information about Trustee qualifications, election, and duties.

CHAPTER 12

TRUSTEE COMMITTEES

In accordance with Tradition Nine, which states: “SA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve,” this section addresses Trustee Committees, which exist to serve the Fellowship by administering the policies and decisions of the General Delegate Assembly. However, much of the material in this section can be used at all levels of the Fellowship; group, Intergroup, and Regional Assembly—wherever SA members cooperate to do the work of the Fellowship in a spirit of mutual respect, and to create a spiritual atmosphere which allows the voice of the Higher Power to speak through the Group Conscience (Tradition 2).

1. *Qualifications for Service*

- Any SA member with the required amount of SA sobriety for that committee and a desire to serve is eligible to apply to serve on a Trustee committee. Service experience at any level is desirable.

2. *Application Process*

The interested party sends a completed application to SAICO, which passes it on to the Committee Chair (cf. application form at the end of this section).

The application states:

- Why you want to become a member of this committee?
- What qualifications you bring to this service?
- Service resume, especially where relevant to the committee.
- Are you willing to support the SA sobriety definition in all of your actions as a member of this committee?
- Are you working the SA 12 Step program with a sponsor?
- Sobriety Date

3. *Committee Consulted*

- If there is an opening on the committee, the Chair circulates the completed application to the other members. At the next scheduled meeting, the Chair or another member proposes the applicant. If the committee agrees, the applicant is invited to join and the Board of Trustees is notified.

4. *Electing the Committee Chair*

- When a new committee is constituted, its Chair is appointed by the Trustee Chair. In the case of an existing committee, the Chair is proposed from the current members by the other members. Nominees for Chair may be interviewed anew by the committee; the discussion recorded in the meeting minutes. The Board may interview the nominee before deciding to approve. The new Chair is subject to the approval of the Chair of the Board of Trustees.

5. Role of the Committee Chair

- Among other duties, the committee Chair is expected to set the spiritual tone for the committee, and strives to observe the highest standards of ethics and fairness. As the Meeting Guidelines state, “Leaders of meetings are servants of that meeting. They don’t ‘carry’ the meeting; they merely facilitate it” (SA 188). In the same way, the Chair is the servant of the committee, and merely facilitates its meetings and its function.

6. Duties of the Committee Chair

- The Chair presents a meeting agenda to all participants for approval prior to each meeting.
- Leads the meetings. A good meeting starts and ends at the appointed time. During deliberations, a tone of mutual respect for all participants should always be maintained.
- At appropriate points during deliberations, the Chair may call for a motion, a second, and a vote. Other committee members also may call for votes on issues during meetings. The Chair may vote on the committee for the duration of his or her term.
- Makes timely written reports to the Board and the Assembly. Normally this summary of the committee’s efforts is submitted ahead of time to each committee member for comments and feedback.
- Presents new applicants to the committee for approval.

How Committees Work

12

Each committee is formed when a task is assigned via a transmittal from the Trustees. Committees, utilizing the Twelve Concepts, have considerable latitude to decide how, when, and by what means they will accomplish the task assigned. Committees are encouraged to study the objectives of the task in good faith. If, after study, the requirements of the task seem unfeasible, they will report that to the Board of Trustees asking that the task be redefined or reassigned.

Each committee sets its own parameters for membership. Specific guidelines for sobriety, talents, or abilities may be part of the guidelines. For instance, the Legal Committee may decide that only lawyers should be on the committee. The exception is that one General Assembly Delegate (or Alternate) and one Trustee serves on every committee. While they may lack knowledge in some committee function, their duty is to act as a liaison to the Assembly and the Board. A GAD or a Trustee is not required to chair a committee, but they may serve in any capacity helpful to the committee, as well as reporting to the Board and GDA. Having a Trustee and a GAD on a committee does not relieve the Chair of the responsibility to report committee progress on a task to the Board and the GDA.

Suggested Guidelines for Completing an Assigned Task

The Trustee Chair makes assignments to the Committee Chair using the Transmittal document and procedure (page 33). Tasks are explained in detail so that the Committee Chair is satisfied that whoever is asked to work on the project will understand what the committee is expected to do.

Using a Transmittal, the Committee Chair will notify the Trustee chair of other members of the committee. Each member is informed of the objectives and is asked for a commitment to complete

the task. Each committee appoints a secretary who will take minutes and send a copy of minutes to each committee member, SAICO, and the Board of Trustees. The Committee Chair prepares a written report for the Trustees and the Assembly on a quarterly basis, using the transmittal process to inform the Board and the Fellowship of progress or lack of progress on assigned tasks. These reports help the Delegates to stay informed about the work done by committees for the fellowship of SA. The use of these Transmittal Sheets helps improve communication between all parts of the service structure.

At the first committee meeting after receiving an assignment, members review the assignment and set objectives to complete all tasks. This may include setting a timeframe for each objective. Under the direction of the Chair, the committee will determine by group conscience how best to accomplish the goals and when and how to meet. Meetings can be face-to-face or by teleconference. A copy of the goals and objectives are to be sent to SAICO via transmittal.

Any member who misses three meetings in a row, or who finds that he or she cannot complete the task, may be excused from the committee. A replacement can be sought to handle that portion of the task. The Committee Chair is responsible for seeing that the timetable is adhered to, or altered, if needed, and for all communications with the Board Chair and SAICO.

Trustee / GDA Committees Communication Procedure Protocol

For Committees

Name of Committee:	Date:	
--------------------	-------	--

Mission Statement:	
--------------------	--

Chair of Committee:	
---------------------	--

How does this committee meet?	Face-to-Face	Phone	Email	Other
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Reporting Requirements

Who does this committee report back to and when?

BOT Chair	Yes	No	Quarterly	Monthly	Other
GDA Chair	Yes	No	Quarterly	Monthly	Other
GDA	Yes	No	Quarterly	Monthly	Other
Other	Yes	No	Quarterly	Monthly	Other

Names and contact information of all members of the committee

	Name	Phone	Email
Trustee Member			
GDA Member			
Fellowship Members			
Other Members			

A written report, along with attendance (with approved minutes if available) must be submitted by this committee to the Chair and vice-chair of the Board of Trustees, the Chair and Vice-Chair of the General Delegate Assembly, SAICO, or other entity as necessary, of any action or inaction on a quarterly basis no less than four weeks prior to the quarterly meeting of the General Delegate Assembly. This form must be submitted by the committee chair to the Board chair for inclusion at the July face to face meeting of the General Delegate Assembly with follow up as prescribed above

For Board of Trustees

1. Actions, as well as non-actions, by the Trustees regarding Committee or Assembly requests, reports and any other documentation shall be communicated in writing by the Chair of the Trustees to the Committee Chair, GDA Chair or Delegate within four weeks of said action or non action.
2. Minutes of all Trustee meetings, once approved, shall be provided to all Delegates, Alternate Delegates and Committee Chairs by email.

In the spirit of unity and communication within the SA fellowship, we encourage both the Board and the committees to keep in regular contact. One-way communication often leads to resentment and discourse within the fellowship. We carry the message of Recovery to the Sexaholic through unity.

SA Transmittal Cover Sheet for Trustee/GDA Committees
~SAMPLE~

From:	Board of Trustees
By:	Chair
To:	Committee Chair
Date:	
Subject:	Committee Assignment

Discussion / Background

The General Delegate Assembly has adopted this form to help with tracking of committee/Trustee communications and action items.

The Trustees will use this form any time that your committee is assigned a new task, or whenever the directions for your task are altered, or to inform you of Assembly decisions that affect your committee.

Every committee will return this form to the Board with progress reports, minutes of the committee, and documents that explain the committee recommendations or complete the task. Reports are done quarterly or as often as needed in accomplishing the task assigned. These reports make it much easier for the Delegate to stay informed about the work done by committees for the fellowship of SA.

The use of these Transmittal Sheets will help improve the communication between all parts of the Service Structure.

Requested Action:

“Your First committee report – your committee name”. Send the following information:

- Chair
- Voting members
- Other participating members who do not vote, assistants, helpers, members with a special role
- Committee mission statement
- Progress on assigned task

<i>Date Received:</i>	<i>Status / Action Taken:</i>	
<i>In this section the committee is advised of Trustee and Assembly actions.</i>		

All transmittals reports with attached minutes and documents are routed to SAICO, who will send copies to the officers of the Board and the Assembly. Send electronic version to: saico@sa.org

APPLICATION for Service on Trustee Committee

Name:

Committee:

Why do you want to become a member of this committee?

What special qualifications do you bring to it? (List areas of experience and expertise.)

What relevant SA service work have you done? (Use back of paper if desired.)

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Are you willing to support the SA sobriety definition in all of your actions as a member of this committee?

Are you working the 12 Steps of the SA program with a sponsor?

What is your Sobriety Date?

Date of application:

I certify that the information above is true and accurate. I have read the section in the SA Service Manual entitled "Trustee Committees." I understand that if there is no opening at present on the committee named above, my application may be referred to another committee.

Signature

Printed Name

CHAPTER 13

COMMITTEE MISSION STATEMENTS

Central Office Management Committee (COMC)

The Central Office Management Committee (COMC), reporting to the Board of Trustees and the General Delegate Assembly, has the mission to provide managerial oversight and assistance to the SA International Central Office (SAICO—see Chapter 15) whose special workers are assigned tasks, as directed by the Fellowship, which cannot be effectively performed by members or groups. This assists the Fellowship to fulfill SA's mission: "Each group has but one primary purpose—to carry its message to the sexaholic who still suffers."

