

The
SA Service Manual

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The fellowship of SA gratefully acknowledges
A debt of love, honor, and respect
for the fellowship of Alcoholics Anonymous.
Without their excellent work in
The A.A. Service Manual,
The SA Service Manual would not be possible.

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The

SA Service Manual

Sexaholics Anonymous

is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover.

The only requirement for membership is a desire to stop lusting and become sexually sober. There are no dues or fees for SA membership; we are self-supporting through our own contributions.

SA is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sexually sober and help others to achieve sexual sobriety.*

Sexaholics Anonymous is a recovery program based on the principles of Alcoholics Anonymous and received permission from AA to use its Twelve Steps and Twelve Traditions in 1979.

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1. The Twelve Traditions of A.A. and SA

The Twelve Traditions of A.A.

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous, except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

The Twelve Traditions of SA

1. Our common welfare should come first; personal recovery depends upon SA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop lusting and become sexually sober.
4. Each group should be autonomous except in matters affecting other groups or Sexaholics Anonymous as a whole.
5. Each group has but one primary purpose—to carry its message to the sexaholic who still suffers.
6. An SA group ought never endorse, finance, or lend the SA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every SA group ought to be fully self-supporting, declining outside contributions.
8. Sexaholics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. SA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Sexaholics Anonymous has no opinion on outside issues; hence the SA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, and television.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

2. Introduction to General Service

The Twelve Steps, Traditions, and Concepts of Sexaholics Anonymous are adapted from Alcoholics Anonymous and provide each member with a framework for service.

Early in the history of SA (*Beginnings . . . Notes on the Origin and Early Growth of SA*), it was established that the least amount of organization necessary for the functioning of SA would be a guiding principle (Tradition Nine). SA has adopted the A.A. principle that each member involved in service and those elected to positions of responsibility are designated as trusted servants without any governing authority (Tradition Two). An inverted pyramid of accountability (see Glossary) would be the foundation on which service is built. When issues arise, final authority always rests in the collective group conscience of the fellowship. A group conscience can be defined as the will of those present at any meeting of the fellowship. When doubt and indecision are apparent, the international group conscience always prevails.

How Can Service Help Me?

It is often stated in SA program circles that those committed to service find true sobriety. Active members have discovered many rewards, including hope, faith, courage, peace of mind, self-respect, self-confidence, the respect of others, a clear conscience, real friendships, a clean pattern of life, the love and understanding of their families, and the freedom of a happy life (“Twelve Rewards” see appendix F).

What Can a Newcomer Do To Get Involved in Service?

Much of what follows is the result of a group conscience that asked the above question and was seeking answers as to how the group and Intergroup might carry the message more effectively to the newcomer. Experience has shown us that doing many of these things will assist the newcomer in establishing a new simple life style which focuses on a desire to stop lusting. Using service as a tool of recovery helps in the removal of obsessive thinking by focusing outside oneself.

Some suggestions for service follow.

Early Days

- Stay sober.
- Join a home group.
- Attend meetings regularly.
- Work the Steps.
- Set out and put away literature before and after a meeting.
- Obtain telephone numbers and call someone instead of acting out.

- Get a sponsor. Give a sponsor an opportunity for service, too!
- Anniversary Meetings—volunteer to set up, breakdown, and cleanup after.
- Attend marathons, help setup and cleanup; prepare and serve food.
- Walk up to an unfamiliar face and introduce yourself.
- Arrive at meetings early for fellowship and participate in fellowship after meetings.
- Attend International conventions; meet other newcomers.

Progressive Victory

- Work the Steps.
- Chair a meeting.
- Chair a month of meetings.
- Support meetings with low attendance.
- Attend business meetings.
- Become secretary and/or literature supplier for local group.
- Participate in prison / institutional service commitments.
- Repeat all of the Early Days suggestions.

Continuing the Work

- Work the Steps.
- Become Treasurer
- Serve as chair of an annual fellowship function.
- Sponsor others.
- Attend Intergroup meetings.
- Volunteer for telephone service.
- Lead a meeting at marathons, speaker jams, and international conferences.
- Become an Intergroup representative.
- Carry the message—contacting helping professionals.
- Learn about the Twelve Traditions and Twelve Concepts.
- Attend regional meetings.
- Read the *Essay* newsletter.
- Write articles for *Essay* and other SA publications.
- Chair Intergroup committees.
- Become a long distance sponsor by phone or email.
- Sponsor an inmate through the Twelve Steps by Sponsor By Mail program.
- Host a meeting in an institution.
- Repeat previous suggestions.

All of the above suggestions are options that can be carried out on a daily basis for all members. An addict often faces challenges with focus. Choose carefully but choose!

What Forum Is Necessary to Address Matters Affecting SA as a Whole?

Members often ask: Why is a service structure necessary? When business meetings are held with power-driven arguments and pointless discussion, members ask, “What is the purpose of this meeting? I have more important things to spend my time on.” Others will assert that the home group, after all, is the final authority for decisions affecting SA. The informed group conscience, in particular, is a well-established principle for important decisions. In subsequent meetings, or when a member wishes to call for a group conscience, any decision made by group conscience may be deliberated again and reconsidered. The important principle is to invite the Higher Power to help the group make wise decisions and to provide that every opinion and point of view will be heard.

Why then is it necessary to pursue a process that can be painful and time consuming? It is vital to maintain a communications network in order to achieve unity guided by the First Tradition and to be effective in our singleness of purpose carrying the message to the still suffering sexaholic. Without this, the distribution of literature, planning of marathons, overseeing correctional facility meetings, and maintaining phone lines for reaching out to the newcomer will frequently be abandoned. These and other services are lifelines to recovery for many. Experience has shown us that the recovering sexaholic needs to be willing to give back in order to sustain long-term sobriety.

From the beginning it was difficult to answer the thousands of inquiries from the 1981 *Dear Abby* article. Early on it was necessary to establish a service structure to further communication among members and to respond to the inquiring public at large. Thus a Central Office and secretarial help were engaged as soon as the Seventh Tradition made it feasible.

Why Should We Go to the Trouble of Nominations and Elections?

After all, this kind of work requires oversight and considerable expense. When governing structures are established, do they not further ego and the self-centeredness that brought us to the point of despair? In fact the opposite can be true. Leadership that trusts “a loving God as he expresses himself in our group conscience” (Tradition Two) can plan, communicate, discuss, and even have heated debate. Such leadership can provide opportunities for the collective expression of the fellowship. It can also help deflate the ego and teach humility. Tradition One asserts that we must hear the collective wisdom of the membership; then we need to elect leaders to act on our behalf. (Read “Leadership in A.A.: Ever a Vital Need,” A.A. Service Manual, pp.38-43)

What Kind of Leaders is SA Seeking?

Twelve Step work is important. We recognize that half-measures avail us nothing. We need the entire fellowship of recovering sexaholics with a collection of diverse talents, to serve. Balance is our objective. Long-term sobriety for our leaders is a primary

prerequisite. We are also looking for those with peace of mind, demonstrated humility, and intuition. Recovery is about progressive victory over lust. We seek those whose “dedication, stability, vision and special skills” will willingly undertake every service assignment (“Vital Need,” p. 39).

How Can Each SA Carry the Message?

Without sobriety we have nothing. The primary purpose of every S.A. group is to carry the message to the “still suffering.” We must carry our message in order to secure our continued sobriety and recovery, and we can only carry what we have to others (“A Vision for You” AA 164).

We can practice the Twelfth Step from the first day of sobriety. We get involved. We attend meetings on time. We set up for meetings. We clean up after meetings. We welcome newcomers. We provide phone numbers. We join a group. We participate in fellowship. We attend workshops, marathons, and conventions. We attend Intergroup and regional meetings. We sit on planning meetings, offer helpful ideas, and help execute the decisions of the group.

There is something every member can do to help the group succeed in its primary purpose. We hope that you will find something in this manual helpful to you. We welcome your participation in the fellowship.



4. The Group and Its Representative to the Intergroup (GSR)

*The home group is where recovery begins; it is where AA members grow up in sobriety by the time-honored process of trial and error, to discover that they can be loved, “warts and all.” It is where they learn to put the needs of others, especially the needs of the group, ahead of their own desires. It is where they first have the opportunity to serve others, and where they learn of opportunities to serve beyond the group. It is where they begin to adopt the guiding principles of Alcoholics Anonymous as working realities in their own sober lives. (Preface to *The Home Group: Heartbeat of AA*, copyright 1993 by the AA Grapevine Inc.)*

For most of us in SA, our home meeting or group is not only where we discover sobriety and recovery, but also where we first learn how to give back to others and the fellowship of SA through service. Many groups have various opportunities to serve; such as, secretary, treasurer, phone list person, chips and cake person, and newcomer meeting leader. Service on the group level allows us to be connected with others in the group and gives us a way to express our gratitude for recovery. *Sexaholics Anonymous* offers valuable information on service at this level, as well as suggestions on how to start and run effective meetings (Part III 170 -212).

In some regions of the country, the term “home group” refers to a group of meetings with a core group of members. In other areas, the term simply refers to a single meeting that a member considers his or her main (and in some cases only) meeting. In our current service structure, each meeting is autonomous and represents itself on the Intergroup level with one representative. We recognize, however, that when a meeting meets several times a week at the same location with many of the same members, they may wish to send only one representative to the Intergroup. Local Intergroups have the freedom to allow voting representation on the Intergroup level as the group conscience dictates.

One of the service positions within the group, the Group Service Representative to the Intergroup (GSR), provides the group an opportunity to link itself to SA as a whole. The GSR represents the group conscience of the home group at the Intergroup level and brings back information so that the group may be informed about items that affect the group and other groups in the area. This two-way communication is essential to the successful practice of our continued unity (Tradition One).

Qualifications for a Group Service Representative to the Intergroup (GSR)

- The group determines the length of sobriety required for a GSR. Some Intergroups have a 90 day sobriety requirement for voting by a GSR.

- Experience has shown us that GSRs are most effective when they have not only been regularly attending their home group for a period of time, but have been involved in service to the group.
- Effective GSRs have an understanding of how the Twelve Traditions can be used to solve problems.
- GSRs should have adequate time available to meet, usually on a monthly basis, with other GSRs at the Intergroup.
- GSRs have the confidence of their group and are willing to listen to various points of view.

Duties of a Group Service Representative to the Intergroup (GSR)

- Attend Intergroup meetings, usually on a monthly basis.
- Keep informed of issues that affect the group, Intergroup, Region and SA International, so that they are able to participate in informed group consciences.
- Communicate information to the group at its business meeting.
- Be willing, if asked, to serve as chair, secretary, treasurer, or literature person of the Intergroup

Term and Method of Election for a Group Service Representative (GSR)

- The respective group through informed group conscience elects a GSR.
- Most groups elect GSRs for a period of six months to a year. This honors the principle of rotation of leadership. However, many GSRs continue to attend Intergroup meetings, even if they are not currently serving as a GSR, in order to stay informed about issues and so that they may continue to be of service on the Intergroup level.

5. The Intergroup and Its Representative to the Region (IGR)

In SA, the Intergroup is composed of representatives from all the meetings in a local area. The number depends both on the number of meetings in the area and their geographic proximity to one another. Most Intergroups meet on a regular basis, monthly, quarterly, or at some predetermined time.

Some meetings find themselves geographically isolated from other meetings. They may choose to associate with an Intergroup in their Region in order to receive and send information without the benefit of a GSR who can physically attend the Intergroup meetings.

Purpose of the Intergroup

In general, the purpose of an Intergroup is to seek both the knowledge of God's will for the fellowship and the power to carry it out. Its one ultimate authority is a loving God as he may express himself in its group conscience (Tradition Two). An Intergroup may achieve goals that are too large or difficult for the individual group. The Intergroup achieves this by:

- Facilitating communication among existing meetings.
- Assisting in starting new meetings.
- Overseeing and paying for the local telephone and web site referral system.
- Overseeing the maintenance and publication of the local SA meeting directory.
- Initiating periodic conferences, step workshops, and retreats.
- Providing a forum for meetings to share ideas for strengthening recovery.

