

Agreed upon changes are shown in **BOLD** for review at the February meeting.

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## **Bylaws of Southern California Area Sexaholics Anonymous Intergroup SCASAI**

STATEMENT OF PURPOSE: The Southern California Area Sexaholics Anonymous Intergroup (herein after referred to as SCASAI) is a service board, representative of Sexaholics Anonymous (SA) Groups in Southern California, whose members put their experience, strength, and hope into practice to solve common problems and help carry the message to Sexaholics who still suffer. Its primary purpose is to strengthen the unity of SA and help Sexaholics achieve sobriety. To this end, SCASAI shall meet regularly, providing a forum for communication and unified action by the various Southern California groups in matters of publicity, outreach, fellowship, regional and national service, and such other matters as may require cooperative effort. It is to be remembered that this Intergroup is dedicated to service in the interest of all SA groups in Southern California; it is not a governing body.

Article I, Name: The name of this society shall be the Southern California Area Sexaholics Anonymous Intergroup.

Article II, Object: The object of SCASAI shall be to administer and coordinate the business and activities common to the welfare of the SA Groups within Southern California; to support the general needs of these groups; to serve as a link between these groups and other area intergroups, the Southwest Regional Assembly, the SA Central Office, and the fellowship of SA as a whole; and to foster the Twelve Traditions of SA. For the purpose of these Bylaws, the term "SA Group" and "sobriety" shall be defined as stated in Sexaholics Anonymous, as revised 10/15/01.

Article III, Members:

Section 1, Classes: **The SCASAI membership shall consist of Group Service Representatives (GSRs) and elected officers.** Membership shall have two (2) classes of members only: one of voting and the other of non-voting. Only voting members shall have voting rights. No person shall hold more than one membership in a class or combination thereof. There shall be no dues or fees for membership.

Section 2, **Voting members: The voting members of the society shall be the elected officers of the SCASAI and the GSRs who have the minimum requisite term of**

**sobriety of ninety days, as defined in Sexaholics Anonymous, as revised 10/15/01.**

For the purpose of these bylaws, the terms GSR and GSR Alternate shall be defined as the individuals selected by each autonomous meeting within the Southern California Region and to act as a liaison between their respective meeting and SCASAI. The term of a GSR is typically six months. A GSR may represent more than one group but may only vote on behalf of one group. A group or its GSR may designate a replacement to attend a meeting when the GSR is unable to attend. This replacement may vote if they have sufficient sobriety.

Section 3, Non-voting members: **The non-voting members of this society shall be the elected officers and GSRs who do not have the minimum requisite term of sobriety of 90 days, as defined in Sexaholics Anonymous, as revised 10/15/01.** The right of a non-voting member to introduce main motions shall be limited to motions made by that member's committee.

Section 4, Observers: SA members not addressed elsewhere in these bylaws shall be classified as observers. Observers shall only have the specific right to request the floor for the purpose of debate. Observers shall be limited to debate only after discussion has been initiated by an elected member of this body. Observers shall not have the right to make motions, second motions, or vote.

Article IV, Officers:

Section 1: The officers of this society shall be: Chair, Co-Chair, Secretary, Treasurer, Unity Conference Chair, Intergroup Representative to the Region (IGR) and IGR Alternate, Literature Chair, Website Manager, and Phone Message Moderator. The SA sobriety requirement for Chair, Treasurer, and Unity Conference Chair shall be one year, Co-Chair and Secretary six months; for IGR, three years; **all other officer positions shall be for 90 days.** To be eligible to serve as Chair, Treasurer, Secretary or Unity Conference Chair the member must have served as a GSR or SCASAI officer for at least six months and have attended SCASAI meetings regularly. If at any time an officer has less than the required sobriety they will be replaced at the next meeting **or as soon as a replacement is found; in the interim they may continue to serve in that position until replaced, but shall not be a voting member.**

Section 2: Elections are held once per year at a SCASAI meeting. Terms of service begin in March. Group representatives shall petition their groups for volunteers for intergroup positions.

Section 3: The officers shall be elected by voice vote to serve for their term of office or until the successors are elected. The term of office for the Chair, Secretary, and the Unity Conference Chair is one year. The term of office for the IGR is three years. All other offices are for one year. The Chair may not serve for more than two consecutive terms, and rotation of leadership is encouraged for all positions.

Section 4: In the event of an absence by the officers of this body, every attempt shall be made to inform the chair or co-chair of the absence prior to the regular meeting. Two consecutive or three absences in a term, without cause or attempt to inform this body, shall be cause for dismissal. Dismissal is to be voted upon by the voting members of this body.