Finance Committee

The mission of the Finance Committee is:

- To oversee the financial affairs of SA; in particular, to ensure that the Fellowship adheres to the Seventh Tradition in remaining self-supporting through member contributions.
- To assist SAICO, as required, in matters dealing with outside accountants, preparation of financial documents and statements, tax returns and filing and related financial matters.
- Assist SAICO, as needed, in arranging for credit transactions and other financial services.
- To prepare annual budgets and financial projections.
- To undertake special projects as requested by the Board of Trustees.
- To alert the fellowship through the Board of Trustees of concerns of a financial nature that could affect the fellowship of SA. This could include, if necessary, examination of all financial records of SAICO.

Hospitals and Institutions (H&I)

The mission of the Hospitals and Institutions Committee is to carry the message of recovery from sexaholism to people in hospitals, treatment centers, rehabilitation centers, and to helping professionals. We do this by holding meetings, distributing approved multimedia materials and approved literature, and handing out meeting schedules.

H & I meetings are not regular SA group meetings and are held under the direction of the H & I Committee. An H & I meeting lasts about an hour and the format is similar to a newcomer's meeting. The SA panel leader and panel members briefly share what they were like, what happened, and what they are like now, keeping in mind that those attending may or may not be sexaholics. Time is left at the end of the meeting for a question and answer session.

Information Technology Committee

The mission of the Information Technology Committee is to:

- Design and maintain the SA website.
- Provide inquirers with information about Sexaholics Anonymous.
- Provide potential new members with contact information for meetings whenever and wherever possible.

International Committee

The mission of the SA International Committee is to facilitate the development of SA Groups, Intergroups and Regions outside the USA and Canada by:

- Maintaining contact with loners and connecting them with other members and resources.
- Encouraging the translation of SA literature into other languages.
- Maintaining contact with and information about each SA community overseas.
- Providing materials, sponsors and support for SA Meeting, IG and Region start-ups.
- Managing international contact lists for those seeking sponsorship or support.
- Maintaining a directory of volunteers undertaking international work.
- Co-coordinating the activities of all involved in international work.
- Responding to such international inquiries that SAICO is unable to fulfill.

Translation Committee

The mission of the SA Translation Committee is to approve the translations of SA literature, making sure that the translation is faithful to the original, especially concerning the sobriety definition and assisting in the translation when needed. After approving the translation, the committee grants permission to publish using SAICO and SA Literature permission forms. The goal is to support and encourage the spread of SA in all languages.

Legal Committee

The mission of the Legal Committee is to advise the Trustees on legal matters that affect the Fellowship. If necessary, the committee is authorized to engage the professional services of outside law firms.

Literature Committee (LITCOM)

The mission of the Literature Committee is to serve the Fellowship in the following ways:

- Review proposed literature for fellowship-wide distribution and publication.
- Develop new literature as directed by the General Delegate Assembly and the Board of Trustees.
- Make recommendations to the General Delegate Assembly and the Board of Trustees concerning published and printed material.
- Maintain a consistency of purpose and objective in the development of new literature that adheres to the SA sobriety definition, in accordance with the Twelve Steps, Traditions, and Concepts of SA.

Nominations Committee

The mission of the Nominations Committee is to serve the Fellowship by identifying, recruiting, screening, interviewing and recommending candidates for the Board of Trustees. In addition, the committee seeks qualified candidates for committee chairs at the request of the Trustee Chair.

Public Information Committee (PI)

The Public Information Committee serves the SA Fellowship in the following ways:

- Seeks ways to bring the Sexaholics Anonymous program and story of recovery to all who suffer from sex and lust addiction.
- Works in concert with the other committees to further public information about our program.
- Develops material for distribution to the public as requested by the Fellowship.
- Providing guidance for the Fellowship in reaching out to the public in their respective areas.
- Raising awareness in the SA Fellowship that when speaking publicly we limit ourselves in subject matter to Sexaholics Anonymous and its recovery program.

Regional Alignment Committee (RAC)

The mission of the RAC is:

- To keep track, with reasonable accuracy, of the numbers of SA groups and Intergroups, and to report the figures to the GDA and the Board of Trustees. This census was first accomplished in 2000.
- To make recommendations regarding the establishment of new regions and the restructuring of existing regions, if appropriate. All proposed changes to Regions will rise from the Regions and be ratified by the regions.

SA Corrections Facility Committee (SACFC)

The mission of the SA Correctional Facilities Committee (SACFC) is to carry the SA message to incarcerated sexaholics. This is achieved by:

- Providing SA literature free of charge to inmates and correctional facilities as appropriate.
- Overseeing the Sponsor by Mail program.
- Supporting SA meetings in prisons.
- Providing meeting and other appropriate information to inmates upon their release.

SA International Convention Committee (SAICC)

The mission of the SAICC is to select sites to host international conventions. Our desire and hope is to gain and provide insight into the numerous, monumental tasks associated with the facilitation of an International Convention.

- In addition, by keeping a list of helpful documents and by sharing the experience of those who have hosted past conventions, the committee is to be of assistance to any area in SA that would like to host an SA International Convention.
- Sites are chosen from a list of Intergroups and areas that request in advance to be a site by completing a Formal Site Selection Bid Submission to Host an International Convention. An offer to be considered as the site for an international convention contains the preferred dates (second or third weekend of Jan or July) and an assurance S-Anon has been offered the opportunity to participate.

- The assistance, experience, and cooperation of S-Anon International Family Groups are invaluable and recommended.
- The bid is sent to SAICO and forwarded to the SAICC Chair. The chair acknowledges each bid.
- The announcement of a site is generally made by phone, email, mail, and/or fax. The announcement is also made at each International Convention.
- Locations that are not selected may be considered for another time.

Service Structure Committee (SSC)

The mission of the Service Structure Committee is:

- To provide the Board of Trustees with analysis and recommendations regarding SA organizational issues. This is done by utilizing the group conscience according to the Twelve Steps, Twelve Traditions, and Twelve Concepts of SA.
- To develop and write the SA Service Manual. Once the Manual is in place, the committee will review and recommend revisions to the Service Manual as changes to the SA service structure warrant.

SA Internet Marathon (SIM) Committee

The mission of the SA Internet Marathon Committee is: to carry the message to the still suffering lust addict by the appropriate use of information technology.

SA Archives and History Committee

The mission of the SA Archives and History Committee is to preserve the history of SA, to document the memories of our members and make this information accessible to SA members and other researchers to provide a context for understanding of SA's progression, principles, and traditions. Consistent with SA's primary purpose of maintaining our sobriety and helping other sexaholics achieve recovery, the Archives of Sexaholics Anonymous will:

- Receive all relevant material at SAICO to be classified and indexed by the committee, such as administrative files, records, and correspondence created by the Fellowship,
- Hold and preserve such material at SAICO as overseen by the committee;
- Recommend guidelines for the access to these materials for members of SA and others who may have a valid need for access;
- Coordinate with KIPT on Roy K's collection of literary works and artifacts considered to have historical importance to the Fellowship of SA;
- Promote knowledge and understanding of the origins, goals, and program of Sexaholics Anonymous.
- Provide information services to assist the operations of Sexaholics Anonymous.

CHAPTER 14

INTERNATIONAL CONVENTIONS

The Purpose of the International Conventions

- Support individual and group recovery through encouraging the working of the Steps and sharing other tools of recovery.
- Provide opportunities for and encouraging fellowship.
- Structure topical workshops such as: Tools of recovery, Step work, Traditions, and Concepts.
- To foster and maintain SA unity, it is recommended that SA host committee members and speakers support and believe the SA sobriety definition as well as promote unity and cooperation throughout the SA and S-Anon Fellowships by sharing Experience, Strength, and Hope.
- Provide opportunities for service.
- Present information on the service structure of the SA Fellowship through the venue of SA Today.

Members Share Their Experience

- Working on the convention was a tremendous spiritual experience for us. We cannot thank God enough for the opportunity to serve with such great people on the committee. The participants' response was an overwhelming affirmation of God at work.
- One of the first tasks was to develop a theme for the convention. The theme gave shape to the convention and focus to the Program Committee. With a name, it became a reality.
- Several members stepped forward right at the beginning. Each committee chair was given autonomy as to what they saw would serve the attendees best (Concept Three). This power was vital in order to give each committee the power and responsibility they needed to get their task accomplished. Each committee did its own research and developed a plan of action, including a timetable. We let go of individual ego and felt the warmth of unity develop. When we didn't agree, we discovered the wisdom of group conscience on major decisions.
- We met monthly at first, more frequently as the time of the convention drew nearer. Each meeting started with a prayer and a brief check in. It helped us focus on the primary purpose of the convention.
- Doing service was one of the greatest spiritual experiences for me. It got me out of myself and let me do God's will. Trusting all the committees to do their tasks was such a great spiritual experience for me. The "Letting go and letting God work through them" concept.

The Convention Bid

Pre-Bid Planning for

Hosting/Sponsoring an SA International Convention

Formal Site Selection Bid Submission Information

The decision to propose and facilitate an International Convention is at once exciting, frightening, spiritual, and challenging, yet SIMPLE. Both SA and S-Anon fellowships bring differing points of

views, attitudes, and behaviors, which complement and strengthen bonds between fellowships which may suffer from similar character defects. The SA Convention and S-Anon Convention are two separate conventions which blend our common interests (solutions) in an effort to provide both fellowships an economy of scale in the challenges of task management for facilitating the event.

General

Using our differing points of view will bring strength, hope, joy, and spiritual tools as our foundation. The solution is “to pick up the simple kit of spiritual tools laid at our feet.” Using the Third Step prayer as a “WE” prayer during this process will give your Intergroup direction, and you will know if you want to take on this challenging and rewarding experience.

Doing service work can be one of the greatest experiences for your individual and group recovery and serenity. Remembering this is God’s convention; by surrendering to Him, doing more praying and meditating than planning, God will provide the answers you need.

Each Intergroup that has the capability should have the willingness to discuss hosting/sponsoring an International Convention. Once each group has discussed this opportunity, your intergroup can make an informed decision to host such a spiritual event.