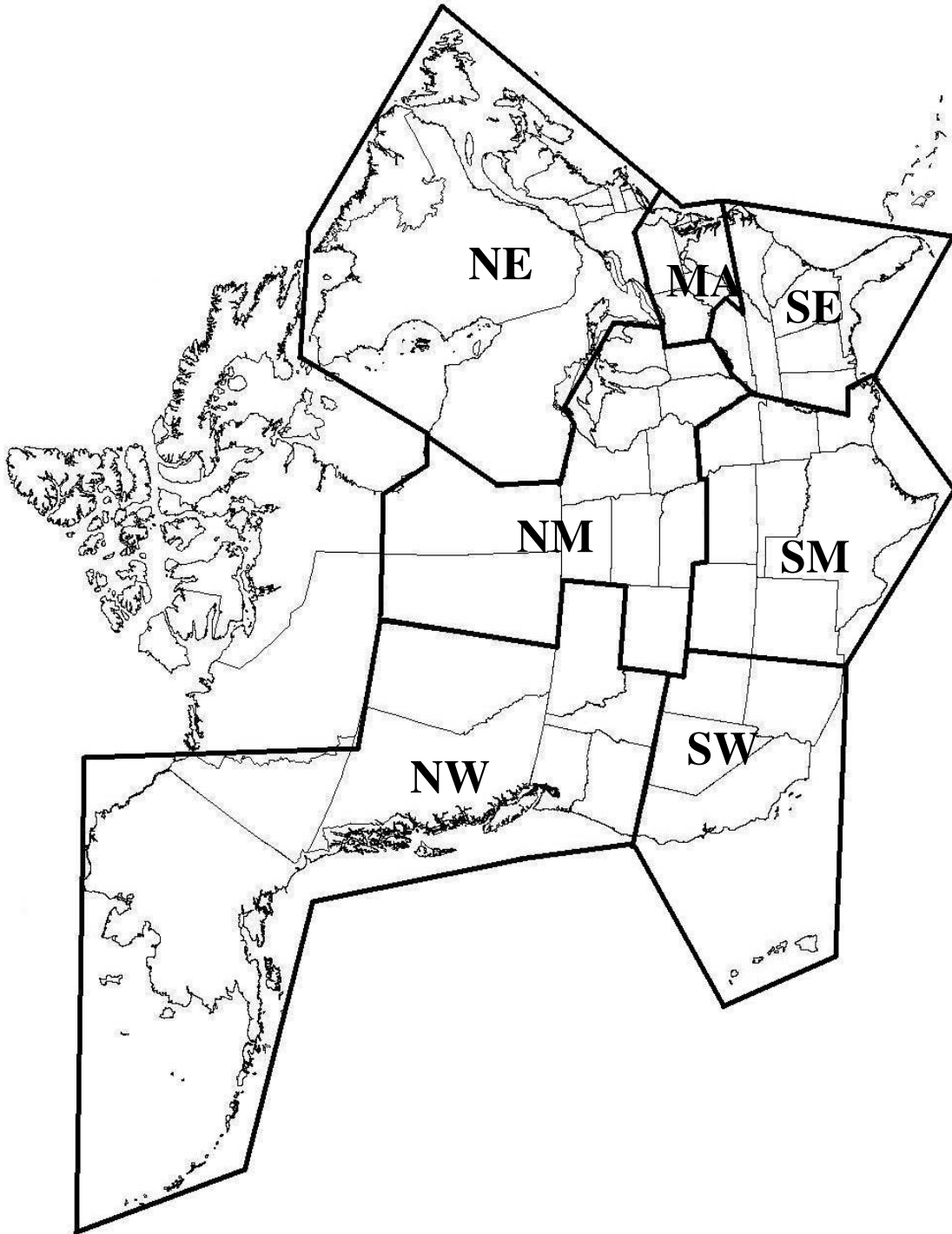
• Intergroup Officers

- All positions are elected by the GSRs for a length of time determined by the Intergroup. A current or former GSR may fill any position. Sobriety requirements are determined by the Intergroup.
- A Chair sets the agenda using the input of the GSRs and facilitates the meeting. A Chair may be a current or former GSR.
- A recording secretary takes notes during the meeting and records any motions and votes taken. The secretary begins the meeting by presenting the previous meeting's minutes to the Intergroup for approval. The recording secretary also maintains a contact list of current and former GSRs. This confidential list may contain phone numbers, addresses, and email addresses for the purpose of maintaining contact with the meetings.

- A treasurer collects donations from the groups and pays any bills the Intergroup may have. Bills may include web site and phone bills as well as printing costs for directories and various flyers. The treasurer maintains a record of all transactions and accounts for all monies on a monthly basis. The treasurer presents this report to the Intergroup for its approval at each meeting.
- A meeting directory coordinator is responsible for printing and periodically updating the local directory of meetings. A copy of updated meeting information is supplied to the SA International Central Office (SAICO).
- A phone and/or web site referral person maintains and updates the phone and/or web site systems for referral of newcomers. Any updates in these systems are reported to SAICO.
- Intergroup Representative to the Region (IGR) represents the group conscience of the Intergroup at the regional level and also brings back information so that the Intergroup may be informed about items that affect the groups in the Intergroup, Region and SA as a whole.

**6. The Regional Assembly
Map of the Regions
North America**

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6. The Regional Assembly

Just as groups in a local area come together in an Intergroup to serve their area, so Intergroups come together to serve their Region and SA on the national and international level where the numbers of intergroups warrant a Regional Assembly.

The Regions in SA are divided by geographical area as follows:

Canada and USA

- **Northeast Region:** Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont
Canada: New Brunswick, Nova Scotia, Ontario, Prince Edward Island, Quebec
- **Mid-Atlantic Region:** Delaware, District of Columbia, Maryland, New Jersey, Ohio, Pennsylvania, Virginia, West Virginia
- **Southeast Region:** Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
- **North Midwest Region:** Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin, Wyoming
Canada: Manitoba, Saskatchewan
- **South Midwest Region:** Arkansas, Colorado, Kansas, Louisiana, Missouri, New Mexico, Oklahoma, Texas
- **Northwest Region:** Alaska, Idaho, Montana, Oregon, Washington
Canada: Alberta, British Columbia, North West Territories (NWT), Yukon
- **Southwest Region:** Arizona, California, Hawaii, Nevada, Utah

International Regions

Spanish and Portuguese Speaking

Brazil, Central America, Mexico, The Philippines, Portugal, Puerto Rico, Spain, South America

Ireland and United Kingdom

Germany, Austria, Luxemburg, The Netherlands, Switzerland

Pan-Asian

Australia, Hong Kong, Japan, New Zealand

Purpose of the Regional Assembly

The service provided at the regional level mirrors the service provided at the intergroup level. Intergroup representatives come together periodically at a Regional Assembly in order to:

- Facilitate contact with SA, both for newcomers and for those members traveling or relocating by helping Intergroups coordinate their phone and/or web site referral systems.
- Communicate information about the status of the constituent Intergroups and develop a service relationship between IGRs.
- Sponsor events such as weekend conferences and retreats, step study workshops and marathon days.
- Discuss concerns and solutions affecting the Region and SA as a whole and, if needed, bring motions to the General Delegate Assembly.
- Elect one or more* General Assembly Delegates (GAD) from the IGRs to represent the Region at the General Delegate Assembly (GDA).

*Each Region receives representation at the General Delegate Assembly level according to the number of meetings in the region. The constitution of the General Delegate Assembly may, from time to time, be altered to fit demographic and population concerns. Currently, each Region is entitled to one Assembly Delegate. A Region with 100-150 meetings may choose to have two Delegates. A Region with between 150-200 meetings may choose to have three Delegates; and so on, in increments of fifty meetings.

The Regional Assembly Meetings

Each Intergroup has representation at the regional level through its Intergroup Representative to the Region (IGR). While members are welcomed to attend and encouraged to participate in Regional Assembly meetings, the IGRs are the voting members of the Assembly. Regional responsibilities are usually divided among the IGRs and/or other participants in the Regional Assembly.

Duties of the Regional Assembly Officers

- An Intergroup Representative (IGR), General Assembly Delegate (GAD), or Alternate Assembly Delegate (AAD) may act as Chair of the Regional Assembly. The Chair sets the agenda using the input of the IGRs.
- A recording secretary takes notes during the meeting and records any motions and votes taken. Motions that are to be brought before the GDA are given to the GAD, as it is his or her responsibility to bring motions to the GDA. The secretary presents the last meeting's minutes to the Regional Assembly for their approval. The recording secretary also maintains a contact list of current and former GADs,

AADs, and IGRs. This confidential list may contain phone numbers, addresses, and email for the purpose of continuing contact with the meetings.

- A treasurer collects donations from the Intergroups and pays any bills the Region may have. One responsibility of a regional treasury is to provide for travel related expenses. The treasurer maintains a record of all transactions and accounts for all monies on a regular basis. The treasurer presents a report to the Region for its approval at each Regional Assembly.
- The Region determines sobriety requirements for service and terms of office.

7. The General Assembly Delegate (GAD)

The ultimate authority and collective conscience of SA lies within the groups, the Intergroups and the Regions. The General Assembly Delegate (GAD) is an SA member with a suggested minimum of five years continuous SA sobriety and a background of service at all levels, who is elected or selected to represent the Region at the General Delegate Assembly. The responsibility of the General Assembly Delegate is to serve the worldwide fellowship of SA.

A GAD is not sent from the Region solely to represent the interests of the Region. He or she listens to all points of view during the deliberations of the Assembly, thoughtfully considers possible avenues of action, and votes in the best interest of the entire fellowship.

The GAD needs to be sober, have worked the Twelve Steps, be thoroughly familiar with the Twelve Traditions, and have the time and energy to serve at the international level. The principles of the Twelve Concepts of SA need to be familiar to the GAD. GADs need to study both the SA Service Manual and the A.A. Service Manual.

The GAD is a conduit, and like a water pipe or an electric cable, is the primary medium through which information is passed from the members of the Region represented to the General Delegate Assembly and back to the region. The GAD's duties are ongoing. In addition to attendance at the Assembly, he or she is encouraged to travel throughout the Region attending service meetings at all levels and serves on Trustee committees.

Duties of the General Assembly Delegate (GAD)

- Maintain contact with the fellowship through attendance at Regional and, wherever possible, all other levels of service meetings.
- Attend the General Delegate Assembly fully informed and prepared!
- Prepare and distribute a report on the actions of the Assembly to the groups and intergroups within the Region. Find out how the membership has responded to the content of these reports.
- Obtain information from the groups and/or Intergroups as requested by the GDA and report to the GDA.
- Visit groups and Intergroups and make every effort to attend regional events and business meetings so that contact can be made with those who might not otherwise be reached. The GAD needs to be able to explain the workings of the SA Service

Structure to members and to help groups and Intergroups within the Region communicate with each other in any way possible.

- Take part as requested in GDA teleconferences and receive and respond in an appropriate and timely manner to items on the GDA list serve.
- Be the main point of contact for the Region by telephone, email, and/or letter.
- Provide leadership in the use and understanding of the Twelve Traditions and Twelve Concepts in dealing with local problems.
- Take part in international service by becoming a working member of at least two international committees.
- Ensure that the Alternate Assembly Delegate (AAD) is kept fully informed and involved. The AAD may replace the GAD in his or her absence. After being trained, an AAD can step into the role of GAD if elected by the Region when the GAD completes a term of service.

Term of Office

The General Assembly Delegate term of office is three years. A GAD may be re-elected by his or her Region to serve an additional term of three years, for a maximum of six years.

Expenses

Funding for GAD travel will be provided by regional funds. Partial funding for GAD travel expenses is provided by SAICO, up to \$200.00. Much of the funding for GAD travel to regional events will come from the local area hosting the event and from Regional funds. Traditionally, reimbursed GAD expenses had included:

- Registration
- Meals
- Hotel
- Transportation

SAICO can help with travel arrangements, such as airfare. GADs will submit receipts for all expenses (e.g., meals, hotel, parking), except for those arranged by SAICO. Alternate Assembly Delegates (AAD) are supported by their Regions, or by other means.

