

GUIDELINES

SOUTHERN ARIZONA INTERGROUP OF SEX ADDICTS ANONYMOUS

I. PURPOSE AND MEMBERSHIP

- A. The purpose of the Southern Arizona Intergroup of SAA is to serve the needs of SAA groups in southern Arizona and to facilitate carrying the SAA message of recovery to the sex addict who still suffers.
- B. The Southern Arizona Intergroup administers and coordinates SAA services that are approved by the SAA groups in southern Arizona.
- C. The Southern Arizona Intergroup serves as a link between the SAA groups in southern Arizona and the International Service Organization of Sex Addicts Anonymous.
- D. The Intergroup is comprised of representatives from the SAA groups in southern Arizona (or Intergroup Representatives), Intergroup officers, and subcommittee chairpersons. We recognize that the ultimate authority of this body is “a loving God as expressed in our group conscience.”

II. FUNCTIONS

- A. The communication of information to and from SAA groups through their Intergroup Representatives.
- B. The conducting of a monthly service meeting, providing an opportunity for the Intergroup to address concerns brought before it by the groups, discuss proposals regarding carrying the SAA message of recovery in southern Arizona, and receive reports from officers and subcommittee chairs regarding Intergroup services.
- C. The overseeing and administration of all Intergroup finances.
- D. The providing of various services to the fellowship of SAA in southern Arizona through subcommittees, including:
 - 1. **Activities:** to plan and implement social and fundraising activities. Such activities need to fulfill SAA’s primary purpose, and to that end should include an SAA meeting or other function that carries the message of recovery through the SAA program.

2. **Literature:** to review, order, and distribute Sex Addicts Anonymous literature in southern Arizona, and to maintain a post office box for Southern Arizona SAA, of which the committee chair holds one of the keys. The committee coordinates any local review of new SAA literature sent to the groups from the ISO.
3. **Online Presence:** to maintain a Southern Arizona SAA website, which includes a current Southern Arizona SAA meeting schedule, and to update all information concerning SAA in southern Arizona that appears on the ISO website. Keeps track of the status of SAA groups on the meeting schedule, and informs Intergroup if a group has stopped meeting, changed its time or date, or any other relevant changes.
4. **Outreach:** to carry the SAA message to the public through various media, and carry the message to sex addicts who can't attend regular SAA meetings or whose attendance is restricted, such as those in treatment centers or correctional facilities.
5. **Public Information:** To maintain a hotline and email address in southern Arizona, providing information and assistance to sex addicts seeking recovery as well as to others seeking to learn about SAA; coordinate and train volunteers.
6. **Ad Hoc** (temporary) subcommittees created by vote of the Intergroup, appointed by the Trusted Servant to perform specific tasks deemed necessary by the Intergroup, and to be dissolved by the Trusted Servant on conclusion of their tasks.

III. INTERGROUP REPRESENTATIVES

- A. An SAA group meets regularly to carry the message of recovery for sex addicts through the program of SAA. "Our meetings need to be identifiable as SAA meetings—clearly following and presenting the Steps and Traditions of SAA of SAA as written, bearing our name and no other, and offering hope for recovery from sexual addiction to all who seek it." – *Sex Addicts Anonymous*, p. 83.
- B. The Intergroup may remove a group from the Southern Arizona meeting schedule, or not include a new group on the schedule, if it determines that the group is not following the Steps and Traditions of SAA.

- C. Intergroup Representatives (IGRs) are members elected by their groups to represent their groups' consciences at the Intergroup meetings.
- D. The general requirements and terms of service for IGRs are determined by their groups.
- E. IGRs vote for their groups at Intergroup meetings.
- F. IGRs bring matters of concern from their groups to the Intergroup, and keep their groups informed about the services and activities of the Intergroup.
- G. IGRs bring their group's donations to the Intergroup. In the absence of an IGR, any member designated by a group may bring its donations to the Intergroup.