Suggested Steps in Coordinating Bid Submissions:

- *Discuss hosting in your Intergroup and individual meetings*
 - o What would it take for our Intergroup to facilitate one?
 - o Interest?
 - o Willingness?
 - o How do S-Anon resources complement ours?
 - o Do we have convention seed money from previous events?
 - o Have we provided for what we would do in case of shortfall in expenses?
 - o Faith in our Higher Power to provide?
 - o Reviewed all Pre-Bid Planning Documents?
 - o Number of local SA Meetings per week?
 - o Do we have enough individuals to provide service on the committees?
 - o Before deciding, have each Intergroup Rep take it to the individual groups for discussion and decision.
 - o Do we have groups outside our area that would be willing to assist in this convention?
 - o What Speaker Meetings, retreats, one-day marathons, other Intergroup-sponsored events have you hosted in the last two to four years?
 - o Has our Intergroup hosted a convention before? When?

- *Discuss with S-Anon Intergroup?*
 - o Has the Intergroup Chair or Rep discussed facilitating a convention with them?
 - o Are they willing to work with you in this endeavor?
 - o Should no S-Anon Intergroup be active or no groups are willing to facilitate, we may still decide to host a convention.

- *Decide as an Intergroup with your local S-Anon Inter-group to host a convention? If not, explain.*
 - o Have decided to co-facilitate a convention.
 - o Both Intergroups agreed to cover any financial shortfalls?
 - o Proposed city for convention?
 - o What town/area?
 - o How close is the airport to where you would host the convention?
 - o Do we prefer January or July? Would we consider either month?

- *Decide as an Intergroup to follow the SAICC Guidelines*
 - o On finding a hotel, letting SAICC negotiate the contract with the committee's assistance and your group's needs. Hotel coordination/negotiation is vital to our fellowship in meeting the needs of attendees.
 - o Review our topics and speakers with SAICC. Meeting breakout topics should avoid confrontational and outside issues.
 - o The person from the SAICC is a suggested service sponsor during this process and can be valuable in the process.

- *Willing to use SAICC online registration website*
 - o Specifically created for hosting a convention.
 - o Ability to tailor convention name, email address, and include all needs for the convention.
 - o Registration and payment with a credit card is available online.

- *Willing to create a budget and a complete financial report for SAICC.*
 - o Each committee has an estimated budget they decide on. This is a work in progress; however this is a beginning for knowing how to set your registration cost.
 - o Opening one checking account to receive and disburse moneys for the convention. Keep 3 separate sub-accounts for SA, S-Anon, and for combined fellowships. Past conventions have suggestions and templates.
 - o Host city has \$2,000 seed money available from SAICC. This is reimbursed to SAICC/SAICO before the proceeds are distributed between the two fellowships.

The Committee Structure needs chairs for each committee, such as registration, program and hospitality, among others. The chair of each committee shares the work with other committee members. All committee chairs are co-chairs with the S-Anon chairs. Keep in mind this is a cooperative WE program!

REMEMBER: This is only the beginning of a very spiritual experience.
For a formal bid submission form, request one from the SAICC or SAICO.

CHAPTER 15

ESSAY

Essay Oversight and Managerial Guidelines

Essay Mission and Vision The mission of *Essay* is to serve as a source of information, experience, strength and hope to sexaholics, both inside and outside the rooms of Sexaholics Anonymous.

Our vision is to provide a high-quality “meeting in print” that gathers together members from around the world. It can serve as a portable “extra meeting” especially for loners and for members who don’t have access to many meetings. In addition, *Essay* serves as an outreach tool to carry the message to those who have not yet found SA.

We strive to include a mix of stories and shares from a wide variety of members, including men and women, prisoners, and international members. In addition, *Essay* provides Fellowship announcements and information on subjects such as new meetings, Fellowship events, and our service structure. We hope that all of the articles we publish will offer useful information and provide experience, strength, and hope to all who suffer from the disease of sexaholism.

Fellowship activities such as International conventions, regional events and local events appear in the Calendar section. Each issue has a theme and various sections to share sexaholic stories and practical tools. In addition to letters and group news, *Essay* prints short, edited articles written by members about recovery and our solution. The Practical Recovery Tools section features members sharing on the topic, “Exactly how I did it.” Submissions may also include meditations, poetry, and humor. *Essay* is guided by the principles of the Twelve Steps, Twelve Traditions and Twelve Concepts. Each issue contains the following statement:

Resolution: “Since each issue of *Essay* cannot go through the SA Literature approval process, the Trustees and General Delegate Assembly recognize *Essay* as the International Journal of Sexaholics Anonymous and support the use of *Essay* materials in SA meetings.”

Adopted by the Trustees and Delegate Assembly in May, 2016

In meeting this mission the following is germane. *Essay* has its own section in the service manual, separate from other committees. SA members who first developed SA’s Service Manual based this separation of *Essay* on the model of AA and its relationship to Grapevine.

In keeping with this concept of the oversight structure for *Essay*, the following guidance seems most appropriate:

SA’s Board of Trustees is responsible for the Sexaholics Anonymous International Central Office (SAICO), and for *Essay*, and the Board takes care of its administrative duties in compliance with the Bylaws of Sexaholics Anonymous Inc. SA’s Board of Trustees has custodial oversight over both of these entities, which it exercises by hiring an Office Manager for SAICO and selecting an Editor for *Essay*. While the Board of Trustees does not interfere with the daily operation of either entity, it has the ultimate responsibility for seeing that both operate in the best interest of the SA Fellowship as a whole.

Essay Editorial Guidelines

- *Essay* is answerable to the Fellowship as a whole. The following guidelines apply to *Essay*.
- Articles from SA members and SA groups or Intergroups are invited, although no payment is made, and material is not returned.

- The SA International Central Office provides *Essay* editor with copies of letters and other materials for potential use in the newsletter.
- Submissions, selected by the editor, are subject to correction of spelling and grammar and may be edited and condensed to accommodate space limitations. Selections will be edited for style and clarity.
- The principles of SA's Twelve Steps, Traditions, and Concepts guide editorial philosophy.
- Articles are not intended to serve as statements of SA policy, nor does publication imply endorsement by either SA or the *Essay*.
- SA's sobriety definition is not debated, because it distinguishes SA from other sex-addiction fellowships. *Essay* is not a forum for non-SA sobriety and non-SA principles.
- *Essay* is not a fund-raising mechanism, although from time to time SA's needs may be made known.

General Guidelines for Submissions:

- Where possible, articles submitted for publication should be submitted using standard word-processing software. For those who are unable to use a computer, a handwritten article may be mailed to SAICO for transcription into a digital file.

Email should be addressed to saico@sa.org or essay@sa.org

All articles must contain an address, telephone number, or email address so that authenticity can be verified and to help in editing articles. The sobriety date of the author is also necessary. This information will remain confidential.

When an article speaks for a group or Intergroup, it should have the prior approval of that group or Intergroup.

Articles should observe common standards of friendliness and good taste.

Discussions involving therapy or religion are discouraged.

Essay Editorial Responsibility

Selection of Editor

The Board of Trustees selects the *Essay* Editor based on information provided in an application for the position and on potential interviews with the applicant. The Editor serves at the pleasure of the Board of Trustees.

Editor as Sole Authority:

The *Essay* Editor has managerial oversight and responsibility for *Essay* and reports directly to SA's Board of Trustees. The editorial and art department that produces *Essay* is overseen by the *Essay* Editor. The Editor has sole authority to determine the final content of *Essay*, and selects those who will participate on the editorial and art board. All members of the editorial staff who make editorial decisions about the content of *Essay* and its design must be members of the Fellowship. Members who wish to participate as editorial staff must have proven ability to improve the quality of written materials within a tight deadline. Members whose work is unknown to the *Essay* Editor may go through a trial phase to determine their capabilities. It

is also helpful to have on the editorial staff at least one who has familiarity with AA and the Grapevine.

Software Knowledge:

The Editor should be very familiar with MSWord, Adobe InDesign, and any other appropriate desktop publishing software in use at the time. SAICO's printing company currently uses Adobe InDesign, and the *Essay* Editor needs to use the desktop publishing software that is compatible with the software used by the printing company. The cost of subscribing to Adobe InDesign and related software can be negotiated with SAICO and the Trustees.

Management or Leadership Skills:

The *Essay* Editor will be a member of Sexaholics Anonymous with a minimum three years of sobriety and will fully support and agree with SA's sobriety definition. This is extremely important in evaluating the appropriateness of articles submitted. Additionally, published standards state that the member should have at least three years corporate publications management or comparable experience, including the ability to communicate with multiple authors, editors, artists, committee chairs, printing company personnel, etc., and to balance the various schedules and priorities of all parties. The person should also have a proven track record of completing projects on time, and would benefit from three to five years' experience as a Senior Editor, and may be required to provide samples of their work. The Editor will need to plan to spend about 40 hours per issue in preparation, editorial meetings, editing, formatting, and proofing. Between issues actively soliciting articles and art is also necessary.

The *Essay* Editor is expected to submit an annual report in March of each year to the Trustees and update reports as requested.

Salary:

The *Essay* Editor will be paid a modest stipend and expenses commensurate with the applicant's skills and experience. The Editor can negotiate a salary change in the first quarter of each year for the following fiscal year budget.