Geographic Rotation within Region

Some Regions may choose to rotate the areas within their regions from which the GAD is elected. This will help avoid domination of leadership roles by areas with the largest SA population. It will also ensure that specific identities of the area (for example,

different languages and cultures as in some international regions) are recognized and represented.

The Alternate Assembly Delegate (AAD)

The Alternate Assembly Delegate (AAD) is learning the position of the General Assembly Delegate (GAD) and can assist the GAD in the performance of the duties of a GAD. The AAD may attend the General Delegate Assembly and Regional Assembly. It is helpful training for an Alternate (AAD) to be able to witness the Assembly in action. He or she may be invited to participate in the deliberations, the hearing of reports, and committee work. When both Delegate and Alternate are present, the Alternate may speak to a motion but may not vote.

Service as an Alternate (AAD) is invaluable preparation for the post of Delegate (GAD), and it is recommended that the Alternate start his or her term at least one year in advance of serving as a GAD to maximize continuity and experience. Many regions acknowledge the valuable assistance of an Alternate Assembly Delegate and may provide some of the AAD's traveling expenses incurred while working for the region.

GAD & AAD Orientation

An Orientation session is generally scheduled at the beginning of each General Delegate Assembly. Delegates (GAD) and Alternate Delegates (AAD) receive valuable and necessary information about the General Delegate Assembly and the SA service structure. Suggested reading for this session is the SA Service Manual, with particular emphasis on the Twelve Concepts of SA. Further information for new Delegates (GAD) and Alternates (AAD) can be obtained from SAICO by sending email to saico@sa.org, or by calling the toll-free number, 866-424-8777.

Reporting to the Fellowship

Reporting back to the groups and intergroups on the actions and deliberations of the General Delegate Assembly is a vital part of the GAD's role. A comprehensive report of the GAD's experience of the Assembly is one of the main ways in which a communication channel is established between the General Delegate Assembly and the fellowship.

Writing the report, however, is only one part of the GAD's job. He or she will also ensure that it reaches everyone in the Region. This can be expedited in face-to-face encounters at regional, Intergroup and group meetings, allowing for questions, immediate clarification, and discussion. Distribution of the report via email guarantees a wide dissemination making it available to the most isolated loners in the Region.

8. The General Delegate Assembly

The General Delegate Assembly, GDA, provides policy guidelines for the fellowship as a whole. In deference to the inverted pyramid and the Twelfth Tradition, the deliberations of the GDA give direction to the SA Board of Trustees, who carry out its assignments. The specific process for the effective functioning of the GDA is spelled out in the Bylaws of SA (Appendix B).

The Bylaws, Article II, specify that the GDA is the policy making body of SA. The General Assembly Delegates meet at least annually, face-to-face, or by teleconference, list serve, or any other means determined by the General Assembly Delegates. The GDA is the active voice and effective conscience of the fellowship. It discusses and votes on issues of concern to SA as a whole.

The GDA also nominates, interviews, and elects the members of the Board of Trustees. It carries out service work on a fellowship-wide level through the Board of Trustees and the international Trustee Committees.

A majority of the GDA constitutes a quorum. As of 2005, there were 11 regions registered. The Assembly uses Robert's Rules Motions Guide (Appendix A). While substantial unanimity is preferred, a vote of a majority of GAD's present at a meeting is necessary to approve a motion.

Any member of the fellowship may attend a session of the General Delegate Assembly. The Assembly seats new delegates at the beginning of every session and determines who else may speak, who may participate, and who may vote.

The Chair of the GDA will accept motions from the Regions for the agenda that are received up to ninety days prior to the meeting. The Chair then sets the agenda in accordance with established procedure. The agenda, with supporting documentation, is circulated to the GADs prior to the meeting of the GDA. Additional motions not on the agenda will be considered if time permits.

Election of General Delegate Assembly Chair and Vice-chair

Timing and eligibility

The election of the chair and/or vice-chair normally takes place at the final Assembly at which the outgoing officer(s) is/are serving. Should an election be necessary as a result of a mid-term resignation, the election takes place at the first meeting of the Assembly following the resignation.

Nominees are usually, but do not have to be, Delegates who are also serving a region. A nominee may also be a former Delegate or Trustee or another member the Delegates elect to the position.

The Election Process

Nominations for the vacant post(s) are invited from the floor and seconded. Each nominee is asked whether he or she accepts the nomination. Although there are no official guidelines for choosing nominees, Delegates are ever mindful of the leadership qualities as expressed in the AA Service Manual article: *Leadership in AA: Ever a Vital Need*, and are encouraged to let these guide them in their choice of nominees.

In putting forward nominations for the position of vice-chair, Delegates need to bear in mind that the vice-chair will serve a one to two year term, will be required to chair the Assembly meeting if the chair is unable to serve, and may move into the Chair position when the Chair finishes, or is unable to finish, a term of office.

Following the nominations, nominees may be questioned individually by the Assembly so that all Delegates are fully aware of the skills and qualities of each nominee and his or her suitability for the job ahead. The nominees are then requested to leave the room so that the Assembly can deliberate further in confidence.

Once deliberations are completed, the election for the vacant post(s) is carried out by a secret ballot. The elected person is voted in by a simple majority. In the event of a draw, the Assembly may further deliberate before voting until a candidate is elected.

9. The Board of Trustees

What Does a Trustee Do?

In accordance with the principle of the inverted pyramid, the groups are the ultimate authority of SA. In order to conduct SA business, the fellowship delegates authority to the General Assembly Delegate. The General Delegate Assembly, in turn, delegates administrative tasks to the Trustees and their committees. This means that the Board of Trustees takes direction and is answerable to the General Delegate Assembly, which in turn takes direction from the Assembly and is answerable to the SA fellowship as a whole.

The Board of Trustees is responsible for the day-to-day administration of SAICO. In effect, the Trustees oversee the running of Central Office, ensuring that SAICO is compliant with all laws and regulations governing non-profit organizations. The Trustees have the legal and practical responsibility for complying with governmental responsibilities, such as tax reports. The Trustees have a responsibility to act prudently, in good faith, using sound judgment about the business concerns of the SA fellowship. This necessitates an awareness of events and issues that may affect the fellowship. It is the responsibility of the Board of Trustees to manage the assets of the fellowship wisely, including practicing sound financial principles. Each decision is thoroughly deliberated and considered in order to avoid any adverse consequences that could affect SA as a whole.

Qualifications for Trustees

Sobriety

The current minimum sobriety requirement for service on the Board of Trustees for a recovering sexaholic is to be an active member of Sexaholics Anonymous with at least five years continuous SA sobriety.

SA Service

All types of service experience are helpful when considering service at the international level. A good grasp on the Twelve Concepts is required. This experience may include sponsoring others, answering the information hotline, group treasurer, literature person, chair at Intergroup or regional level, local or regional retreats, serving as GSR, IGR, AAD, GAD, or past committee experience.

Life Experience

Past and present professional experience can be a valuable asset to the fellowship. Good communication and organizational skills, dependability, the ability to set goals and complete projects are desirable qualities. Other specialized experience, such as in law, finance, accounting, managerial, volunteer, board or other corporate experience will add to the qualifications of a candidate, especially a non-sexaholic Trustee.

Knowledge of the Service Structure of SA

Trustee candidates will need to have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and an understanding of the SA Service Structure. The key is a willingness to serve at the international level.

Availability

The position of Trustee calls for significant time requirement for the four-year term of office. Responsibilities include attendance at the annual meeting of the Board of Trustees (as required in the Bylaws), other face-to-face meetings as deemed necessary, teleconferences, and actively participating in at least two Trustee committees.

Expenses

A Trustee in effect, takes on a part-time, unpaid position for four years. Therefore, most of the expenses they incur while serving as a Trustee are compensated. Such expenses include telephone, supplies, and travel expenses. Trustee expenses are reimbursed by presenting receipts to SAICO.

Election Process

A sexaholic candidate for nomination will present a service resume, listing all present and past involvement in SA service. In addition to a service resume, a letter of recommendation from the local Intergroup is required. The Intergroup will affirm sobriety date and nominate the candidate. Service resumes and Intergroup letters are sent directly to SAICO and then forwarded to the Nominations Committee for consideration.

A non-sexaholic candidate is nominated by an SA member. He or she will present a resume highlighting areas of experience that will be useful to service as a Trustee. In addition, there is a questionnaire that each candidate is asked to fill out that seeks information about his or her knowledge of Twelve Step programs and SA.

The Nominations Committee will schedule a teleconference or face-to-face interview. Following the interview, a recommendation is forwarded to the Board of Trustees. The Trustees will then interview the candidate either by telephone or in person.

The Trustees will consider each candidate carefully for qualifications and for the present requirements of the Board. A nomination is sent to the Delegates with a recommendation for election. The Delegates will also interview the candidate and vote to elect a Trustee to the Board. The four-year term is served one year at a time, beginning in July. The General Delegate Assembly will affirm each Trustee for another year of service. The Bylaws, Article III, contain detailed information about Trustee qualifications, election, and duties.

10. International Committees

Importance of Committees

The work of the committee is vital to the unity of the fellowship (Tradition One). Each committee provides a network of support for some important aspect of the service structure that supports Regions, Intergroups, groups, and loners. The success of each committee depends on the participation of the Delegates, Trustees, and individual members of SA. Volunteers are actively sought to contribute their time and talents to a variety of efforts to help the suffering sexaholic.

How to Sign Up for a Committee

Any member with the required sobriety may indicate interest in a committee by contacting SAICO, saico@sa.org, 866-424-8777 or 615-370-6062. Volunteers are routed to the committee Chair. Volunteers need to match the requirements of the committee. Volunteers may be offered other service opportunities that match their interests if the requested committee does not have need of his or her services at the time of request.

Specific needs of committees are published from time to time in *Essay*, announced at retreats, marathons, and conventions, or by direct contact from a committee Chair to some member with needed talent or ability. Intergroups, regions, Delegates, and Trustees also carry the message about the benefits of service to the fellowship.

How They Work

The Board of Trustees appoints all members of International Committees. A member of the fellowship may volunteer to join a committee. However, the Chair of the Trustees must also appoint him or her to the committee. Members of a committee may seek out those with special experience or expertise to help with a project. These members need not necessarily be members of the fellowship, if their expertise is required but is not available in a member volunteer. Non-members may have input, but generally do not vote on committee decisions.

Each committee is formed when a task is assigned. A committee will write its mission statement based on the task and its requirements. A committee given a new task will write a modified mission statement to include the new task. Committees, under the Twelve Concepts, have a lot of latitude to decide how, when, and by what means they will accomplish the task assigned. Committees are encouraged to study the objectives of the task in good faith. If, after study, the requirements of the task seem unfeasible, they will report that to the Board of Trustees asking for the task to be redefined or reassigned.

Each committee sets its own parameters for membership. Specific guidelines for sobriety, talents, or abilities may be part of the guidelines. The Legal Committee, for instance, may decide that only lawyers should be on the committee. The exception is that

one GAD and one Trustee must be on every committee. While they may lack knowledge in some committee function, their duty is to act as a liaison to the GDA and the Trustees. A GAD or a Trustee is not required to chair a committee, but they may serve in any capacity helpful to the committee, as well as reporting to the Board and GDA. Having a Trustee and a GAD on a committee does not relieve the Chair of the responsibility to report committee progress on a task to the Board and the GDA.

Service

Service on a Trustee appointed committee is much like service at the local level. For example, one may:

- Sponsor locally and Sponsor by Mail for CFC, or sponsor by email for the International Committee.
- Help organize and run local meetings, retreats, and marathons. One may offer experience of past events for the Site Selection Committee, such as criteria for selecting a hotel.
- Be a treasurer of a local group, and help the Finance Committee draft the annual budget for SAICO.
- Write articles about the local group for the *Essay*; and edit the *Essay* for the whole membership, or write or edit literature projects for the Literature Committee.

