

SAA

NEW YORK CITY
INTERGROUP

MAY 2017



NYC
Intergroup

APPROVED

EFFECTIVE DATE

MAY 3RD 2015

Revised on May 2017

RULES

INTERGROUP DOCUMENT

BYLAWS

Group: NENY0023

INTERNAL PUBLICATION - APPROVED BY INTERGROUP

NYC
SAA

VISION, MISSION & VALUES

_ A VISION:

A location where every sex addict who resides in or visits New York City area will find the fellowship of Sex Addicts Anonymous close at hand.

_ B MISSION:

To provide services that no group can provide on its own to member groups within the New York City fellowship of SAA, and, whenever possible, the larger New York Metropolitan fellowship. Services will include, but not be limited to, fund raising, special events, and outreach, at the discretion of the member groups.

_ C VALUES:

The governing values that will steer the New York City Intergroup of SAA in pursuit of its Vision include Unity, Recovery, Service, and Anonymity.

- **UNITY:** We seek group conscience in our decision making and service activities by maintaining accountability to and transparency with our member groups, encouraging every member to be a part of the solution we offer to the suffering addict.
- **RECOVERY:** We are guided in our activities by the SAA message, as embodied in the 12 Steps and 12 Traditions of SAA, and encourage our member groups to do the same.
- **SERVICE:** As stated within the 2nd Tradition, we offer leadership and service roles with a focus on accountability, reliability, honesty, and effectiveness in helping our member groups carry the SAA message. Intergroup does not govern.
- **ANONYMITY:** We practice humility by placing principles before personalities, remaining ever mindful that each of us remains an addict among addicts.



PREAMBLE & PURPOSE

_ A WHO WE ARE & WHO WE SERVE:

The New York City Intergroup of Sex Addicts Anonymous, shall serve all SAA groups in New York City that are registered with the International Service Organization (ISO) in Houston as long as they are composed of two or more sex addicts meeting regularly who adhere to the 12-Steps and 12-Traditions of SAA and who have no other common affiliation. We also welcome and will serve groups from the New York City Metropolitan Area when represented in Intergroup.

_ B THE PURPOSES OF THE NYC INTERGROUP ARE:

- Supporting addicts we serve towards their recovery from sexual addiction.
- Coordinating a plan to assure timely responses to requests for information or about meetings in the area.
- Providing shared and coordinated resources.
- Extending resources to members and groups we serve.
- Helping its member groups carry the message to the addict who still suffers.
- Planning and coordinating special community-wide or regional outreach activities.
- Maintaining a common mailing address and postal mailbox.
- Providing telephone and answering services.
- Developing and maintaining an intergroup website.

_ C WHAT WE SEEK:

We seek to foster in our activities recovery from sex addiction through the primacy of the 12 Steps and 12 Traditions of SAA.



NAME & LOCATION

_ A WHAT IS OUR NAME:

Herein the New York City Intergroup of SAA will be hereinafter referred to as NYC Intergroup.

_ B WHERE ARE WE LOCATED:

- There is currently no fixed office from which the NYC Intergroup operates.
- The mailing address is: New York City Intergroup
P.O. Box 572
New York, NY
10116
- The Intergroup email address is: info@nycsaa.org

IV

SCOPE & ACTION

_ A WHAT WE PROVIDE:

With the help of individual group's 7th tradition we provide whatever reasonable services our member groups request as determined by NYC Intergroup's group conscience such as but not limited to:

- Holding regular monthly NYC Intergroup meetings and keeping minutes of these meetings.
- Making available to all groups the minutes of the NYC Intergroup meetings.
- Maintaining a phone line to receive calls to help suffering sex addicts.
- Distributing an up-to-date area meeting list.
- Establishing and supporting ad hoc committees as needed.
- Providing outreach support in the area of the groups we serve.

