SAA | NEW YORK CITY INTERGROUP

APRIL 2025

NYC Intergroup

APPROVED

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RULES

INTERGROUP DOCUMENT

BYLAWS

Group: NENY0023

INTERNAL PUBLICATION - APPROVED BY INTERGROUP

NYC
SAA

VISION, MISSION & VALUES

_ A VISION:

A location where every sex addict who resides in or visits the New York City area will find the fellowship of Sex Addicts Anonymous close at hand. We also serve those who attend NYC Zoom meetings, regardless of their location.

_ B MISSION

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

_C VALUES:

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

- UNITY: We seek group conscience in our decision making and service activities by maintaining accountability to and transparency with our member groups, encouraging every member to be a part of the solution we offer to the suffering addict

- RECOVERY: We are guided in our activities by the SAA message, as embodied in the 12 Steps and 12 Traditions of SAA, and encourage our member groups to do the same

- SERVICE: As stated within the 2nd Tradition, we offer leadership and service roles with a focus on accountability, reliability, honesty, and effectiveness in helping our member groups carry the SAA message. Intergroup does not govern

- ANONYMITY: We practice humility by placing principles before personalities, remaining ever mindful that each of us remains an addict among addicts

II

PREAMBLE & PURPOSE + NAME & LOCATION

_A WHO WE ARE & WHO WE SERVE:

The New York City Intergroup of Sex Addicts Anonymous, shall serve all SAA groups in New York City that are registered with the International Service Organization (ISO) in Houston as long as they are composed of two or more sex addicts meeting regularly who adhere to the 12-Steps and 12-Traditions of SAA and who have no other common affiliation.This includes NYC Zoom meetings that either display a New York City cover page on their scripts or explicitly indicate that they are based in New York City on the scripts. We also welcome and will serve any group located beyond but within 25 miles of New York City so long as it has an elected representative who has appeared at the monthly meeting of Intergroup within the past 12 months

_B THE PURPOSES OF THE NYC INTERGROUP ARE:

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

_C WHAT WE SEEK:

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

_ D WHAT IS OUR NAME:

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

_ E WHERE ARE WE LOCATED:

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

III
SCOPE & ACTION

_ A WHAT WE PROVIDE:

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

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

_ B WHAT WE OFFER:

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

- Making donations to the ISO of SAA
- Reimbursing for the expenses incurred by the official representatives of the NYC Intergroup
    - Providing scholarships to cover up to 100% of flight, hotel, meals and registration, to Area Delegate(s) attending the annual ISO of SAA International Conference as delegates to participate in ISO Conference business
    - Providing up to 50% scholarships to NYC Intergroup representatives attending SAA retreats held in the area

IV
STRUCTURE

_ A MEMBERSHIP:

- NYC Intergroup shall be made up of one representative from each SAA group in the New York Metropolitan Area that chooses to belong to NYC Intergroup
- An SAA group is two or more sex addicts meeting regularly who adhere to the 12-Steps and 12-Traditions of SAA and who have no other common affiliation. A group may meet as many times during a given week as the group's members choose
- Voting membership in the NYC Intergroup is for the elected representative or alternate of each of the affiliated member groups in the area. The chair will only vote in a tie
- In this document, the term 'NYC Intergroup Representatives' will refer to both the Intergroup Representative and the Group Service Representative. If a meeting selects two different individuals for these roles, only the Intergroup Representative may vote during Intergroup meetings, while the Group Service Representative can only vote during the Annual Area Meeting, which occurs at a regularly scheduled Intergroup meeting one month prior to the International SAA Conference

_B REPRESENTATION – QUALIFICATIONS:

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

IV
STRUCTURE

_B REPRESENTATION – TERMS:

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

_B REPRESENTATION – DUTIES:

The duties of SAA group representatives are:

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

_B REPRESENTATION – VACANCIES:

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

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

IV
STRUCTURE

_C TRUSTED SERVANTS – SELECTION:

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

_C TRUSTED SERVANTS – ELECTION PROCEDURE:

- Election of officers shall be by the affirmative vote of a simple majority of NYC Intergroup members. If a trusted servant were to be elected for more that two consecutive terms this must be by a three-fourths vote of the SAA groups represented.Elections will take place at the first meeting of the year for all representatives, except for the Treasurer, who will be elected after the tax submission, and the Area Delegate, who will be elected two months prior to the International SAA Conference

_C TRUSTED SERVANTS – REMOVAL:

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

_C TRUSTED SERVANTS – VACANCIES:

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

IV
STRUCTURE

_D DUTIES – CHAIR:

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

_D DUTIES – CO-CHAIR:

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

_D DUTIES – TREASURER:

- Tracking income and expenses for Intergroup
- Collecting contributions from each individual group
- Taking up 7th tradition break at each NYC Intergroup meeting
- Paying a donation to the ISO at the beginning of each quarter as determined by group conscience
- Paying the yearly insurance (due in March)
- Maintaining the Intergroup bank account and PayPal account
- Picking up the mail from the mailbox
- Collecting and paying rent for the Intergroup Center
- Sending the secretary the treasury report at least two days prior to the Intergroup meeting

_D DUTIES – SECRETARY:

- Distributing prior meeting minutes, the upcoming treasury report and any new motions that want to be discussed to each member of Intergroup at least one day in advance of the next meeting
- Maintaining an archive of past Intergroup minutes in an electronic format.
- Passing along all files to the incoming Secretary
- Maintaining a contact list of each member group's representative
- Notifying the corresponding SAA group if the group is not represented at three (3) consecutive NYC Intergroup meetings
- Informing all representatives explicitly when a ‘big decision’ as per Article IV Section G is to be made

IV
STRUCTURE

_D DUTIES – WEBSITE ADMINISTRATOR:

- Keeping the website up to date
- Monitoring email accounts linked to NYC SAA
- Changing passwords every 90 days
- Informing NYC Intergroup members of website changes
- Reverting any website change until approved if there are reservations from one or more Intergroup members
- Following the guidelines of the ISO for local websites
- Replying to any contact generated by the ISO about the Intergroup meeting

_D DUTIES – OUTREACH COMMITTEE CHAIR:

- Reporting the results of outreach committee actions to NYC Intergroup
- Reporting back to the outreach committee on Intergroup voting results
- Overseeing the following responsibilities, ensuring they are managed within the Outreach Committee while reporting accountability to Intergroup:
    - Phone Helpline:
        - Managing a team (~12 people) who answer calls
        - Ensuring an administrator manages account access (adding/removing people)
    - Text Helpline:
        - Overseeing 1-2 people who answer texts
        - Ensuring an administrator manages account access
    - Google Ads Campaigns:
        - Managing outreach through paid advertisements
    - Google Business Listing:
        - Maintaining and updating NYC SAA's business listing
    - Publishing Work and Principles:
        - Engaging with therapists to share NYC SAA's principles.
        - Working with reporters, journalists, and other press contacts to promote awareness
    - Sponsorship Coordination:
        - Providing voluntary sponsor contacts to potential sponsees via nycsaa.org/sponsorship and text messaging
    - Website Administration:
        - Administering **NYCSAA.ORG** (Position elected by Intergroup)
    - Ad Hoc Outreach Activities:
        - Reporting any additional outreach-related actions to Intergroup at monthly meetings

_D DUTIES – PREMISES COMMITTEE CHAIR:

- Reporting new meetings to the NYC Intergroup
- Approving events that take place at the Intergroup location
- Reporting any actions or expenses incurred
- Reporting back on findings of new venues where we can move the Intergroup Center

IV
STRUCTURE

_D DUTIES – EVENT COMMITTEE CHAIR:

- Reporting special event committee suggestions to NYC Intergroup for voting
- Reporting the results of special event actions to NYC Intergroup
- Reporting voting outcomes to the special event committee
- Working towards ensuring the Special Event Committee's mission is achieved

_D DUTIES – AREA DELEGATE(S):

- Attending the ISO International Conference to represent Intergroup's interests
- Presenting the list of motions prior to the conference and requesting feedback from Intergroup
- Making decisions during the conference based on the group conscience of Intergroup
- Reporting back to Intergroup on the outcomes and decisions made during the conference
- Being the Liaison between Intergroup and the ISO, ensuring clear communication

_ D DUTIES – OPERATIONS MANAGER:

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

V
MEETINGS

_ A REGULAR MEETINGS:
Regular meetings of the NYC Intergroup shall be held each month at a time and place determined by the NYC Intergroup

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

_C TIME & LOCATION:
It is the responsibility of each SAA group representative to inform the SAA group's members of the NYC Intergroup meeting times and locations

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

_E NEW BUSINESS & VOTING:
Only a duly selected representative of the NYC Intergroup group shall have the authority to introduce items of business and to vote on all issues considered by the NYC Intergroup

_F BUSINESS BACK TO GROUPS:
Any NYC Intergroup member may request that a business item be taken back to the individual SAA groups for discussion and an SAA group conscience

- Such a request, when supported by a simple majority of the representatives present, shall be binding on the NYC Intergroup
- The representatives shall be responsible for reporting the SAA group conscience of their SAA group in a timely manner per the Intergroup meeting’s wishes

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

VI
PROFESSIONAL SERVICES

_ A SERVICES:

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

VII
AMENDMENTS TO BYLAWS

A_ AMENDMENTS:

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

VIII
ADOPTION

_ A EFFECTIVE DATE:

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

IX
PARLIAMENTARY AUTHORITY

_ A CONDUCTION OF MEETINGS:

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

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