

## By-Laws of the Greater NY Intergroup

### ARTICLE I. NAME & PURPOSE

The name of this organization shall be "Greater NY Intergroup" hereinafter referred to as "Intergroup" or "IG."

Intergroup exists to support SLAA groups in the Greater NY area (New York City, Long Island, Hudson Valley, and Northern New Jersey area) that are registered with Intergroup as members (the "Member Groups"), in accordance with Tradition Five of SLAA which provides that "each group has one primary purpose - to carry its message to the sex and love addict who still suffers."

### ARTICLE II. SERVICES, OUTREACH AND INCLUSION

Intergroup provides administrative, communication and coordination services for all Member Groups.

These services include but are not limited to:

- a) Maintaining the SLAA Greater NY Area website to provide information about meetings including when and where they're held, literature, conferences, events, the program, and the fellowship;
- b) Helping to facilitate the planning and execution of fellowship events, such as retreats and share-a-days;
- c) Providing a meeting space for regular and ad-hoc Intergroup meetings where Intergroup representatives may share, discuss, debate and decide on issues that affect SLAA's operation, growth, and unity of SLAA within the Intergroup area;
- d) Providing financial assistance to newly formed Member Groups. Intergroup shall make available up to \$125 on a one-time basis to defray start-up costs upon application by such newly formed groups. Documentation of start-up costs and/or budgets shall be provided by newly formed Member Groups, and disbursement is subject to the approval of Intergroup. Intergroup may consider additional funding at its discretion. Because Intergroup supports the principle of handicapped-accessible meetings, newly formed Member Groups that provide accessibility may receive at the discretion of Intergroup additional one time funding upon a demonstration of need.
- e) Maintaining correspondence/communications between Intergroup and any other SLAA Intergroups.
- f) Responding to inquiries and questions from potential new members

- g) Helping in carrying out cooperative needs of different SLAA meetings including obtaining insurance and providing discounts and distribution of literature. Costs incurred in such functions are to be reimbursed to IG by the Member Groups.
- h) In keeping with our Twelve Steps and Twelve Traditions, IG shall support outreach and public information to the social services community, the press and media, and educational institutions. Where such outreach extends nationally or beyond the IG service area, consultation and approval from Fellowship Wide Services shall be sought.
- i) In recognition of Tradition Three, Intergroup supports the inclusion of all who seek the help of our program. Intergroup encourages and may financially support efforts by the Member Groups to include those with disabilities of any nature. Intergroup will be especially mindful of such needs with respect to any services that Intergroup itself provides, including special events.

### **ARTICLE III. MEMBERSHIP**

**SECTION A:** Intergroup shall include one Intergroup Representative (“Rep” or “Intergroup Rep”) from each Member Group desiring to participate and Officers of Intergroup. Intergroup shall not elect an Officer who continues to serve as an Intergroup Rep.

Groups registered annually with the Intergroup secretary will be deemed to be Member Groups.

To register as a Member Group, the group (through an explicit or implicit group conscience) should accept the Twelve Steps and Twelve Traditions of SLAA, and acknowledge the by-laws of Intergroup.

**SECTION B:** ELECTION OF Intergroup Reps: Each Rep should be a member of SLAA for at least 90 days and should be a regular attendee of the meeting they’re representing.

**SECTION C:** TERM: Each Rep serves the term set by the meeting they’re representing. Intergroup suggests that Reps serve for not less than 6 months - and preferably one year - to maintain a degree of continuity of service.

#### **SECTION D: VOTING PRIVILEGES**

- 1) Each Meeting Group shall be entitled to one (1) vote in all business matters.
- 2) Only the Rep duly elected by the Member Group may vote at any IG meeting. The vote that is cast should reflect the collective conscience of the group it represents; Visitors or nonregistered groups may participate in discussions but have no voting privileges.

- 3) If, for any reason, the Rep cannot attend a meeting of Intergroup, an alternate may attend in their stead. The alternate, when representing the group, shall have the same voting privileges as the Rep.
- 4) The Officers of Intergroup (except the Chairperson) shall be entitled to one (1) vote in all business matters. The Chairperson may vote only to break a tie.