_ B WHAT WE OFFER:

With the help of the funds collected during Intergroup's 7th tradition we offer financial support for other SAA activities, specifically:

- Making donations to the ISO of SAA.
- Reimbursing for the expenses incurred by the official representatives of the NYC Intergroup.
 - Providing scholarships to NYC Intergroup representatives attending the annual ISO of SAA International Convention as delegates to participate in ISO Convention business.
 - Providing scholarships to NYC Intergroup representatives attending the annual Northeast Board of SAA Retreat and Conference as delegates to participate in Northeast Board Conference business.
 - Providing scholarships to NYC Intergroup representatives attending SAA retreats held in the area.

V STRUCTURE

_ A MEMBERSHIP:

- NYC Intergroup shall be made up of one representative from each SAA group in the New York Metropolitan Area that chooses to belong to NYC Intergroup.
- An SAA group is two or more sex addicts meeting regularly who adhere to the 12-Steps and 12-Traditions of SAA and who have no other common affiliation. A group may meet as many times during a given week as the group's members choose.
- Voting membership in the NYC Intergroup is for the elected representative or alternate of each of the affiliated member groups in the area. The chair will only vote in a tie.

_ B REPRESENTATION - QUALIFICATIONS:

- We welcome all SAA members to attend the NYC Intergroup meetings, however voting in the intergroup is limited to the elected Intergroup representatives or alternates of each of the affiliated groups. A single vote will be cast for groups that have more than one representative. A single vote will be cast for committees that have more than one representative. Non-representatives can join in discussion but may not vote. Members who serve as the NYC Intergroup representatives may only represent one group.
- Each NYC Intergroup member group shall select its representatives according to its own pre-determined schedule.
- The following qualifications are suggested for each group's consideration:
 - Sobriety requirements as set by the member group.
 - Membership in SAA for a suggested minimum of six (6) months, and abstinence from inner circle behaviors in SAA for a minimum of three (3) months.
 - An expressed willingness to serve.
 - Individual member groups are free to set different requirements than those suggested above; NYC Intergroup will respect the wishes of the member groups in this matter.
 - An individual may represent no more than one SAA member group at a time.

V STRUCTURE

_ B REPRESENTATION - TERMS:

- NYC Intergroup suggests that the term of office for each representative shall be for one year.
- Representatives may serve consecutive terms, as determined by their groups.

_ B REPRESENTATION - DUTIES:

The duties of SAA group representatives are:

- To attend NYC Intergroup meetings.
- To represent the needs of the SAA group to NYC Intergroup and the needs of NYC Intergroup to the SAA group.
- To report to the SAA group the business transacted by Intergroup and to invite SAA group members to attend and support NYC Intergroup.
- To support the work of NYC Intergroup by participating in discussions and by serving on committees.
- To arrange for a qualified alternate to represent the SAA group in the representative's absence.

_ B REPRESENTATION - VACANCIES:

In the event an Intergroup member is unable to fulfill their office the following procedure is suggested

- In the event that a representative cannot complete his/her term of office, the member SAA group may select a replacement to complete the unexpired term or elect the member for a full new term.
- NYC Intergroup will request that an SAA group appoint a new representative(s), when the SAA group is not represented at three (3) consecutive NYC Intergroup meetings.
- It is suggested that each SAA member group secretary informs the NYC Intergroup Chair of any change in its group's representation.

V STRUCTURE

_ C TRUSTED SERVANTS - SELECTION:

- The representatives who comprise NYC Intergroup shall elect trusted servants from the membership of NYC Intergroup.
- Currently, eight trusted servant positions have been filled (some standing, some ad hoc) by NYC Intergroup representatives from among the experienced members of the NYC Intergroup. As necessary, these trusted servants have been / can be known as:
 - Chair / Co-Chair
 - Secretary
 - Treasurer
 - Meeting List Editor
 - Meeting Contact
 - Website Administrator
 - Outreach Committee Chair/Liaison
 - Bylaws Committee Chair/Liaison
 - Premises Committee Chair/Liaison
 - Event Committee Chair/Liaison
 - Operations Manager
- Officers may serve no more than two consecutive terms on the same service position.
- Individuals from the general membership of SAA may be elected to fulfill these officer roles (as well as committee chair roles) without being duly elected representatives of a specific meeting. If this situation arises, these officers/committee chairs will be considered NYC Intergroup members for voting purposes.