Suggested Guidelines for Completing an Assigned Task

The Trustee Chair will give each assignment in writing to the committee Chair. Any unclear and poorly defined portions of the task will be explained so that the Chair can be certain that whoever is asked to work on the project will understand what the committee is to do.

The committee Chair will suggest other members to the Trustee Chair, according to needs of the task. The Trustee Chair will appoint members to the Committee. Each member is informed of the objectives and the term of service, and is asked for a commitment to complete the task. Each committee needs a secretary who will take minutes, send a copy of minutes to each Committee member, SAICO, and the Board of Trustees. A written report for the Trustees and the General Delegate Assembly is prepared.

At the first committee meeting, members will review the assignment and set objectives to complete all tasks. This will include composing a mission statement and setting a timeframe for each objective. The committee will determine how to accomplish the goals and when and how to meet. Meetings can be face-to-face, by telephone, or email. A copy of the goals and objectives are to be sent to SAICO.

A written report is due upon completion of the task, or annually, ninety days before the General Delegate Assembly meets, until the task is done.

Any member who misses three meetings in a row without reason or communication with the committee Chair, or who finds that he or she cannot complete the task, may be excused from the committee. A replacement can be sought to handle that portion of the task. The committee chair is responsible for seeing that the timetable is adhered to, or altered, if needed, and for all communications with the Board Chair and SAICO.

COMC Central Office Management Committee

The mission of the Central Office Management Committee (COMC) is to assist SAICO. SAICO supports the fellowship of Sexaholics Anonymous by helping out the Board of Trustees, General Delegate Assembly, committees, areas, regions, Intergroups, groups and individual members.

Nominations Committee

The mission of the Nominations Committee is to serve the fellowship by identifying, recruiting, screening, interviewing and recommending candidates for the Board of Trustees. In addition, the committee seeks qualified candidates for committee chairs at the request of the Trustee Chair.

Literature Committee

The mission of the Literature Committee is to serve the fellowship in the following ways:

- Review proposed literature for fellowship-wide distribution and publication.
- Develop new literature as directed by the General Delegate Assembly and the Board of Trustees.
- Make recommendations to the General Delegate Assembly and the Board of Trustees concerning published and printed material.
- Maintain a consistency of purpose and objective in the development of new literature that adheres to the SA sobriety definition, in accordance with the Twelve Steps, Traditions, and Concepts of SA.

Regional Realignment Committee (RAC)

The mission of the RAC is:

- To keep track, with reasonable accuracy, of the numbers of SA groups and Intergroups, and to report the figures to the GDA and the Board of Trustees. This census was first accomplished in 2000.
- To make recommendations regarding the establishment of new regions and the restructuring of existing regions, if appropriate. All changes to Regions will rise from the Regions and be ratified by the Regions.

Service Structure Committee

The mission of the Service Structure Committee is

- To provide the Board of Trustees with analysis and recommendations, regarding SA organizational issues. This is done by utilizing the group conscience according to the Twelve Steps, Traditions, and Concepts of SA.
- To develop and write the SA Service Manual. Once the Manual is in place, the committee will review and make revisions to the Service Manual as changes to the SA service structure warrant.

The purpose of the SA Service Manual is to:

- Define and clarify the roles of the Board of Trustees and the Delegates and their relation to each other.
- List the missions of the various committees, which are written by the committees themselves.
- Define the service structure of SA including the roles of the GSRs, Intergroups, regional meetings and regional representatives.

Finance Committee

The mission of the Finance Committee is

- To oversee the financial affairs of SA; in particular, to ensure that the fellowship adheres to the Seventh Tradition in remaining self-supporting through member contributions.

- To assist SAICO, as required, in matters dealing with outside accountants, preparation of financial documents and statements, tax returns and filing and related financial matters.
- Assist SAICO, as needed, in arranging for credit transactions and other financial services.
- To prepare annual budgets and financial projections.
- To undertake special projects as requested by the Board of Trustees.
- To alert the fellowship through the Board of Trustees of concerns of a financial nature that could affect the fellowship of SA. This could include, if necessary, examination of all financial records of SAICO.

Loners Committee

The mission of the Loners Committee is to maintain a mailing list of eligible SA members for members who are isolated geographically. Members on the list volunteer to share their experience strength and hope with the loner member in letters. There are other forums for loners who wish to use the telephone or email as a form of communication.

Legal Committee

The mission of the Legal Committee is to advise the Trustees on legal matters that affect the fellowship. If necessary, the committee is authorized to engage the professional services of outside law firms.

SA Corrections Facility Committee (SACFC)

The mission of the Correctional Facility Committee is to carry the message to the incarcerated sexaholic. This is achieved by:

- Providing SA literature free of charge to inmates and correctional facilities as appropriate.
- Overseeing the sponsor by mail program.
- Supporting meetings in prisons.
- Providing meeting and other appropriate information to inmates upon their release.

Internet Committee

The mission of the Internet Committee is to:

- Design and maintain the SA website.
- Provide inquirers with information about Sexaholics Anonymous.
- Provide potential new members with contact information for meetings whenever possible.

International Committee

The mission of the International Committee is to carry the message to Sexaholics who reside in locations other than North America by:

- Providing information about Sexaholics Anonymous.
- Providing support and information regarding starting local meetings/groups and intergroups.
- Endeavoring to maintain contact with these groups.
- Where possible, providing a temporary sponsor for loners in isolated areas.

Site Selection Committee

The mission of the Site Selection Committee is to select sites to host international conventions.

- In addition, by keeping a list of helpful documents and by sharing the experience of those who have hosted past international conventions, the committee hopes to be of assistance to any area in SA that would like to host an SA gathering. The assistance, experience, and cooperation of S-Anon International Family Groups is invaluable.
- Sites are chosen from a list of Intergroups and areas that request in advance to be a site by completing the necessary forms. An offer to be considered as the site for an international convention contains the preferred date and an assurance of participation of both SA and S-Anon.
- The bid is sent to SAICO and forwarded to the Site Selection Committee Chair. The chair acknowledges each bid.

- The announcement of a site is generally made at an international convention following clearance from the Board of Trustees.
- Locations that are not selected may be considered for another time.

Hospitals & Institutions

The purpose of an H&I meeting is to carry the message of recovery from sexaholism to people in hospitals, treatment centers, correctional facilities and/or rehabilitation programs.

H&I meetings are not regular SA group meetings and are held under the direction of the H&I subcommittee. An H&I meeting last about one hour and the format is similar to a newcomer's meeting. The SA panel leader and panel members briefly share what they were like, what happened, and what they are like know, keeping in mind that those attending may or may not be sexaholics. Time is left at the end of the meeting for a question and answer session.

SA pamphlets, literature, and meeting schedules are made available for those interested.

11. International Conventions

The purposes of the International Conventions include:

- Support personal recovery through working the Steps and sharing other tools of recovery.
- Encourage fellowship
- Make available workshops on the tools of recovery, such the Steps, Traditions, and Concepts
- Promote unity within the SA fellowship
- Offer an opportunity for service
- Present information on the service structure of the fellowship through the venue of SA Today

The Convention Bid

The convention bid process follows this general outline:

- Intergroup determines to host a convention
- Intergroup places a bid at least three years in advance
- Bid is submitted to Site Selection Committee through SAICO
- The cooperation of S-Anon is vital
- Site Selection Committee awards bid.
- Board of Trustees confirm bid.
- Process of planning the convention begins.

Members Share Their Experience

Working on the convention was a tremendous spiritual experience for us. We cannot thank God enough for the opportunity to serve with such great people on the committee. The participants' response was an overwhelming affirmation of God at work.

One of the first tasks was to develop a theme for the convention. The theme gave shape to the convention and focus to the program committee. With a name, it became a reality.

Several members stepped forward right at the beginning. Each committee chair was given autonomy as to what they saw would serve the attendees best (Concept Three). This power was vital in order to give committee chairs the power and responsibility they needed to get their task accomplished. Each committee did its own research and developed a plan of action, including a timetable. We let go of individual ego and felt the warmth of unity develop. While we didn't always agree, we discovered the wisdom of group conscience on major decisions.

We met monthly at first, more frequently as the time of the convention drew nearer. Each meeting started with a prayer and a brief check in. It helped us to focus on the primary purpose of the convention.

Service Positions

Convention Chair

The Convention Chair oversees the total project, urging members to complete tasks in a timely manner, and helping members maintain focus. The Chair negotiates a contract for audiotapes, agreeing on the number of sessions taped and the price of the convention tapes. The Chair develops scholarships and criteria for awarding them. The Chair ensures that all bills are paid, all monies disbursed, and all remaining issues are settled.

Secretary

The secretary takes all the minutes, distributes them to all convention planning members, and keeps the timetable.

Treasurer

The Treasurer handles all monies and accounting for the convention.

- Open Business/Non-profit bank account
- Federal Tax Number may be helpful if already established
- Accept US funds only for convention fees
- Ensure that all payments are made on time
- Apply for State Tax Exempt number to save on items such as hotel food, room charges, printing, and food for the hospitality room.
- Have a refund policy beforehand
- Distribute proceeds of convention to SAICO and WSO
- Prepare final Treasurer's report

Hotel Selection Sub committee

Important criteria for hotel selection:

- Open-end contract with the hotel that allows for contingencies
- Look carefully at payment schedule. Avoid full payment before the convention weekend. Walk in money may be needed for hotel payment
- Consider cost of parking and shuttle transport in hotel selection
- Number of break out rooms

- Hospitality suite and regulations of the hotel
- Know the total price for each meal
- Be aware of extra costs for special meals (Vegan, Glatt Kosher, Greek)
- Try to include all additional costs such as extra rooms and sound equipment for talent show.
- Encourage pre-registration
- Begin late registration 45 days prior to the convention

Program

- Once theme is selected, begin to plan program around it
- Programs from previous conventions will help with ideas
- Choose topics and subjects that fit the theme
- Include workshops on the Steps, Traditions, and Concepts
- Ask for ideas
- Plan for speakers early
- Finalize program ready to print 60 days prior

Literature

- Order literature at least one month in advance.
- Get literature on consignment from SAICO. AA and SA Publications literature will need to be paid in advance.
- Place literature table close to registration site
- Staff the table at all times except during dinner and speakers.

Talent show

- Make arrangements in advance for stage needs, such as sound, lighting equipment, and musical instruments.
- Select a local member to be the master of ceremonies.
- Audition those who want to appear in talent show.
- Try for a variety of performances.
- Screen for appropriate material.
- Rehearse in advance.
- Length of show about 1 to 1 ½ hours.

Hospitality Suite

- Determine a budget and stick to it.
- Need many volunteers to work short shifts.
- Purchase supplies in bulk.
- Try to negotiate using food you purchase locally, rather than having hotel supply it at higher rates.

- Make arrangement for small appliances, such as coffeemakers and toaster ovens.
- Common items include fruit, salty snacks, and bagels, with a variety of beverages —coffee, tea, soft drinks, and water.
- Both fellowships need a separate area.
- Open about 16 hours a day, closing during meals.

Logistics

- Determine where the registration table, literature area, and audiotapes will be.
- Arrange for a crew to be available to set up, clean up, and tear down rooms.
- A crew needs to be available for last minute changes.

Publicity

- Design registration flyer and distribute at least one year in advance.
- Use all resources available, such as regional and international list serves, *Essay*, GSRs, IGRs, and GADs.

Internet

- Develop website immediately upon acceptance of site selection committee bid.
- Decide whether or not to offer online registration.
- Ask for a link from the SA web site.
- Other local web sites may link to the convention web site.

Post Convention

The convention is a wonderful, frantic, fast paced weekend. Members of the convention committees need to be aware of the post convention slump. Taking a break, staying close to one's sponsor, prayer, meetings, telephone contact will help. The energies used for the convention need to be channeled to a new service project.