## **ARTICLE IV. MEETINGS**

SECTION A: **REGULAR MEETINGS:** Intergroup shall meet for its regular business meeting monthly unless agreed by 2/3 delegates to forgo the meeting of the following month.

SECTION B: **NOTIFICATION:** The date and time of the following meeting may be determined at the current meeting.

SECTION C: **SPECIAL MEETINGS:** The Chairperson and/or a majority vote of the IG Officers may call a special Intergroup meeting at any other time other than regular meetings.

SECTION D: **AGENDA:** Items for regular or special IG meeting shall be suggested to the Chairperson at least 24 hours before the meeting. The Chairperson prioritizes, establishes, and maintains the agenda for each regular or special meeting. The Chairperson may modify or re-arrange the agenda for purposes of time.

The fixed agenda for the regular business meeting shall be:

### **I. OPENING**

- A. Prayer for Trusted Servants
- B. SLAA 12 Steps and 12 Traditions
- C. Introductions

### **II. REPORTS**

- A. Secretary
- B. Treasurer
- C. Literature
- D. Communications

**III. ANCILLARY REPORTS (e.g. Journal Rep; ABM; Retreat, Committees)**

**IV. REQUESTS FOR NEW BUSINESS**

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

**VII. CLOSING WITH SERENITY PRAYER**

SECTION E: SAFETY IN THE MEETINGS: All meeting participants are expected to behave in a cordial manner and with a proper disposition towards all other participants – during the meetings and outside the meetings. The Agenda script should contain a statement on safety, which can be re-read at the request of a participant during the meeting. Participants may also request a 30-second Spiritual Timeout at any time.

SECTION F. VOTING: All votes shall be determined by a simple majority, except that certain specific votes shall be determined by a supermajority of 2/3 (66 2/3%) as specified herein. For purposes of determination of votes, abstaining participants shall not be considered in either the numerator or denominator.

SECTION G. DEFINITION OF MEETING. A meeting may be held in a physical location or online (e.g., a Zoom meeting). Motions should generally be voted on only at a meeting.

**ARTICLE V. QUORUM**

SECTION A. INTERGROUP ISSUES: At Intergroup meetings, the Reps and Officers present shall constitute a quorum and generally a simple majority of the eligible voters present shall govern for voting purposes. A minimum quorum consists of 2 Officers plus an additional 4 eligible voters. For purposes of determining the number of participants present, a participant by telephone (or similar electronic device that provides live audio transmission) shall be included.

SECTION B. FELLOWSHIP-WIDE SERVICES (F.W.S.): when an Intergroup meeting needs to address or establish a regional consensus or group conscience that affects SLAA as a whole, a vote of two-thirds (2/3) of voters shall govern. The determination of whether any issue affects SLAA as a whole shall be based on a simple majority vote by the Officers.

**ARTICLE VI. OFFICERS AND INTERGROUP REPRESENTATIVES**

**SECTION A. NOMINATION AND ELECTION OF OFFICERS**

- 1) Nominations of officers shall be held in October.