_ C TRUSTED SERVANTS - ELECTION PROCEDURE:

- Election of officers shall be by the affirmative vote of a simple majority of NYC Intergroup members.

_ C TRUSTED SERVANTS - REMOVAL:

- NYC Intergroup officers may be removed from office by a three-fourths vote of the SAA groups represented at any regularly scheduled or emergency Intergroup meeting. It is assumed that officers would only be removed for a serious infraction that impedes their ability to be effective in their role or one that violates the spirit of the Twelve Traditions. It is further assumed that this removal clause would only be invoked after other attempts to remedy the situation had been made first.

_ C TRUSTED SERVANTS - VACANCIES:

- In the event that a trusted servant is unable to complete the term of office, NYC Intergroup will elect a replacement from its membership for the duration of the term.

V STRUCTURE

_ D DUTIES - CHAIR:

- Leading the meeting for the NYC Intergroup
- Creating an agenda for each of the upcoming monthly meetings and distributing the same at least one week in advance.
- Calling special meetings of the NYC Intergroup, when he/she deems circumstances warrant it.
- Providing guidance based on the Twelve Traditions.
- Casting their vote only to break a tie.

_ D DUTIES - CO-CHAIR:

- Performing the duties of the chair when the chair is not available.

_ D DUTIES - SECRETARY:

- Tracking income and expenses for Intergroup.
- Collecting contributions from each individual group.
- Taking up a collection at the 7th tradition break at each NYC Intergroup meeting.
- Paying out a donation to the ISO at the beginning of each quarter according to the amount determined by group conscience of intergroup at the first business meeting of each year.
- Paying the yearly insurance (due in March).
- Maintaining the intergroup Bank Account and PayPal account.
- Collect and pay rent for the Intergroup Center.

_ D DUTIES - TREASURER:

- Distributing prior meetings minutes to each member of intergroup at least two weeks in advance to the next meeting.
- Picking up the mail from the mailbox.
- Maintaining an archive of past intergroup meetings minutes in an electronic format.
- Passing along all files to the incoming Secretary.
- Maintaining a contact list of each member group's representative.
- Notifying the corresponding SAA group if the group is not represented at three (3) consecutive NYC Intergroup meetings.
- Updating, publishing and distributing meeting list to the NYC Intergroup members.
- When there is a 'big decision' as per Article VI Section G, the secretary is to inform explicitly all representatives of this

V STRUCTURE

_ D DUTIES - MEETING CONTACT:

- Posting their name and contact information on the SAA ISO website as the meeting contact for Intergroup.
- Replying to any contact generated.

_ D DUTIES - WEBSITE ADMINISTRATOR:

- Keeping the website up to date.
- Having the email accounts monitored by NYC SAA members.
- Having the phone line linked to NYC SAA members.
- Changing the password every 90 days.
- Informing NYC Intergroup members of changes in the website.
- Reverting any website change until approved when there are reservations, by one or more Intergroup members.
- Following the guidelines of the ISO for local Websites.

_ D DUTIES - OUTREACH COMMITTEE CHAIR:

- Reporting the suggestions from the outreach committee to the NYC Intergroup meeting to have them submitted to a vote.
- Reporting to the NYC Intergroup the results of the actions that have taken place.
- Reporting back to the the outreach committee the result of the voting that happened in Intergroup.
- Working towards ensuring the Outreach Committee mission is achieved.

_ D DUTIES - BYLAWS COMMITTEE CHAIR:

- Reporting the suggestions from the bylaws committee to the NYC Intergroup meeting to have them submitted to a vote.
- Reporting to the NYC Intergroup the results of the actions that have taken place.
- Reporting back to the the bylaws committee the results of the voting that happened in Intergroup.
- Working towards ensuring the Bylaws Committee mission is achieved.