After a brief rest, each committee needs to be certain that all tasks were completed and a final report prepared. One last meeting of the committee chairs will ensure that no important task was left undone. Many members find working on a convention to be life-changing and spiritually rewarding.

12. *Essay*

Essay is SA's "meeting in print." The mission of *Essay* is to serve as a source of information, experience, strength and hope to sexaholics. Fellowship activities such as the International Conventions, Regional and local events appear in the Calendar section. Each issue begins with a member story that answers the questions, "What was it like?" "What was the first connection to SA?" and "What tools of recovery are most helpful today?" In addition to letters and group news, *Essay* prints short thoughtful articles written by members about recovery and the solution. The Practical Recovery Tools section features members sharing on the topic, "Exactly how I did it." Submissions may include meditations, poetry, and humor. *Essay* is guided by the principles of the Twelve Steps, Twelve Traditions and Twelve Concepts.

***Essay* Editorial Guidelines**

Essay is answerable to the fellowship as a whole. The following guidelines apply to *Essay*.

- Articles from SA members and SA groups or intergroups are invited, although no payment is made, and material is not returned.
- The SA International Central Office provides *Essay* editor with copies of letters and other materials of potential use in the newsletter.
- Submissions, selected by the editor, are subject to correction of spelling and grammar and may be condensed to accommodate space limitations. Selections may be edited for style and clarity.
- The principles of SA's Twelve Traditions guide editorial philosophy.
- Articles are not intended to serve as statements of SA policy, nor does publication imply endorsement by either SA or the *Essay*.
- SA's sobriety definition is not debated, since it distinguishes SA from other sex addiction fellowships. *Essay* is not a forum for non-SA sobriety and non-SA principles.
- The *Essay* is not a fund-raising mechanism, although from time to time SA's needs may be made known.

General Guidelines for Submissions:

- Where possible, articles submitted for publication should be typed and double-spaced.
- We like to receive articles electronically for ease of editing. E-mail should be addressed to saico@sa.org.
- Send articles to the SA International Central Office, attention of the *Essay* editor
- All articles need to be in English.
- All articles must contain an address, telephone number, or e-mail address so that authenticity can be verified. This information will remain confidential.
- When an article speaks for a group or intergroup, it should have the prior approval of that group or intergroup.
- Articles should observe common standards of friendliness and good taste.
- Discussions involving therapy or religion are discouraged.

13. SA International Central Office (SAICO)

A Central Office Manager answers the question,
What does Central Office do?

Central Office is a service function set up by the fellowship to serve the fellowship. In 1981, our founder, Roy K, defined the duties of Central Office to include these functions:

“Coordinates the national effort of helping new members make contact with recovering sexaholics in their areas, serves as the communication link between groups and individual members, is the point through which the national group conscience expresses itself, prepares and disseminates literature to the various groups, and is the point of contact for the media and referral agencies. SA Central Office is maintained solely by the contributions of the national SA membership.”

Since that time, many changes have occurred. SA has become an international fellowship. The General Delegate Assembly has taken over the role of expressing the international group conscience. SA Publications is a provider of SA Literature (see appendix D for address and ordering information.) SAICO distributes other approved literature (appendix D).

The mission of SAICO is to assist the fellowship in reaching out to the sexaholic who still suffers. The highest priority is placed on the functions of responding to inquirers, members, groups, and intergroups. This may also include concerned family members, friends, health and helping professionals in its role as intermediary between SA and the still suffering sexaholic.

Functions of SAICO

- Coordinates requests for information about the SA Program. SAICO handles referrals to local groups in the USA, Canada, and in 21 countries around the world. These requests come by mail, phone, and email.
- Publishes and distributes the quarterly newsletter, *Essay*. Once each quarter about 700 copies are prepared for bulk mailing. Additional copies are sent to countries around the globe.
- Responds to inquirers, newcomers, health and helping professionals, concerned family members, friends, and the media.
- Serves as the communication link between groups and individual members, helps newcomers find a meeting in their area, and assists new groups in organizing efforts.

- SAICO acts as the secretarial function for most of the operating committees of the fellowship, including the GDA, SA Correctional Facilities, Literature, and Finance.
- Supports the General Delegate Assembly by preparing minutes and documents that are distributed by email. In addition, SAICO helps the GADs implement the agenda of the fellowship.
- Supports SA Correctional Facilities Committee SACFC, by coordinating efforts to communicate with prisoners, provides literature at no cost to prisoners, and helps match SA sponsors to groups and individuals in prison who wish to work the Twelve Steps for their personal recovery.
- Supports the Literature Committee by initial formatting, layout, and drafting new literature. Prepares and mails draft literature to the committee, readers, editors, and the leadership of SA.
- Supports the Finance Committee by providing financial statements, reports, liaison with CPA, contact for governmental agencies, and preparation of the annual budget.
- Compiles and updates information about SA groups, stays in touch with Intergroups, and maintains archives of SA records.
- SAICO carries out the normal business functions of any office—correspondence, bookkeeping, banking, invoicing, and payment of bills. These duties include, from time to time, dealing with government agencies, paying taxes, and filing required forms and reports.

SAICO does not accept grants, does no fundraising, and does not issue special promotions, such as sales, raffles, or prizes. It is solely supported through the contributions of members exercising the Seventh Tradition. Donations go directly to the work of helping the sexaholic who still suffers. For many years now, literature has been self-sustaining; that is, the price of the literature covers the expenses of maintaining adequate stocks of literature. The revenue from purchases made by groups for literature is used to restock literature. It may also support some outreach programs, such as, prisoners, new groups, and international groups.

14. The Twelve Concepts of A.A. (Short Form)

Concept 1: Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.

Concept 2: The General Service Conference of A.A. has become for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.

Concept 3: To insure effective leadership, we should endow each element of A.A.—the Conference, the General Service Board and its service corporations, staffs, committees, and executives— with a traditional "Right of Decision."

Concept 4: At all responsible levels, we ought to maintain a traditional "Right of Participation," allowing a voting representation in reasonable proportion to the responsibility that each must discharge.

Concept 5: Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.

Concept 6: The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.

Concept 7: The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.

Concept 8: The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.

Concept 9: Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.

Concept 10: Every service responsibility should be matched by an equal service authority, with scope of such authority well defined.

Concept 11: The trustees should always have the best possible committees, corporate service directors, executives, staffs and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.

Concept 12: The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power, that sufficient operating funds and reserve be its prudent financial principle, that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; and that, like the Society it serves, it will always remain democratic in thought and action.

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The Twelve Concepts for SA

Concept 1: Final responsibility and ultimate authority for SA service should always reside in the collective conscience of our whole Fellowship.

Concept 2: The leadership of SA, as represented by the General Delegate Assembly and the Board of Trustees, has become for nearly every practical purpose the active voice and the effective conscience of our whole society in its service matters.

Concept 3: To ensure effective leadership, we should endow each element of SA's service structure, the General Delegate Assembly and the Board of Trustees and its staffs and Committees with a traditional "Right of Decision."

Concept 4: At all responsible levels, we ought to maintain the traditional "Right of Participation," allowing a voting representation in reasonable proportion to the responsibility that each must discharge at that level.

Concept 5: Throughout our structure a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.

Concept 6: The General Delegate Assembly recognizes that the chief initiative and active responsibility for most service matters should be exercised by the Board of Trustees.

Concept 7: The Bylaws of the Board of Trustees are a legal instrument empowering the Board to manage and conduct service matters. The SA service structure documents are not legal documents. They rely on tradition and the SA purse for final effectiveness.

Concept 8: The Trustees are the principal administrators of overall policy and finance.

Concept 9: Good service leadership at all levels is indispensable for our future functioning and safety.

Concept 10: Every service responsibility should be matched by an equal service authority, with scope of such authority well defined.

Concept 11: The Trustees should always have the assistance of the best possible committees, staffs and consultants. Composition, qualifications, induction procedures, rights and duties will always be matters of serious concern.

Concept 12: The General Delegate Assembly and the Board of Trustees shall observe the spirit of SA tradition, taking care that it never becomes the seat of perilous wealth or power, that sufficient operating funds, plus an ample reserve, be its prudent financial principle, that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote and whenever possible by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; and that like the Fellowship it serves, it will always remain democratic in thought and action.

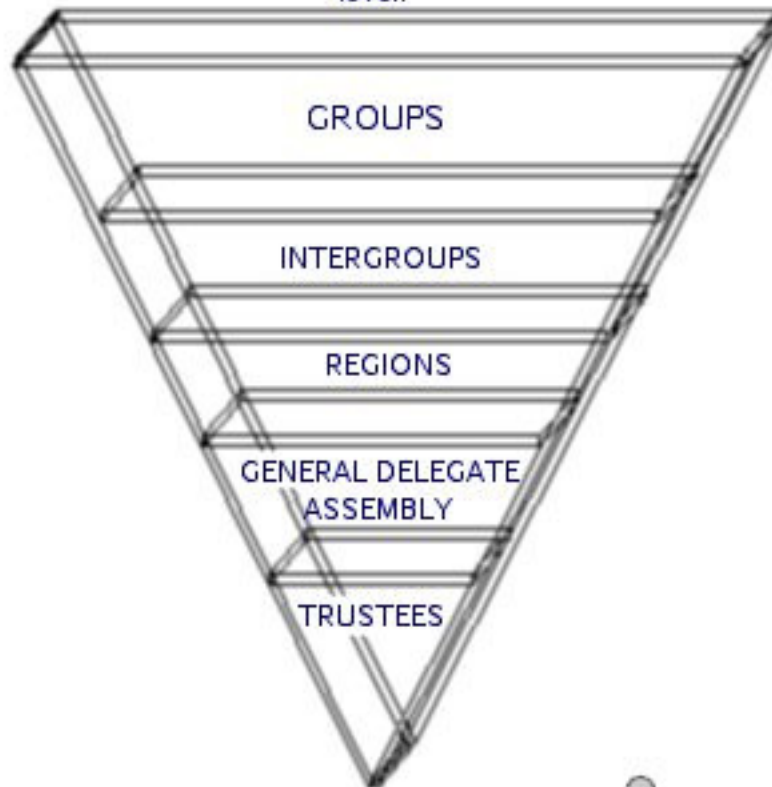
SA, as such, would never have an organization in the sense of a "government" that could issue directives by committee or Board to individuals or groups within the fellowship. Our committees and Board could only provide services and we've tried to organize them to function effectively. But SA has no government in the political sense*.

*"The Co-Founders of Alcoholics Anonymous (Biographical sketches their last major talks)," Pg 25

The Twelve Concepts for SA approved by the General Delegate Assembly, January 2004

15. The Inverted Pyramid of Service

The inverted pyramid is designed to show that the ultimate authority resides in the groups, and that the groups are supported by each succeeding level.



NOTES :
Each section of the inverted pyramid has committees.
The trustees also oversee SAICO.

16. Twelve Concepts for SA

A Member Shares His Experience with the Twelve Concepts

I had some experience in serving in other organizations as well as numerous SA service jobs, but what was my motive? A lot of it was for my ego, a desire to be noticed and praised, a desire to control, and a desire for power. That is why I consider the Twelve Concepts so important. In recovery, I had to get a better attitude. The Concepts are about why and how we do service. I don't consider selfish service totally bad, because at least service is being done. However, the negative effects of selfish service included turning others off by being bossy and further damage to my fragile self-esteem. When I was exposed to the Twelve Concepts, I found them too hard to comprehend and understand. Then I saw that they are about change. I had to change what I did, how I did it, and why I did it. Before change could come, acceptance had to take place in me— accepting that there was a better path, accepting that I wasn't on it, and accepting that I needed to get myself on it. It sounded like Steps One, Two, and Three to me.

How did I learn about change and the Twelve Concepts? By investigation and observation! I started with *The AA Service Manual combined with Twelve Concepts for World Service*, written by Bill W. I was overwhelmed. I was having trouble figuring out how this would work, but I kept on trudging. I picked up more insight at the 2004 Oklahoma City Convention just watching the General Delegate Assembly in action.

