



# Ontario Intergroup of Sex and Love Addicts Anonymous (S.L.A.A.)

## By-laws

|   |          |
|---|----------|
| <b>1. Administrative .....</b>  | <b>4</b> |
| 1.1    Name of Organization .....   | 4        |
| 1.2    Purpose .....  | 4        |
| a)    Mission.....  | 4        |
| b)    Vision .....  | 4        |
| 1.3    Services.....  | 4        |
| 1.4    Intergroup Membership .....  | 4        |
| <b>2. Intergroup Meeting Guidelines .....</b>                                     | <b>5</b> |
| 2.1    Safety at Intergroup Meetings.....   | 5        |
| 2.2    Frequency/Schedule of Regular Intergroup Meetings .....                    | 6        |
| 2.3    Meeting Type.....  | 6        |
| 2.4    Attendance.....  | 6        |
| 2.5    Alternates/Delegates .....   | 6        |
| 2.6    Quorum.....  | 7        |
| 2.7    Expectations of Participants .....   | 7        |
| 2.8    Voting.....  | 7        |
| a)    Group conscience.....   | 8        |
| b)    Motions .....   | 8        |
| 2.9    Documentation .....  | 9        |
| a)    Meeting documents.....  | 9        |
| b)    Archiving of documents .....  | 10       |
| 2.10    Standing Items .....  | 11       |
| a)    Updates/reports from Officers, Service Positions and Committee Chairs ..... | 11       |
| b)    Old business.....   | 11       |
| c)    New business .....  | 11       |
| 2.11    Special Meetings.....   | 11       |
| a)    Impromptu meetings .....  | 11       |
| b)    Sensitive issues and emergency meetings.....                                | 11       |
| 2.12    Elections.....  | 12       |
| a)    Timing .....  | 12       |

|           |   |           |
|-----------|---|-----------|
| b)        | Process.....  | 12        |
| c)        | Voting.....   | 13        |
| d)        | Term.....   | 13        |
| 2.13      | Knowledge Transfer.....   | 14        |
| 2.14      | Vacant Trusted Servant Positions.....                                       | 14        |
| a)        | Notification of vacancy/resignation.....                                    | 14        |
| b)        | Recruitment for vacant Officer, Service and Committee Chair Positions ..... | 15        |
| c)        | Interim incumbents.....   | 15        |
| d)        | Knowledge transfer.....   | 15        |
| 2.15      | S.L.A.A. Ontario-listed Groups.....   | 15        |
| a)        | Membership.....   | 15        |
| b)        | Representation.....   | 15        |
| c)        | Becoming an Ontario-listed group.....                                       | 16        |
| d)        | Role of Intergroup in Ontario-listed groups.....                            | 16        |
| e)        | Delisting an Ontario-listed group.....                                      | 16        |
| f)        | Meeting formats.....  | 17        |
| g)        | Meeting status and types.....   | 17        |
| h)        | Safety .....  | 17        |
| i)        | Responsibilities .....  | 18        |
| 2.16      | Intergroup Website (www.slaa-ontario.org).....                              | 18        |
| 2.17      | Fall Conference/Spring Retreat.....   | 18        |
| a)        | Allowable participants .....  | 18        |
| b)        | Marketing of event.....   | 19        |
| c)        | Speaker/facilitator requirements.....                                       | 19        |
| 2.18      | S.L.A.A. Literature .....   | 19        |
| 2.19      | S.L.A.A. Intergroup Mailbox.....  | 19        |
| 2.20      | Registration with Fellowship-wide Services.....                             | 19        |
| 2.21      | Sister Fellowship and their Events .....                                    | 20        |
| <b>3.</b> | <b>Trusted Servants Positions .....</b>                                     | <b>20</b> |
| 3.1       | Intergroup Representatives .....  | 20        |
| 3.2       | Officers, Service Positions, Committee Chairs.....                          | 20        |
| a)        | Chair.....  | 23        |
| b)        | Vice-Chair .....  | 24        |
| c)        | Treasurer .....   | 25        |
| d)        | Secretary .....   | 26        |
| e)        | Literature Coordinator.....   | 27        |