IV. OFFICERS AND SUBCOMMITTEE CHAIRS

A. **General Requirements and Terms of Service**

1. All Intergroup officers and subcommittee chairs are active members of the SAA fellowship, attending SAA meetings in southern Arizona on a regular basis.
2. It is suggested that all nominees for Intergroup officer and subcommittee chair positions be in the SAA program for a minimum of one (1) year in order to be elected, except for the Recorder, which has a suggested minimum time in the program of six (6) months.
3. Officers and subcommittee chairs should have a working knowledge of the Steps and Traditions of SAA.
4. Nominees for Intergroup service positions should have the time to devote to their duties, and be accessible to other Intergroup members and other members of the SAA fellowship. They should have the interest to do a timely and thorough job.
5. Intergroup officers and subcommittee chairs must be able to attend the monthly meetings of the Intergroup on a consistent basis. If circumstances prevent attendance at a particular Intergroup meeting, the officer or subcommittee chair is responsible for submitting a report prior to the meeting, and designating another responsible member to attend the meeting in his or her place, give the report, and answer questions.
6. Each Intergroup officer and subcommittee chair position has a term of one (1) year. No member can fill the same officer or subcommittee chair position for more than three (3) consecutive terms.

7. If an Intergroup officer or subcommittee chair is elected to replace another officer or subcommittee chair during a term of service, the remainder of that term will count as a one (1) year term in that position.

8. The Intergroup may remove officers or subcommittee chairs from their positions if it determines that they are not properly fulfilling their duties.

8. Subcommittee chairs may simultaneously serve as IGRs, but the Intergroup officers may not.

9. All officers and subcommittee chairs will train the members elected to succeed them in the coming term, and be available to help the new officers or chairs with information and assistance during the first month of their term.

B. Trusted Servant

1. Presides at all Intergroup meetings.
2. Provides the agenda for Intergroup meetings.
3. Handles all Intergroup correspondence.
4. Appoints and dissolves all ad hoc committees.
5. Calls emergency meetings when necessary.
6. Should maintain impartiality during discussions at the Intergroup meeting.
7. Holds a key to the Intergroup post office box.

C. Recorder

1. Prepares accurate minutes of each Intergroup meeting, including every motion voted on by the Intergroup.
2. Restates motions before they are voted on, upon request.
3. Keeps track of the voting on all motions that come before the Intergroup.
4. Distributes copies of the minutes and agenda to each Intergroup member.
5. Keeps copies of all Intergroup minutes in an archive.
6. Provides information as to motions previously passed by the Intergroup during the term of service, upon request.

D. Treasurer

1. Is custodian of the Intergroup bank account.
2. Keeps the financial ledger for all Intergroup money transactions.
3. Submits a monthly written report on all Intergroup contributions and expenditures.
4. Disperses funds at the discretion of the Intergroup.
5. Pays all regular Intergroup expenses.
6. Holds a key to the Intergroup post office box.

7. Opens the ledger and any other financial records to an annual audit to be performed by members appointed by the Trusted Servant, a month prior to the end of the Treasurer's term, or any audit deemed necessary by the Intergroup.

E. Subcommittee Chairs

1. Hold regular monthly committee meetings.
2. Notify the Intergroup and southern Arizona fellowship of the regular times and places of monthly committee meetings.
3. Present monthly reports to Intergroup on the services and activities of the committee.
4. Maintain accurate financial records for the committee, including all receipts of expenditures.
5. Present an estimated annual budget, based on the previous year's expenses, at the end of his or her term, to be reviewed by the incoming chair and submitted to the Intergroup for approval.
6. Facilitate the operation of committee services and activities, including the election or appointment of committee officers when needed, and delegate tasks to other committee members.

F. Delegate

1. The Intergroup may elect a delegate to represent southern Arizona SAA at the ISO conference.
2. It is suggested that the Intergroup delegate be in the SAA program for a minimum of two (2) years, to have a thorough knowledge of the Twelve Steps and Traditions of SAA, and to be familiar with issues facing Sex Addicts Anonymous at the ISO conference.

V. INTERGROUP MEETINGS

- A. At the beginning of the Intergroup meeting, the Intergroup will have an opportunity to review the minutes of the previous meeting and make any necessary revisions to them.
- B. Each Intergroup meeting will include reports from the Treasurer and Subcommittee Chairs on their activities during the previous month, followed by "Old Business" and "New Business."
- C. Intergroup officers and subcommittee chairs will answer questions and concerns raised by members at the meeting, as facilitated by the Trusted Servant.
- D. Items for discussion that were not completed during the previous month's meeting will appear on the agenda as "Old Business."