I bought some tapes of the 2000 Nashville Convention. The first two were a set by a long time AA member; sober 45 years, who ran AA's World Service Office with 85 employees for seven years. He sat in on the Trustee meeting Nashville 2000, and he shared his experience, strength, and hope on AA's Twelve Concepts with the General Delegate Assembly.

I listened to a tape of a panel discussion of SA's version of the Twelve Concepts. What they said was really potent! It was also inspiring, knowing that most of the panel members had long-term sobriety. I want to share some observations about my study of the Concepts.

Concept 1: Final responsibility and ultimate authority for SA service should always reside in the collective conscience of our whole fellowship.

That seems fairly straightforward. The members rule. But there is a little sticker in there—our collective conscience. This is not the individual conscience of a member, but the collective conscience of the entire fellowship. We get together, share, listen, ask for our Higher Power's guidance, discuss, pray, meditate, perhaps take some time off for research and rest, discuss some more, and reach an agreement about how to exercise our responsibility and authority. This is the only concept with the words "final" and "ultimate." Ultimate authority belongs to the whole Fellowship; all other authority is delegated.

Concept 2: The leadership of SA, as represented by the General Delegate Assembly and the Board of Trustees, has become for nearly every practical purpose the active voice and the effective conscience of our whole society in its service matters.

The members delegate the authority to see that things are done to their elected and chosen leaders. Our Representatives, Delegates, and Trustees are those whom we have elected or appointed to serve us. We tell them “what we want.” They answer the questions of “how it will be accomplished.”

Concept 3: To ensure effective leadership, we should endow each element of SA’s service structure, the General Delegate Assembly and the Board of Trustees and its staffs and Committees with a traditional “Right of Decision”.

We elected our leaders and charged them with the task of implementing the will of the fellowship. If we are dissatisfied with our leaders, we can replace them. This Concept gives the trusted servant permission to take action to complete a task. Our entire program rests entirely upon mutual trust. We trust God, we trust SA, and we trust each other.

Look again at the inverted triangle. The membership of SA is at the top, and authority is delegated all the way down from the group conscience to the trusted servant. Trusted servant does not mean that the rep goes in and says, “My group says this is what I am to do.” I had always assumed that my job was to be the messenger. I have since learned that I am expected to consider all the aspects and then act for the best interests of the fellowship as a whole. The job includes a lot of listening and giving a good and thorough report back to the part of the fellowship that elected me.

Concept 4: At all responsible levels, we ought to maintain the traditional “Right of Participation”, allowing a voting representation in reasonable proportion to the responsibility that each must discharge at that level.

When we delegate responsibility, we are asking someone to do some work for SA. It is important to give them the authority to make decisions about how to do the job. Bill W. of A.A. often asked, “If you don’t trust someone to do the job right, why did you give them the job?” Committees will use an informed group conscience to make decisions for the fellowship. The Delegates and Representatives speak for the region and the fellowship as a whole.

Concept 5: Throughout our structure a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.

Just because a minority exists does not mean that the minority gets ignored. Responsible recovery requires that we go out of our way to ensure that the minority gets

ample opportunity to express its thoughts and feelings. We must avoid the tyranny of the majority. We must protect the minority. It is the responsibility and the duty of the minority to be sure that it is heard and are not intimidated through fear of being rejected. The process is that those expressing minority opinions are given another opportunity to speak. Then, the chair asks if anyone desires to change their vote. If so, a new vote is taken. Now, after the new minority has had every opportunity to be heard, it ends.

Concept 6: The General Delegate Assembly recognizes that the chief initiative and active responsibility for most service matters should be exercised by the Board of Trustees.

The General Delegate Assembly elects the Trustees. “This is our goal. Here is what we want done. Figure out how to do it. Check in often. Let us know if you need our help.”

Concept 7: The Bylaws of the Board of Trustees are a legal instrument empowering the Board to manage and conduct service matters. The SA service structure documents are not legal documents. They rely on tradition and the SA purse for final effectiveness.

The Bylaws are registered with the state of Tennessee and legally authorize the Trustees to act for us. Such actions include paying the rent, entering into contracts, and taking care of business. The SA Service Documents rely on Tradition, with a capital “T.” This means that the fellowship will support the activities of the service structure if they believe in them. If an activity ceases to have the support of the fellowship, then it will not be sustained. Each member has a vote “with his checkbook.”

Concept 8: The Trustees are the principal administrators of overall policy and finance.

The Trustees oversee SAICO and the Committees that do the day-to-day work and carry out the will of the fellowship. They see that the bills are paid, that literature is available, that a person can find out how to get to a meeting. It isn’t their money so they try to spend it wisely.

Concept 9: Good service leadership at all levels is indispensable for our future functioning and safety.

The Service Structure provides for a way for us to always have a good supply of leaders. They enter service at the International level after doing good work at the local or Regional level. They work on Committees, serve the Region, and get elected as Alternate Assembly Delegates (AAD). As an Alternate, they observe how the lowest level gets work done, and they help the General Assembly Delegate (GAD) by serving on committees and with communications and reporting to the Region. As a GAD, they get to do some of the committee work and have an opportunity to consider policies and vote on motions brought before the General delegate assembly (GDA). All this experience is also

good preparation for future Trustees. A retired Trustee also brings a world of wisdom and experience back to the local level. They can inspire others to consider the benefits of service at the international level.

Concept 10: Every service responsibility should be matched by an equal service authority, with scope of authority well defined.

When we give someone a job, we need to ensure that the principles on which their work is based are firmly in place. The task should be clearly outlined. Guidelines, reporting requirements, and standards should be carefully explained. Then, we get out of the way and let them do it.

Concept 11: The Trustees should always have the assistance of the best possible committees, staffs, and consultants. Composition, qualifications, induction procedures, rights and duties will always be matters of serious concern.

No one expects the Trustees to do all the work. Their helpers are the members of the Committees. It is a principle of Twelve Step programs that people should be given everything they need to do an outstanding job—data, training, equipment, whatever it takes.

Concept 12: The General Delegate Assembly and the Board of Trustees shall observe the spirit of SA tradition, taking care that it never becomes the seat of perilous wealth or power, that sufficient operating funds, plus an ample reserve, be its prudent financial principle, that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote and whenever possible by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; and that like the fellowship it serves, it will always remain democratic in thought and action.

SA, as such, would never have an organization in the sense of “government” that could issue directives by committee or Board to individuals or groups within the fellowship. Our committees and Board could only provide services, and we’ve tried to organize them to function effectively. But SA has no government in the political sense.

The Twelfth Concept is an essay on the warranties of the Twelve Concepts to the fellowship. Bill W. considered the Concepts just as important as the Traditions. The Warranties make certain that SA maintains a spiritual focus, is financially responsible, stays out of controversy, and remains peaceful and democratic, with the fellowship in final and ultimate control.

Why do I stay involved in service work? In addition to the Twelve Steps, Twelve Traditions, and Twelve Concepts, there are Twelve Promises and Twelve Rewards. I've seen them being fulfilled in my own life. I've heard that the sober member does service, and a member who serves stays sober. Recovery keeps me from further harming myself, Unity helps me to not hurt someone else, and Service is turning my life around to help others instead of blaming the world for my shortcomings.

Isn't the overall goal of the Twelve Concepts—even our whole program—to guide us to be fair and correct in our relationships with each other? Try it: you'll like it!

17. Glossary of Terms Employed in SA Service Work

Alternate — a service volunteer elected or appointed to support and/or act in place of representatives at the group (GSR), Intergroup (IGR), and regional (GAD) levels of service.

Board of Trustees — sexaholic and non-sexaholic members elected by the GDA to carry out the agenda of the GDA and be responsible for the operation of SAICO.

Bylaws of Sexaholics Anonymous Incorporated — legal document approved by the Board of Trustees and the General Delegate Assembly that provides guidelines for the functioning of the overall service structure.

Chair — title for the leader of an intergroup, regional assembly, the General Delegate Assembly, the Board of Trustees, or a committee.

Committee Member — an SA member who serves on a committee appointed by the group, intergroup, the region, or the Trustees.

Concepts (Twelve Concepts) — Founding principles for SA service adapted with permission from the Twelve Concepts of A.A.

Charter — legal document enabling the corporate entity Sexaholics Anonymous (SAICO) to function.

Convention — See **International Convention (below)**

Delegate — See **GAD**

ESSAY — international quarterly newsletter of Sexaholic Anonymous, written by the fellowship, distributed by the SA International Central Office.

Fellowship approved literature — Generally speaking, all A.A. literature, and literature that has been approved by the General Delegate Assembly, including pamphlets, books, and audiotapes produced by various committees of the Trustees (see appendix D).

(GAD) General Assembly Delegate — representatives elected by the Region to serve at the international meetings of the GDA.

(GDA) General Delegate Assembly — annual meeting of General Assembly Delegates (GAD) elected from the various Regions of the fellowship to deliberate the business of the fellowship as presented by the Board of Trustees and the separate Regions.

General Delegate Assembly (see GDA above)

Group – Two or more Sexaholics who hold a meeting, or series of meetings, usually at a single location, and who hold regular business and group conscience meetings, as needed. Each group designates officers of the group and establishes sobriety requirements for those positions.

Group Conscience -- a vote by a group, Intergroup, committee, region, GDA, or the Board of Trustees that is reached by well informed participants after thorough discussion with respectful attention paid to minority opinion, ample time given for all voices to be heard, sober members voting, and, where possible, a decision agreed upon by unanimity, two-thirds or more of those voting.

Group Conscience meeting — all meetings of the membership at local, intergroup, committee, region, and international levels where a decision is reached by group conscience.

Group Service Representative (GSR) — an elected representative from a local group (meeting) to an Intergroup.

Home Group — Also a local meeting designated by the individual member as his or her primary support network for recovery and fellowship. A member will usually make an effort to attend each meeting of the group, attend group conscience meetings, and promote the welfare of that group.

International Convention — biannual meeting of the collective fellowship hosted by an Intergroup or region approved by the Site Selection Committee.

Intergroup Representative (IGR) — elected and/or appointed representative from the Intergroup to the Regional Assembly.

Intergroup — a division of local groups to elect and/or appoint representatives (IGRs) to the Region, provide communication among groups, maintain the points of contact for inquirers—mail, telephone and email, discuss issues with the Intergroup, and sponsor marathons, speaker jams, international convention, and local workshops.

Inverted pyramid of accountability — An inverted pyramid illustrates the principle that the trusted servants (i.e., the IGRs, GSRs, GADs, and Trustees) serve at the will of the fellowship (graphic illustration in Chapter 15).

List Serve -- The closed Email membership lists utilized by Regional Representatives (IGRs), Delegates (GAD), international committees, and Trustees for communication links.

Marathon — an all-day meeting of members to hear speakers share the truth of their personal experience, to participate in meetings in order to work on progressive victory over lust, provide communication and fellowship, and to work the Twelve Steps. .

Region — a geographic division of local intergroups to elect delegates to the GDA, provide communication among intergroups, sponsor regional gatherings, and discuss issues within the region.

Regional Assembly — a gathering of elected and/or appointed IGRs from local Intergroups that may meet bi-annually, quarterly, or annually, for the purpose of communication, organizing marathons and workshops, and publishing newsletters.

Roberts Rules Motions Guide -- established procedure for the orderly function of meetings based on Roberts Rules of Order (10th edition) that may be used by groups, Intergroups, regional assemblies, GDA, committees, and the Board of Trustees.

(SACFC) Sexaholics Anonymous Correctional Facilities Committee — a group of members who seek to carry the SA message to sexaholics in prison.

(SAICO) SA International Central Office, — a service function which coordinates requests for information, receives donations, publishes the quarterly newsletter, *ESSAY*, acts as the secretarial function for most of the operating committees, and compiles and updates information for the fellowship

Speaker jam — an all day meeting sponsored by a local group or intergroup to present the experience, strength and hope of individual members, provide fellowship, and support the sobriety of individual members.

Steps (Twelve Steps of Sexaholics Anonymous) — the governing principles for recovery from sexaholism.