Application for Essay Editor		
Name:		
Contact Information (email, phone, location):		
Why do you want to become Essay editor?		
What experience do you have in editing periodical publications? (List areas of experience and expertise.)		
What familiarity do you have with publishing software?		
What relationships do you have from which you might select assistant editors?		
What relevant SA service work have you done?		
Are you willing to support the SA Statement of Principle in all of your actions as editor?		
Are you working the 12 Steps of the SA program with a sponsor?		
What is your Sobriety Date?		
I certify that the information above is true and accurate. I have read Chapter 15 in the SA Service Manual entitled "Essay." I understand that selection of the Essay Editor is the responsibility of the Board of Trustees.		
_____ <i>Signature</i>	_____ <i>Printed Name</i>	_____ <i>Date</i>

CHAPTER 16

SAICO: SA INTERNATIONAL CENTRAL OFFICE

The mission of SAICO is to assist the SA Fellowship in reaching out to the sexaholic who still suffers. The highest priority is placed on the functions of responding to inquirers, members, groups, and Intergroups. This also includes responding to concerned family members, friends, health and helping professionals as intermediaries between SA and the still suffering sexaholic.

What Does SA International Central Office Do?

SAICO, SA International Central Office, is a service function set up by the SA Fellowship to serve the Fellowship. In 1981, our founder defined the duties of Central Office as follows:

“Coordinates the national effort of helping new members make contact with recovering sexaholics in their areas, serves as the communication link between groups and individual members, is the point through which the national group conscience expresses itself, prepares and disseminates literature to the various groups, and is the point of contact for the media and referral agencies. SA Central Office is maintained solely by the contributions of the national SA membership.”

Since that time, many changes have occurred. SA has become an International Fellowship. The General Delegate Assembly has taken over the role of expressing the international group conscience. SA Publications is a provider of SA Literature. SAICO distributes other Fellowship approved literature.

Functions of SAICO

- Coordinates requests for information about the SA Program. SAICO handles referrals to local groups in the USA, Canada and in more than 45 countries around the world. These requests come by mail, phone, and email.
- Responds to inquirers, newcomers, health and helping professionals, concerned family members, students, friends, and the media who have questions about the Twelve Step program of SA.
- Serves as the communication link between groups and individual members, helps newcomers find a meeting in their area, and assists new groups in their organizing efforts.
- Coordinates printing schedules with Essay Committee and publishers; distributes and bills for Essay; maintains an up-to-date list of groups and individual subscribers; publishes and distributes Essay. Once each quarter about 500 copies are prepared for bulk mailing. Additional copies, both print and digital, are sent to countries around the globe.

SAICO provides secretarial services for most of the service arms of the Fellowship, including the General Delegate Assembly, the Board of Trustees, and Finance.

- Supports the General Delegate Assembly by preparing minutes and documents distributed by email.
- Supports the Board of Trustees by preparing minutes and assisting in implementing the tasks of the General Delegate Assembly
- Supports the Essay Committee by sorting and forwarding submissions and calendar items for inclusion in Essay
- Supports SA Correctional Facilities Committee (SACFC) by coordinating efforts to

communicate with prisoners; providing literature at no cost to prisoners; and assisting the Sponsor by Mail coordinator who matches SA sponsors to groups and individuals in prison who wish to work the Twelve Steps for their personal recovery.

- Supports the Literature Committee by maintaining a list of qualified contributors who volunteered their services; assists at all stages of drafting, editing, formatting and layout of new literature for Fellowship approval. Prepares and mails draft literature to the committee, readers, editors, and SA leadership.
- Supports the Finance Committee by providing financial statements, reports, liaison with CPA, contact for governmental agencies, and preparation of the annual budget.
- Runs the online store, maintains adequate stocks of literature, prepares and ships orders
- Creates online registration for regional and international Fellowship events. Arranges for the travel, lodging and reimbursement of regional delegates.
- Compiles and updates information about SA groups, stays in touch with Intergroups, and maintains archives of SA Fellowship records.
- SAICO carries out the normal business functions of any office—correspondence, bookkeeping, banking, invoicing, and payment of bills. These duties include, from time to time, dealing with government agencies, paying taxes, and filing required forms and reports.

SAICO does not accept grants, does no fundraising, and does not engage in special promotions, such as sales, raffles, or prizes. It is solely supported through the contributions of members exercising the Seventh Tradition. Donations go directly to the work of helping the sexaholic who still suffers. For many years now, literature has been self-sustaining; that is, the price of the literature covers the expenses of maintaining adequate stocks of literature. Revenue from literature purchases by groups is used to restock literature. Literature proceeds also support outreach programs, such as prisoners, new groups, and international groups.

CHAPTER 17

THE TWELVE CONCEPTS OF AA AND SA

The Twelve Concepts for A.A.

Concept 1: Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.

Concept 2: The General Service Conference of A.A. has become for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.

Concept 3: To insure effective leadership, we should endow each element of A.A.—the Conference, the General Service Board and its service corporations, staffs, committees, and executives—with a traditional “Right of Decision.”

Concept 4: At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.

Concept 5: Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.

Concept 6: The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.

Concept 7: The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.

Concept 8: The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.

Concept 9: Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.

Concept 10: Every service responsibility should be matched by an equal service authority, with scope of such authority well defined.

Concept 11: The trustees should always have the best possible committees, corporate service directors, executives, staffs and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.

Concept 12: The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power, that sufficient operating funds and reserve be its prudent financial principle, that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; and that, like the Society it serves, it will always remain democratic in thought and action.

The Twelve Concepts of Alcoholics Anonymous have been reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. (A.A.W.S.) Permission to use this excerpt and to reprint and adapt the Twelve Concepts does not mean that A.A. is in any way affiliated with this program. A.A. is a program of recovery from alcoholism only - use of this material in connection with programs and activities which are patterned after A.A., but which address other problems or concerns, or in any other non-A.A. context, does not imply otherwise.

The Twelve Concepts for SA

Concept 1: Final responsibility and ultimate authority for SA service should always reside in the collective conscience of our whole Fellowship.

Concept 2: The leadership of SA, as represented by the General Delegate Assembly and the Board of Trustees, has become for nearly every practical purpose the active voice and the effective conscience of our whole society in its service matters.

Concept 3: To ensure effective leadership, we should endow each element of SA's service structure, the General Delegate Assembly and the Board of Trustees and its staffs and Committees with a traditional "Right of Decision."

Concept 4: At all responsible levels, we ought to maintain the traditional "Right of Participation," allowing a voting representation in reasonable proportion to the responsibility that each must discharge at that level.

Concept 5: Throughout our structure a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.

Concept 6: The General Delegate Assembly recognizes that the chief initiative and active responsibility for most service matters should be exercised by the Board of Trustees.

Concept 7: The Bylaws of the Board of Trustees are a legal instrument empowering the Board to manage and conduct service matters. The SA service structure documents are not legal documents. They rely on tradition and the SA purse for final effectiveness.

Concept 8: The Trustees are the principal administrators of overall policy and finance.

Concept 9: Good service leadership at all levels is indispensable for our future functioning and safety.

Concept 10: Every service responsibility should be matched by an equal service authority, with scope of such authority well defined.

Concept 11: The Trustees should always have the assistance of the best possible committees, staffs and consultants. Composition, qualifications, induction procedures, rights and duties will always be matters of serious concern.

Concept 12: The General Delegate Assembly and the Board of Trustees shall observe the spirit of SA tradition, taking care that it never becomes the seat of perilous wealth or power, that sufficient operating funds, plus an ample reserve, be its prudent financial principle, that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote and whenever possible by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; and that like the Fellowship it serves, it will always remain democratic in thought and action.

SA, as such, would never have an organization in the sense of a "government" that could issue directives by committee or Board to individuals or groups within the fellowship. Our committees and Board could only provide services and we've tried to organize them to function effectively. But SA has no government in the political sense*. For further discussion about the Twelve Concepts, refer to the AA Service Manual.

*"The Co-Founders of Alcoholics Anonymous (Biographical sketches their last major talks)," Pg 25

The Twelve Concepts for SA approved by the General Delegate Assembly, January 2004

CHAPTER 18 INVERTED PYRAMID OF SERVICE



Home Group

Our home group is where we discover sobriety and recovery. The home group is also where we first learn to give back to others through service.

Intergroup

The Intergroup is composed of Group Service Representatives (GSR's) from all the meetings in a designated area. The Intergroup should seek both the knowledge of God's will for the Fellowship and the power to carry it out.

Region

Just as groups in a designated area come together in an Intergroup to serve their area, Intergroups come together to serve their Region on the National and International level. The Region is composed of Intergroup Representatives (IGR's). The Region elects Delegates to the General Delegate Assembly (GDA).

General Delegate Assembly

The General Delegate Assembly (GDA) provides policy guidelines for the Fellowship as a whole. The GDA is the active voice and effective conscience of the Fellowship. The GDA also nominates, interviews and elects members of the Board of Trustees.

Board of Trustees

The Board of Trustees oversees *Essay* and SAICO. The Board is responsible for ensuring that SAICO is compliant with all laws and regulations governing non-profit organizations. The Trustees take direction from and are answerable to the General Delegate Assembly.

CHAPTER 19

A MEMBER'S EXPERIENCE WITH THE TWELVE CONCEPTS

I had some experience in serving in other organizations as well as numerous SA service jobs, but what was my motive? A lot of it was for my ego, a desire to be noticed and praised, a desire to control, and a desire for power. That is why I consider the Twelve Concepts so important. In recovery, I had to get a better attitude. The Concepts are about why and how we do service. I don't consider selfish service totally bad, because at least service is being done. However, the negative effects of selfish service included turning others off by being bossy and further damage to my fragile self-esteem. When I was exposed to the Twelve Concepts, I found them too hard to comprehend and understand. Then I saw that they are about change. I had to change what I did, how I did it, and why I did it. Before change could come, acceptance had to take place in me—accepting that there was a better path, accepting that I wasn't on it, and accepting that I needed to get myself on it. It sounded like Steps One, Two, and Three to me.

