

1 *Title Page*

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The

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SA Service Manual

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A Work in Progress

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Title page Page 3 The SA Service Manual.

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Page 4 Insert SA preamble

36

Sexaholics Anonymous...

37

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.

38

39

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.

40

41

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.*

42

43

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.

44

45

**Adapted with permission from the AA Grapevine, Inc.*

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47

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Additional information necessary for publication

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94 **Future Material (what can be completed by 12\05 or postponed until third**
95 **edition)**

96 G) Early History

97 H) A Members' Experience with the Twelve Traditions-

98 I) Map of the Regions(committee suggests insert on line 409)

99 J) Index

100 K) Additional Illustrations of Service

101 L) Committee Chairs mission statements

102 G)Conventions

103 H)Delineation of Roles of Trustees & Delegates including acronyms

104 I)Election of Chair and co-chair for GDA

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

107 **The Twelve Traditions of A.A.**

- 108
- 109 1. Our common welfare should come first; personal recovery depends upon A.A. unity.
 - 110 2. For our group purpose there is but one ultimate authority—a loving God as He may express himself in our group
111 conscience. Our leaders are but trusted servants; they do not govern.
 - 112 3. The only requirement for A.A. membership is a desire to stop drinking.
 - 113 4. Each group should be autonomous, except in matters affecting other groups or A.A. as a whole.
 - 114 5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
 - 115 6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest
116 problems of money, property and prestige divert us from our primary purpose.
 - 117 7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
 - 118 8. Alcoholics Anonymous should remain forever non-professional, but our service centers may employ special workers.
 - 119 9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those
120 they serve.
 - 121 10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public
122 controversy.
 - 123 11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at
124 the level of press, radio, and films.
 - 125 12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

The Twelve Traditions of SA

126

127

128

1. Our common welfare should come first; personal recovery depends upon SA unity.

129

130

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.

131

132

133

3. The only requirement for membership is a desire to stop lusting and become sexually sober.

134

135

4. Each group should be autonomous except in matters affecting other groups or Sexaholics Anonymous as a whole.

136

137

5. Each group has but one primary purpose—to carry its message to the sexaholic who still suffers.

138

139

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.

140

141

142

7. Every SA group ought to be fully self-supporting, declining outside contributions.

143

8. Sexaholics Anonymous should remain forever non-professional, but our service centers may employ special workers.

144

145

9. SA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.

146

147

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

148

149

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.

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

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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 S.A. (*Notes on the Origin and Early growth of S.A.*), it was established that the least amount of organization necessary for the functioning of S.A. would be a guiding principle. S.A. 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 page 55?) 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 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 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 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

183 to stop lusting It seeks the removal of obsessive thinking by focusing on small positives
184 steps toward long term sobriety.

185

186 Here are some suggestions for the newcomer:

187

188

189 **Early Days**

190

- 191 • Stay sober.
- 192 • Join a home group.
- 193 • Attend meetings regularly.
- 194 • Work the Steps.
- 195 • Put out and put away literature before and after a meeting.
- 196 • Obtain telephone numbers and call someone—ask how they are doing?
- 197 • Obtain a temporary sponsor. Give a sponsor an opportunity for service too!
- 198 • Anniversary Meetings—volunteer to set up, breakdown and cleanup after.
- 199 • Attend marathons, setup and cleanup; help prepare and serve food..
- 200 • Walk up to an unfamiliar face and introduce yourself.
- 201 • Arrive at meetings early for fellowship—, leave late, go to a diner.
- 202 • attend International conventions; meet other newcomers.

203

204 **Progressive Victory**

205

- 206 • Work the Steps.
- 207 • Chair a meeting.
- 208 • Chair a month of meetings.
- 209 • Support meetings with low attendance.
- 210 • Attend business meetings.
- 211 • Become secretary, literature supplier of local group.
- 212 • Participate in prison\institutional commitments.

213 • Repeat all of the Early Days suggestions.

214

215

216 **Continuing the Work**

217

218 • Work the Steps.

219 • Become Treasurer, Annual chair.

220 • Sponsor others .

221 • Attend Intergroup meetings.

222 • Volunteer for telephone hotline.

223 • Lead a meeting at marathons, speaker jams, and international conferences.

224 • Become an intergroup representative.

225 • Carry the message—contacting helping professionals.

226 • Learn about the Twelve Traditions and Twelve Concepts

227 • Attend regional meetings.

228 • Write articles for *Essay* and other literary works of SA.

229 • Chair Intergroup committees.

230 • Become a long distance sponsor by phone or email.

231 • Sponsor an inmate through the Twelve Steps by Sponsor By Mail program.

232 • Host a meeting in an institution.

233 • Repeat all of the above suggestions.

234

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

238

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

240

241 Members often ask: Why is a service structure necessary? When business
242 meetings are held with power driven arguments and pointless discussion members ask

243 what is the purpose of this meeting?. I have more important things to spend my time on.
244 Others will assert that the home group, after all, is the final authority for decisions
245 affecting SA. The informed group conscience, in particular, is a well-established
246 principle for important decisions. In subsequent meetings, or when a member wishes to
247 call for a group conscience, any decision made by group conscience must be deliberated
248 again and reconsidered. The important principle is to invite the Higher Power to help the
249 group make wise decisions and to provide that every opinion and point of view will be
250 heard.

251

252 Why is then is it necessary to pursue a process that can be so painful and time
253 consuming? In order to achieve unity guided by the first tradition and to be effective in
254 our singleness of purpose carrying the message to the still suffering, it is vital to maintain
255 a communications network. Without this, the distribution of literature, planning of
256 marathons, overseeing correctional facility meetings, maintaining the phone lines for
257 reaching out to the newcomer will frequently be abandoned. These are the lifelines to
258 recovery for many and a conduit to the fellowship as a whole . Experience has shown us
259 that the recovering sexaholic must be willing to give back in order to sustain long term
260 sobriety.

261

262 From the beginning it was difficult to answer the thousands of inquiries from the
263 1981 *Dear Abby* article. Early on it was necessary to establish a service structure to
264 further communication among members and to respond to the inquiring public at large.
265 Thus a Central Office and secretarial help were engaged as soon as the Seventh Tradition
266 made it feasible.

267

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

269

270 After all, this kind of work requires oversight and considerable expense. When
271 governing structures are established, do they not further ego and the self-centeredness
272 that brought us to the point of despair? In fact the opposite can be true. Leadership that
273 trusts “a loving God as he expresses himself in our group conscience”(Tradition Two)

274 can plan, communicate, discuss, and even have heated debate. Such leadership can
275 provide opportunities for the collective expression of the fellowship. It can also help
276 deflate the ego and teach humility or it can lead to further controlling by the leader.
277 Tradition One asserts that we must hear the collective wisdom of the membership; then
278 we need to elect leaders to act on our behalf. (“Leadership in A.A.: Ever a Vital Need,”
279 A.A. Service Manual, pp.38-43)

280

281 **What Kind of Leaders is SA Seeking?**

282

283 Twelve Step work is important. We recognize that half-measures do avail us
284 nothing. We need the entire fellowship, a collection of recovering sexaholics to serve.
285 Balance is our objective. Long-term sobriety for our leaders is a primary prerequisite, but
286 we are also looking for those with peace of mind, demonstrated humility, and intuition.
287 While excellence may be the objective, recovery is about progressive victory over lust.
288 We seek those whose “dedication, stability, vision and special skills” will willingly
289 undertake every service assignment (“Vital Need,” p. 39).

290

291 **How Can Each SA Carry the Message?**

292

293 Without sobriety we have nothing. The primary purpose of every S.A. group is to
294 carry the message to the “still suffering.” We must carry our message in order to secure
295 our continued sobriety and recovery, and we can only carry what we have to others (“A
296 Vision for You”). Early in S.A. it was emphasized, “the media do not communicate life.
297 Life attracts life!”(*Discovering the Principles*).