|   |           |
|---|-----------|
| a) Website/IT Administrator .....   | 28        |
| b) Phone Line and Public Service Coordinator .....                          | 29        |
| c) Fellowship-Wide Services (F.W.S.) Delegate .....                         | 30        |
| a) Fall Conference Committee Chair and Spring Retreat Committee Chair ..... | 32        |
| b) Outreach Committee Chair .....   | 34        |
| c) By-Laws Committee Chair .....  | 35        |
| <b>4. Financial Management Guidelines .....</b>                             | <b>36</b> |
| 4.1 Contributions .....   | 36        |
| 4.2 Support for S.L.A.A. Ontario-listed Groups .....                        | 36        |
| a) New meeting subsidization .....  | 36        |
| b) Meeting insurance .....  | 36        |
| 4.3 Prudent Reserves Funding .....  | 37        |
| 4.4 Budgetary Allocations .....   | 37        |
| 4.5 Expenses .....  | 37        |
| 4.6 Renumeration .....  | 38        |
| 4.7 Filing Taxes with Canada Revenue Agency (CRA) .....                     | 38        |
| 4.8 Financial Procedures .....  | 38        |
| a) Bank accounts .....  | 38        |
| b) Transferring bank accounts and adding new signatories .....              | 38        |
| 4.9 Literature .....  | 39        |
| a) Prices .....   | 39        |
| b) Exchange rates .....   | 39        |
| c) Payment methods .....  | 39        |
| d) Shipping costs .....   | 39        |
| <b>5. Amendments to By-laws .....</b>                                       | <b>39</b> |
| 5.1 Timing of Reviews .....   | 39        |
| 5.2 Amendments Process .....  | 39        |
| 5.3 Finalizing By-laws .....  | 40        |
| 5.4 By-laws Committee .....   | 40        |

# 1. Administrative

## 1.1 Name of Organization

The name of this body is Ontario Intergroup of Sex and Love Addicts Anonymous (referred to as "Intergroup").

## 1.2 Purpose

The following defines the mission and the vision of Intergroup:

### a) Mission

Intergroup exists to support the Twelve Steps, Twelve Traditions and Twelve Concepts work of S.L.A.A. groups listed in Ontario in their common primary purpose of carrying the message to the sex and love addict who still suffers. In short, Intergroup works for the good of S.L.A.A. as a whole.

### b) Vision

Our vision is to encourage and support the Intergroup community of sex and love addicts in their program of recovery through the fair and unbiased provision of services.

Intergroup is affiliated with The Augustine Fellowship, Sex and Love Addicts Anonymous Fellowship-Wide Services (F.W.S.). These Intergroup by-laws cannot contradict any tenets put forward by F.W.S.

## 1.3 Services

Intergroup provides the following services that include, but are not limited to:

- Communications,
- Maintaining a website with an up-to-date meeting list of listed groups, upcoming events, and other information,
- Responding to media requests adhering to the Traditions of S.L.A.A.,
- Responding to enquiries received by telephone and email,
- Maintaining communication and cooperation – but not affiliation – with the broader community and helping professionals by providing meeting lists, information and literature,
- Tools and resources,
- Ordering and selling conference-approved S.L.A.A. literature,
- Organizing retreats, conferences, and special meetings,
- Group support and guidance,
- Carrying the message and business of F.W.S. to Ontario groups and vice versa,
- Providing a forum to discuss interpretation and application of S.L.A.A. Traditions.

## 1.4 Intergroup Membership

The membership of Intergroup shall consist of any S.L.A.A. group that meets in Ontario and is listed with Intergroup. Member groups follow the Twelve Steps, Twelve Traditions and Twelve Concepts of S.L.A.A.

## 2. Intergroup Meeting Guidelines

The Twelve Traditions provide overarching "guidelines for relationships between groups, members, the global fellowship and society at large." They are the foundation on which the following Intergroup meeting guidelines were built upon through group conscience (see section 2.8a (Group conscience) for explanation of group conscience).

### 2.1 Safety at Intergroup Meetings

It is not acceptable or in line with our common welfare that members use the program as an arena to commit criminal offenses, such as sexual offenses, stalking or harassment against other members, during or between meetings, or endanger another individual's personal sense of safety.