How did I learn about change and the Twelve Concepts? By investigation and observation! I started with The A.A. Service Manual combined with Twelve Concepts for World Service, written by Bill W. I was overwhelmed. I was having trouble figuring out how this would work, but I kept on trudging. I picked up more insight at the 2004 Oklahoma City Convention just watching the General Delegate Assembly in action.

I bought some tapes of the 2000 Nashville Convention. The first two were a set by a long time AA member; sober 45 years, who ran AA's World Service Office with 85 employees for seven years. He sat in on the Trustee meeting Nashville 2000, and he shared his experience, strength, and hope on AA's Twelve Concepts with the General Delegate Assembly.

I listened to a tape of a panel discussion of SA's version of the Twelve Concepts. What they said was really potent! It was also inspiring, knowing that most of the panel members had long-term sobriety. I want to share some observations about my study of the Concepts.

Concept 1: Final responsibility and ultimate authority for SA service should always reside in the collective conscience of our whole Fellowship.

That seems fairly straightforward. The members rule. But there is a little sticker in there—our collective conscience. This is not the individual conscience of a member, but the collective conscience of the entire Fellowship. We get together, share, listen, ask for our Higher Power's guidance, discuss, pray, meditate, perhaps take some time off for research and rest, discuss some more, and reach an agreement about how to exercise our responsibility and authority. This is the only concept with the words "final" and "ultimate." Ultimate authority belongs to the whole Fellowship; all other authority is delegated.

Concept 2: The leadership of SA, as represented by the General Delegate Assembly and the Board of Trustees, has become for nearly every practical purpose the active voice and the effective conscience of our whole society in its service matters.

The members delegate the authority to their elected and chosen leaders to see that things are done. Our Representatives, Delegates, and Trustees are those whom we have elected or appointed to serve us. We tell them "what we want." They answer the questions of "how it will be accomplished."

Concept 3: To ensure effective leadership, we should endow each element of SA's service structure, the General Delegate Assembly and the Board of Trustees and its staffs and committees with a traditional "Right of Decision."

We elected our leaders and charged them with the task of implementing the will of the Fellowship. If we are dissatisfied with our leaders, we can replace them. This Concept gives the trusted servant permission to take action to complete a task. Our whole program rests entirely upon mutual trust. We trust God, we trust SA, and we trust each other.

Look again at the inverted triangle. The membership of SA is at the top, and authority is delegated all the way down from the group conscience to the trusted servant. Trusted servant does not mean that the Rep goes in and says, “My group says this is what I am to do.” I had always assumed that my job was to be the messenger. I have since learned that I am expected to consider all the aspects of an issue and then act for the best interests of the Fellowship as a whole. The job includes a lot of listening and giving a good and thorough report back to the part of the Fellowship that elected me.

Concept 4: At all responsible levels, we ought to maintain the traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge at that level.

When we delegate responsibility, we are asking someone to do some work for SA. It is important to give them the authority to make decisions about how to do the job. Bill W. of AA often asked, “If you don’t trust someone to do the job right, why did you give them the job?” Committees will use an informed group conscience to make decisions for the fellowship. The Delegates and Representatives speak for the region and the Fellowship as a whole.

Concept 5: Throughout our structure a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.

Just because a minority exists does not mean that the minority gets ignored. Responsible recovery requires that we go out of our way to ensure that the minority gets ample opportunity to express its thoughts and feelings. We must avoid the tyranny of the majority. We must protect the minority. It is the responsibility and the duty of the minority to be sure that they are heard and are not intimidated through fear of being rejected. The process is that those expressing minority opinions are given another opportunity to speak. Then, the chair asks if anyone desires to change their vote. If so, a new vote is taken. After the new minority has had every opportunity to be heard, it ends.

Concept 6: The General Delegate Assembly recognizes that the chief initiative and active responsibility for most service matters should be exercised by the Board of Trustees.

The General Delegate Assembly elects the Trustees. “This is our goal. Here is what we want done. Figure out how to do it. Check in often. Let us know if you need our help.”

Concept 7: The Bylaws of the Board of Trustees are a legal instrument empowering the Board to manage and conduct service matters. The SA service structure documents are not legal documents. They rely on tradition and the SA purse for final effectiveness.

The Bylaws are registered with the state of Tennessee and legally authorize the Trustees to act for us. Such actions include paying the rent, entering into contracts, and taking care of business. The SA Service Documents rely on Tradition, with a capital “T.” This means that the Fellowship will support the activities of the service structure if they believe in them. If an activity ceases to have the support of the Fellowship, then it will not be sustained. Each member has a vote “with his checkbook.”

Concept 8: The Trustees are the principal administrators of overall policy and finance.

The Trustees oversee SAICO, Essay, and the committees that do the day-to-day work and carry out the will of the Fellowship. They see that the bills are paid, that literature is available, that a person can find out how to get to a meeting. It isn't their money; so, they try to spend it wisely.

Concept 9: Good service leadership at all levels is indispensable for our future functioning and safety.

The Service Structure provides for a way for us to always have a good supply of leaders. They enter service at the International level after doing good work at the local or Regional level. They work on committees, serve their Region, and get elected as Alternate Assembly Delegates (AAD). As an Alternate, they observe how the lowest level gets work done, and they help the General Assembly Delegate (GAD) by serving on committees and with communications and reporting to the Region. As a GAD, they get to do some of the committee work and have an opportunity to consider policies and vote on motions brought before the General Delegate Assembly (GDA). All this experience is also good preparation for future Trustees. A retired Trustee also brings a world of wisdom and experience back to the local level. He or she can inspire others to consider the benefits of service at the international level.

Concept 10: Every service responsibility should be matched by an equal service authority, with scope of authority well defined.

When we give someone a job, we need to ensure that the principles on which their work is based are firmly in place. The task should be clearly outlined. Guidelines, reporting requirements, and standards should be carefully explained. Then, we get out of the way and let them do it.

Concept 11: The Trustees should always have the assistance of the best possible committees, staffs, and consultants. Composition, qualifications, induction procedures, rights and duties will always be matters of serious concern.

No one expects the Trustees to do all the work. Their helpers are the members of the committees. It is a principle of Twelve Step programs that people should be given everything they need to do an outstanding job—data, training, equipment, whatever it takes.

Concept 12: The General Delegate Assembly and the Board of Trustees shall observe the spirit of SA tradition, taking care that it never becomes the seat of perilous wealth or power, that sufficient operating funds, plus an ample reserve, be its prudent financial principle, that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote and whenever possible by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; and that like the Fellowship it serves, it will always remain democratic in thought and action.

SA, as such, would never have an organization in the sense of “government” that could issue directives by committee or Board to individuals or groups within the Fellowship. Our committees and Board could only provide services, and we've tried to organize them to function effectively. But SA has no government in the political sense.

The Twelfth Concept is an essay on the warranties of the Twelve Concepts to the fellowship. Bill W. considered the Concepts just as important as the Traditions. The Warranties make certain that

SA maintains a spiritual focus, is financially responsible, stays out of controversy, and remains peaceful and democratic, with the Fellowship in final and ultimate control.

Why do I stay involved in service work? In addition to the Twelve Steps, Twelve Traditions, and Twelve Concepts, there are Twelve Promises. I've seen them being fulfilled in my own life. I've heard that the sober member does service, and a member who serves stays sober. Recovery keeps me from further harming myself; Unity helps me to not hurt someone else; Service is turning my life around to help others instead of blaming the world for my shortcomings.

Isn't the overall goal of the Twelve Concepts—even our whole program—to guide us to be fair and correct in our relationships with each other? Try it: you'll like it!

CHAPTER 20

GLOSSARY OF TERMS

Alternate — a service volunteer elected or appointed to support and/or act in place of representatives at the group (GSR), Intergroup (IGR), and regional (GAD) levels of service.

Board of Trustees (Trustees) — sexaholic and non-sexaholic members elected by the Delegates of the General Delegate Assembly (GDA) to carry out the agenda of the GDA and be responsible for the operation of SAICO and Essay.

Bylaws of Sexaholics Anonymous Incorporated — legal document approved by the Board of Trustees and the General Delegate Assembly that provides guidelines for the functioning of the overall service structure.

Chair — title for the leader of an Intergroup, Regional Assembly, the General Delegate Assembly, the Board of Trustees, or an SA committee.

Committee Member — an SA member who serves on a committee appointed by the group, intergroup, the Region, or the Trustees.

Concepts (Twelve Concepts) — Founding principles for SA service adapted with permission from the Twelve Concepts of A.A.

Charter — a legal document enabling the corporate entity Sexaholics Anonymous (SAICO) to function.

Convention — See International Convention (below)

Delegate — See GAD

Essay — international quarterly newsletter of Sexaholic Anonymous, written by the fellowship, distributed by the SA International Central Office.

Fellowship-Approved Literature — Generally speaking, all AA literature, and literature that has been approved by the General Delegate Assembly, including pamphlets, books, and audiotapes produced by various committees of the Trustees (see appendix D).

General Assembly Delegate (GAD) — representative elected by a Region to serve at the international meetings of the General Delegate Assembly.

General Delegate Assembly (GDA) — annual meeting of General Assembly Delegates (GAD) elected from the various Regions of the fellowship to deliberate the business of the fellowship as presented by the Board of Trustees and the separate Regions.

Group — Two or more sexaholics who hold a meeting, or series of meetings, usually at a single location, and who hold regular business and group conscience meetings, as needed. Each group designates officers of the group and establishes sobriety requirements for those positions.

Group Conscience — a vote by a group, Intergroup, committee, Region, GDA, or the Board of Trustees that is reached by well-informed participants after thorough discussion, with respectful attention paid to minority opinion, ample time given for all voices to be heard, sober members voting, and, where possible, a decision agreed upon by substantial unanimity, two-thirds or more of those voting.

Group Conscience meeting — any meetings of the SA membership at local, Intergroup, committee, Region, or international levels, where a decision is reached by group conscience.