- 2) Election of officers shall be held in November. The outgoing Chairperson shall chair the meeting. In the absence of the outgoing Chairperson, the outgoing Vice-Chairperson shall chair the meeting.
- 3) To provide continuity to the Intergroup leadership, all outgoing officers will continue to perform the responsibilities of their respective offices until the new Officers start their terms at the January Intergroup meeting;
- 4) The term of office of all Officers will be one year from the January Intergroup meeting until the end of December. No position shall be filled for more than two (2) consecutive terms by the same person, unless there is a 2/3 majority vote of Intergroup;
- 5) Any member of the Intergroup voting body at the election meeting may nominate group officers.
- 6) To be eligible for election as an Intergroup Officer, that person should, at the time of the election:
  - a. (1) Be an active SLAA attendee for at least six (6) months; (2) have provided a minimum of three (3) months of service in a Member Group; and (3) have six (6) months of self-defined sobriety free from sex and love addiction;
  - b. Be present or on the telephone at the election meeting;
  - c. Possess the qualities necessary to carry out the responsibilities of their office; good judgment; experience; stability; willingness; and faithful adherence to the Twelve Steps and Twelve Traditions of SLAA.
- 7) To be elected as an Officer a person must receive a simple majority vote of the voting Reps and Officers;
- 8) Should an Officer fail to attend two consecutive Intergroup meetings or fail to perform the duties of their office, or for just cause, they may be removed from office by a vote of 2/3 of Reps and Officers present and entitled to vote at the duly convened meeting. In such case, a new Officer shall be elected or appointed;
- 9) In the case when an Intergroup Officer vacates her/his office before term's end, a special election shall be held at the next regularly scheduled Intergroup meeting. If necessary, the Chairperson may appoint an Intergroup member to carry out the responsibilities of the office until that election. Eligibility and voting requirements will be the same as for the regular Intergroup Officer elections.
- 10) The maximum number of consecutive terms that any one officer may serve in any single position is 4 years. The maximum number of consecutive years an individual may serve in any officer positions is 6 years, after which the officer must take a two-year break as an officer. However, such individuals may continue to serve as Reps or in other non-Officer capacities during their two-year break.

## SECTION B. DUTIES AND RESPONSIBILITIES OF THE OFFICERS

## 1) CHAIRPERSON

- a. Presides over all Intergroup meetings;
- b. Serves as Parliamentarian or may choose to obtain one following Roberts Rules of Order;
- c. Establishes and maintains the agenda for each Intergroup meeting. All matters of Intergroup policy shall be referred to the group for decision and action with respect to the Twelve Traditions;
- d. Delegates any duties of any individual officer when that officer and the Chairperson deem it necessary;
- e. Arranges a meeting place for each Intergroup meeting;
- f. Ex-officio member of all standing committees;
- g. Acts as liaison to Fellowship Wide Services and delegates tasks when and if necessary;
- h. Alternate signer on checks for Intergroup account;
- i. Call special meetings;
- j. Forwards any and all information to sub- committees— e.g. retreat committee, share-a-day;
- k. Votes only to break a tie;
  
- l. Reviews draft minutes and sends to Reps to communicate to their Member Group meetings;
- m. One week prior to next Intergroup, distributes via email the agenda and all reports for upcoming meeting;
- n. At the beginning of each year, Chairperson gets from the Treasurer all the details of the Intergroup treasury— including names/contact information for bank, ending/starting balance, full accounting report;
- m. At the end of each year, Chairperson ensures the transition of the mailbox from the outgoing Treasurer to the incoming Treasurer.
- o. At the end of the term works with the incoming Chairperson to transfer the duties of the job.

## 2) VICE-CHAIRPERSON/COMMUNICATIONS CHAIR

- a. Attends all Intergroup meetings;
- b. Ex-officio member of all standing committees;
- c. Presides over Intergroup meeting in absence of Chairperson;
- d. Creates and regularly updates online meeting lists;
- e. Monitors e-mails and phone calls and responds in a timely manner to various inquiries, e.g. meeting information, meeting changes, removals, and new meetings; and makes changes to the website, as needed;
- f. Arranges for maintenance and operation of the website;

### 3) SECRETARY

- a. Attends all Intergroup meetings;
- b. Takes minutes of all regular, special, or executive meetings and submits to Chairperson within 7 days after meeting;
- c. Keeps the Intergroup accurately registered with Fellowship-Wide Services;
- d. Maintains the register of the Member Groups.