298

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

305

306 There is something every member can do to help the group succeed in its primary

307 purpose. We hope that you will find something in this manual of interest to you. We

308 welcome your participation in the fellowship.

309

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

311

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

320

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

329

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

336

337

338

339

340

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

- 343
- 344 ▪ Experience has shown us that GSRs are most effective when they have not only
345 been regularly attending members of their group for a period of time, but have
346 been involved in service to the group.
 - 347 ▪ Effective GSRs have an understanding of how the Twelve Traditions can be used
348 to solve problems.
 - 349 ▪ The group determines the length of sobriety required for a GSR. Some
350 Intergroups have a ninety day sobriety requirement for voting by a GSR.
 - 351 ▪ GSRs should have adequate time available to meet, usually on a monthly basis,
352 with other GSRs at the Intergroup.
 - 353 ▪ GSRs have the confidence of their group and are willing to listen to various points
354 of view.

355

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

- 357
- 358 ▪ Attend Intergroup meetings, usually on a monthly basis.
 - 359 ▪ Keep informed of issues that affect the group, Intergroup, Region and SA
360 International, so that they are able to participate in informed group consciences.
 - 361 ▪ Communicate information to the group at its business meeting.
 - 362 ▪ Be willing, if asked, to serve as chair, secretary, treasurer, or literature person of
363 the Intergroup

364

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

- 367
- 368 ▪ The respective group through informed group conscience elects a GSR.
 - 369 ▪ Most groups elect GSRs for a period of six months to a year. This honors the
370 principle of rotation of leadership. However, many GSRs continue to attend

371 Intergroup meetings, even if they are not currently serving as a GSR, in order to
372 stay informed about issues and so that they may continue to be of service on the
373 Intergroup level.

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

375

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

379

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

384

385 **Purpose of the Intergroup**

386

387 In general, the purpose of an Intergroup is to seek both the knowledge of God's will
388 for the Fellowship and the power to carry it out. Its one ultimate authority is a loving God
389 as He may express Himself in its group conscience. An Intergroup may achieve goals that
390 are too large or difficult for the individual group. The Intergroup achieves this by:

391

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

398

399 **Intergroup Officers**

400

- 401 ▪ All positions are elected by the GSRs for a length of time determined by the
402 Intergroup. A current or former GSR may fill any position. Sobriety requirements
403 are determined by the Intergroup.
404
- 405 ▪ A Chair sets the agenda using the input of the GSRs and facilitates the meeting. A
406 Chair may be a current or former GSR.
407
- 408 ▪ A recording secretary takes notes during the meeting and records any motions and
409 votes taken. The secretary presents the previous meeting's minutes to the
410 Intergroup for approval. The recording secretary also maintains a contact list of
411 current and former GSRs. This confidential list may contain phone numbers,
412 addresses, and email for the purpose of continuing contact with the meetings.
413
- 414 ▪ A treasurer collects donations from the groups and pays any bills the Intergroup
415 may have. Bills may include web site and phone bills as well as printing costs for
416 directories and various flyers. The treasurer maintains a record of all transactions
417 and accounts for all monies on a monthly basis. The treasurer presents this report
418 to the Intergroup for its approval at each meeting.
419
- 420 ▪ A meeting directory coordinator is responsible for printing and periodically
421 updating the local directory of meetings. A copy of updated meeting information
422 is supplied to SAICO.
423
- 424 ▪ A phone and/or web site referral person maintains and updates the phone and/or
425 web site systems for referral of newcomers. Any updates in these systems are
426 reported to SAICO.
427
- 428 ▪ Intergroup Representative to the Region (IGR) represents the group conscience of
429 the Intergroup at the Regional level and also brings back information so that the
430 Intergroup may be informed about items that affect the groups in the Intergroup,
431 Region and SA as a whole.

432

433

434

435

6. The Regional Assembly

436

437 Add a map here of the regions hopefully in color

438

439

440

441

442

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.)

443

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

444

445

Canada and USA

446

- Northeast Region Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont

447

448

Canada: New Brunswick, Nova Scotia, Ontario, Prince Edward Island, Quebec

449

450

- Mid-Atlantic Region Delaware, District of Columbia, Maryland, New Jersey, Ohio, Pennsylvania, Virginia, West Virginia

451

452

- Southeast Region Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

453

454

- North Midwest Region Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin, Wyoming

455

456

Canada: Manitoba, Saskatchewan

457

- South Midwest Region Arkansas, Colorado, Kansas, Louisiana, Missouri, New Mexico, Oklahoma, Texas

458

459

- Northwest Region Alaska, Idaho, Montana, Oregon, Washington

460

Canada: Alberta, British Columbia, North West Territories (NWT), Yukon

461

- Southwest Region Arizona, California, Hawaii, Nevada, Utah

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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 local Intergroup level. Intergroup Representatives come together periodically at a Regional Assembly to accomplish the following purposes:

- Facilitate contact with SA both for newcomers and those members traveling or relocating by helping Intergroups coordinate their phone and/or web site referral systems.
- Communicates information about the status of the constituent Intergroups and develops a service relationship between IGRs.
- Sponsors events such as weekend conferences and retreats, step study workshops and marathon days.
- Discusses concerns and solutions affecting the Region and SA as a whole and, if needed, brings 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).

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

499 **The Regional Assembly Meetings**

500

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

506

507 **Duties of the Regional Assembly Officers**

508

- 509 • An Intergroup Representative (IGR), General Assembly Delegate (GAD), or
510 Alternate Assembly Delegate (AAD) may act as Chair of the Regional Assembly.
511 The Chair will set the agenda using the input of the IGRs.
- 512 • A recording secretary takes notes during the meeting and records any motions and
513 votes taken. Motions that are to be brought before the GDA are given to the GAD,
514 as it is his or her responsibility to bring motions to the GDA. The secretary
515 presents the last meeting's minutes to the Regional Assembly for their approval.
516 The recording secretary also maintains a contact list of current and former GADs,
517 AADs, and IGRs. This confidential list may contain phone numbers, addresses,
518 and email for the purpose of continuing contact with the meetings.
- 519 • A treasurer collects donations from the intergroups and pays any bills the Region
520 may have. The main purpose of a regional treasury is to provide for travel related
521 expenses. The treasurer maintains a record of all transactions and accounts for all
522 monies on a regular basis. The treasurer presents a report to the Region for its
523 approval at each Regional Assembly

524 • The Region determines sobriety requirements and terms of office.

525

526

527

528

529 **7. The General Assembly Delegate (GAD)**

530

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

537

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

542

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

548

549 The GAD is a conduit, and like a water pipe or an electric cable, and is the
550 primary medium through which information is passed from the members of the Region
551 represented and to the General Delegate Assembly and back to the region. The GAD's
552 duties are year-round. In addition to attendance at the Assembly, he or she is encouraged

553 to travel throughout the Region attending service meetings at all levels and serves on
554 trustee committees.

555

556 **Duties of the General Assembly Delegate (GAD)**

557

558 • Maintain contact with the fellowship through attendance at Regional and,
559 wherever possible, all other levels of service meetings. Thus, the GAD becomes
560 aware of the concerns of the fellowship and can faithfully pass along the concerns of
561 the groups and intergroups of the Region to the GDA.

562

563 • Attend the General Delegate Assembly fully informed and prepared.

564

565 • Prepare a report on the actions of the Assembly and manage its distribution to the
566 groups and intergroups within the Region. Manage the distribution of all other GDA
567 business reports to the groups within the region. Find out how the membership has
568 responded to the content of these reports.

569

570 • Obtain information from the groups and/or intergroups as requested by the GDA
571 and report to the Assembly.

