

**Sex And Love Addicts Anonymous
Sacramento Intergroup Bylaws
Approved Revisions – December 2010**



I. Name

The official name of this organization shall be Sex and Love Addicts Anonymous Sacramento Intergroup (a nonprofit organization). For public purposes the group may also use the name Augustine Fellowship Sacramento Intergroup.

II. Purpose

The purpose of the Sacramento Intergroup is:

- A. Through a variety of outreach methods, to carry the SLAA message of recovery in the 12 Steps and 12 Traditions to sex and love addicts who still suffer.
- B. To build unity among the affiliated local SLAA groups.
- C. To create a spirit of fellowship among sex and love addicts as a vehicle for recovery.
- D. To serve as a medium for ordering and distributing SLAA copyright approved literature.
- E. To facilitate the planning and promotion of SLAA related events, such as workshops, socials, dinners, fund raisers, retreats, special events and more.
- F. To facilitate the exchange of information between local SLAA groups and Fellowship Wide Services.

III. Membership

Membership in Sacramento Intergroup is open to all SLAA groups in the Sacramento area that adhere to these bylaws. The definition of a group is:

- A. As a group, it meets to practice the 12 Steps and 12 Traditions of Sex and Love Addicts Anonymous.
- B. Whenever possible, all events sponsored by local groups will be open to and advertised to members of all local SLAA groups.
- C. As a group, it has no affiliation other than SLAA.
- D. In keeping with National FWS guidelines and the 2nd Tradition, it is suggested that each group (by group conscience) elect the following, group size permitting:
 - 1. Intergroup Representative (IR)
 - 2. Intergroup Representative Alternate (to stand in for IR if missing meeting)
 - 3. Secretary
 - 3. Treasurer
 - 4. Literature
 - 5. Communication
 - 6. Greeter
 - 7. Refreshment

IV. Intergroup Qualifications

- A. All elected Intergroup officers must meet the following qualifications:**
 - 1. Minimum of six months of participating in the SLAA program.**
 - 2. Three months of self-defined sobriety/recovery.**
- B. These qualifications are suggested for Committee Chairpersons and Intergroup Representatives.**

V. Intergroup Representatives

A. Purpose

- 1. To help carry the S.L.A.A. message of recovery in the 12 Steps and 12 Traditions to sex and love addicts who are still suffering.**
- 2. To assist the Sacramento Intergroup in building unity between the groups and Intergroup.**
- 3. To help create a spirit of fellowship among Sex and Love Addicts as a vehicle for recovery.**
- 4. To serve in whatever position they are elected or appointed to within Intergroup.**
- 5. To serve as conduit for 7th Tradition and literature for local group.**

B. Term of Office

- 1. The term of office for an Intergroup representative shall be one year.**
- 2. A representative may be elected for a maximum of two terms.**

C. Duties (shall include but not be limited to):

- 1. Attend Sacramento Intergroup meetings regularly or have alternate attend.**
- 2. Keep individual groups informed of decisions made by Intergroup, and get group conscience on such decisions as necessary.**
- 3. Announce activities and upcoming events sponsored or approved by Intergroup.**
- 4. Carry information, handouts, schedules, etc., back to his/her local group. Be responsible for the duplication and distribution of information from Intergroup to the local group.**
- 5. Present new ideas or needs of group (by group conscience) to Intergroup for possible adoption.**
- 6. Keep Intergroup informed of changes of local meeting address, times or Intergroup representative.**
- 7. Carry 7th Tradition from local group to Intergroup.**
- 8. Ensure that SLAA copyright approved literature is used by local group. If non SLAA copyright approved materials are used, they are clearly marked as such and kept separate from SLAA materials.**
- 9. When possible, serve on one or more Intergroup committees on a volunteer basis.**
- 10. Hold and follow Intergroup Bylaws, assisting in modifying the Bylaws when necessary through the annual Intergroup Bylaw review process.**

11. Fulfill any and all other duties outlined in the Sacramento Intergroup Bylaws for individual Intergroup representatives.

VI. Elected Intergroup Officers

The Intergroup Chairperson may not serve concurrently as an Intergroup Representative. It is also recommended that elected Intergroup officers not serve concurrently as the Intergroup representative from a home group. Officers and representatives attend Sacramento Intergroup meetings regularly.

A. Chairperson –

1. Chairs Intergroup meetings, starting with feelings checkin, and ending with Serenity Prayer.
2. Coordinates and facilitates Intergroup activities with assistance of Committees.
3. Facilitates Committee formation and election of Chairpersons for Committees.
4. Maintains communication between local Intergroup Representatives, other Intergroups and FWS national office.
5. With assistance from the Vice Chairperson, updates names, emails and phone numbers of local officers and Representatives.
6. Provides minutes in hard copy for Intergroup reps to take back to local meetings.
7. Facilitates process of updating Bylaws once a year.
8. Facilitates process of getting to a group conscience on issues and does not vote except to break a tie.
9. Facilitates forming strategic vision and goals of Intergroup.
10. Assists and facilitates resolution of local group issues and concerns.
11. Facilitates process of promoting ideas from local groups into discussion and possible implementation.
12. At least two days before Intergroup meeting emails a reminder to all reps and officers. If less than 1/3 of all Intergroup reps and officers will be attending, the Chairperson (or Vice Chairperson in the absence of the Chairperson) will cancel the meeting by calling the remaining members no later than the night before the meeting.
13. Together with Secretary, maintains bank account formation or account closing and maintains address and phone number changes for signatories. Signs checks for Intergroup, together with one other officer whenever possible. Reviews monthly bank statements for purposes of oversight.

B. Vice-Chairperson –

1. Chairs the Intergroup meetings in the absence of the Chairperson.
2. Aids and facilitates all Intergroup activities.
3. Together with one other officer whenever possible, is authorized to sign checks for Intergroup at official Intergroup meeting.
4. Assists Chairperson with Chairperson duties.