Traditions (Twelve Traditions of Sexaholics Anonymous) -- the guidelines for maintaining unity, supporting individual recovery, and practical guidelines for self-government. The traditions also describe the requirement for membership in SA, and our primary purpose and provide a philosophical foundation for our service structure, for self-support, and for relations with the public.

Trustees, see Board of Trustees

Trusted Servant --- representatives from the membership at all levels of service. Representatives are guided by Tradition Two which states, in part: “Our leaders are but trusted servants, they do not govern.”

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Robert's Rules of Order Motions Chart

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

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Appendix A

Robert's Rules of Order Motions Chart

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

Incidental Motions - no order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT	2ND?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33 Request for information	Point of information	Yes	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 maj. w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority

Appendix B

BYLAWS OF SEXAHOLICS ANONYMOUS, INCORPORATED

Adopted by the General Delegate Assembly of SA
August 1, 2005, amended July 7, 2006

ARTICLE 1: TWELVE STEPS and TWELVE TRADITIONS of SEXAHOLICS ANONYMOUS

1.1. The Twelve Steps. Sexaholics Anonymous, Incorporated has but one purpose—that of serving the fellowship of Sexaholics Anonymous, hereafter referred to as SA. It is, in effect, an agency created and designated by the fellowship of Sexaholics Anonymous to maintain services for those who seek, through Sexaholics Anonymous, the means for arresting their sexaholism through the application to their own lives of the Twelve Steps, which constitute the recovery program upon which the fellowship of Sexaholics Anonymous is founded. These Twelve Steps are as follows:

The Twelve Steps of Sexaholics Anonymous¹

1. We admitted we were powerless over lust—that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.

¹Adapted with permission by Alcoholics Anonymous World Services, Inc. The Twelve Steps and Traditions are reprinted with permission of Alcoholics Anonymous World Services, Inc. (“A.A.W.S.”) Permission to reprint and adapt the Twelve Steps and Twelve Traditions does not mean that A.A.W.S. has approved the contents of this document, nor that A.A.W.S. agrees with the views expressed herein. AA is a program of recovery from alcoholism only. Use of the Twelve Steps and Twelve Traditions in connection with programs which are patterned after A.A., but which address other problems, or in any other non-A.A. context, does not imply otherwise.

8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to sexaholics, and to practice these principles in all our affairs.

1.2. The Twelve Traditions. Sexaholics Anonymous, Incorporated in its deliberations and discussions shall be guided by the Twelve Traditions of Sexaholics Anonymous, herein referred to as the “Traditions”, which are as follows:

The Twelve Traditions of Sexaholics Anonymous¹

1. Our common welfare should come first; personal recovery depends upon SA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop lusting and become sexually sober.
4. Each group should be autonomous, except in matters affecting other groups or Sexaholics Anonymous as a whole.
5. Each group has but one primary purpose—to carry its message to the sexaholic who still suffers.
6. An SA group ought never endorse, finance, or lend the SA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every SA group ought to be fully self-supporting, declining outside contributions.
8. Sexaholics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. SA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.

10. Sexaholics Anonymous has no opinion on outside issues; hence the SA name ought never be drawn into public controversy.

11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, and television.

12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Sexaholics Anonymous, Incorporated claims no proprietary right in the recovery program for these Twelve Steps and Twelve Traditions. Because the Twelve Steps and Twelve Traditions have proven to constitute an effective spiritual basis for life, which, if followed, arrest the disease of sexaholism, Sexaholics Anonymous, Incorporated shall use its best efforts to ensure that these Twelve Steps and Twelve Traditions are maintained, for it is regarded by the fellowship of Sexaholics Anonymous as the custodian of the Steps and Traditions and, accordingly, it shall not itself, or, so far as it is within its power to do so, permit others to modify, alter, or amplify these Steps and Traditions.

ARTICLE 2: GENERAL DELEGATE ASSEMBLY

2.0. Authority. The General Delegate Assembly, hereafter referred to as the “Assembly,” is designated as the policy setting and decision making body of Sexaholics Anonymous, Incorporated. The General Delegate Assembly is that body referred to in the Charter as the Oversight Assembly.

2.1. Qualifications and Election.

2.1.a. Delegates. The General Delegate Assembly shall consist of the Delegate(s) from each of the Regions recognized by the Assembly.

2.1.b. Term of Office. The term of office of a Delegate is three years, with the possibility of reelection to one additional term, with the concurrence of his constituent Region.

2.2. Meetings. The General Delegate Assembly shall meet at least once a year at time(s) and place(s) determined by the Delegates. They may meet by teleconference or in any fashion agreed to by the Delegates.

2.3. Duties. The General Delegate Assembly is the active voice and the effective conscience of SA. The Assembly shall carry out service work on a fellowship wide level, discuss and vote on issues of concerns to the regions they represent and to SA, as a whole. The Assembly shall elect and give direction to the Board of Trustees.

2.4. Quorum and Vote.

2.4.a. Quorum. The presence of a majority of the members of the Assembly shall constitute a quorum for the transaction of business. The vote of a majority of the Delegates present at a meeting at which a quorum shall be present shall be the act of the Assembly, unless the vote of a greater number shall be required by the charter, these Bylaws, or the laws of the State of Tennessee. A Region’s Alternate Delegate may attend all or any part of a meeting and vote on behalf of his or her Region if the Delegate cannot.

2.4.b. Vote. Delegates may vote in person, by telephone, fax, mail, email, or any other fashion, as and if agreed to by a majority of the Delegates.

2.5. Officers. The officers of the General Delegate Assembly are Chair and Vice Chair. All terms of office are two years, with eligibility to be re-elected for one additional term. An officer need not be a Delegate.

2.6. Resignations, Removals, and Vacancies. In the event that any Assembly member shall resign or become incapacitated, the Region's Alternate Delegate will fill his or her place at the next regular meeting of the Assembly. The Alternate Delegate will serve whatever portion is left of the term of office and is considered eligible to be elected for a term or terms of his or her own.

ARTICLE 3: THE BOARD OF TRUSTEES

3.10. Authority. The business and property of the corporation shall be managed and controlled by the Board of Trustees, as answerable to the General Delegate Assembly and the fellowship of Sexaholics Anonymous. The Board of Trustees was referred to in the Charter as the Oversight Committee.

3.11. Duties. The Board of Trustees is responsible for the day to day administration of the business of Sexaholics Anonymous, Incorporated. The Board shall take direction from the Assembly. It also shall implement the will and the policies of the Assembly.

3.12. Meetings. The Board shall meet at least once a year at a time and place designated by the Trustees. The Board of Trustees may also designate more frequent intervals for regular meetings. They may meet in any fashion agreed to by the Trustees. The Board Chair or any two of the Trustees may call special meetings at any time.

3.13. Qualification and Election.

3.13.a. Eligibility. Board of Trustees members need not be residents of the State of Tennessee but must be of legal age.

3.13.b. Term of Office. The term of office shall be one four-year term.

3.14. Composition and Duties of Nominations Committee

3.14.a. Service on Committee. Any member who is a candidate for election will not serve on the Nominations Committee for the year prior to election.

3.14.b. Election Process. The Nominations Committee shall place into nomination a slate of candidates, one candidate for each opening on the Board, to be approved by the Board. Once approved, these nominees will be presented to the Assembly. The Assembly will then hold an election to determine whether they approve these nominees as recommended or request alternative candidates. Those elected by a 2/3 majority will take office. Nominees for the position of Trustee are expected to be available for interviews by the Nominations Committee, the incumbent Trustees, and the Assembly.

3.15. Annual Reaffirmation of Trustees. Each year, all members of the Board shall be individually re-affirmed by the Assembly. A simple majority of the delegates present will be considered sufficient affirmation for continuation of an elected term. Those not so affirmed shall be considered unable to continue their elected term and a vacancy declared.

3.16. Resignations, Removals, and Vacancies. In the event that any Board member shall resign, be removed, or become incapacitated, the Assembly, with the advice of the Nominations Committee and the Trustees, may elect a new member to fill such vacancy at any regular or special meeting and shall do so if necessary to maintain the required number of Trustees. The Assembly shall have the authority to remove Trustees from office, even though their term of office may not have expired.

3.17. Number. The number of Trustees shall be no fewer than five, nor more than nine. Trustees may be members of the fellowship (sexaholics) or non-members of the fellowship (non-sexaholics). The sexaholic Trustees shall always constitute a majority of the Board of Trustees. However, a temporary disparity in the number or makeup of the Board, due to death, removal, resignation, or the like, shall be permitted and the Trustees shall continue to meet and act until such disparity shall be resolved no later than the next Trustee election.

3.18. Quorum and Vote.

3.18.a. Quorum. At all meetings of the Board of Trustees, a majority of the members shall be sufficient to constitute a quorum for the conduct of the affairs of the Board of Trustees and a vote of a majority of the member trustees present at any meeting at which there is a quorum shall, except as otherwise may be provided by these Bylaws, or by statute, constitute a decision by the membership of the Board of Trustees. If at any meeting there is less than a quorum present, a majority of those present may adjourn the meeting to a time to be fixed by those present giving notice to any absent member.

3.18.b. Vote. Trustees may vote in person, by telephone, fax, mail, email, or any other fashion, as and if agreed to by a majority of the Trustees.

3.19. Committees. Committees shall be formed in keeping with the needs of service by resolution of the Board with such powers as the Board may regard as necessary. Committees may be created, discharged, eliminated, replaced, their powers expanded or limited, as the Board may from time to time deem appropriate.

3.20. Officers.

3.20.a. Offices and Duties. In order that the Board of Trustees may more effectively serve the purposes for which it is formed, the Board shall at its annual meeting, or any other meeting, if a vacancy shall occur, elect a Chair, First Vice-Chair, Second Vice-Chair, Secretary, and Assistant Secretary. The Chair shall have those duties generally attributable by law and custom to a President under the laws of the State of Tennessee, with such other greater or lesser duties as may from time to time be determined by the Board of Trustees. The Secretary shall have those duties generally attributable by law and custom to a Secretary under the laws of the State of Tennessee, with such other greater or lesser duties as may from time to time be determined by the Board of Trustees. The term of the Chair shall hereafter be not more than two successive annual terms. A member once elected Chair, and if at that time, the maximum period that he or she would have been eligible to serve as a Board Member would have expired, but for his period of service as Chair, upon the day he ceases to serve as Chair, he or she shall cease to be a Board member. The Vice-Chairs shall in their respective orders perform the duties of the Chair in the event of his or her absence or disability.

3.20.b. Titles. In order to render unto the Law that which the Law requires, the Board of Trustees shall be considered the board of directors, the Chair shall be "President" and the

Secretary shall be “Secretary”, respectively; but they shall at no time employ such titles, except as may be required for the execution of legal documents or by reason by other provisions of law.

ARTICLE 4: INDEMNIFICATION

4.1. Right to Indemnification. The corporation, to the fullest extent permitted by applicable laws as then in effect, shall indemnify any person (an “Indemnitee”) who shall have been or shall be involved in any manner (including, without limitation, as a party or as a witness), or shall be threatened to be made so involved, in any threatened, pending, or completed investigation, claim, action, suit, or proceeding, whether civil, criminal, administrative, or investigative (including, without limitation, any action, suit, or proceeding by or in the right of the corporation to procure a judgment in its favor) (a “Proceeding”) by reason of the fact that he shall have been or shall be a director, officer, employee, or agent of the corporation, or shall have been or shall be serving at the request of the corporation as a director, officer, or employee or agent of another corporation, partnership, joint venture, trust, or other enterprise against all expenses (including attorneys’ fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him or her in connection with any Proceedings. This indemnification shall be a contract right and shall include the right to receive payment in advance of any expenses incurred in an Indemnitee in connection with a Proceeding, consistent with the provisions of applicable law as then in effect.

4.2. Contracts and Funding. The corporation may enter into contracts with any director, officer, employee, or agent of the corporation in furtherance of the provisions of this Article, and may create a trust fund, grant a security interest, or use other means (including, without limitation, a letter of credit) to ensure the payment of amounts as may be necessary to effect indemnification as provided in this Article.