572

573 • Visit groups and intergroups and make every effort to attend regional events and
574 business meetings so that contact can be made with those who might not otherwise be
575 reached. The GAD needs to be ready to explain the workings and function of the SA
576 Service Structure to members and to help groups and intergroups within the Region
577 communicate with each other in any way possible.

578

579 • Take part as requested in Assembly teleconferences and receive and respond in an
580 appropriate and timely manner to items on the Assembly list serve.

581

582 • Be the main point of contact for the Region by telephone, email, and/or letter.

583

- 584 • Provide leadership in the use and understanding of the Twelve Traditions and
585 Twelve Concepts in dealing with local problems.
586
- 587 • Take part in international service by becoming a working member of two
588 international committees.
589
- 590 • Ensure that the Alternate Assembly Delegate (AAD) is kept fully informed and
591 involved. He or she may replace the GAD in an emergency. After being trained, an
592 AAD can step into the role of GAD if elected by the Region when the GAD
593 completes a term of service.
594

595 **Term of Office**

596

597 The General Assembly Delegate term of office is two years. A GAD may be re-
598 elected by his or her Region to serve an additional term of two years, for a maximum of
599 four years.
600

601 **Expenses**

602 Funding for GAD travel will be provided by regional funds. Partial funding for GAD
603 travel expenses is provided by SAICO. Much of the funding for GAD travel to regional
604 events will come from the local area hosting the GAD, or from Regional funds.
605

606 These are the expenses that will be incurred in the process of sending A GAD to the
607 General Delegate Assembly. For each GAD, SAICO the following expenses only if
608 necessary:
609

- 610 • Registration fees, if held at the site of an international convention.
611 • Meal allowance is supported up to the amount designated for convention meals.
612 The separation of the meal allowance from the registration fees for a convention is to
613 allow a Delegate to make separate arrangements, if necessary, for dietary
614 considerations.

- 615 • Hotel room for two nights, usually, Thursday and Friday nights, based on
616 rooming arrangements.
- 617 • For a GDA held at another site, all lodging and meals are covered.
- 618 • Transportation—For common carrier (including air, train, or bus fare; shuttle to
619 and from terminal; mileage to terminal), one-half of expenses. For private
620 transportation, one-half of mileage currently allowed by IRS.

621

622

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

627

628

Geographical Rotation within Region

629

630 Some Regions may choose to rotate the areas within their regions from which the
631 GAD is elected. This will help avoid domination of leadership roles by areas with the
632 highest SA population. It will ensure that specific identities of the area (for example,
633 different languages and cultures as in some international regions) are protected and
634 represented.

635

636

The Alternate Assembly Delegate (AAD)

637

638 The Alternate Assembly Delegate (AAD) serves as an “assistant” to the General
639 Assembly Delegate (GAD) and can attend the General Delegate Assembly and Regional
640 Assembly. It is helpful in training an Alternate (AAD) to be able to witness the Assembly
641 in action. He or she may be invited to participate in the deliberations, the hearing of
642 reports, and Committee work. Generally, when both Delegate and Alternate are present,
643 the Alternate may speak to a motion but may not vote.

644

645 Service as an Alternate (AAD) is invaluable preparation for the post of Delegate
646 (GAD), and it is recommended that the Alternate start his or her term at least one year in
647 advance of serving as a GAD to maximize continuity and experience.

648

649 Many Regions acknowledge the valuable assistance of an Alternate Assembly
650 Delegate. They may provide some support of the AAD's expenses traveling and working
651 for the Region. Currently, no financial support is provided by SAICO for the AAD's
652 attendance at the General Delegate Assembly.

653

654 **GAD & AAD Orientation**

655

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

663

664 **Reporting to the Fellowship**

665

666 Reporting back to the groups and intergroups on the actions and deliberations of
667 the General Delegate Assembly is a vital part of the GAD's role. A comprehensive report
668 of the GAD's experience of the Assembly is one of the main ways that the
669 communication channel is established between the General Delegate Assembly and the
670 fellowship served.

671

672 Writing the report, however, is only one part of the job as GAD. He or she will
673 ensure that it reaches everyone in the Region. This can be expedited in a number of ways.
674 Face-to-face encounters, such as, at regional, intergroup and group meetings, will allow
675 for questions, immediate clarification, and discussion. Distribution of the report via email

676 guarantees a very wide dissemination, and that it can be read by the most isolated of
677 loners in the Region.

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685 **8. The General Delegate Assembly**

686

687 The General Delegate Assembly, hereafter referred to as the GDA, provides
688 policy guidelines for the fellowship as a whole. In deference to the inverted pyramid and
689 the Twelfth Tradition, its deliberations give direction to the Board of Trustees, which
690 carries out its assignments. The Bylaws of SA appear as appendix B and provide a
691 specific process for the effective functioning of the GDA.

692

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

698

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

702

703 A majority of the GDA constitutes a quorum. In 2005, there are 11 Regions. The
704 GDA operates in accordance with the Robert's Rules Motions Guide (Appendix A).
705 While substantial unanimity is preferred, a vote of a majority of GAD's present at a
706 meeting is necessary to approve a motion.

707

708 Any member of the fellowship, who wishes, may observe a session of the
709 General Delegate Assembly. The Assembly seats all new delegates at the beginning of
710 every session and determines who else may speak, who may participate, and who may
711 vote.

712

713 The Chair of the GDA will receive motions from the Regions for the agenda up to
714 ninety days prior to the meeting. The Chair then sets the agenda in accordance with
715 established procedure. The agenda, with supporting documentation, is circulated to the
716 GADs prior to the meeting of the GDA.

717

718 **Preparations for the General Delegate Assembly (GDA)**

719

720 Preparation ahead of the Assembly is essential. The GAD needs to notify the
721 Assembly Chair well in advance, generally ninety days, of all items that the Region
722 wishes to put on the Agenda. All relevant information and documents need to be routed
723 to the Assembly Chair and to SAICO so that other GADs can have the same information.
724 Groups and intergroups in the Region need to be aware of all the forthcoming agenda
725 items. He or she will seek input from his or her Region, as appropriate. Any information
726 or feedback that has been specifically requested from the Region by the Assembly needs
727 to be assembled and appropriately formatted. He or she needs to be prepared to report to
728 the Assembly about activities in the Committees to which he or she belongs.

729

730 On a more personal level, a thorough review of the Twelve Traditions and the
731 Twelve Concepts is crucial. It is important to take time to be well rested. Setting aside
732 additional time for prayer, meditation, and journaling are good ways to prepare for the
733 wonderful opportunity of serving as a member of the General Delegate Assembly.

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9. The Board of Trustees

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What Does a Trustee Do?

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In accordance with the principle of the inverted pyramid, the group 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 take direction and is answerable to the General Delegate Assembly, which in turn take direction from the Assembly and is answerable to the SA fellowship as a whole.

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The Board of Trustees is responsible for the day-to-day administration for Sexaholics Anonymous International Central Office (SAICO). 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 will affect SA as a whole.

769

770

771

Qualifications for Trustees

772

773 Sobriety

774 The current sobriety requirement for a Trustee is to be an active member of

775 Sexaholics Anonymous with at least five years continuous SA sobriety.

776

777 SA Service

778 All types of service experience will be helpful when approaching service at the

779 international level. A good grasp on the Twelve Concepts is required. This involvement

780 may include such activities as: sponsoring, answering the information line, group

781 treasurer, literature person, Chair at intergroup or regional level, local or regional retreats,

782 serving as GSR, IGR, AAD, GAD, or past committee experience.

783

784 Life Experience

785 Past, present work and professional experience can be a valuable asset to the

786 fellowship. Good communication and organizational skills, dependability, the ability to

787 set goals and complete projects are desirable qualities. Other specialized experience, such

788 as in law, finance, accounting, managerial, volunteer, board or other corporate experience

789 will add to the value of a candidate.