The following statement about safety at meetings will be read at the start of every Intergroup meeting:

"Intergroup acts as the guardian of the Twelve Steps, Twelve Traditions and Twelve Concepts of S.L.A.A. We endeavor to provide a safe meeting place for all attendees and encourage each person to contribute to fostering a secure and welcoming environment in which our meetings can take place. As our Traditions remind us, the formation and operation of an S.L.A.A. group resides with the group conscience. Therefore, we ask that group members and others refrain from any behavior which might compromise another person's safety. This includes threatening and aggressive behaviour, which will not be tolerated. Instances of aggression and/or threatening behaviour by anyone at an Intergroup meeting may result in the immediate expulsion from the meeting and a possible ban from future meetings."

Instances of aggressive and threatening behaviour will be met with swift action. Aggressive and threatening behaviours are defined as:

1. Threats and/or acts of violence
2. Bullying, sexual harassment, or stalking
3. Rumour mongering
4. Blackmail and/or financial coercion
5. Discrimination of any kind (racial, sexual orientation, gender intolerance, age, ethnicity, disability, language, etc.)
6. Pressuring to adopt a particular point of view

Any Officer, Service Position or Committee Chair demonstrating aggressive and/or threatening behaviour may be asked to leave the meeting and removed from their office/position by a vote of 2/3 of Intergroup Trusted Servants present and entitled to vote at the duly convened meeting.

Intergroup Representatives and others (for example, guests) demonstrating aggressive and/or threatening behaviour may be asked to leave the meeting and banned from attending Intergroup

meetings by a vote of 2/3 of Intergroup Trusted Servants present and entitled to vote at the duly convened meeting.

## **2.2 Frequency/Schedule of Regular Intergroup Meetings**

Intergroup meets for its regular business meeting on the last Thursday of every month. Intergroup does not meet in July, August and December.

Meeting dates will be posted on Intergroup's website.

Any changes to the frequency or schedule of Intergroup meetings will be proposed at Intergroup for discussion and determined through group conscience. These changes will be communicated by the Secretary to all Trusted Servants and will be posted on Intergroup's website.

Intergroup meetings begin promptly at the designated time.

## **2.3 Meeting Type**

Intergroup meetings are inclusive and accessible by all S.L.A.A. members and Ontario-listed groups.

Meetings include a medium that enable those outside of Toronto to participate remotely, such as videoconferencing.

## **2.4 Attendance**

All Trusted Servants of Intergroup have the duty to attend Intergroup meetings. Failure by Officers, Service Positions and Committee Chairs to fulfil this duty without reasonable cause may result in removal from office.

If unable to attend a meeting, Trusted Servants will advise the Secretary within a reasonable time in advance of the meeting.

## **2.5 Alternates/Delegates**

If for any reason, a Trusted Servant cannot attend a meeting of Intergroup:

- The Intergroup Representative may have an alternate group member attend in their place. The alternate, when representing their group, has the same voting privileges as the Intergroup Representative.
- The Chair's duties and responsibilities will fall to the Vice-Chair. Should the Vice-Chair be unavailable, the duties and responsibilities of the Chair will be rotated among the Officer positions. The delegate, when representing the Chair, forfeits their voting privileges.
- The Vice-Chair's duties and responsibilities will fall to the Chair. Should the Chair be unavailable, the duties and responsibilities of the Vice-Chair will be rotated amongst the Service Positions and Committee Chairs. The delegate, when representing the Vice-Chair, shall not have the additional voting privileges of the Vice-Chair.

- An Officer, Service Position or Committee Chair can delegate their duties and responsibilities to any other Officer, Service Position or Committee Chair. The delegate, when representing the absent Officer, Service Position or Committee Chair, shall not have the additional voting privileges of the absent Officer, Service Position or Committee Chair.

## **2.6 Quorum**

Quorum is required for proposed motions and voting. Quorum consists of 3 Intergroup Representatives, 2 Officers (excluding the Chair) and 1 other Trusted Servant (Service Positions, Committee Chairs) at each meeting.

If a meeting does not have quorum, Trusted Servants and meeting guests can discuss items and hear all reports. Decisions will not be made, nor motions proposed until quorum is met.