4.3. Indemnification Not Exclusive Right. The right of indemnification and advancement of expenses provided in this Article shall be exclusive of any other rights to which a person seeking indemnification may otherwise be entitled, under any statute, by-law, agreement, vote of members, or disinterested Board members or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding office. The provisions of this Article shall inure to the benefit of the heirs and legal representatives of any person entitled to indemnity under this Article and shall be applicable to Proceedings commenced or continuing after the adoption of this Article, whether arising from acts or omissions occurring before or after adoption.

4.4. Advancement of Expenses; Procedures. In furtherance, but not in limitation of the foregoing provisions, the following procedures and remedies shall apply with respect to advancement of expenses and the right to indemnification under this Article:

- (a) Advancement of Expenses. All reasonable expenses incurred by or on behalf of an Indemnitee in connection with any Proceeding shall be advanced to the Indemnitee by the corporation within twenty (20) days after the receipt by the corporation of a statement or statements from the Indemnitee requesting the advance or advances from time to time, whether prior to or after final disposition of a Proceeding. The statement or statements shall reasonably evidence the expenses incurred by the Indemnitee and, if required by law, at the time of advance, shall include or be accompanied by an undertaking by or on behalf of the Indemnitee to repay the amounts advanced if it should ultimately be

determined that the Indemnitee shall have not been entitled to be indemnified against the expenses.

(b) Written Request for Indemnification. To obtain indemnification under this Article, in Indemnitee shall submit to the Secretary of the Board of Trustees a written request, including documentation and information as shall be reasonably available to the Indemnitee and reasonably necessary to determine whether and to what extent the Indemnitee shall be entitled to indemnification (the “Supporting Documentation”). The determination of the Indemnitee’s entitlement to indemnification shall be made within a reasonable time after receipt by the Board of the written request for indemnification together with the Supporting Documentation. The Secretary of the Board, promptly upon receipt of a request for indemnification shall notify the Board in writing that the Indemnitee shall have requested indemnification.

(c) Procedure for Determination. An Indemnitee’s entitlement to indemnification under this Article shall be determined (i) by the Board by a majority vote of a quorum (as defined in Article 3 of these Bylaws) consisting of Board members who shall not have been parties to the action, suit, or proceeding, or (ii) if a quorum shall not be obtainable, or, even if obtainable, a quorum of disinterested Board members shall so direct, by independent legal counsel in a written opinion, or (iii) by the fellowship, but only if a majority of the disinterested Board members, if they constitute a quorum of the Board, shall present the issue of entitlement to indemnification to the fellowship for their determination.

ARTICLE 5: EXEMPT ACTIVITIES

Notwithstanding any other provision of these Bylaws, no director, officer, employee, or agent of this corporation shall be authorized to take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code or by an organization contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

ARTICLE 6: AMENDMENT OF BY-LAWS

The Charter and Bylaws of Sexaholics Anonymous, Incorporated may be amended by a two-thirds majority of the Board of Trustees and approved by a two-thirds majority of the General Delegate Assembly.

Appendix C

ANNOUNCEMENT TO SA FELLOWSHIP

Revised Jan 1997

[Proposed SA Service Structure]

A Historical Document first adopted at Rochester, 1994

In order to be more effective in the task of the Twelfth Step and First Tradition of carrying the message to the suffering sexaholic, the fellowship appointed a committee to recommend a service structure appropriate for Sexaholics Anonymous. The resulting recommendation was adopted at the business meeting held at the International Conference of Sexaholics Anonymous in Rochester, NY on January 15, 1994, and is here presented for the information of the whole fellowship.

The individual SA Group is the basic unit of the Service Structure. Each SA Group sends an Intergroup Representative (IGR) to the local Intergroup meeting, which meets regularly (perhaps monthly).

An Intergroup is formed when there are several SA Groups in a geographic area. This Intergroup helps with the Intergroup service work, that is, establishes phone lines with answering service, develops 12 Step procedures, tabulates local meeting lists, provides communication and information on a local level, etc. Each Intergroup would select, among its Trusted Servants, one Regional Delegate (RD) to attend an Annual Regional Assembly.

Regions are established as follows: (this schedule is currently in use by this Study Committee and the Central office Oversight Committee)

Northwest Region:	AK, Yukon, NT, BC, ALTA, WA, MT, OR, ID
Southwest Region:	CA, HI, NV, UT, AZ
North-Midwest Region:	SASK, MAN, ND, SD, MN WY, NE, IA, WI, MI, IL
South-Midwest Region:	CO, KS, MO, NM, OK, AR, TX, LA
Northeast Region:	QUE, ONT, NB, ME, VT, NH, NY, CT, RI, MA
Mid-Atlantic	PA, DC, MD, NJ, OH, VA, WV, DE
Southeast Region:	IN, KY, TN, NC, SC, MS, AL, FL, PR, GA
International Region	All countries other than USA and Canada

The Regional Delegate's term of service would be established by the individual Intergroup, with a recommended term of two years minimum. The sobriety recommendation for a Regional Delegate is established at a minimum of two years SA sobriety. It is recommended that the Regional Delegate be elected by January 1995, and that an annual Regional Assembly meet at some time in 1995.

The Regional Delegates meet annually in their Regions to discuss and deal with matters affecting the SA Groups and SA Fellowship in their Regions. They select one of their number as the Assembly Delegate to the annual General Delegate Assembly.

The annual General Delegate Assembly would consist, therefore, of the Regional Delegates from each of the Regions above. The International SA Fellowship could also send a Representative, selected through a process to be self determined, to the General Delegate Assembly.

The Assembly would concentrate on matters affecting the growth and functioning of the SA Fellowship as a whole. The first Assembly would also nominate and elect the first Board of Trustees (Board), consisting of nine Trustees: five Sexaholics and four non-sexaholics. One of the SA Trustees must be elected from the Nashville area because of proximity to the Central Office.

Note: AA experience has shown the desirability of non-sexaholic representation. This lends a broader perspective to the workings of the Board of Trustees and also allows representation of SA to the media without anonymity problems.

The sobriety requirement of Sexaholic members of the Board of Trustees is five years of SA sobriety.

The first group of Trustees would serve staggered terms of two to five years. Future General Delegate Assemblies would select replacements for the original group as their terms expire. Replacements would serve for five years.

The Trustees would meet as a group three times each year. One meeting would be at each of the semi-annual International Conferences and another five or six day meeting at Nashville in conjunction with the annual General Delegate Assembly to be held in the Spring or Fall each year. We recommend that the 1st Annual Oversight Assembly be held in 1996.

The Trustees will be responsible for the day to day operation of SA International Central Office through the Nashville Trustee.

The Trustees will be charged with carrying out the agenda of the General Delegate Assembly.

The Trustees will elect their own officers, including a Chair, a Vice-Chair, Secretary(s) and a Treasurer. They will accomplish their work through a committee structure. Some of their committees might be the Central Office Management Committee, the Translations Committee, the Finance Committee, the Publications, Committee, and the Tapes Committee, etc.

Each Committee appointed or formed will consist of two Trustees, two Delegates, and one local Nashville area SA member.

As the SA Fellowship grows and expands, additional Assembly Delegates might be added to the General Delegate Assembly and the Board of Trustees might be increased.

As noted in the text of the SA Service Structure, there are specific time frames for development of the elements of the Service Structure. The first time reference in the text was January 1995, when a Regional Delegate needs to be chosen by the local intergroups to attend the Annual Regional Assembly in 1995. Therefore, the first task was to form local intergroups, if not already formed. Each SA group and/or individual member (loner) should contact other SA groups in their area to arrange the formation of an Intergroup. For guidelines on forming Intergroups, please contact the Central Office, P. O. Box 3565, Brentwood, TN 37024. Then, it was the task of each Intergroup to contact the other Intergroups within their Region to plan the Annual Regional Assembly in 1995. For further information on existing Intergroups in your Region, contact Central Office in Brentwood, TN.

With your involvement in forming this basic Service Structure, Sexaholics Anonymous can unify in carrying the message to the still suffering sexaholic.

This service structure has evolved over the past two and one half years with the prayerful consultation of members of SA and with the contributions from several other 12 Step fellowships. This structure has been designed with SA's unique purpose and requirements and is reflective of SA's current development. We recognize that as the SA Fellowship grows, we hope that the service structure will be flexible and yield to further growth and the changes it will bring. Toward that end, it is the responsibility of the Board of Trustees to oversee and inventory the service structure every five years and recommend changes to the structure.

SA Fellowship Approved Literature

AA

This is a selected list of approved literature. Consult the AA Service Manual for full list p.S75-78.

Alcoholics Anonymous
Twelve Steps and Twelve Traditions
As Bill Sees It
Dr. Bob and the Good Oldtimers
“Pass it On”
Daily Reflections
Experience, Strength & Hope
Came to Believe
The Twelve Concepts Illustrated
The Twelve Traditions Illustrated
Living Sober

AA encourages everyone to order A.A. literature from the nearest Central Office or Intergroup Office. The General Service Office cooperates closely with these offices, which are the best resource for A.A. literature and information. For more information visit www.aa.org (services for member menu). Or contact AA Headquarters:

*Alcoholics Anonymous
Grand Central Station
P.O. Box 459
New York, N.Y. 10163
212-870-3400*

SA

Practical Guidelines for Group Recovery
Why Stop Lusting?
SA To The Newcomer
SA As a Resource for the Health & Helping Professional
Step into Action One Two Three

Also available from SAICO:

Best of Essay 2001
Practical Recovery Tools 1994-2003

Order Information:

SA International Central Office
P O Box 3565
Brentwood TN 37024-3565
Web: www.sa.org
Email: saico@sa.org
Toll Free: (866) 424-8777
Facsimile: (615) 370-0882
Local: (615) 370-6062

SA Publications

Sexaholics Anonymous*
Recovery Continues*
Discovering the Principles*
The SA Brochure: 20 Questions*
Beginnings
Sexaholics Anonymous Audio
Sexaholics Anonymous CD
Recovery Continues Audio
Recovery Continues CD

** These publications also available in Spanish.*

Order Information:

SA Publications
10736 Jefferson Blvd #276
Culver City CA 90230-4969
Web: www.gohands.com/sapub
(800) 449-6728 • Contact: Cindy

Appendix E

The Twelve Steps of A.A.

1. We admitted we were powerless over alcohol—that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

The Twelve Steps and Traditions are reprinted with permission of Alcoholics Anonymous World Services, Inc. (“A.A.W.S.”) Permission to reprint and adapt the Twelve Steps and Twelve Traditions does not mean that AAWS has approved the contents of this publication, nor that AAWS agrees with the views expressed herein. AA is a program of recovery from alcoholism only. Use of the Twelve Steps and Twelve Traditions in connection with programs which are patterned after AA, but which address other problems, or in any other non-AA context, does not imply otherwise.

The Twelve Steps of Sexaholics Anonymous

1. We admitted we were powerless over lust—that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to sexaholics and to practice these principles in all our affairs.

Appendix F

The Twelve Rewards of the Twelve Step Program

We can all have Hope, instead of desperation;

Faith, instead of despair;

Courage, instead of fear;

Peace of Mind, instead of confusion;

Self-respect, instead of self-contempt;

Self-confidence, instead of helplessness;

The respect of others, instead of their pity and contempt;

A clean conscience, instead of a sense of guilt;

Real friendships, instead of loneliness;

A clean pattern of life, instead of a purposeless existence;

the love and understanding of our families, instead of their doubts and fears;

and the freedom of a happy life, instead of the bondage of an alcoholic obsession.

All this and more through AA, are we grateful enough?

Gratitude will continue the miracle of your sobriety, I found that out.

as written by Ann C. of Niles, Ohio - sober April 1, 1948

Ann C. wrote this "a number of years before" the 1985 International Convention in Montreal, Canada where she set it to tape at the Oldtimers Meeting. She wrote it to show the contrast that can take place in any of our lives if we will try to follow the AA principles.