790

791 Knowledge of the Service Structure of SA

792 Trustee candidates will need to have a working knowledge of the Twelve Steps,

793 Twelve Traditions, Twelve Concepts and an understanding of the SA Service Structure.

794 The key is a willingness to serve at the international level.

795

796 Availability

797 The position as Trustee will have a significant time requirement for the four year

798 term of office. Responsibilities include attendance at the annual meeting of the Board of

799 Trustees (as required in the Bylaws), other face-to-face meetings as deemed necessary,
800 teleconferences, and actively participating in at least two Trustee committees.

801

802 **Expenses**

803 Trustee Expenses

804 A Trustee takes on a part-time, unpaid position for four years. Therefore, most of the
805 expenses they incur while serving as a Trustee are compensated. Such expenses include
806 telephone, supplies, and travel expenses. Expenses are reimbursed by presenting
807 receipts to SAICO. Funding for Trustee travel and expenses will be provided by funds
808 from SAICO.

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811

Election Process

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

818

819 The Nominations Committee will schedule a teleconference or in person
820 interview. Following the interview, a recommendation is forwarded to the Board of
821 Trustees. The Trustees will then conduct an interview either by telephone or in person.

822

823 The Trustees will consider each candidate carefully for qualifications and for the
824 present requirements of the Board. A nomination is sent to the Delegates with a
825 recommendation for election. The Delegates will also interview the candidate and vote to
826 elect a Trustee to the Board. The four year term served one year at a time, beginning in
827 July. The General Delegate Assembly may affirm each Trustee for another year of
828 service.

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10. International Committees

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How They Work

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

859
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861

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

862 will write a modified mission statement to include the new task. Committees, under the
863 Twelve Concepts, have a lot of latitude to decide how, when, and by what means they
864 will accomplish the task assigned. They may not decide not to do the task. If, after study,
865 the requirements of the task seem unfeasible, they will report that to the Board of
866 Trustees asking for the task to be redefined or reassigned.

867

868 Each Committee sets its own parameters for membership. Specific guidelines for
869 sobriety, talents, or abilities may be part of the guidelines. The Legal committee, for
870 instance, may decide that only lawyers should be on the Committee. The exception is that
871 one GAD and one Trustee must be on every Committee. While they may lack knowledge
872 in some Committee function, their duty is as a liaison to the GDA and the Trustees. A
873 GAD or a Trustee is not required to Chair a Committee, but they may serve in any
874 capacity helpful to the Committee, as well as reporting to the Board and GDA. Having a
875 Trustee and a GAD on a Committee does not relieve the Chair of the responsibility to
876 report Committee progress on a task to the Board and the GDA.

877

878

Service

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880 Service on a Trustee appointed Committee is much like service at the local level
881 raised up a notch. For example, one may:

882

883 • Sponsor locally and Sponsor by Mail for CFC, or sponsor by email for the
884 International Committee

885

886 • Help organize and run local meetings, retreats, and marathons. One may offer
887 experience of past events for the Site Selection Committee, such as criteria for
888 selecting a hotel.

889

890 • Be a Treasurer of a local group, and help the Finance Committee design the
891 annual budget for SAICO

892

- 893 • Write articles about the local group for the *Essay*; and edit the *Essay* for the whole
894 membership, or write or edit literature projects for the Literature Committee.

895

896 **Suggested Guidelines for Completing an Assigned Task**

897

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

902

903 The Committee Chair will suggest other members to the Trustee Chair, according
904 to needs of the task. The Trustee Chair will appoint members to the Committee. Each
905 member is informed of the task, the term of service, and asked for a commitment to
906 complete the task. Each Committee needs a secretary who will take minutes, send a copy
907 of minutes to each Committee member and SAICO, and prepare the written report for the
908 Trustees and the General Delegate Assembly.

909

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

915

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

918

919 Any member who misses three meetings in a row without reason or communication
920 with the Committee Chair, or who finds that they cannot complete the task, may be
921 excused from the Committee. A replacement can be sought to handle that portion of the
922 task. The Committee Chair is responsible for seeing that the timetable is used, or altered,
923 if needed, and for all communications with the Board Chair and SAICO.

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International Committees

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COMC Central Office Management Committee

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Nominations Committee

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Literature Committee

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The mission of the literature committee is to serve the fellowship in the following ways:

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950

- Review proposed literature for fellowship-wide distribution and publication

951

952

- Develop new literature as directed by the General Delegate Assembly and the

953

Board of Trustees.

985 The purpose of the SA Service Manual is to:

986

987 • Define and clarify the roles of the Board of Trustees and the Delegates and their
988 relation to each other.

989 • List the missions of the various committees which are written by the committees
990 themselves.

991 • Define the service structure of SA including the roles of the GSRs, Intergroups,
992 Regional Meetings and Regional Representatives.

993

994 **Finance Committee**

995

996 The mission of the Finance Committee is

997

998 • To ensure the integrity, accuracy and functionality of the financial affairs of SA.

999 • To assist SAICO, as required, in matters dealing with outside accountants,
1000 preparation of financial documents and statements, tax returns and filing and related
1001 financial matters.

1002 • Assist SAICO, as needed, in arranging for credit transactions and other financial
1003 services.

1004 • To prepare annual budgets and financial projections.

1005 • To undertake special projects as requested by the Board of Trustees.

1006 • To alert the fellowship through the Board of Trustees of concerns of a financial
1007 nature that could affect the fellowship of SA. This could include, if necessary,
1008 examination of all financial records of SAICO.

1009

1010 **Loners Committee**

1011

1012 The mission of the Loners Committee is to maintain a mailing list for members
1013 who are isolated geographically. Loners may live in communities where there are no SA
1014 meetings, or they may be unable to attend a meeting as often as they would like. Other

1015 sober members are on the list and volunteer to share their experience strength and hope to
1016 the loner member in letters. There are other forums for loners who wish to use the
1017 telephone or email as a form of communication.

1018

1019

Legal Committee

1020

1021 The mission of the Legal Committee is to advise the Trustees on legal matters that
1022 affect the fellowship, working closely with the law firms retained by SA. They act in
1023 advisory capacity only. The fellowship does not expect their services to be rendered *pro*
1024 *bono*.

1025

1026

1027

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1029

SA Corrections Facility Committee

1030

1031 The mission of the Correctional Facility Committee is to: carry the message to the
1032 incarcerated sexaholic who is still suffering. This is achieved by:

1033

- 1034 • Providing SA literature, the cost of which is paid by the fellowship
- 1035 • Sponsor by Mail program
- 1036 • Meetings in prisons
- 1037 • Providing meeting information upon release

1038

1039

Internet Committee

1040

1041 The mission of the Internet Committee is to:

1042

- 1043 • Design and maintain the SA website
- 1044 • Provide inquirers with information about Sexaholics Anonymous

- 1045 • To provide contact information for meetings—local and international

1046

1047

1048

International Committee

1049

1050 The mission of the International Committee is to carry the message to sexaholics who
1051 reside in locations other than North America by:

1052

1053

- Providing information about SA

1054

- Providing support and information regarding starting local meetings/ groups,
1055 intergroups and regions

1056

- To maintain ongoing contact with these groups/regions

1057

- To provide a Sponsor by Email program for loners in isolated areas.