_ D DUTIES – PREMISES COMMITTEE CHAIR:

- Reporting new meetings to the NYC Intergroup.
- Reporting any actions or expenses incurred.
- Reporting back on findings of new venues where we can move the Intergroup Center.

V STRUCTURE

_ D DUTIES - EVENT COMMITTEE CHAIR:

- Reporting the suggestions from the special event committee to the NYC Intergroup meeting to have them submitted to a vote.
- Reporting to the NYC Intergroup the results of the actions that have taken place.
- Reporting back to the the special event committee the results of the voting that happened in Intergroup.
- Working towards ensuring the Special Event Committee mission is achieved.

_ D DUTIES - OPERATIONS MANAGER:

- Ensure all the Intergroup Center / Outreach & Events actions are reviewed and checked monthly as per the Manual of Operations.
- Notify Intergroup of changes on the Manual of Operations.
- Suggested Requirements:
 - Has more than one year of sexual sobriety.
 - Has an SAA sponsor.
 - Sponsors an SAA member.
 - Has been in the SAA program for more than a year.
 - Has been in New York City for at least 6 months.
 - Attends meetings every week.

VI MEETINGS

_ A REGULAR MEETINGS:

- Regular meetings of the NYC Intergroup shall be held each month at a time and place determined by the NYC Intergroup.

_ B EMERGENCY MEETINGS:

- Emergency meetings of the NYC Intergroup may be called at any time by the Chair, Co-Chair or by a simple majority of the NYC Intergroup membership upon attempted notification of all the NYC Intergroup members.

_ C TIME & LOCATION:

- It is the responsibility of each SAA group representative to inform the SAA group's members of the NYC Intergroup meeting times and locations.

_ D MAKING A DECISION:

- A meeting requires more than 33% of the affiliated groups be represented in order to take action. Affiliated groups shall be defined as groups that have sent representation to intergroup within the last 12 months. The goal is to make decisions by group conscience; however, a fifty-one percent majority of Intergroup members present carries the vote.

_ E NEW BUSINESS & VOTING:

- Only a duly selected representative of the NYC Intergroup group shall have the authority to introduce items of business and to vote on all issues considered by the NYC Intergroup.

_ F BUSINESS BACK TO GROUPS:

- Any NYC Intergroup member may request that a business item be taken back to the individual SAA groups for discussion and an SAA group conscience.
 - Such a request, when supported by a simple majority of the representatives present, shall be binding on the NYC Intergroup.
 - The representatives shall be responsible for reporting the SAA group conscience of their SAA group in a timely manner per the Intergroup meeting's wishes.

_ G BIG DECISION:

- Any NYC Intergroup member may request that a decision be classified as 'big decision'
 - Such a request, when supported by a simple majority of the representatives present will have the Secretary indicate explicitly to all representatives of the decision and representatives role is to share this with their groups.

VII PROFESSIONAL SERVICES

_ A SERVICES:

- The NYC Intergroup may hire special workers and may set up a service center and contract for services needed.
- Management of the hiring process and of the special worker(s) once employed will be carried out by Intergroup, or separate committee.

VIII AMENDMENTS TO BYLAWS

_ A AMENDMENTS:

- These By-laws may be amended by a three-fourths majority of the groups voting. To allow time for the SAA member groups to arrive at a group conscience, a proposed amendment shall be presented at one regularly scheduled NYC Intergroup meeting and voted upon at the next regularly scheduled NYC Intergroup meeting.

IX ADOPTION

_ A EFFECTIVE DATE:

- These Bylaws become effective when approved by majority of the voting members at a regular monthly NYC Intergroup meeting.

X PARLIAMENTARY AUTHORITY

_ A CONDUCTION OF MEETINGS:

- In conducting its business meetings, the group may choose to use as its guiding authority a consensus-based model with a fallback to majority rule. A written copy of the document approved by Intergroup to conduct meetings will be obtained and made available at intergroup meetings.

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