- E. Any member of SAA in southern Arizona can bring questions and concerns to the Intergroup, which will then be put on the agenda under “New Business.”
- F. The Trusted Servant is empowered to allot limited amounts of time for discussion of any issue or motion, in order to complete the Intergroup meeting in a timely fashion.
- G. Motions to be presented to the Intergroup for a vote will be put on the agenda under “New Business” unless the Trusted Servant deems it necessary to vote on the motion earlier in the meeting.
- H. Only IGRs can bring a motion to the Intergroup. Every motion requires a second IGR for the motion to come to the floor for a discussion and vote.
- I. The Trusted Servant will provide an opportunity for discussion of every motion before calling for a vote.
- J. Only IGRs can vote on a motion.
- K. A quorum is required in order for any vote to take place. A quorum consists of IGRs representing 51% or more of the SAA groups listed in the current Southern Arizona SAA meeting schedule. The Trusted Servant has the option of suspending the requirement of a quorum in case of emergency, i.e., when vital Intergroup business needs to be done without delay.
- L. No IGR can represent more than one group for the purposes of a quorum.
- M. No IGR can have more than one vote on any motion.
- N. No IGR can vote on a motion who is not present at the Intergroup meeting.
- O. A motion requires 51% of the IGRs present at the Intergroup meeting in order to pass.
- P. Abstentions from voting on a motion by IGRs present at the Intergroup meeting are not counted separately, but have the effect of a “No” vote.
- Q. The Trusted Servant may rule motions out of order if he or she determines that a motion is not needed in order to accomplish Intergroup business in a particular case, or that the motion violates the 12 Traditions of SAA.
- R. During discussions, members will speak only when called upon by the Trusted Servant. The Trusted Servant will take care to give all members who wish to speak an opportunity to do so. Intergroup members will refrain from interrupting other members who are speaking.

- S. The Intergroup may vote to table any issue or motion until a later meeting.
- T. In matters of policy that affect SAA groups and their members, the Intergroup will generally strive to bring these matters to the groups for their consciences before making decisions, either by vote or otherwise. In practical matters pertaining to the day-to-day providing of services to the fellowship, the Intergroup is empowered to make decisions without bringing these matters to the groups, if deemed necessary.
- U. The holders of the post office box keys will distribute any mail picked up at the post office to those Intergroup members concerned.
- V. A report will be given once a year, at the end of the Intergroup term, on the annual audit of the Treasury, to be performed by at least two (2) members appointed by the Trusted Servant.
- W. The Trusted Servant may call an emergency meeting of Intergroup if he or she deems it necessary in order to conduct important business. The Trusted Servant will consult with as many officers and subcommittee chairs as possible before determining the time and place of an emergency meeting. All members of the Intergroup will be contacted, including the IGRs, and informed of the time and place of an emergency meeting.

VI. ELECTIONS

- A. The elections of IGRs are a matter for each individual group. An IGR's term does not need to coincide with the term of Intergroup officers and subcommittee chairs, nor does the length of the IGR's term.
- B. Election for Intergroup officers and subcommittee chairs are held once a year at the regular Intergroup meeting.
- C. It is suggested that relevant definitions of offices and subcommittees, along with duties and qualifications for each position, be read aloud from the guidelines prior to nominations.
- D. Any member of SAA in southern Arizona who is present at the election may nominate a candidate for an Intergroup position. Candidates may nominate themselves. No seconds are required for nominations. Any person nominated may decline to run.
- E. Any member of SAA in southern Arizona who is present at the election may vote, including nominees.

- F. A nominee is elected by majority vote, i.e., by receiving more votes than any other candidate in the voting for that position.
- G. Voting may be done by written ballot if deemed necessary by the Trusted Servant. Ballots will be counted by at least two (2) SAA members present who are not nominees for the position being voted on.
- H. In the case of a tie, there will be a further vote between the nominees who are tied, as many times as necessary until one of the nominees is elected.
- I. If there are no nominees for a position, the IGRs will announce to their groups that the position is still open, and that an election will be held at the next Intergroup meeting for that position. In the meantime, the Trusted Servant will take steps to ensure that the duties of that position are fulfilled until the later election. The continuity of SAA services in southern Arizona should be maintained to the best of our ability.
- J. All current Intergroup officers and subcommittee chairs will serve for one more month after the annual election, helping their successors learn about their duties and responsibilities during that month, and attending the next Intergroup meeting in their service positions, accompanied by their successors, who will thereby observe the process in action.

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