

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 SCASA 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 the Sexaholics Anonymous Statement of Principle, adopted by the GDA in Feb 2010, and addendum in July 2016.

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 SCASAI and the GSRs who have the minimum requisite term of sobriety of ninety days. 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 Area and to act as a liaison between their respective meeting and SCASAI. The term of a GSR is typically six months and shall be determined by the autonomous meeting. 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.

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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. 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 Alternate IGR, Literature Chair, Website Manager, Meeting Directory Chair, Serving Institutions and Professionals (SIP) Chair, Information Request Coordinator, Correctional Facilities Committee (CFC) Chair, Phone and Contact List Manager, and All-Groups' Meeting/Speaker Chair. The SA sobriety requirement for each officer is stated in Article V. To be eligible to serve as Chair, Treasurer, Secretary, IGR, or Unity Conference Chair, the member must have served as a Group Service Representative (GSR) or SCASAI officer for at least six months and have attended SCASAI meetings regularly. To foster and maintain SA unity, it is recommended that the officers support and believe in the SA definition of sobriety. 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. GSRs 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 and Alternate 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 officer's absence at a regular SCASAI meeting, the officer shall make every attempt 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 SCASAI.

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

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Section 6: All officers should be familiar with the SCASAI Bylaws and have a working knowledge of the Twelve Traditions of SA and Robert's Rules of Order and how to apply them to group situations. They should also be familiar with the SA Service Manual, the Twelve Concepts for World Service, and understand the SA service structure.

Section 7: All officers shall provide a written report to the Secretary in advance of each SCASAI meeting. This report shall be provided not later than the date requested by the Secretary.

Article V, Duties of Officers and GSRs

Section 1: Chair (Sobriety Requirement: 1 year)

Job Duties:

- 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. Declare No quorum, if warranted. A quorum is present when either the Chair, Co-chair or the IGR and two other officers are present to conduct business.
- d. Decide all questions of order, unless, when in doubt, the Chair prefers to submit such a question to SCASAI for decision.
- e. Announce, in proper sequence, the business that arises, using their judgment to adjust the agenda as the meeting may require.
- f. Expedite business in a way compatible with the rights of members and observers.
- g. Recognize members or observers who are entitled to the floor.
- h. State and put to vote all questions that legitimately come before SCASAI and announce the result of each vote.
- i. Enforce the rules relating to debate, order, and decorum.
- j. Respond to inquiries of members relating to parliamentary procedures 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 votes.
- m. Be an authorized user on SCASAI bank accounts.
- n. Conduct the general correspondence of SCASAI.
- o. Appoint special committees as needed.
- p. Represent SCASAI to the community and to the SA groups within Southern California.
- q. Maintain appropriate communication with all levels of the fellowship of SA as a whole.

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- r. Be considered a non-voting member of all committees.
- s. Work to advance the effectiveness of SCASAI and enhance its service to the SA fellowship in the Southern California Area according to SCASAI's statement of purpose.

Section 2: Co-Chair (Sobriety Requirement: 6 months)

Job Duties:

- a. In the absence of the Chair, to serve as Chair.
- b. In the absence of the Secretary, to serve as Secretary.
- c. Work closely with the Chair to advance the effectiveness of SCASAI and enhance its service to the SA fellowship in Southern California Area according to SCASAI's statement of purpose.
- d. Typically assume the position of Chair following completion of their one-year term.

Section 3: Intergroup Representative to the Region (IGR) (Sobriety Requirement: 3 years)

Job Duties:

- a. In the absence of the Chair and Co-Chair, to serve as Chair.
- b. Be an authorized user on the SCASAI bank account.
- c. Represent the SCASAI group conscience at the Southwest Regional Assembly.
- d. Bring information to SCASAI from the Regional Assembly to keep SCASAI informed about items that affect the groups in the Area, Region, and SA as a whole.
- e. 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.
- f. Provide the Regional Assembly meeting minutes to the SCASAI Secretary for distribution to the SCASAI groups through their GSRs.
- g. Provide a report covering the business of the Southwest Region at each regular SCASAI meeting.
- h. Work with the Alternate IGR to acquaint them with the duties of the IGR.
- i. Work closely with the chair to advance the effectiveness of and enhance its service to the SA fellowship in the Southern California Area and internationally according to SCASAI's statement of purpose