1058

Site Selection Committee

1059

1060 The mission of the site Selection Committee is to select sites of future
1061 international conventions. By keeping a list of helpful documents and by sharing the
1062 experience of those who have hosted past international conventions, the committee hopes
1063 to be of assistance to any area in SA that would like to host an SA gathering. This
1064 mission is achieved with the assistance, experience, and cooperation of S-Anon
1065 International Family Groups. Sites are chosen from a list of intergroups and areas that
1066 request in advance to be a site. An offer to be considered as the site for an international
1067 convention contains the preferred date and an assurance of participation of both
1068 fellowships. The bid is sent to SAICO and forwarded to the Site Selection Committee
1069 Chair. The Chair acknowledges each bid. The announcement of a site is generally made
1070 at an international convention following clearance from the Board of Trustees. Locations
1071 that are not selected may be considered for another time.

1072

1073

How to Sign Up for a Committee

1074

1075 Any member with the required sobriety(*how long?*) may indicate interest in a
1076 committee by contacting SAICO, saico@sa.org, 866-424-8777 or 615-370-
1077 6062. Interested volunteers are routed to the Committee Chair. Volunteers need to match
1078 the requirements of the Committee. Volunteers may be offered other service
1079 opportunities that match his or her interests if the requested Committee does not have
1080 need of his or her services at the time of request.

1081

1082 Specific needs of Committees are published from time to time in *Essay*,
1083 announced at retreats, marathons, and conventions, or by direct contact from a
1084 Committee Chair to some member with needed talent or ability. Intergroups, Regions,
1085 Delegates, and Trustees also carry the request for service to the fellowship.

1086

1087

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1090

11. Essay

1091

1092 *Essay* is SA’s “meeting in print.” The mission of *Essay* is to serve as a source of
1093 information, experience, strength and hope to sexaholics. Fellowship activities such as
1094 the International Conventions, Regional and local events appear in the Calendar section.
1095 Each issue begins with a member story that answers the questions, “What was it like?”
1096 “What was the first connection to SA?” and “What tools of recovery are most helpful
1097 today?” In addition to letters and group news, *Essay* prints short thoughtful articles
1098 written by members about recovery and the solution. The Practical Recovery Tools
1099 section features members sharing on the topic, “Exactly how I did it.” There may be
1100 meditations, poetry, and even a bit of humor. *Essay* is guided by the principles of the
1101 Twelve Steps, Twelve Traditions and Twelve Concepts.

1102

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Essay Editorial Guidelines

1105

1106 *Essay* is answerable to the fellowship as a whole. The following guidelines apply
1107 to *Essay*.

1108

1109 • Articles from SA members and SA groups or intergroups are invited, although
1110 no payment is made, and material is not returned.

1111 • The SA International Central Office provides *Essay* editor with copies of
1112 letters and other materials of potential use in the newsletter.

1113 • Submissions, selected by the editor, are subject to correction of spelling and
1114 grammar and may be condensed to accommodate space limitations. Selections
1115 may be edited for style and clarity.

1116 • The principles of SA's Twelve Traditions guide editorial philosophy.

1117 • Articles are not intended to serve as statements of SA policy, nor does
1118 publication imply endorsement by either SA or the *Essay*.

1119 • SA's sobriety definition is not debated, since it distinguishes SA from other
1120 sex addiction fellowships. *Essay* is not a forum for non-SA sobriety and non-SA
1121 principles.

1122 • The *Essay* is not a fund-raising mechanism, although from time to time SA's
1123 needs may be made known.

1124

1125 General Guidelines for Submissions:

1126

1127 • Where possible, articles submitted for publication should be typed and double-
1128 spaced.

1129 • We like to receive articles electronically for ease of editing. E-mail should be
1130 addressed to saico@sa.org.

1131 • Send articles to the SA International Central Office, attention of the *Essay*
1132 editor

1133 • All articles need to be in English.

- 1134 • All articles must contain an address, telephone number, or e-mail address so
1135 that authenticity can be verified. This information will remain confidential.
- 1136 • When an article speaks for a group or intergroup, it should have the prior
1137 approval of that group or intergroup.
- 1138 • Articles should observe common standards of friendliness and good taste.
- 1139 • Discussions involving therapy or religion are discouraged.

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1149 **12. SA International Central Office (SAICO)**

1150 A Central Office Manager answers the question,

1151 What does Central Office do?

1152

1153 Central Office is a service function set up by the fellowship to serve the
1154 fellowship. Back in 1981, our founder, Roy K. defined the duties of Central Office with
1155 these functions,

1156

1157 “Coordinates the national effort of helping new members make contact with
1158 recovering sexaholics in their areas, serves as the communication link between
1159 groups and individual members, is the point through which the national group
1160 conscience expresses itself, prepares and disseminates literature to the various
1161 groups, and is the point of contact for the media and referral agencies. SA Central
1162 Office is maintained solely by the contributions of the national SA membership.”

1163

1164 Since that time, many changes have occurred. SA has become an international
1165 fellowship. The General Delegate Assembly has taken over the role of expressing the
1166 international group conscience. SA Publications is a provider of SA Literature (see
1167 appendix D for address and ordering information.) SAICO distributes other approved
1168 literature (appendix D).

1169

1170 The mission of SAICO is to assist the fellowship in reaching out to the sexaholic
1171 who still suffers. The highest priority is placed on the functions of responding to
1172 inquirers, members, groups, and intergroups. This may also include concerned family
1173 members, friends, health and helping professionals in its role as intermediary between SA
1174 and the still suffering sexaholic.

1175

1176

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1179

Functions of SAICO

1180

1181 • Coordinates requests for information about the SA Program. SAICO handles
1182 referrals to local groups in the USA, Canada, and in 21 countries around the world.
1183 These requests come in by mail, phone, and email.

1184

1185 • Publishes and distributes the quarterly newsletter, *Essay*. Once each quarter about
1186 700 copies are prepared for bulk mailing. Additional copies are sent to countries
1187 around the globe.

1188

1189 • Responds to inquirers, newcomers, health and helping professionals, counselors,
1190 therapists, ministers, concerned family members, friends, and the media.

1191

1192 • Serves as the communication link between groups and individual members, helps
1193 newcomers find a meeting in their area, and assists new groups in organizing efforts.

1194

1195 SAICO acts as the secretarial function for most of the operating Committees of
1196 the fellowship, including the GDA, SA Correctional Facilities, Literature, and Finance.

1197

1198 • Supports the General Delegate Assembly, by packaging minutes and documents
1199 that are prepared and mailed. In addition, SAICO helps the GADs implement the
1200 agenda of the fellowship.

1201 • Supports SA Correctional Facilities Committee, by coordinating efforts to
1202 communicate with prisoners, provides literature at no cost to prisoners, and helps
1203 match SA sponsors to groups and individuals in prison who wish to work the Twelve
1204 Steps for their personal recovery.

1205

1206 • Supports the Literature Committee by initial formatting, layouts, and drafts of
1207 new literature are prepared and mailed to the Committee, Readers, Editors, and the
1208 leadership of SA.

1209

1210 • Supports the Finance Committee by providing financial statements, reports,
1211 liaison with CPA, contact for governmental agencies, and preparation of the annual
1212 budget.

1213

1214 • Compiles and updates information about SA groups, stays in touch with
1215 intergroups, and archives SA records.

1216

1217 SAICO carries out the normal business functions of any office—correspondence,
1218 bookkeeping, banking, invoicing, and payment of bills. These duties include, from time
1219 to time, dealing with government bureaucracies, paying taxes, and filing required forms
1220 and reports.

1221

1222 SAICO does not accept grants, does no fund raising, and does not issue special
1223 promotions, such as sales, raffles, or prizes. It is solely supported through the generosity
1224 and kindness of members exercising the Seventh Tradition. Donations go directly to the

1225 work of helping the sexaholic who still suffers. For many years now, literature has been
1226 self-sustaining; that is, the price of the literature covers the expenses of maintaining
1227 adequate stocks of literature. The purchases made by groups for literature is used to
1228 restock literature. It may also support some outreach programs, such as, prisoners, new
1229 groups, and international groups.