Group Service Representative (GSR) — an elected representative from a local group (meeting) to an Intergroup.

Home Group — a local meeting designated by the individual member as his or her primary support network for recovery and fellowship. A member will usually make an effort to attend each meeting of the group, attend group conscience meetings, and promote the welfare of that group.

International Convention — biannual meeting of the collective fellowship hosted by an Intergroup approved by the SA International Convention committee.

Intergroup Representative (IGR) — elected or appointed representative from the Intergroup to the Regional Assembly.

Intergroup — a division of local groups that elect or appoint representatives (IGRs) to the Region, provide communication among groups, maintain the points of contact for inquirers—mail, telephone and email, discuss issues with the Intergroup, and sponsor marathons, speaker jams, international convention, and local workshops.

Inverted Pyramid of Accountability — an inverted pyramid illustrates the principle that the trusted servants (i.e., the IGRs, GSRs, GADs, and Trustees) serve at the will of the fellowship (graphic illustration in Chapter 16).

Listserve — the closed email membership venue used by Regional Representatives (IGRs), Delegates (GADs), international committees, and Trustees for communication links.

Marathon — an all-day meeting of members to hear speakers share the truth of their personal experience, to participate in meetings in order to work on progressive victory over lust, provide communication and fellowship, and to work the Twelve Steps.

Prudent Reserve — the working capital, or Reserve, is all cash equivalents less one month's operating expenses. Currently, the Prudent Reserves is represented by a moving figure annually based on six months operating expenses (Definition adopted by GDA, July 2007).

Region — a geographic division of local intergroups, which elects Delegates to the GDA, provides communication among intergroups, sponsors regional gatherings, and discusses issues within the region.

Regional Assembly — a gathering of elected and appointed IGRs from local Intergroups that may meet bi-annually, quarterly, or annually, for the purpose of communication, business matters, organizing marathons and workshops, and publishing newsletters.

Robert's Rules Motions Guide — established procedure for the orderly function of meetings based on Roberts Rules of Order (10th edition) that may be used by groups, Intergroups, regional assemblies, GDA, committees, and the Board of Trustees.

Sexaholics Anonymous Correctional Facilities Committee (SACFC) — a group of members who seek to carry the SA message to sexaholics in prison.

SA International Central Office (SAICO) — a service function which coordinates requests for information, receives donations, publishes the quarterly newsletter, ESSAY, acts as the secretarial function for most of the operating committees, and compiles and updates information for the fellowship

Speaker Jam — an all-day meeting sponsored by a local group or intergroup to present the experience, strength and hope of individual members, provide fellowship, and support the sobriety of individual members.

Trusted Servant — representatives from the membership at all levels of service, guided by Tradition Two which states, in part: "Our leaders are but trusted servants, they do not govern."

Twelve Steps of Sexaholics Anonymous (Steps) — principles for recovery from sexaholism.

Twelve Traditions of Sexaholics Anonymous (Traditions) — the guidelines for maintaining unity, supporting individual recovery, and practical guidelines for self-government. The Traditions also describe the requirement for membership in SA and our primary purpose and provide a philosophical foundation for our service structure, for self-support, and for relations with the public.

CHAPTER 21 APPENDICES

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APPENDIX A

BYLAWS

BYLAWS of SEXAHOLICS ANONYMOUS, INCORPORATED

Adopted by the General Delegate Assembly of SA
August 1, 2005, amended July 7, 2006, amended February 13, 2011

ARTICLE 1: TWELVE STEPS and TWELVE TRADITIONS of SEXAHOLICS ANONYMOUS

1.1 The Twelve Steps. Sexaholics Anonymous, Incorporated has but one purpose—that of serving the fellowship of Sexaholics Anonymous, hereafter referred to as SA. It is, in effect, an agency created and designated by the Fellowship of Sexaholics Anonymous to maintain services for those who seek, through Sexaholics Anonymous, the means for arresting their sexaholism through the application to their own lives of the Twelve Steps, which constitute the recovery program upon which the fellowship of Sexaholics Anonymous is founded. These Twelve Steps are as follows:

The Twelve Steps of Sexaholics Anonymous¹

1. We admitted we were powerless over lust—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 Him.
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 Him 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 Him, praying only for knowledge of His 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 sexaholics, and to practice these principles in all our affairs.

Adapted with permission by Alcoholics Anonymous World Services, Inc. The Twelve Steps and Traditions are reprinted with permission of Alcoholics Anonymous World Services, Inc. (“A.A.W.S.”) Permission to reprint and adapt the Twelve Steps and Twelve Traditions does not mean that A.A.W.S. has approved the contents of this document, nor that A.A.W.S. agrees with the views expressed herein. AA is a program of recovery from alcoholism only. Use of the Twelve Steps and Twelve Traditions in connection with programs which are patterned after A.A., but which address other problems, or in any other non-A.A. context, does not imply otherwise.

1.2 The Twelve Traditions. Sexaholics Anonymous, Incorporated in its deliberations and discussions shall be guided by the Twelve Traditions of Sexaholics Anonymous, herein referred to as the “Traditions”, which are as follows:

The Twelve Traditions of Sexaholics Anonymous¹

1. Our common welfare should come first; personal recovery depends upon SA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop lusting and become sexually sober.
4. Each group should be autonomous, except in matters affecting other groups or Sexaholics Anonymous as a whole.
5. Each group has but one primary purpose—to carry its message to the sexaholic who still suffers.
6. An SA group ought never endorse, finance, or lend the SA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every SA group ought to be fully self-supporting, declining outside contributions.
8. Sexaholics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. SA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Sexaholics Anonymous has no opinion on outside issues; hence the SA 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, films, and television.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Sexaholics Anonymous, Incorporated claims no proprietary right in the recovery program for these Twelve Steps and Twelve Traditions. Because the Twelve Steps and Twelve Traditions have proven to constitute an effective spiritual basis for life, which, if followed, arrest the disease of sexaholism, Sexaholics Anonymous, Incorporated shall use its best efforts to ensure that these Twelve Steps and Twelve Traditions are maintained, for it is regarded by the fellowship of Sexaholics Anonymous as the custodian of the Steps and Traditions and, accordingly, it shall not itself, or, so far as it is within its power to do so, permit others to modify, alter, or amplify these Steps and Traditions.

ARTICLE 2: GENERAL DELEGATE ASSEMBLY

2.0 Authority. The General Delegate Assembly, hereafter referred to as the “Assembly,” is designated as the policy setting and decision making body of Sexaholics Anonymous, Incorporated. The General Delegate Assembly is that body referred to in the Charter as the Oversight Assembly.

2.1 Qualifications and Election.

2.1.a Delegates. The General Delegate Assembly shall consist of the Delegate(s) from each of the Regions recognized by the Assembly.

2.1.b Term of Office. The term of office of a Delegate is three years, with the possibility of reelection to one additional term, with the concurrence of his constituent Region.

2.2. Meetings. The General Delegate Assembly shall meet at least once a year at time(s) and

place(s) determined by the Delegates. They may meet by teleconference or in any fashion agreed to by the Delegates.

2.3. Duties. The General Delegate Assembly is the active voice and the effective conscience of SA. The Assembly shall carry out service work on a fellowship wide level, discuss and vote on issues of concerns to the regions they represent and to SA, as a whole. The Assembly shall elect and give direction to the Board of Trustees.

2.4 Quorum and Vote.

2.4.a Quorum. The presence of a majority of the members of the Assembly shall constitute a quorum for the transaction of business. The vote of a majority of the Delegates present at a meeting at which a quorum shall be present shall be the act of the Assembly, unless the vote of a greater number shall be required by the charter, these Bylaws, or the laws of the State of Tennessee. A Region's Alternate Delegate may attend all or any part of a meeting and vote on behalf of his or her Region if the Delegate cannot.

2.4.b Vote. Delegates may vote in person, by telephone, fax, mail, email, or any other fashion, as and if agreed to by a majority of the Delegates.

2.5 Officers. The officers of the General Delegate Assembly are Chair and Vice Chair. All terms of office are two years, with eligibility to be re-elected for one additional term. An officer need not be a Delegate.

2.6 Resignations, Removals, and Vacancies. In the event that any Assembly member shall resign or become incapacitated, the Region's Alternate Delegate will fill his or her place at the next regular meeting of the Assembly. The Alternate Delegate will serve whatever portion is left of the term of office and is considered eligible to be elected for a term or terms of his or her own.

ARTICLE 3: THE BOARD OF TRUSTEES

*Adopted by the General Delegate Assembly of SA
August 1, 2005, amended July 7, 2006; amended February 13, 2011*

3.10 Authority. The business and property of the corporation shall be managed and controlled by the Board of Trustees, as answerable to the General Delegate Assembly and the fellowship of Sexaholics Anonymous. The Board of Trustees was referred to in the Charter as the Oversight Committee.

3.11 Duties. The Board of Trustees is responsible for the day to day administration of the business of Sexaholics Anonymous, Incorporated. The Board shall take direction from the Assembly. It also shall implement the will and the policies of the Assembly.

3.12 Meetings. The Board shall meet at least once a year at a time and place designated by the Trustees. The Board of Trustees may also designate more frequent intervals for regular meetings. They may meet in any fashion agreed to by the Trustees. The Board Chair or any two of the Trustees may call special meetings at any time.

3.13 Qualification and Election.

3.13.a Eligibility. Board of Trustees members need not be residents of the State of Tennessee but must be of legal age.

3.13.b Term of Office. The term of office shall be one four-year term.

3.14. Composition and Duties of Nominations Committee

3.14.a Service on Committee. Any member who is a candidate for election will not serve on the Nominations Committee for the year prior to election.