Section 4: Alternate IGR (Sobriety Requirement: 3 years)

Job Duties:

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

Section 5: Secretary (Sobriety Requirement: 6 months)

Job Duties:

- a. Keep a record of all the proceedings of SCASAI.
- b. Prepare and distribute the minutes of each SCASAI meeting to each officer, GSR, and meeting contact person prior to the next SCASAI meeting.
- c. Prior to each meeting, in collaboration with the Chair, prepare an order of business (agenda) for the use of the presiding officer, showing all matters known in advance that are due to come up.
- d. Request all officers and committees to submit their reports prior to each regular SCASAI meeting and include these reports with the agenda.
- e. Provide notification to SCASAI of the time, place, and agenda for each SCASAI meeting.
- f. Make the SCASAI minutes and records available to members upon request.
- g. Send out to the SCASAI membership a notice of each special meeting known as the "call" of the meeting.
- h. Call the roll where it is required.
- i. Declare 'No Quorum' in the absence of the Chair, Co-Chair, and IGR.
- j. Maintain record book(s) in which the bylaws, special rules of order, standing rules, operating documents, 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.
- k. Keep on file all summary committee reports.
- m. Notify officers, and committee chairs, of their election or appointment, and have on hand at each meeting a list of all existing committees and their Chair.
- n. Conduct and maintain the correspondence of SCASAI which is not a function proper to the other offices or committees.
- l. Work closely with the chair to advance the effectiveness of SCASAI and enhance its service to the SA fellowship in the Southern California Area according to SCASAI's statement of purpose.

Section 6: Treasurer (Sobriety Requirement: 1 year)

Job Duties:

- a. Be the custodian of SCASAI funds not entrusted to other officers or committees.
- b. Be the primary authorized user on the 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 financial records to periodic audit, when requested.
- f. Disburse funds in a timely manner as necessary to fulfill the object of SCASAI.
- g. Establish and maintain a prudent reserve as approved by SCASAI. Distribute funds in excess of the prudent reserve as approved by SCASAI.

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- h. Work closely with the chair to advance the effectiveness of SCASAI and enhance its service to the SA fellowship in the Southern California Area according to the SCASAI statement of purpose.

Section 7: Unity Conference Chair (Sobriety Requirement: 1 year)

Job Duties:

- a. Recruit and select Unity Conference (UC) Committee members.
- b. Supervise all aspects of conference planning and execution.
- c. Negotiate hotel contract. Ensure both Fellowships (SA and S-Anon) review and/or sign the Contract.
- d. Delegate tasks to Committee members.
- e. Work closely with the S-Anon Conference Chair.
- f. Identify a person to be the UC Chair next year and present it to SCASAI for consideration and approval.
- g. UC Chair shall be familiar with the UC Guidebook (June 2023 or current version) and the Unity Conference Guidelines (November 2008 or current version).

Section 8: Literature Chair (Sobriety Requirement: 90 days)

Job Duties:

- a. Maintain an appropriate on-hand inventory of approved SA literature for purchase by Area members and groups.
- b. Assess the demand vs. on-hand inventory, adjusting future purchases or discontinuation, as appropriate.
- c. Purchase literature from SA Central Office and/or Alcoholics Anonymous when necessary, taking advantage of bulk discounts.
- d. Be available to sell literature to members and local groups from home or at a mutually agreed upon location.
- e. Maintain an updated price list and make the list available to members and groups.
- f. Maintain orderly financial records and a secure “cash box”.
- g. Stay up to date with SA Central Office regarding newly approved literature and with the SA Trustee Literature Committee regarding literature projects in development, including opportunities for area members to participate.

Section 9: Website Manager (Sobriety Requirement: 90 days)

Job Duties:

- a. Maintain and update the SCASAI website, including posting updated Meeting Directories, uploading recordings, adding and removing event notices, and any other necessary actions.
- b. Receive suggestions from fellow members and local groups regarding website content and organization. Implement these suggestions as appropriate or review them with SCASAI.

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- c. Maintain the security of the website and the underlying platform, operating system, and plug-ins as necessary.
- d. Coordinate with the Treasurer the periodic webhosting service subscription and the domain name registration to avoid suspension or loss of service.