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1241 **13. The Twelve Concepts of A.A. (Short Form)**

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1243 Concept 1: Final responsibility and ultimate authority for A.A. world services should
1244 always reside in the collective conscience of our whole Fellowship.

1245

1246 Concept 2: The General Service Conference of A.A. has become for nearly every
1247 practical purpose, the active voice and the effective conscience of our whole Society in
1248 its world affairs.

1249

1250 Concept 3: To insure effective leadership, we should endow each element of A.A.—the
1251 Conference, the General Service Board and its service corporations, staffs, committees,
1252 and executives— with a traditional "Right of Decision."

1253

1254 Concept 4: At all responsible levels, we ought to maintain a traditional "Right of
1255 Participation," allowing a voting representation in reasonable proportion to the
1256 responsibility that each must discharge.

1257

1258 Concept 5: Throughout our structure, a traditional "Right of Appeal" ought to prevail, so
1259 that minority opinion will be heard and personal grievances receive careful consideration.

1260

1261 Concept 6: The Conference recognizes that the chief initiative and active responsibility in
1262 most world service matters should be exercised by the trustee members of the Conference
1263 acting as the General Service Board.

1264

1265 Concept 7: The Charter and Bylaws of the General Service Board are legal instruments,
1266 empowering the trustees to manage and conduct world service affairs. The Conference
1267 Charter is not a legal document; it relies upon tradition and the A.A. purse for final
1268 effectiveness.

1269

1270 Concept 8: The trustees are the principal planners and administrators of overall policy
1271 and finance. They have custodial oversight of the separately incorporated and constantly
1272 active services, exercising this through their ability to elect all the directors of these
1273 entities.

1274

1275 Concept 9: Good service leadership at all levels is indispensable for our future
1276 functioning and safety. Primary world service leadership, once exercised by the founders,
1277 must necessarily be assumed by the trustees.

1278

1279 Concept 10: Every service responsibility should be matched by an equal service
1280 authority, with scope of such authority well defined.

1281

1282 Concept 11: The trustees should always have the best possible committees, corporate
1283 service directors, executives, staffs and consultants. Composition, qualifications,
1284 induction procedures, and rights and duties will always be matters of serious concern.

1285

1286 Concept 12: The Conference shall observe the spirit of A.A. tradition, taking care that it
1287 never becomes the seat of perilous wealth or power, that sufficient operating funds and
1288 reserve be its prudent financial principle, that it place none of its members in a position of
1289 unqualified authority over others; that it reach all important decisions by discussion, vote,
1290 and, whenever possible, by substantial unanimity; that its actions never be personally
1291 punitive nor an incitement to public controversy; that it never perform acts of
1292 government; and that, like the Society it serves, it will always remain democratic in
1293 thought and action.

1294

1295 The Twelve Concepts of Alcoholics Anonymous have been reprinted and adapted
1296 with permission of Alcoholics Anonymous World Services, Inc. (A.A.W.S.) Permission
1297 to use this excerpt and to reprint and adapt the Twelve Concepts does not mean that A.A.
1298 is in any way affiliated with this program. A.A. is a program of recovery from alcoholism
1299 only - use of this material in connection with programs and activities which are patterned
1300 after A.A., but which address other problems or concerns, or in any other non-A.A.
1301 context, does not imply otherwise.

1302

1303 **The Twelve Concepts for SA**

1304

1305 Concept 1: Final responsibility and ultimate authority for SA service should always
1306 reside in the collective conscience of our whole Fellowship.

1307

1308 Concept 2: The leadership of SA, as represented by the General Delegate Assembly and
1309 the Board of Trustees, has become for nearly every practical purpose the active voice and
1310 the effective conscience of our whole society in its service matters.

1311

1312 Concept 3: To ensure effective leadership, we should endow each element of SA's
1313 service structure, the General Delegate Assembly and the Board of Trustees and its staffs
1314 and Committees with a traditional "Right of Decision."

1315

1316 Concept 4: At all responsible levels, we ought to maintain the traditional "Right of
1317 Participation," allowing a voting representation in reasonable proportion to the
1318 responsibility that each must discharge at that level.

1319

1320 Concept 5: Throughout our structure a traditional "Right of Appeal" ought to prevail, so
1321 that minority opinion will be heard and personal grievances receive careful consideration.

1322

1323 Concept 6: The General Delegate Assembly recognizes that the chief initiative and active
1324 responsibility for most service matters should be exercised by the Board of Trustees.

1325

1326 Concept 7: The Bylaws of the Board of Trustees are a legal instrument empowering the
1327 Board to manage and conduct service matters. The SA service structure documents are
1328 not legal documents. They rely on tradition and the SA purse for final effectiveness.

1329

1330 Concept 8: The Trustees are the principal administrators of overall policy and finance.

1331

1332 Concept 9: Good service leadership at all levels is indispensable for our future
1333 functioning and safety.

1334

1335 Concept 10: Every service responsibility should be matched by an equal service
1336 authority, with scope of such authority well defined.

1337

1338 Concept 11: The Trustees should always have the assistance of the best possible
1339 committees, staffs and consultants. Composition, qualifications, induction procedures,
1340 rights and duties will always be matters of serious concern.

1341

1342 Concept 12: The General Delegate Assembly and the Board of Trustees shall observe the
1343 spirit of SA tradition, taking care that it never becomes the seat of perilous wealth or
1344 power, that sufficient operating funds, plus an ample reserve, be its prudent financial
1345 principle, that it place none of its members in a position of unqualified authority over
1346 others; that it reach all important decisions by discussion, vote and whenever possible by

1347 substantial unanimity; that its actions never be personally punitive nor an incitement to
1348 public controversy; that it never perform acts of government; and that like the Fellowship
1349 it serves, it will always remain democratic in thought and action.

1350

1351 SA, as such, would never have an organization in the sense of a "government"
1352 that could issue directives by committee or Board to individuals or groups within the
1353 fellowship. Our committees and Board could only provide services and we've tried to
1354 organize them to function effectively. But SA has no government in the political sense*.

1355

1356 *"The Co-Founders of Alcoholics Anonymous (Biographical sketches their last major
1357 talks)," Pg 25

1358

1359 The Twelve Concepts for SA approved by the General Delegate Assembly, January 2004

1360

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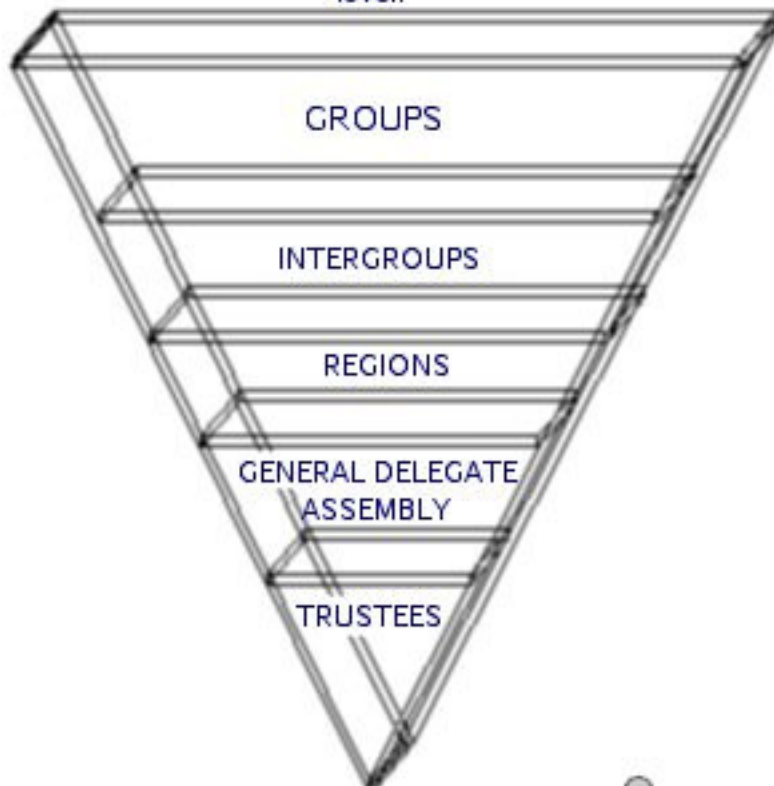
1362

14. The Inverted Pyramid of Service

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1364

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.