3.14.b Election Process. The Nominations Committee shall place into nomination a slate of candidates, one candidate for each opening on the Board, to be approved by the Board. Once approved, these nominees will be presented to the Assembly. The Assembly will then hold an election to determine whether they approve these nominees as recommended or request alternative candidates. Those elected or re-elected will take office. Nominees for the position of Trustee are expected to be available for interviews by the Nominations Committee, the incumbent Trustees, and the Assembly.

3.15 Annual Reaffirmation of Trustees. Each year, all members of the Board shall be individually re-affirmed by the Assembly. A simple majority of the delegates present will be considered sufficient affirmation for continuation of the reaffirmed trustee's term. Those not so affirmed shall be considered unable to continue their elected term and a vacancy declared.

3.16 Resignations, Removals, and Vacancies. In the event that any Board member shall resign, be removed, or become incapacitated, the Assembly, with the advice of the Nominations Committee and the Trustees, may elect a new member to fill such vacancy at any regular or special meeting and shall do so if necessary to maintain the required number of Trustees. The Assembly shall have the authority to remove Trustees from office, even though their term of office may not have expired.

3.17 Number. The number of Trustees shall be no fewer than five, nor more than nine. Trustees may be members of the fellowship (sexaholics) or non-members of the fellowship (non-sexaholics). The sexaholic Trustees shall always constitute a majority of the Board of Trustees. However, a temporary disparity in the number or makeup of the Board, due to death, removal, resignation, or the like, shall be permitted and the Trustees shall continue to meet and act until such disparity shall be resolved no later than the next Trustee election.

3.18 Quorum and Vote.

3.18.a Quorum. At all meetings of the Board of Trustees, a majority of the members shall be sufficient to constitute a quorum for the conduct of the affairs of the Board of Trustees and a vote of a majority of the member trustees present at any meeting at which there is a quorum shall, except as otherwise may be provided by these Bylaws, or by statute, constitute a decision by the membership of the Board of Trustees. If at any meeting there is less than a quorum present, a majority of those present may adjourn the meeting to a time to be fixed by those present giving notice to any absent member.

3.18.b Vote. Trustees may vote in person, by telephone, fax, mail, email, or any other fashion, as and if agreed to by a majority of the Trustees.

3.19 Committees. Committees shall be formed in keeping with the needs of service by resolution of the Board with such powers as the Board may regard as necessary. Committees may be created, discharged, eliminated, replaced, their powers expanded or limited, as the Board may from time to time deem appropriate.

3.20 Officers.

3.20.a Offices and Duties. In order that the Board of Trustees may more effectively serve the purposes for which it is formed, the Board shall at its annual meeting, or any other meeting, if

a vacancy shall occur, elect a Chair, First Vice-Chair, Second Vice-Chair, Secretary, and Assistant Secretary. The Chair shall have those duties generally attributable by law and custom to a President under the laws of the State of Tennessee, with such other greater or lesser duties as may from time to time be determined by the Board of Trustees. The Secretary shall have those duties generally attributable by law and custom to a Secretary under the laws of the State of Tennessee, with such other greater or lesser duties as may from time to time be determined by the Board of Trustees. No one may serve more than two successive one-year periods as Chair. No trustee shall serve as Chair beyond the expiration of that trustee's four year term as a trustee (see 3.13.b above). If a trustee is serving as Chair at the time the trustee's four-year term expires, the position of Chair shall be declared vacant and a new Chair shall be elected. The Vice-Chairs shall in their respective orders perform the duties of the Chair in the event of his or her absence or disability.

3.20.b Titles. In order to render unto the Law that which the Law requires, the Board of Trustees shall be considered the board of directors, the Chair shall be "President" and the Secretary shall be "Secretary", respectively; but they shall at no time employ such titles, except as may be required for the execution of legal documents or by reason of other provisions of law.

ARTICLE 4: INDEMNIFICATION

4.1 Right to Indemnification. The corporation, to the fullest extent permitted by applicable laws as then in effect, shall indemnify any person (an "Indemnitee") who shall have been or shall be involved in any manner (including, without limitation, as a party or as a witness), or shall be threatened to be made so involved, in any threatened, pending, or completed investigation, claim, action, suit, or proceeding, whether civil, criminal, administrative, or investigative (including, without limitation, any action, suit, or proceeding by or in the right of the corporation to procure a judgment in its favor) (a "Proceeding") by reason of the fact that he shall have been or shall be a director, officer, employee, or agent of the corporation, or shall have been or shall be serving at the request of the corporation as a director, officer, or employee or agent of another corporation, partnership, joint venture, trust, or other enterprise against all expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him or her in connection with any Proceedings. This indemnification shall be a contract right and shall include the right to receive payment in advance of any expenses incurred in an Indemnitee in connection with a Proceeding, consistent with the provisions of applicable law as then in effect.

4.2 Contracts and Funding. The corporation may enter into contracts with any director, officer, employee, or agent of the corporation in furtherance of the provisions of this Article, and may create a trust fund, grant a security interest, or use other means (including, without limitation, a letter of credit) to ensure the payment of amounts as may be necessary to effect indemnification as provided in this Article.

4.3 Indemnification Not Exclusive Right. The right of indemnification and advancement of expenses provided in this Article shall be exclusive of any other rights to which a person seeking indemnification may otherwise be entitled, under any statute, by-law, agreement, vote of members, or disinterested Board members or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding office. The provisions of this Article shall inure to the benefit of the heirs and legal representatives of any person entitled to indemnity under this Article and shall be applicable to Proceedings commenced or continuing after the adoption of this Article, whether arising from acts or omissions occurring before or after adoption.

4.4 Advancement of Expenses; Procedures. In furtherance, but not in limitation of the foregoing provisions, the following procedures and remedies shall apply with respect to advancement of expenses and the right to indemnification under this Article:

(a) Advancement of Expenses. All reasonable expenses incurred by or on behalf of an Indemnitee in connection with any Proceeding shall be advanced to the Indemnitee by the corporation within twenty (20) days after the receipt by the corporation of a statement or statements from the Indemnitee requesting the advance or advances from time to time, whether prior to or after final disposition of a Proceeding. The statement or statements shall reasonably evidence the expenses incurred by the Indemnitee and, if required by law, at the time of advance, shall include or be accompanied by an undertaking by or on behalf of the Indemnitee to repay the amounts advanced if it should ultimately be determined that the Indemnitee shall have not been entitled to be indemnified against the expenses.

(b) Written Request for Indemnification. To obtain indemnification under this Article, an Indemnitee shall submit to the Secretary of the Board of Trustees a written request, including documentation and information as shall be reasonably available to the Indemnitee and reasonably necessary to determine whether and to what extent the Indemnitee shall be entitled to indemnification (the "Supporting Documentation"). The determination of the Indemnitee's entitlement to indemnification shall be made within a reasonable time after receipt by the Board of the written request for indemnification together with the supporting documentation. The Secretary of the Board, promptly upon receipt of a request for indemnification shall notify the Board in writing that the Indemnitee shall have requested indemnification.

(c) Procedure for Determination. An Indemnitee's entitlement to indemnification under this Article shall be determined (i) by the Board by a majority vote of a quorum (as defined in Article 3 of these Bylaws) consisting of Board members who shall not have been parties to the action, suit, or proceeding, or (ii) if a quorum shall not be obtainable, or, even if obtainable, a quorum of disinterested Board members shall so direct, by independent legal counsel in a written opinion, or (iii) by the fellowship, but only if a majority of the disinterested Board members, if they constitute a quorum of the Board, shall present the issue of entitlement to indemnification to the fellowship for their determination.

ARTICLE 5: EXEMPT ACTIVITIES

Notwithstanding any other provision of these Bylaws, no director, officer, employee, or agent of this corporation shall be authorized to take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code or by an organization contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

ARTICLE 6: AMENDMENT OF BY-LAWS

The Charter and Bylaws of Sexaholics Anonymous, Incorporated may be amended by a two-thirds majority of the Board of Trustees and approved by a two-thirds majority of the General Delegate Assembly.

CHAPTER 21 APPENDIX B ROBERT'S RULES OF ORDER: MOTION CHARTS

Robert's Rules Parliamentary Procedure Motions

The motions below are listed in order of precedence.

Any motion can be introduced if it is higher on the chart than the pending motion.

§	You Want:	You Say:	Interrupt?	2nd?	Debate?	Amend?	Vote?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make/follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority

§12	Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that					
[or "to"]...	No	Yes	Yes	Yes	Majority		

Motions that bring a question again before the assembly - no order of precedence. Introduce only when nothing else is pending.

§	You Want:	You Say:	Interrupt?	2 nd ?	Debate?	Amend?	Vote?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	Division	Yes	No	No	No	None

§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Request for information	Yes	No	No	No	None

Incidental Motions - no order of precedence. Arise incidentally and are decided immediately.

§	You Want:	You Say:	Interrupt?	2 nd ?	Debate?	Amend?	Vote?
§34	Take matter from table	I move to take from the table...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider...	No	Yes	Varies	No	Majority

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CHAPTER 21

APPENDIX C

HISTORICAL DOCUMENT

ANNOUNCEMENT TO SA FELLOWSHIP

Revised Jan 1997

[Proposed SA Service Structure]

A Historical Document first adopted at Rochester, 1994

In order to be more effective in the task of the Twelfth Step and First Tradition of carrying the message to the suffering sexaholic, the fellowship appointed a committee to recommend a service structure appropriate for Sexaholics Anonymous. The resulting recommendation was adopted at the business meeting held at the International Conference of Sexaholics Anonymous in Rochester, NY on January 15, 1994, and is here presented for the information of the whole fellowship.

The individual SA Group is the basic unit of the Service Structure. Each SA Group sends an Intergroup Representative (IGR) to the local Intergroup meeting, which meets regularly (perhaps monthly).