## **2.7 Expectations of Participants**

Trusted Servants and Intergroup meeting guests are expected to employ the spiritual principles of integrity and service when attending an Intergroup meeting.

Although only Trusted Servants have the privilege of voting on motions, all Intergroup meeting attendees are entitled to voice their perspective, time permitting, without fear of physical, mental, emotional and/or spiritual violence (e.g., reprisal, humiliation, coercion, verbal or physical attacks, insults, interruptions, etc.). Safety at Intergroup meetings is a priority.

Those wishing to voice their perspective will raise their hand and wait to be acknowledged by the Chair before speaking.

Trusted Servants who compromise safety at Intergroup meetings will be addressed using the mechanisms identified in section 2.1 (Safety at Intergroup Meetings).

Guests who compromise safety at Intergroup meetings will be required to leave the meeting and group conscience will determine if they are banned from future Intergroup meetings.

## **2.8 Voting**

Any S.L.A.A. member may attend Intergroup meetings and may speak to an issue, time permitting, but will not have a vote. Only Trusted Servants are entitled to vote.

Each Ontario-listed S.L.A.A. group is entitled to one vote cast by their respective Intergroup Representative or their alternate. Whenever possible, the vote that is cast reflects the informed group conscience of their respective group.

Each Officer (excluding the Chair), Service Position and Committee Chair is entitled to one vote. The vote that is cast shall be based on what is best for the fellowship as a whole.

As outlined in S.L.A.A.'s Conference Service Manual, every S.L.A.A. group has the right to participate. It is suggested that an Intergroup Representative vote on behalf of their chosen home group, where business meetings are held, and group conscience is achieved. No Trusted Servant may vote on behalf of more than one (1) group at an Intergroup meeting.

The Chair does not vote. In addition, as outlined in section 3.2.1a (Trusted Servants Positions: Chair), the Chair cannot be an Intergroup Representative.

A vote to pass a motion requires substantial unanimity which means 2/3 of those present with voting rights (majority vote).

Abstentions occur when someone with voting rights chooses not to vote on a motion. In determining the outcome of the vote, abstentions are not counted for or against the motion. The total number of voters reduces when people abstain. Abstentions are recorded in the minutes.

### **a) Group conscience**

Intergroup's method for decision-making is by informed group conscience (Tradition Two). We encourage all opinions to be heard and considered in decision making (Concept 5).

When a motion is proposed, discussion is held until a clear sense of the collective view emerges at which time, a formal motion is presented, and a vote held. The result rests on more than a "yes" or "no" count – precisely because it is the spiritual experience of the group conscience.

After the vote, the Chair will ask Trusted Servants and meeting guests with a dissent opinion (i.e., against the majority vote) to express their stand. In other words, the minority has a second opportunity to present their views.

Should no one express a minority opinion, then the vote stands as is. However, should someone express a minority opinion, it is the responsibility of every Intergroup Trusted Servant to be open to hearing the honest perspective of another program member. Another discussion will be permitted to discuss the points raised.

After this, a second vote is taken. After the second vote the majority vote stands. Note that, as discussed at the beginning of this section (section 2.8), decisions require a substantial unanimity which means 2/3 of those present with voting rights.

If Intergroup is unable to reach agreement, either the Chair shall table the item for the next meeting, or an amended motion is proposed and seconded, followed by discussion and a vote to pass the amended motion.

### **b) Motions**

A motion is a proposal for discussion and decision by group conscience, if there is quorum. Initially proposed motions may change as a result of the discussion. When a final motion is passed it becomes a binding Intergroup resolution and will be recorded in the minutes of the meeting.

Major motions can be introduced at an Intergroup meeting but will be tabled for at least one month to allow Intergroup Representatives sufficient time to meet with their respective groups to provide their group conscience.

Motions are required for issues and reports involving money, changes to Intergroup's by-laws, and other major items impacting the fellowship.

The Secretary will keep a separate list of all resolutions (motions passed) over the course of the calendar year and share it with the By-laws Committee Chair before January 1 of each year. The By-laws Committee will review the resolutions and make necessary adjustments to the by-laws to reflect the motions passed.

## 2.9 Documentation

Keeping accurate documentation of Intergroup matters ensures consistency and transparency.