### 4) TREASURER

- a. Attends all Intergroup meetings;
- b. Maintains a detailed accounting ledger of the financial activities of Intergroup;
- c. Maintains a checking account in the name of Greater NY Intergroup of SLAA. Signs all checks;
- d. Has fiduciary responsibility to ensure all expenditures are in the interest of the SLAA fellowship.
- e. At the beginning of each year, Treasurer communicates with the Chairperson, all the details of the Intergroup treasury – including name/contact information for bank ending/starting balance, full accounting report;
- f. Manages the PO Box and deposits all donations received by Intergroup into the bank account;
- g. Writes check to cover all authorized Intergroup expenses from the bank account;
- h. From the ledger, e-mails Treasurer's report spreadsheet to the Chairperson a week before the Intergroup meeting and gives a verbal report at the Intergroup meeting. Both will contain the following information, to be included in the minutes;
  1. Total of donations received since last report;
  2. Total of expenses incurred since last report;
  3. Cash balance in checking account;
  4. Any outstanding debts owed by Intergroup;
  5. Net balance after considering indebtedness;
  6. Record of all special monies;
- i. When necessary, reports on projected expenditures;
- j. Maintains the books to allow for an audit, if needed;

- k. Files appropriate tax forms with the IRS, based on the advice of competent tax counsel;
- l. Makes a quarterly contribution to Fellowship-Wide Services — 10% of the contributions received from our meetings;
- m. Makes recommended contributions to Fellowship-Wide Services if and when solicited, above and beyond quarterly contribution;
- n. Shall not make any expenditure greater than \$300 without Intergroup officers approval,
- o. IG treasury shall maintain a \$250 prudent reserve and treasurer is responsible for notifying IG when the prudent reserve is in jeopardy of falling below.
- p. At the end of the term, turns over the books and explains the accounting systems to the new Treasurer

#### 5) LITERATURE CHAIR:

- a. Attends all Intergroup meetings;
- b. Arranges to sell SLAA literature to the member groups;
- c. Orders literature through F.W.S. and maintains an inventory, accounting of all monies collected, paid, and received from Member Groups in the purchase/distribution of literature;
- d. A week before the monthly Intergroup meeting, will create a report of all literature receipts and disbursements to submit to the treasurer for reimbursement;
- e. Contact person for literature email, answering requests in a timely manner;
- f. Participates in representing or delegating someone to represent “literature” at special events, meetings (retreats, share-a-day, etc);
- g. At the end of the term, works with the incoming Literature Chair in transferring the duties of the job.

#### SECTION C. Duties and Responsibilities of the Intergroup Representatives

- 1. Attend all Intergroup meetings;
- 2. Each Rep represents the voice of their meeting, via its group conscience. Each Rep gets one vote at all Intergroup meetings. A Rep that is also an Intergroup Officer will be entitled to one vote only, except that the Chairperson is entitled to vote only to break a tie.
- 3. Responsible for communicating the “Intergroup Key Points” to their own meeting — regularly and/or at their monthly business meetings;
- 4. Reps are familiar with the book Sex and Love Addicts Anonymous, the Twelve Steps and the Twelve Traditions of SLAA; are guardians of the Traditions to their group and are encouraged to learn whatever they can about Intergroup’s traditions and customs.
- 5. Serve as contact person for their home group meeting for the length of their term;



6. If an Intergroup Rep cannot attend the meeting, the Member Group may send an alternate Rep who is duly designated by the Member Group. Such alternate Rep is entitled to the same voting rights as the regular Rep.
7. At the end of term, work with the incoming Intergroup Rep in transferring the duties of the job.

#### SECTION D. Duties and Responsibilities of the Annual Business Meeting Representatives (“Delegates”)

Attend the ABM as Delegates representing Intergroup: (as per the SLAA Conference Service Manual, Revised January 2019 by the Conference Charter Committee (CCC))

The Delegates use their own experience, strength, hope and understanding of the Twelve Steps, Twelve Traditions and the Twelve Recommended Guidelines for Dealing with the Media. As elected trusted servants, they contribute to the ABM by discussing and communicating Intergroup issues, business, and input in relation to items that are addressed during the ABM.