Section 10: Information Request Coordinator (Sobriety Requirement: 6 months)

Job Duties:

- a. Respond as necessary to phone calls, voice messages, text messages, and email messages from inquirers to the information line (phone number) and email account posted on the SCASAI website.
- b. Be well acquainted with the available local and national SA resources so that inquirers can be provided with useful and actionable information.
- c. Refer inquirers to other SCASAI officers or GSR's, as necessary, to pass along any specific information or to help answer a specific inquiry.

Section 11: Meeting Directory Chair (Sobriety Requirement: 90 days)

Job Duties:

- a. Keep the SCASAI meeting directory up to date, including in-person meetings, zoom-only meetings, and hybrid meetings.
- b. Collaborate with the Website Chair to maintain up-to-date meeting information on the SCASAI website.
- c. Maintain the accuracy of SCASAI's meeting registrations via the Edit Link.

Section 12: Phone and Contact List Manager (Sobriety Requirement: 90 days)

Job Duties:

- a. Maintain phone and email contact information for all Intergroup Officers, GSRs, and "Permanent" Meeting Contacts at each Southern California Area meeting. Promptly update records when changes are identified or requested.
- b. Maintain a Special Services List for reference, including Spanish-speaking and Women-only Newcomer Contact Person.
- c. Maintain the appropriate level of security and anonymity for the Phone and Contact List.

Section 13: Correctional Facilities Committee (CFC) Chair (Sobriety Requirement: 6 months)

Job Duties:

- a. Work with the national and regional CFCs to learn how best to interact with jails and prisons in the Area.
- b. Find members willing to be sponsors-by-mail.
- c. Develop a committee to visit members incarcerated locally.
- d. Educate IG members on the CFC in general, and ways they can get involved.
- e. Help start prison meetings where allowed and support existing meetings.
- f. Oversee the use of the local PO Box for prisoner correspondence.

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Section 14: Support for Institutions and Professionals (SIP) Chair (Sobriety Requirement: 6 months)

Job Duties:

- a. Carry the message of SA recovery to hospitals, treatment centers, and helping professionals.
- b. Facilitate meetings with institutions and professionals while distributing SA-approved materials.
- c. Arrange Public Information (open) meetings.
- d. Provide opportunities and instructions for local members to participate.
- e. Educate IG members on the SIP in general, and ways they can get involved.

Section 15: All Groups/Speaker Meeting Leader (Sobriety Requirement: 90 days)

Job Duties:

- a. Preside as Secretary of the All Groups/Speaker meeting.
- b. Obtain 2-3 SA speakers from the SA fellowship for each All-Groups meeting. The guideline for speakers is 3 months sobriety and actively working the Steps.
- c. Ensure the correct meeting information is included on the Next Meeting SA app.
- d. Responsible for storage and set-up of Zoom equipment for both the IG meeting and the subsequent All Groups/Speakers meeting.

Section 16: GSRs (Sobriety Requirement to vote at IG meeting: 90 days)

Job Duties:

- a. Attend Intergroup meetings, usually on a monthly basis.
- b. Represent the conscience of their Home Group at Intergroup meetings.
- c. Give a report of Intergroup meeting at the regular business meeting of their Home Group.
- d. Keep informed of issues that affect the Home Group, Intergroup, Region and the International Fellowship.
- e. Be willing to accept an Intergroup service position.

Article VI, SCASAI 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 from 5:30 to 6:45 pm. Traditionally, the November meeting is held on the Saturday prior to Thanksgiving, and no meeting is held in December.

Section 2, Meeting Format: SCASAI Meetings are typically held as a hybrid meeting with both Zoom and In-Person participation available. They may also be held as In-person only or Zoom-only meetings.

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Section 3, Quorum: A meeting of one of the three officers (Chair, Co-chair or the IGR) and two other officers shall constitute a quorum.

Section 4, 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). Special Meetings shall be conducted under the same rules as Regular Meetings.

Article VII, Committees:

Section 1: Standing and ad hoc committees shall be formed from time to time as SCASAI deems 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 selected by the Committee or may be appointed by the SCASAI Chair.

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 SA Service Manual, 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" (current version) 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 (Concept IV) and the Right of Appeal (Concept V).

Section 3. Voting: 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.

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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.