### a) Meeting documents

The Secretary will email all supporting documents for and communications originating from Intergroup meetings to Trusted Servants and Intergroup's distribution list. Documents and communications will be distributed in a timely manner, as outlined in the table below, to provide Trusted Servants sufficient time to review materials in advance of meetings and for Intergroup Representatives to communicate information to their respective groups. Only generic email accounts for Intergroup positions are to be visible in emails. All other email accounts are bcc'd.

|                |                            |   |
|----------------|----------------------------|---|
| Before meeting | Two weeks                  | Secretary puts a call out for agenda items to all Trusted Servants.   |
|                | 1.5 weeks                  | Trusted Servants email electronic copies of their monthly reports as an attachment (not in the body of the email) to the Secretary for distribution with the agenda.  |
|                | One week                   | Secretary distributes meeting agendas, monthly reports from Trusted Servants, draft minutes from the previous meeting, and other pertinent documents to Intergroup members and those on Intergroup's distribution list. |
| Day of meeting | Last Thursday of the month |   |
| After meeting  | One week                   | Secretary distributes Intergroup announcements and approved minutes to all Trusted Servants and those on Intergroup's distribution list. Intergroup Representatives read announcements at their meetings.               |

The Chair sets the agenda for each Intergroup meeting, taking into consideration the agenda items put forth by Trusted Servants or other Ontario S.L.A.A. members, and any items carried forward from previous meetings.

The Secretary will keep a list of agenda items that have been deferred, for example agenda items carried over because Intergroup ran out of time to discuss, tabled items, items where group conscience or quorum was not achieved, or items requiring a major motion. The Secretary will bring them forward for inclusion in the proposed agenda at the appropriate time.

Intergroup meeting agendas, draft minutes and announcements are drafted by the Secretary and reviewed by the Chair and Vice-Chair prior to distribution.

Trusted Servant reports will be included in the finalized minutes for the official record.

Finalized minutes will not be posted online to the Intergroup's website. However, Intergroup Representatives can share finalized minutes with their respective groups and the Intergroup Secretary will make them available upon request to any member of S.L.A.A.

Should any component of Intergroup meetings be held in-person (i.e., solely in-person or hybrid), hard copies of all documents must be made available. If reports are printed for distribution at in-person meetings, printing costs will be reimbursed when receipts/invoices are submitted to the Treasurer.

## **b) Archiving of documents**

It is important that all business records from Intergroup be archived for later use/reference.

Business records are final copies of documents (for example approved minutes, circulated agendas, reports, distributed announcements, fall conference and spring retreat records, pertinent emails, etc.). They do not include draft versions.

There are two archive storage devices:

1. Chair-designated external hard drive that must be kept by the Chair at all times except during the month of December.
2. Secretary-designated external hard drive that will remain in the possession of the Secretary at all times.

The Secretary acts as Intergroup's archivist. All business records are forwarded to the Secretary by December 1 of each year.

During the month of December, the Secretary will make arrangements with the Chair to collect the Chair-designated hard drive.

The Secretary will then ensure that both the Secretary and Chair-designated external hard drives are updated to include Intergroup's archived and current year business records. In essence, the hard drives are a duplicate of each other. The updated Chair-designated external hard drive should be returned to the Chair by January 1.

For consistency and ease of reference, the business records will be archived according to the year, meeting month/event, and title and date. For example:

2024  
Spring Retreat 2024  
Fall Conference 2024  
January 2024  
Agenda – January 26, 2024  
Minutes – January 26, 2024  
Report – Treasurer January 2024  
Report – Web Administrator/IT January 2024  
etc.

Dating records makes it easier to identify if the subfolder or record is in the correct location and hasn't accidentally been moved.

Ensuring that these archive storage devices are kept by different individuals at separate locations guarantees a back-up in the unlikely event that something were to happen to one of them.

## **2.10 Standing Items**

Every Intergroup meeting agenda will include the following:

### **a) Updates/reports from Officers, Service Positions and Committee Chairs**

Updates/reports highlight the status and trends of each portfolio as of 1.5 weeks before Intergroup's meeting. This timeline creates consistency in reporting and ensures that reports are submitted in a timely manner to the Secretary for distribution to Trusted Servants one week prior to the Intergroup meeting. Updates/reports inform Intergroup as to how best to direct its efforts and resources to support the fellowship.