Section 5: If a vacancy in an office occurs, a qualified SA member (with at least 90 days) may be elected to fill it. A vote of approval by a majority of SCASAI members is necessary to fill the vacated position for the remainder of the term.

Section 6: All officers should be familiar with the SCASAI bylaws, the SA Service Manual, the Twelve Traditions of SA and the Twelve Concepts for World Service, and understand the SA service structure.

#### Article V, Duties of Officers:

Section 1: It is the duty of the Chair to:

- a. Call and conduct regular and/or special intergroup meetings.
- b. Determine the agenda for each meeting.
- c. Open the meeting at the appointed time by calling the meeting to order, having ascertained that a quorum is present. A quorum is presented when either the Chair, Co-chair or the Regional Representative and two other officers are present to conduct business.
- d. Announce, in proper sequence, the business that arises, using his/her judgment to adjust the agenda as the meeting may require.
- e. Expedite business in a way compatible with the rights of members and observers.
- f. Recognize members or observers who are entitled to the floor.
- g. State and put to vote all questions that legitimately come before SCASAI and announce the result of each vote.
- h. Enforce the rules relating to debate, order, and decorum.
- i. Decide all questions of order, unless, when in doubt, the Chair prefers to submit such a question to SCASAI for decision.
- j. Respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of SCASAI.
- k. Authenticate by the Chair's signature, when necessary, all acts, orders, and proceedings of SCASAI.
- l. Declare the meeting adjourned when SCASAI so votes.
- m. Conduct the general correspondence of SCASAI.
- n. Sign all approved copies of acts of SCASAI such as approved minutes.
- o. Prepare and distribute, along with the Secretary, copies of the minutes of each meeting to each officer and member, and to the Southwest Regional Representative, by the next SCASAI meeting.
- p. Appoint special committees as needed.

- q. Be a cosigner on SCASAI bank accounts.
- r. Represent SCASAI to the community and to the SA groups within Southern California.
- s. Maintain appropriate communication with all levels of the fellowship of SA as a whole.
- t. Be considered a non-voting member of all committees.
- u. Work to advance the effectiveness of SCASAI and enhance its service to the SA fellowship in Southern California according to SCASAI's statement of purpose.

Section 2: It is the duty of the Co-Chair to:

- a. In the absence of the Chair, to serve as Chair.
- b. In the absence of the Secretary, to serve as temporary Secretary.
- c. Coordinate the functions of the committees.
- d. In the absence of the Treasurer the Co-Chair shall conduct the duties of the treasurer.
- e. Work closely with the Chair to advance the effectiveness of SCASAI and enhance its service to the SA fellowship in Southern California according to SCASAI's statement of purpose.
- f. Typically assume the position of Chair following completion of their one year term.

Section 3: It is the duty of the Intergroup Representative to the Region (IGR) to:

- a. In the absence of the Chair and Co-Chair, to serve as Chair.
- b. Be a co-signer on the SCASAI bank account.
- c. Regularly attend local and regional service committees, and national fellowship functions when possible, to represent the Southern California Fellowship in matters that affect SA as a whole.
- d. Represent SCASAI to the other area intergroups, and to the Southwest Region of SA.
- e. Provide reports to SCASAI at each meeting covering the business of the Southwest Region.
- f. Work closely with the chair to advance the effectiveness of and enhance its service to the SA fellowship in Southern California and internationally according to SCASAI's statement of purpose.

Section 4: It is the duty of the IGR Alternate to:

- a. In the absence of the IGR, to serve as temporary IGR.
- b. Typically assume the position of IGR after the IGR completes their term or leaves office.

Section 5: It is the duty of the Secretary to:

- a. Keep a record of all the proceedings of SCASAI.
- b. Prepare and distribute, along with the Secretary, copies of the minutes of each meeting to each officer and member, and to the Southwest Regional Representative, by the next SCASAI meeting.
- c. Make the SCASAI minutes and records available to members upon request.
- d. Prepare prior to each meeting, an order of business for the use of the presiding officer, showing all matters known in advance that are due to come up.
- e. Provide for notification to SCASAI of the time, place, and agenda for each SCASAI meeting.

- f. Send out to the SCASAI membership a notice of each special meeting known as the "call" of the meeting.
- g. Declare no quorum in the absence of the Chair, Co-Chair, or IGR.
- h. Maintain record book(s) in which the bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.
- i. Keep on file all committee reports.
- j. Maintain the SCASAI phone and email contact list unless a designated phone list coordinator is doing so.
- k. Maintain SCASAI files and archives.
- l. Keep SCASAI official membership roll; and to call the roll where it is required.
- m. Notify officers, committee members, and delegates of their election or appointment, to furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing committees and their members.
- n. Sign all approved copies of acts of SCASAI.
- o. Conduct and maintain the correspondence of SCASAI which is not a function proper to the others offices or committees.
- p. Work closely with the chair to advance the effectiveness of SCASAI and enhance its service to the SA fellowship in Southern California according to SCASAI's statement of purpose.

