

Northbay Intergroup Bylaws

I. General:

- A. The name of this organization shall be Northbay Intergroup of Sex Addicts Anonymous (a non-profit organization Tax # 20-0751105).
- B. North Bay Intergroup of Sex Addicts Anonymous shall hereafter be referred to as NISAA.
- C. Sex Addicts Anonymous shall hereafter be referred to as SAA.
- D. SAA Member Groups hereafter refer to SAA groups that choose to participate in NISAA.
- D. Membership in NISAA is open to all SAA groups in the North Bay region of Sonoma, Lake, Mendocino and Napa Counties.

II. Relation of the Intergroup to the Fellowship:

- A. NISAA exists to serve the North Bay SAA Member Groups; NISAA do not preside over them.
- B. Participation with NISAA is voluntary of all SAA groups in the North Bay Region
- B. NISAA is registered with the ISO as an autonomous group.
- C. NISAA may participate in the regional caucus in which it is registered.

III. Mission:

- A. To provide greater outreach effectiveness through cooperation with SAA Member Groups.
- B. To carry the SAA message of recovery in the 12 Steps and 12 traditions to those recovering from compulsive sexual acting out.
- C. To encourage unity between SAA groups.
- D. To create a spirit of fellowship among sex addicts as a vehicle for recovery.

IV. The Mission is carried out in the following ways:

- A. Funding and coordinating the use of a jointly held post office box and arranging for mail distribution to the groups.
- B. Funding and coordinating a jointly operated telephone response line, including coordinating volunteers to return phone calls to the line.

- C. Developing and maintaining a NISAA website.
- D. Maintaining and publishing meeting lists.
- E. Funding and coordinating special outreach projects.
- F. Funding and coordinating outer circle activities.
- E. Through cooperation without affiliation between other S-Recovery Fellowships in the region.

V. Intergroup Business Meetings:

- A. Attendance at NISAA meetings is open to all SAA members.
- B. Voting members are defined as follows:
 - 1. All Intergroup Committee Members except Chairperson who votes only to break ties.
 - 2. One (1) Representative from each SAA Member Group affiliated with ISO through its World Service Office registration.
 - 3. No individual shall have more than one (1) vote.
- C. Business meetings of the NISAA shall be held monthly on a specified date.
- D. Steering Committee meetings may be held as needed, with one (1) week's notice.
- E. Special meetings may be called upon one (1) week's notice by a Steering Committee member, or not less than one-third (1/3) of the Intergroup Committee members. All Intergroup Committee members and Advisory Committee Chairpersons must be notified.
- F. One third (1/3) of the voting members constitute a quorum.
- G. Normal monthly business may be conducted in the absence of a quorum. Business motions will be decided by group conscience, which is the majority of the voting members in attendance.
- H. Any single business motion to expend over 25% of total intergroup funds, to dissolve the NISAA, to approve bylaw changes, or to remove Trusted Servants or Advisory Committee members requires approval by a quorum. (no such motion can be passed without a quorum present, even if the motion must be tabled indefinitely until a quorum is achieved.)
- I. Phone meetings and email meetings may be conducted, but motions shall require unanimous consent of all voting members to pass.

VI. Trusted Servants:

A. Chairperson

1. Leads the business meeting for NISAA.
2. Calls special meetings, either of the Steering Committee or of the Intergroup Committee, when he/she deems circumstances warrant it.
3. Creates an agenda for each of the upcoming monthly meetings and distributing the same at least one week in advance.
4. Provides guidance based on the Twelve Traditions and coordinating efforts of committees.

B. Vice-Chairperson

1. Functions as chair in case of absence/incapacitation of the elected chair
2. Assist in monitoring outreach.
3. Compiles and maintaining contact list of different meetings chairs.
4. Coordinates efforts of SAA regional meetings to maintain registration with ISO.
5. Coordinates volunteers to return phone calls to NISAA voicemail.
6. Develop and maintain NISAA website

C. Treasurer

1. Collects donations to the intergroup from local Northbay SAA Member Groups and making timely deposits
2. Keeps accounts - records of income and expenditures;
3. Makes quarterly reports to the intergroup and distributing them to representatives attending the monthly meeting;
4. Balances the checkbook; sending a periodic check to ISO based on donations from SAA Member Groups
5. Writes checks for monthly expenses; allotting reimbursements for other expenses approved by the Steering Committee, or the Intergroup Committee when required per the bylaws; being available for audits.