#### **Qualifications:**

Delegates are selected for judgment, experience, stability, willingness, and faithful adherence to the Twelve Steps, Twelve Traditions, and Twelve Recommended Guidelines for Dealing with Media. It is suggested that a delegate have a minimum of six months of continuous sobriety prior to the date of submitting qualifications and continuing to the date of the ABM as per Article V, Section 5 of the F.W.S. SLAA By-Laws.

#### **Responsibilities:**

1. Review all materials and communications sent from F.W.S. and the CCC for the upcoming ABM;
2. Discuss Agenda motions and Items for Discussion (IFDs) with the members of Intergroup;
3. Prepare motion(s) or IFDs for the Agenda and forward to the CCC for inclusion at the ABM;
4. Serve on at least one Conference Committee during the Conference year;
5. Pursue individual and/or Intergroup interests in the various Conference Committees;
6. Coordinate ABM travel plans, car-pooling, roommates, and financial support with the F.W.S. Office;
7. Serve as spokesperson for how participation in the ABM benefits the groups and Intergroup;
8. Submit a proposed budget 2 months before the ABM at Intergroup meeting for approval.
9. Submit expense reports to Intergroup after the ABM.

## **Term and Method of Selection:**

Wherever possible, ABM Reps/Delegates and alternates shall be selected at least 4 months before the ABM and their names forwarded to the F.W.S. Office. Each Delegate is elected for a term of two years and should not serve for more than four consecutive years, following the tradition of rotation of service.

Exception of the four year term limit may be passed with a two thirds vote.

## **ARTICLE VII. FINANCIAL STRUCTURE**

### **SECTION A.**

The activities of Intergroup shall be financed primarily by the contributions of its Member Groups. Since this support is crucial, each Member Group is encouraged to establish a regular schedule for contributing. It should be noted, however, that contributing to Intergroup is not a requirement for a Member Group's affiliation with Intergroup.

### **SECTION B.**

A secondary source of financial income to the Intergroup may be from occasional Intergroup projects or activities or sale of Intergroup literature.

### **SECTION C.**

Intergroup may accept donations of up to \$1,000 per year from individual members in accordance with the 12 Traditions and general practices of SLAA Intergroup.

### **SECTION D.**

The acceptance of donations from any outside source is prohibited, as outlined in Tradition Seven.

### **SECTION E.**

Intergroup shall not accept the responsibility, trusteeship, or enter into the distribution for allocation of funds set up outside of Intergroup.

### **SECTION F.**

Upon dissolution of Intergroup, after paying or adequately providing for any debts or obligations, the remaining assets shall be donated to SLAA Fellowship-Wide Services.

### **SECTION G.**

No part of the net earnings of Intergroup shall ever inure to or be for the benefit of, for distribution to, its members, trustees, officers, or other private persons, except that Intergroup shall be empowered to pay compensation for necessary professional, and other support services rendered and to make payments and distributions in furtherance of the exempt purpose for which it was formed.

## SECTION H.

Under no circumstances shall Intergroup carry on any activities not permitted to be carried on by an association exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954.

## **ARTICLE VIII. COMMITTEES**

### SECTION A.

Each Committee must submit monthly reports on activities and expenditures. Anyone handling monies on behalf of Intergroup shall be required to submit a monthly report of receipts and disbursements to the Intergroup Treasurer. Reports should be sent at the end of each calendar month.

The Intergroup Chairperson, Vice-Chairperson/Communications Chair, Treasurer, and Secretary shall be ex-officio members of all standing and ad-hoc service committees.

## **ARTICLE XI. AMENDMENTS TO BY-LAWS**

### SECTION A.

Changes to these By-Laws may be made at any time provided that:

1. A motion is passed to propose a change;
2. The proposed change is put forward in writing by Intergroup;
3. Such notice is submitted to Intergroup at least 60 days before the meeting to consider the changes;
4. Final approval of a motion for changes requires a majority of two-thirds of the total votes cast by the Intergroup officers and Intergroup reps.

## **ARTICLE XII. HANDICAPPED ACCESSIBILITY**

Intergroup shall endeavor to locate its meetings in accessible locations, subject to the limitations of its budget.