### **b) Old business**

Old business items are those that were deferred or carried over from a previous meeting. These items must be addressed/resolved before proceeding to new business.

### **c) New business**

New business includes new items brought forth for Intergroup's awareness, consideration or group conscience.

Every January, replenishment of prudent reserves will be included as a new business item.

## **2.11 Special Meetings**

### **a) Impromptu meetings**

The Intergroup Chair or Vice-Chair may call impromptu meetings to address arising business issues, as deemed necessary. In these situations, all Trusted Servants will be invited to participate and guests are welcome to attend.

Quorum in these specific situations will not follow that outlined in section 2.6 Quorum. Quorum will be constituted by those present at the meeting.

Voting privileges continue to align with those outlined in section 2.8 Voting. Trusted Servants present at the impromptu meeting, except the Intergroup Chair, can vote. Guests will be granted the opportunity to speak as long as safety is observed.

As stated in section 2.8 Voting, motions require 2/3 majority to be passed.

### **b) Sensitive issues and emergency meetings**

Sensitive issues brought to the attention of Intergroup will first be addressed on an individual level (person-to-person) by the Chair and/or Vice-Chair in an attempt to come to a peaceful solution, if appropriate. Sensitive issues could include, but are not limited to, fraudulent financial activities, criminal activities, and safety at Intergroup meetings.

If a peaceful solution cannot be reached, the Intergroup Chair or Vice-Chair may call an emergency meeting, if necessary. In these situations, all Officers, Service Positions and Committee Chairs will be invited to participate, except if the issue directly involves one of these Trusted Servants. In this case, they will not be invited.

Quorum in these specific situations will not follow that outlined in section 2.6 Quorum. Quorum will be constituted by those present at the meeting. On these sensitive matters, the method for arriving at informed group conscience shall be by group consensus with the goal to reach agreement on the item.

## **2.12 Elections**

Elections for Intergroup Representatives are held at the group level according to the processes defined by the group through group conscience. In alignment with Tradition Four, Intergroup is neither involved in Intergroup Representative elections nor determines the election schedule for Intergroup Representatives. It is suggested that the Intergroup Representative term be two years.

Elections for Officers, Service Positions and Committee Chairs are held by Intergroup through group conscience.

### **a) Timing**

Elections for Trusted Servant positions, excluding Intergroup Representatives, will be held during the month of November according to the following schedule:

| <b>Annual election</b><br>(1-year term) | <b>Even-year election</b><br>(2-year term) | <b>Odd-year election</b><br>(2-year term) |
|---|--|---|
| Chair                                   | Secretary                                  | Treasurer                                 |
| Vice-chair                              | Literature Coordinator                     | Outreach Committee Chair                  |
| Fall Conference Chair                   | Phone Line and Public Info                 | By-laws Committee Chair                   |
| Spring Retreat Chair                    | Web/IT Administrator                       | F.W.S. Delegate                           |

The election schedule and term for ad-hoc committee chairs will be determined at the time the committee chair position is created.

### **b) Process**

Elections for Officers, Service Positions and Committee Chairs are held during the November Intergroup meeting, assuming that there is quorum.

Individuals can self-nominate or be nominated by another, but they must be present at the November meeting during the nominations to signal their consent in being nominated.

Each nominee will be asked the following:

1. Have they read and do they understand section 3.2 (Officers, Service Positions, Committee Chairs) and the sub-section related to the position for which they are self-nominating or being nominated?
  - If the nominee has questions about what is outlined in section 3.2 (Officers, Service Positions, Committee Chairs) and its sub-sections, Intergroup responds before moving onto question 2.
2. Do they meet the qualifications or prerequisites outlined in section 3.2 (Officers, Service Positions, Committee Chairs) and the sub-section related to the position for which they are self-nominating or being nominated?
3. Do they have a home group and attend meetings regularly?
4. Why do they want to take on the service position?
5. Are they working the Twelve Steps of S.L.A.A.?
6. Do they have a sponsor?