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15. 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 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

1401 members had long-term sobriety. I want to share some observations about my study of
1402 the Concepts.

1403

1404 **Concept 1:** Final responsibility and ultimate authority for SA service should
1405 always reside in the collective conscience of our whole fellowship.

1406

1407 That seems fairly straightforward. The members rule. But there is a little sticker
1408 in there—our collective conscience. This is not the individual conscience of a member,
1409 but the collective conscience of the entire fellowship. We get together, share, listen, ask
1410 for our Higher Power’s guidance, discuss, pray, meditate, perhaps take some time off for
1411 research and rest, discuss some more, and reach an agreement about how to exercise our
1412 responsibility and authority. This is the only concept with the words “final” and
1413 “ultimate.” Ultimate authority belongs to the whole Fellowship; all other authority is
1414 delegated.

1415

1416 **Concept 2:** The leadership of SA, as represented by the General Delegate
1417 Assembly and the Board of Trustees, has become for nearly every practical
1418 purpose the active voice and the effective conscience of our whole society in its
1419 service matters.

1420

1421 The members delegate the authority to see that things are done to their elected
1422 and chosen leaders. Our Representatives, Delegates, and Trustees are those whom we
1423 have elected or appointed to serve us. We tell them “what we want.” They answer the
1424 questions of “how it will be accomplished.”

1425

1426 **Concept 3:** To ensure effective leadership, we should endow each element of
1427 SA’s service structure, the General Delegate Assembly and the Board of Trustees
1428 and its staffs and Committees with a traditional “Right of Decision”.

1429

1430 We elected our leaders and charged them with the task of implementing the will
1431 of the fellowship. If we are dissatisfied with our leaders, we can replace them. This

1432 Concept gives the trusted servant permission to take action to complete a task. Our entire
1433 program rests entirely upon mutual trust. We trust God, we trust SA, and we trust each
1434 other.

1435

1436 Look again at the inverted triangle. The membership of SA is at the top, and
1437 authority is delegated all the way down from the group conscience to the trusted servant.
1438 Trusted servant does not mean that the rep goes in and says, “My group says this is what
1439 I am to do.” I had always assumed that my job was to be the messenger. I have since
1440 learned that I am expected to consider all the aspects and then act for the best interests of
1441 fellowship as a whole. The job includes a lot of listening and giving a good and thorough
1442 report back to the part of the fellowship that elected me.

1443

1444 **Concept 4:** At all responsible levels, we ought to maintain the traditional
1445 “Right of Participation”, allowing a voting representation in reasonable proportion
1446 to the responsibility that each must discharge at that level.

1447

1448 When we delegate responsibility, we are asking someone to do some work for
1449 SA. It is important to give them the authority to make decision about how to do the job.
1450 Bill W. of A.A. often asked, “If you don’t trust someone to do the job right, why did you
1451 give them the job?” Committees will use an informed group conscience to make
1452 decisions for the fellowship. The Delegates and Representatives speak for the region and
1453 the fellowship as a whole.

1454

1455 **Concept 5:** Throughout out structure a traditional “Right of Appeal” ought to
1456 prevail, so that minority opinion will be heard and personal grievances receive
1457 careful consideration.

1458

1459 Just because a minority exists does not mean that the minority gets ignored.
1460 Responsible recovery requires that we go out of our way to ensure that the minority gets
1461 ample opportunity to express its thoughts and feelings. We must avoid the tyranny of the
1462 majority. We must protect the minority. It is the responsibility and the duty of the

1463 minority to be sure that it is heard and are not intimidated through fear of being rejected.
1464 The process is that those expressing minority opinions are given another opportunity to
1465 speak. Then, the chair asks if anyone desires to change their vote. If so, a new vote is
1466 taken. Now, after the minority has had every opportunity to be heard, it ends.

1467

1468 **Concept 6:** The General Delegate Assembly recognizes that the chief
1469 initiative and active responsibility for most service matters should be exercised by
1470 the Board of Trustees.

1471

1472 The General Delegate Assembly elects the Trustees. “This is our goal. Here is
1473 what we want done. Figure out how to do it. Check in often. Let us know if you need our
1474 help.”

1475

1476 **Concept 7:** The Bylaws of the Board of Trustees are a legal instrument
1477 empowering the Board to manage and conduct service matters. The SA service
1478 structure documents are not legal documents. They rely on tradition and the SA
1479 purse for final effectiveness.

1480

1481 The Bylaws are registered with the state of Tennessee and legally authorize the
1482 Trustees to act for us. Such actions include paying the rent, entering into contracts, and
1483 taking care of business. The SA Service Documents rely on Tradition, with a capital “T.”
1484 This means that the fellowship will support the activities of the service structure if they
1485 believe in them. If an activity ceases to have the support of the fellowship, then it will not
1486 be sustained. Each member has a vote “with his checkbook.”

1487

1488 **Concept 8:** The Trustees are the principal administrators of overall policy
1489 and finance.

1490

1491 The Trustees oversee SAICO and the Committees that do the day-to-day work
1492 and carry out the will of the fellowship. They see that the bills are paid, that literature is

1493 available, that a person can find out how to get to a meeting. It isn't their money so they
1494 try to spend it wisely.

1495

1496 **Concept 9:** Good service leadership at all levels is indispensable for our
1497 future functioning and safety.

1498

1499 The Service Structure provides for a way for us to always have a good supply of
1500 leaders. They enter service at the International level after doing good work at the local or
1501 Regional level. They work on Committees, serve the Region, and get elected as Alternate
1502 Assembly Delegates(AAD). As an Alternate, they observe how the lowest level gets
1503 work done, and they help the General Assembly Delegate(GAD) by serving on
1504 committees and with communications and reporting to the Region. As a GAD, they get to
1505 do some of the committee work and an opportunity to consider policies and vote on
1506 motions brought before the General delegate assembly (GDA). All this experience is also
1507 good preparation for future Trustees. A retired Trustee also brings a world of wisdom and
1508 experience back to the local level. They can inspire others to consider the benefits of
1509 service at the international level.

1510

1511 **Concept 10:** Every service responsibility should be matched by an equal
1512 service authority, with scope of authority well defined.

1513

1514 When we give someone a job, we need to ensure that the principles on which
1515 their work is based are firmly in place. The task should be clearly outlined. Guidelines,
1516 reporting requirements, and standards should be carefully explained. Then, we get out of
1517 the way and let them do it.

1518

1519 **Concept 11:** The Trustees should always have the assistance of the best
1520 possible committees, staffs, and consultants. Composition, qualifications,
1521 induction procedures, rights and duties will always be matters of serious concern.

1522

1523 No one expects the Trustees to do all the work. Their helpers are the members of
1524 the Committees. It is a principle of Twelve Step programs that people should be
1525 given everything they need to do an outstanding job—data, training, equipment,
1526 whatever it takes.

1527

1528 **Concept 12:** The General Delegate Assembly and the Board of Trustees shall
1529 observe the spirit of SA tradition, taking care that it never becomes the seat of
1530 perilous wealth or power, that sufficient operating funds, plus an ample reserve,
1531 be its prudent financial principle, that it place none of its members in a position of
1532 unqualified authority over others; that it reach all important decisions by
1533 discussion, vote and whenever possible by substantial unanimity; that its actions
1534 never be personally punitive nor an incitement to public controversy; that it never
1535 perform acts of government; and that like the fellowship it serves, it will always
1536 remain democratic in thought and action.