D. Secretary

1. Records the minutes of each intergroup meeting
2. Prepares and distributing readable copies of these minutes to group representatives at least one week in advance of the next month's meeting.
3. Maintains a familiarity with the bylaws of NISAA and providing a copy to all Intergroup Members
4. Maintains a working familiarity with parliamentary procedures.
5. Keeps an exhaustive archive of past intergroup meeting minutes and being familiar with their content.
6. Rules on any question regarding the NISAA bylaws, parliamentary procedures, or votes taken from previous meetings.
7. Maintains a list of all Intergroup Committee Members and Advisory Committee Members.
8. Coordinates delivery of mail to SAA Member Groups.
9. Initiate and Coordinate Election of Trusted Servants.

VII. Delegation of Duties:

- A. Trusted Servants duties may be delegated, but not the oversight and responsibilities of those duties.
 - 1. Advisory Committees may be formed and delegated the duties of a Trusted Servant.
 - 2. Any SAA member may have duties delegated to them by a Trusted Servant.

VII. Group Representatives:

- A. Membership
 - 1. Representatives are chosen by each regional SAA Member Group that chooses to participate in NISAA.
 - 2. Each SAA Member Group may have multiple representatives, but each group is limited to (1) vote.
 - 3. A Group Representative may represent more than one (1) SAA Member Group, but each individual is limited to (1) vote.
 - 4. Representatives may send an Alternate in their absence and they shall have the same voting privileges as the Representative
 - 5. Individual SAA Member Groups shall choose requirements for their own Group Representative.
 - 6. It is requested SAA Group Representatives join for a (1) year term from January – December to coincide with the terms of the Trusted Servants.

VIII. Board Committees:

- A. Steering Committee
 - 1. Composed of the Trusted Servants; Chair, Vice-Chair, Treasurer and Secretary.
 - 2. The Steering Committee is entrusted with overseeing the operations of the North bay SAA intergroup.
- B. Intergroup Committee
 - 1. Composed of the Steering Committee and Group Representatives.
 - 2. The Intergroup Committee is entrusted with Strategic Direction of the Intergroup.

IX. Advisory Committees:

- A. Outreach
 - 1. Help member groups carry the SAA message of recovery to the sex addict who still suffers.
 - 2. Outreach Strategy shall be set by the Intergroup Committee with advice of the Outreach Committee.
 - 3. Outreach Committee to execute the Strategy set forth by the Intergroup Committee.

- B. Outer Circle
 - 1. Activities that involve NISAA Member Groups at large to bring support and fellowship between SAA groups.
 - 2. Activities shall be brought by an SAA Member Group and that group shall be charged with planning that activity with support of NISAA for cooperation between SAA groups.
- C. Ad-Hoc
 - 1. May be organized by NISAA as needed (e.g., Convention or Retreat Committees).
 - 2. Ad-Hoc Committees automatically expire at end of each year.

X. Election of Trusted Servants:

- A. Board members will be elected by the majority of the voting member groups of NISAA. Each group shall count as one (1) vote.
- B. NISAA Steering Committee Chairperson, Vice-Chairperson, Treasurer, and Secretary shall serve a term of one (1) year, not to exceed (2) consecutive terms in the same office.
- C. Chairperson, Vice-chairperson and Treasurer shall have a minimum of one (1) year of active SAA membership. Secretary shall have a minimum of six (6) months active SAA membership.
- D. Elected Trusted Servants and Committee Chairpersons shall be actively practicing the SAA program by attending SAA meetings and by missing no more than three (3) consecutive intergroup meetings.
- F. Nominations for the Trusted Servants shall be made in September to the Board, which serves as the nominating committee. An SAA member who meets the minimum requirements may submit their name to the Board. The Board shall place all eligible nominees on the ballot. Write-in candidates who meet the minimum requirements of the board position may be added to the ballot by the SAA group.
- G. At the October NISAA meeting, ballots shall be distributed to intergroup representatives for voting by each group.
- H. Each group ballot submitted shall be counted at the November NISAA meeting and new Trusted Servant Members shall be determined by a majority of the votes.

XI. Election of Advisory Committee Chairpersons:

- A. The Intergroup Committee may appoint Advisory Committee Chairpersons at its discretion.
- B. Advisory Committee Chairpersons shall have a minimum of six (6) months active SAA program by attending SAA meetings and by missing no more than three (3) consecutive intergroup business meetings.

XII. Election of ISO Conference Intergroup Delegate:

- A. The Intergroup Committee may nominate and elect an Intergroup Delegate for the regional caucus at its discretion
- B. The Intergroup Delegate does not have to be a member of the Intergroup Committee.
- C. The Intergroup Delegate is authorized to vote on the behalf NISAA.

XIII. Bylaw Amendments:

- A. Bylaws should be reviewed by the board every even year. It may submit recommendations at the following meeting for NISAA action.
- B. These bylaws of the NISAA may be amended by a quorum, provided one (1) month's previous notification has been made to all NISAA Member Groups.

Proposed Amended Bylaws as by Intergroup, November 28, 2016