C. Secretary –

1. Regularly attends and electronically records Intergroup minutes whenever possible. If electronic minutes cannot be taken for whatever reason, handwritten notes will be kept and later transcribed into electronic form.
2. Either electronically or in paper form, distributes Intergroup meeting minutes in draft form each month to all officers and reps for review and approval.
3. Via email whenever possible, submits final approved electronic minutes to the webmaster for posting online at the Intergroup website. All minutes will be archived and organized by month for later reference and/or conversion to PDF format.

D. Treasurer –

1. Maintains the Intergroup treasury and makes regular deposits of all 7th tradition donations.
2. Provides a monthly financial report regarding Intergroup finances.
3. Provides a summary of the above report, in a manner that protects individual anonymity, for archiving and posting online.
4. In conjunction with the Secretary establishes and maintains the Intergroup checking account and ensures a sufficient supply of checks.
5. Ensures that any check drawn on the Intergroup account bears the signature of an authorized signatory. The Chairperson, Vice-Chairperson and Secretary shall be signatories. If the Vice-Chairperson position is vacant, Intergroup may elect an eligible third signatory from within its membership.
6. Maintains a prudent reserve of two months operating expenses in the SLAA Intergroup treasury in a savings or checking account.

E. Literature

1. Maintains a supply of program-approved literature and chips for local groups.
2. Provides a monthly report of materials available and a monthly accounting of orders accepted and money accepted for payment.

F. Communications

1. Maintains voicemail by picking up messages and returning calls left on the hotline while maintaining anonymity personally and for the group.
2. Regularly updates the voicemail announcement of the local meeting schedule.
3. Communicates with media or professionals who may contact SLAA, or forwards these calls to Chairperson while maintaining anonymity of group.
4. Keeps SLAA listing and address updated with the telephone company.
5. Reports monthly to Intergroup.
6. Follows the Intergroup Communication Manager Policy guidelines.

G. Webmaster –

1. Maintains website guided by FWS suggestions.

2. Acquires and keeps record of all copyright permissions for any and all items posted on website. Ensures that only copyrighted permission granted materials are posted on the website.
3. Updates local meetings information as notified by local Intergroup officers.
4. Answers SLAA related email. Forwards difficult to answer emails to officers and reps for comments.
5. Posts monthly Intergroup meeting minutes online, without referencing names of individuals.
6. Pays website hosting fee.
7. Posts monthly Treasurer's summary report online.
8. Reports to Intergroup monthly on site statistics and emails received.
9. Emails monthly financial statements as soon as possible after receipt to all Officers and Representatives.
10. Follows the Webmaster Policies guidelines.

H. Other officers as delegated or voted upon by Intergroup.

VII. Appointed Committees and Committee Chairpersons (to be appointed by Intergroup chairperson)

- A. Conference Planning Committee
- B. Speakers Committee
- C. Hospital and Institutions Committee
- D. Prison Outreach Committee
- E. Activities/Entertainment Committee
- F. Outreach Committee
- G. Sponsorship and Guidelines Committee
- H. Other Committees as voted upon by Intergroup

VIII. Intergroup Business Meetings

- A. Attendance at Intergroup meetings is open to all SLAA members.
- B. Voting members shall be comprised of:
 1. All elected Intergroup officers except the Chairperson, who may only vote to break a tie.
 2. One Intergroup representative from each local SLAA meeting.
 3. No individual may have more than one vote.
- C. Each SLAA group shall elect an Intergroup representative. It is also suggested that, whenever possible, each group also elect an alternate Intergroup representative.
- D. Business meetings shall be held monthly on a specified date and time.
- E. All Intergroup Officers, Committee Chairs, and Intergroup Representatives are expected to notify the Chairperson by email or phone at least 24 hours before a meeting if they cannot attend and to make arrangements for delivery of their report.

- F. Special meetings may be called with a one-week notice by any elected Intergroup officer or by not less than 1/3 of the voting members. All elected Intergroup Officers, Committee Chairs and Intergroup Representatives must be notified.
- G. Monthly business will be decided by group conscience or formal vote.
- H. Meetings will be conducted under Robert's Rules of Order.
- I. The quorum necessary to conduct Intergroup business shall be a majority of the eligible voting members (e.g., 6 of 11 or 8 of 14).

IX. Election of Officers

- A. All officers will be elected by a majority of a quorum of Sacramento Intergroup voting members.
- B. Elected Intergroup officers shall serve a term of one year, not to exceed two consecutive terms whenever possible.
- C. Elected Intergroup officers and committee chairpersons shall be actively practicing the SLAA program by regularly attending local SLAA meetings and Intergroup meetings.
- D. Term of office will be from January 1 through December 31 whenever possible. (New officers will be elected in December. New officers will serve at the first January Intergroup meeting of each year.) Outgoing officers will attend January meeting to facilitate the transition to new officers whenever possible.
- E. An Intergroup officer or Intergroup Representative may be removed from office and replaced for just cause by a 2/3rds majority of a quorum of member groups.

X. 2002 Bylaws Amendments Rev. 1/7/2002

- A. These Sacramento Intergroup bylaws may be amended by a quorum of member groups provided one month previous notification be made to all groups and at least 50 percent plus one of all groups approve any changes.
- B. Affiliated groups should review these bylaws every year.
- C. SLAA groups may submit recommendations to Intergroup for possible action.

XI. 2005 Bylaws Amendments Rev. / /2005

- XII. 2010 Bylaws Amendments – Approved by Intergroup for submission to local groups June 12, 2010. Approved by a majority of local groups as of November 2010 and declared approved by Intergroup at its December 11, 2010 meeting.**