1537

1538 SA, as such, would never have an organization in the sense of “government”
1539 that could issue directives by committee or Board to individuals or groups within
1540 the fellowship. Our committees and Board could only provide services, and we’ve
1541 tried to organize them to function effectively. But SA has no government in the
1542 political sense.

1543

1544 The Twelfth Concept is an essay on the warranties of the Twelve Concepts to the
1545 fellowship. Bill W. considered the Concepts just as important as the Traditions. The
1546 Warranties make certain that SA maintains a spiritual focus, is financially responsible,
1547 stays out of controversy, and remains peaceful and democratic, with the fellowship in
1548 final and ultimate control.

1549

1550 Why do I stay involved in service work? In addition to the Twelve Steps, Twelve
1551 Traditions, and Twelve Concepts, there are Twelve Promises and Twelve Rewards. I’ve
1552 seen them being fulfilled in my own life. I’ve heard that the sober member does service,
1553 and a member who serves stays sober. Recovery keeps me from further harming myself,

1554 Unity helps me to not hurt someone else, and Service is turning my life around to help
1555 others instead of blaming the world for my shortcomings.

1556

1557 Isn't the overall goal of the Twelve Concepts—even our whole program—to
1558 guide us to be fair and correct in our relationships with each other? Try it: you'll like it!

1559

16. Glossary of Terms Employed in SA Service Work

1560

1561 **Alternate** — a service volunteer elected or appointed to support and/or act in place of
1562 representatives at the group (GSR), intergroup (IGR), regional (GAD) levels of service.

1563

1564 **Board of Trustees** — sexaholic and non-sexaholic members elected by the GDA to carry
1565 out the agenda of the GDA and be responsible for the operation of SAICO.

1566

1567 **Bylaws of Sexaholics Anonymous Incorporated** — legal document approved by the
1568 Board of Trustees and the General Delegate Assembly that provides guidelines for the
1569 functioning of the overall service structure.

1570

1571 **Chair** — title for the leader of an intergroup, regional assembly, the General Delegate
1572 Assembly, the Board of Trustees, or a committee.

1573

1574 **Committee Member** — an SA member who serves on a committee appointed by the
1575 group, intergroup, the region, or the Trustees.

1576

1577 **Concepts (Twelve Concepts)** — Founding principles for SA service adapted with
1578 permission from the Twelve Concepts of A.A.

1579

1580 **Charter** — legal document enabling the corporate entity Sexaholics Anonymous
1581 (SAICO) to function.

1582

1583 **Convention** — See **International Convention (below)**

1584

1585 **Delegate — See GAD**
1586
1587 **ESSAY** — international quarterly newsletter of Sexaholic Anonymous, written by the
1588 fellowship, distributed by the SA International Central Office
1589
1590 **Fellowship approved literature** — Generally speaking, all A.A. literature, and literature
1591 that has been approved by the General Delegate Assembly, including pamphlets, books,
1592 and audiotapes produced by various committees of the Trustees (see appendix D).
1593
1594 **(GAD) General Assembly Delegate** — representatives elected by the Region to serve at
1595 the international meetings of the GDA.
1596
1597 **(GDA) General Delegate Assembly** — annual meeting of General Assembly Delegates
1598 (GAD) elected from the various Regions of the fellowship to deliberate the business of
1599 the fellowship as presented by the Board of Trustees and the separate Regions.
1600
1601 **General Delegate Assembly (see GDA above)**
1602
1603 **Group** — a meeting, or series of meetings, established by local members usually at a
1604 single location that has a regular business and group conscience meetings, as needed.
1605 Each group designates officers of the group and establishes sobriety requirements for
1606 those positions.
1607
1608 **Group Conscience** — a vote by a group, an intergroup, a committee, a region, the GDA,
1609 or the Board of Trustees that is based on well informed participants, thoroughly discussed
1610 issues, respectful attention to minority opinion, ample time for all voices to be heard,
1611 sober members voting, and, where possible, a decision by substantial unanimity, two-
1612 thirds or more of those voting.
1613

1614 **Group Conscience meeting** — all meetings of the membership at local, intergroup,
1615 committee, region, and international levels where a decision is reached by group
1616 conscience.

1617

1618 **Group Service Representative (GSR)** — an elected representative from a local group
1619 (meeting) to an Intergroup.

1620

1621 **Home Group (Meeting)** — a local meeting designated by individual member as his or
1622 her primary support network for recovery and fellowship. A member will usually make
1623 an effort to attend each meeting of the group, attend group conscience meetings, and
1624 promote the welfare of that group.

1625

1626 **International Convention** — biannual meeting of the collective fellowship hosted by an
1627 intergroup or region approved by the Site Selection Committee.

1628

1629 **Intergroup Representative (IGR)** — elected and/or appointed representative from the
1630 intergroup to the Regional Assembly.

1631

1632 **Intergroup** — a division of local groups to elect and/or appoint representatives (IGRs) to
1633 the Region, provide communication among groups, maintain the points of contact for
1634 inquirers—mail, telephone and email, discuss issues with the intergroup, and sponsor
1635 marathons, speaker jams, international convention, and local workshops.

1636

1637 **List Serve** -- The closed Email membership lists utilized by Regional Representatives
1638 (IGRs), Delegates (GAD), international committees, and Trustees for communication
1639 links.

1640

1641 **Marathon** — an all day meeting of members to hear speakers share the truth of their
1642 personal experience, to participate in meetings in order to work on progressive victory
1643 over lust, provide communication and fellowship, and to work the Twelve Steps. .

1644

1645 **Region** — a geographic division of local intergroups to elect GADs to the GDA, provide
1646 communication among intergroups, sponsor regional gatherings, and discuss issues
1647 within the Region.

1648

1649 **Regional Assembly** — a gathering of elected and/or appointed IGRs from local
1650 intergroups that may meet bi-annually, quarterly, or annually, for the purpose of
1651 communication, organizing marathons and workshops, and publishing newsletters.

1652

1653 **Roberts Rules Motions Guide** -- established procedure for the orderly function of
1654 meetings based on Roberts Rules of Order (10th edition) that may be used by groups,
1655 intergroups, regional assemblies, GDA, committees, and the Board of Trustees.

1656

1657 **(SACFC) Sexaholics Anonymous Correctional Facilities Committee** — a group of
1658 members who seek to carry the SA message to those who still suffer in prison.

1659

1660 **(SAICO) SA International Central Office,** — a service function which coordinates
1661 requests for information, receives donations, publishes the quarterly newsletter, *ESSAY*,
1662 acts as the secretarial function for most of the operating committees, and compiles and
1663 updates information for the fellowship

1664

1665 **Speaker jam** — an all day meeting sponsored by a local group or intergroup to present
1666 the experience, strength and hope of individual members, provide fellowship, and support
1667 the sobriety of individual members.

1668

1669 **Steps (Twelve Steps of Sexaholics Anonymous)** — the governing principles for
1670 recovery from sexaholism.

1671

1672 **Traditions (Twelve Traditions of Sexaholics Anonymous)** -- the guidelines for
1673 maintaining unity of a group, supporting individual recovery, describing the role of
1674 leaders. The traditions also describe the requirement for membership in SA, and our

1675 primary purpose and provide a philosophical foundation for our service structure, for self
1676 –support, and for relations with the public.

1677

1678 **Trustees, see Board of Trustees**

1679

1680 **Trusted Servant** —- representatives from the membership at all levels of service. In SA

1681 it is often said: “Our leaders are but trusted servants, they do not govern.”