An Intergroup is formed when there are several SA Groups in a geographic area. This Intergroup helps with the Intergroup service work, that is, establishes phone lines with answering service, develops 12 Step procedures, tabulates local meeting lists, provides communication and information on a local level, etc. Each Intergroup would select, among its Trusted Servants, one Regional Delegate (RD) to attend an Annual Regional Assembly.

Regions are established as follows: (this schedule is currently in use by this Study Committee and the Central office Oversight Committee)

Northwest Region:	AK, Yukon, NT, BC, SK, ALTA, WA, MT, OR, ID
Southwest Region:	CA, HI, NV, UT, AZ
North-Midwest Region:	MAN, ND, SD, MN, WY, NE, IA, IN, WI, MI, IL
South-Midwest Region:	CO, KS, MO, NM, OK, AR, TX, LA
Northeast Region:	QUE, ONT, NB, ME, VT, NH, NY, CT, RI, MA
Mid-Atlantic	PA, DC, MD, NJ, OH, VA, WV, DE
Southeast Region:	KY, TN, NC, SC, MS, AL, FL, PR, GA
International Regions	All countries other than USA and Canada

The Regional Delegate's term of service would be established by the individual Intergroup, with a recommended term of two years minimum. The sobriety recommendation for a Regional Delegate is established at a minimum of two years SA sobriety. It is recommended that the Regional Delegate be elected by January 1995, and that an annual Regional Assembly meet at some time in 1995.

The Regional Delegates meet annually in their Regions to discuss and deal with matters affecting the SA Groups and SA Fellowship in their Regions. They select one of their members as the Assembly Delegate to the annual General Delegate Assembly.

The annual General Delegate Assembly would consist, therefore, of the Regional Delegates from each of the Regions above. The International SA Fellowship could also send a Representative, selected through a process to be self-determined, to the General Delegate Assembly.

The Assembly would concentrate on matters affecting the growth and functioning of the SA Fellowship as a whole. The first Assembly would also nominate and elect the first Board of

Trustees (Board), consisting of nine Trustees: five Sexaholics and four non-sexaholics. One of the SA Trustees must be elected from the Nashville area because of proximity to the Central Office.

Note: AA experience has shown the desirability of non-sexaholic representation. This lends a broader perspective to the workings of the Board of Trustees and also allows representation of SA to the media without anonymity problems.

The sobriety requirement of Sexaholic members of the Board of Trustees is five years of SA sobriety.

The first group of Trustees would serve staggered terms of two to five years. Future General Delegate Assemblies would select replacements for the original group as their terms expire. Replacements would serve for five years.

The Trustees would meet as a group three times each year. One meeting would be at each of the semi-annual International Conferences and another five or six day meeting at Nashville in conjunction with the annual General Delegate Assembly to be held in the Spring or Fall each year. We recommend that the 1st Annual Oversight Assembly be held in 1996.

The Trustees will be responsible for the day-to-day operation of SA International Central Office through the Nashville Trustee.

The Trustees will be charged with carrying out the agenda of the General Delegate Assembly.

The Trustees will elect their own officers, including a Chair, a Vice-Chair, Secretary(s) and a Treasurer. They will accomplish their work through a committee structure. Some of their committees might be the Central Office Management Committee, the Translations Committee, the Finance Committee, the Publications, Committee, and the Tapes Committee, etc.

Each Committee appointed or formed will consist of two Trustees, two Delegates, and one local Nashville area SA member.

As the SA Fellowship grows and expands, additional Assembly Delegates might be added to the General Delegate Assembly and the Board of Trustees might be increased.

As noted in the text of the SA Service Structure, there are specific time frames for development of the elements of the Service Structure. The first time reference in the text was January 1995, when a Regional Delegate needs to be chosen by the local Intergroups to attend the Annual Regional Assembly in 1995. Therefore, the first task was to form local Intergroups, if not already formed. Each SA group and/or individual member (loner) should contact other SA groups in their area to arrange the formation of an Intergroup. For guidelines on forming Intergroups, please contact the Central Office, P. O. Box 3565, Brentwood, TN 37024. Then, it was the task of each Intergroup to contact the other Intergroups within their Region to plan the Annual Regional Assembly in 1995. For further information on existing Intergroups in your Region, contact Central Office in Brentwood, TN.

With your involvement in forming this basic Service Structure, Sexaholics Anonymous can unify in carrying the message to the still suffering sexaholic.

This service structure has evolved over the past two and one half years with the prayerful consultation of members of SA and with the contributions from several other Twelve Step fellowships. This structure has been designed with SA's unique purpose and requirements and is reflective of SA's current development. We recognize that as the SA Fellowship grows, we hope that the service structure will be flexible and yield to further growth and the changes it will bring. Toward that end, it is the responsibility of the Board of Trustees to oversee and inventory the service structure every five years and recommend changes to the structure.

CHAPTER 21

APPENDIX D

APPROVED LITERATURE AA AND SA

Alcoholics Anonymous		
<ul style="list-style-type: none"> Alcoholics Anonymous (Big Book) As Bill Sees It Came to Believe Daily Reflections Dr. Bob and the Good OldTimers Experience, Strength and Hope Living Sober “Pass It On” The Twelve Concepts Illustrated Twelve Steps and Twelve Traditions The Twelve Traditions Illustrated 	<p>Ordering Information</p> <p>All AA literature is approved. Examples include these works in the previous column. AA encourages everyone to order AA literature from the nearest Central Office or Intergroup Office. The General Service Office cooperates closely with these offices, which are the best resource for AA literature and information.</p> <p>Or contact AA Headquarters: Alcoholics Anonymous Grand Central Station P.O. Box 459 New York, N.Y. 10163 Web: AA.org; Tel: 212-870-3400</p>	
Sexaholics Anonymous (SAICO)		
<ul style="list-style-type: none"> Beginnings Check Meetings* Discovering the Principles* Does A Male Have to Have Sex? Do You Have a Problem with Pornography or Lust on the Internet? Essay (Newsletter)*+ First Find Your Dr. Bob First Step Inventory Is SA for Me? Am I Too Young? Member Stories 2007 Practical Guidelines for Group Recovery* Practical Recovery Tools 1994-2003 The Real Connection SA as a Resource for the Health and Helping Professional The SA Brochure: 20 Questions 	<ul style="list-style-type: none"> SA Correctional Facilities Committee SA Home Group* SA Is for Women SA Meeting Participation Statement* SA Pocket Toolkit SA Service Manual* SA Sponsorship SA to the Newcomer Sexaholics Anonymous (White Book— Print On Demand) So, You’re Going to Prison So, You’re Leaving Prison Spirituality of Service Step Into Action Welcoming Newcomers to Sexaholics Anonymous* Why Stop Lusting? Why Working the Steps is Important 	<p>Ordering Information</p> <p>SA International Central Office P.O. Box 3565 Brentwood TN 37024-3565</p> <p>Web: sa.org Email: saico@sa.org Toll Free: (866) 424-8777 Fax: (615) 370-0882 Local: (615) 370-6062</p>
<p>* Helpful tools for groups</p> <p>+ The SA Board of Trustees and the General Delegate Assembly recognize Essay as the journal of Sexaholics Anonymous and support the use of Essay materials in SA meetings. Adopted by the Board of Trustees and General Delegate Assembly May, 2016.</p>		
SA Publications		
<ul style="list-style-type: none"> Descubriendo los Principios El Trifoliar de SA La Recuperación Continúa Los Comienzos Recovery Continues Recovery Continues CD 	<ul style="list-style-type: none"> Sexaholics Anonymous (White Book) Sexaholics Anonymous CD (White Book) Sexólicos Anónimos (White Book— Spanish) 	<p>Ordering Information</p> <p>SA Publications c/o GoHands LLC Web: sapub.gohands.com (310) 559-4011 Contact: Janelly</p>
E-Literature		
<ul style="list-style-type: none"> Member Stories 2007 Practical Recovery Tools 1994-2003 Sexaholics Anonymous (White Book) Step Into Action The Real Connection 	<p>Ordering Information</p> <p>Web: sa.org/store</p>	

CHAPTER 21

APPENDIX E

TWELVE STEPS OF AA AND SA

The Twelve Steps of Alcoholics Anonymous

1. We admitted we were powerless over alcohol—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 Him.
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 Him 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 Him, praying only for knowledge of His 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 alcoholics, and to practice these principles in all our affairs.

The Twelve Steps and Traditions are reprinted with permission of Alcoholics Anonymous World Services, Inc. ("A.A.W.S.") Permission to reprint and adapt the Twelve Steps and Twelve Traditions does not mean that A.A.W.S. has approved the contents of this publication, nor that A.A.W.S. agrees with the views expressed herein. AA is a program of recovery from alcoholism only. Use of the Twelve Steps and Twelve Traditions in connection with programs which are patterned after AA, but which address other problems, or in any other non-AA context, does not imply otherwise.

The Twelve Steps of Sexaholics Anonymous

1. We admitted we were powerless over lust—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 Him.
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 Him 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 Him, praying only for knowledge of His 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 sexaholics and to practice these principles in all our affairs.

CHAPTER 21

APPENDIX F

AMENDMENTS AND ADDITIONS

Procedures for amendments or additions to the SA Service Manual

New ideas for changes or additions to the SA Service Manual can come from several sources. Ordinarily, additions or changes originate in a group, and are carried by the GSR to the Intergroup, and by the IGR to the Regional Assembly.

The Regional Assembly will decide whether or not to refer the proposal to the General Delegate Assembly. If the Delegates decide that the proposal has merit, they may take action or refer it to the Trustees. If referred to the Trustees, the completed document, if approved by the Trustees, is returned to the Delegates for final action. The new item will be added to the Service Manual upon approval of the General Delegate Assembly.