Section 6: It is the duty of the Treasurer of SCASAI to:

- a. Be the custodian of SCASAI funds not entrusted to other offices or committees.
- b. Be a co-signer of SCASAI bank account.
- c. Oversee the use of SCASAI post office box.
- d. Present a written treasurer's report of receipts and disbursements and a reconciliation of SCASAI bank accounts at each regular meeting.
- e. Submit all records to periodic audit.
- f. Make a full financial report at each meeting.
- g. Disburse funds in a timely manner as necessary to fulfill the object of the society.
- h. Work closely with the chair to advance the effectiveness of SCASAI and enhance its service to the SA fellowship in Southern California according to the SCASAI statement of purpose.

Section 7: It is the duty of the Unity Conference Chair to:

- a. Recruit and select Unity Conference Committee members.
- b. Supervise all aspects of conference planning and execution.
- c. Negotiate hotel and other contracts.
- d. Delegate tasks to Committee members.
- e. Work closely with the S-Anon Conference Chair.
- f. Communicate all actions of the Committee at each SCASAI meeting.

## Article VI, Meetings:

Section 1, Regular Meetings: The meetings of SCASAI shall be held when directed by the SCASAI, at least quarterly. Traditionally meetings are on the last Saturday of each month at 5:30 p.m.

Section 2, Quorum: A meeting of one of the three principal officers (Chair, Co-chair or the Regional Representative) and two other officers shall constitute a quorum.

Section 3, Special Meetings: Special meetings may be called by the Chair or upon written request of five (5) SCASA Intergroup members. The purpose of the meeting shall be stated in the call. No business other than that stated in the call will be conducted. At least ten days' notice will be given, unless waved by two of the three principal officers (Chair, Co-chair or the Regional Representative).

## Article VII, Committees:

Section 1: Standing and ad hoc committees shall be formed from time to time as SCASAI may deem it necessary, to carry on the work of SCASAI. Committees shall be formed by a vote of SCASAI members. The Chair of these committees may be appointed by the SCASAI Chair. Such appointments shall be approved during the current meeting or by the next SCASAI meeting.

Section 2: There will be a standing Unity Conference Committee with an elected Unity Conference Chair. The Unity Conference Committee serves to organize and manage all aspects of the planning and execution of the Unity Conference, including its finances.

## Article VIII, Authority:

Section 1, Ultimate Authority: SCASAI is limited to activities in furtherance of its primary purpose, and is bound by the Twelve Traditions of SA and the Twelve Concepts of Service of SA.

Section 2, Parliamentary Procedure: The rules contained in Robert's Rules of Order Newly Revised (1981) shall guide SCASAI in all cases to which they are applicable and insofar as they are not inconsistent with these bylaws and any special rules of order that SCASAI may adopt. Such special rules of order shall be listed in Appendix A of this document. However, in no case may use of those rules conflict with SA's Twelve Traditions and SA's Twelve Concepts for World Service, which will always be paramount. Thus a point of order may be raised during the discussion of a motion by any member if they believe that the motion or its discussion is not consistent with the Traditions or Concepts, particularly the Right of Participation and the Right of Appeal.

Motions and other matters subject to vote shall be approved by a "substantial majority", defined as at least two-thirds of the members who have cast votes. An abstention does not count as a vote cast. After voting on a motion, those holding the minority opinion are given another opportunity to speak,

without further debate, and the Chair asks if anyone who voted with the majority desires to change their vote. If so, a new vote is taken among those who originally cast a vote. Then, after the new minority has had every opportunity to be heard, the process ends.

Article IX, Amendment of Bylaws: These bylaws may be amended by two-thirds (2/3) vote of SCASAI at the regular meetings or at a special meeting of SCASAI, provided that the exact wording of the amendment has been submitted in writing and announced at least 2 previous regular meetings. To give all SCASAI members adequate opportunity to deliberate and decide on any amendment, written absentee or email ballots are allowed. Written ballots will be distributed to voting members by the SCASAI secretary when requested. An amendment passes on a two-thirds majority of ballots and votes cast. An abstention does not count as a ballot cast.

Appendix A, Special Rules of Order:

There are no special rules of order as of this revision.