Nominees will be sequestered. They will either be asked to leave the room (if in-person) or be placed in a breakout room (if virtual). Trusted Servants will discuss the nominees, including possible exemptions if they responded "no" to any of the aforementioned questions. A vote will be held (group conscience) and the nominees will be called back into the room (if in-person) or brought back from the breakout room (if virtual). Group conscience will be shared with the nominees.

### **c) Voting**

While the nominees are sequestered, Trusted Servants and meeting guests can discuss the merit of each nominee. Trusted Servants will vote until group conscience is achieved.

A recorded group conscience is needed for any exceptions to the roles, responsibilities, qualifications, pre-requisites or reporting requirements outlined in section 3.2 (Officers, Service Positions, Committee Chairs) and its sub-sections. The minutes should outline the specific exemption and vote (for, against, abstentions).

### **d) Term**

It is suggested that each Intergroup Representative serve a two-year term, always subject to recall by the group they represent.

Terms for Officers, Service Positions and Committee Chairs vary between one and two years, starting and ending in the month of November, as outlined in the table below.

| One Year              | Two Years                  |
|-----------------------|----------------------------|
| Chair                 | Secretary                  |
| Vice-chair            | Literature Coordinator     |
| Fall Conference Chair | Phone Line and Public Info |
| Spring Retreat Chair  | Web/IT Administrator       |
|                       | Treasurer                  |
|                       | Outreach Committee Chair   |
|                       | By-laws Committee Chair    |
|                       | F.W.S. Delegate            |

In the spirit of rotation, it is suggested that service in all Trusted Servant positions be limited to a maximum of two consecutive full terms of service (excludes interim terms) by the same person.

## 2.13 Knowledge Transfer

Every Officer, Service Position and Committee Chair must have a knowledge transfer document that outlines all pertinent information related to their respective position that isn't outlined in section 3 Trusted Servants Position.

The document will include, but not be limited to:

- how the incumbent can access the position's generic email address (e.g., email address, passwords, verification phone numbers and addresses, security questions and answers).
- things that need to be done once the incumbent accesses the generic email (e.g., change password, verification phone numbers and addresses).
- bank account details and instructions to change signing authorities, if applicable.
- nuances of the position (e.g., databases or documents used, where to find them, their purpose and how to use them).

Officers, Service Positions and Committee Chairs must maintain this document up to date at all times and email copies of the document to the Intergroup Secretary whenever updates are made. The Secretary will maintain a repository of all up-to-date knowledge transfer documents in case of an emergency.

To provide continuity to Intergroup's leadership, all outgoing officers will work with the respective incoming officers to transfer material and duties of the service position. This includes reviewing the items listed on the knowledge transfer document.

## 2.14 Vacant Trusted Servant Positions

### a) Notification of vacancy/resignation

The role of the Intergroup Representative is important. They communicate the group conscience of their respective group to Intergroup and are the messengers of information from Intergroup. If an Intergroup Representative is unable to complete their term of office, the member group will notify Intergroup's Secretary and may designate someone else from their group to complete the term. It is ideal if a group always has representation at the Intergroup table.

Should an Officer, Service Position or Committee Chair no longer be able to complete their term, they must notify the Chair and Vice-Chair by email, copying the Secretary.

### **b) Recruitment for vacant Officer, Service and Committee Chair Positions**

Vacant positions can be promoted by Intergroup through its announcements, on the website, and any other medium that Intergroup deems appropriate.

### **c) Interim incumbents**

An incumbent may be elected mid-term and will be referred to as the "Interim <insert Officer/Service Position/Committee Chair title>" for the remainder of the term for that position.

Should the Interim Officer/Service Position/Committee Chair wish to continue in their role, they must be nominated and voted in at the fall election that corresponds to their position's term. An interim term does not count towards the full official term and possible consecutive renewal term.

### **d) Knowledge transfer**

Before vacating their position as an Officer, Service Position or Committee Chair, the exiting individual will update their knowledge transfer document to ensure a smooth transition between them and the incoming incumbent. Please see section 2.13 Knowledge Transfer.

In addition, if an interim incumbent has not been elected prior to the Officer, Service Position or Committee Chair's exit, they will ensure that the most up-to-date version of the knowledge transfer document is shared with Intergroup's Secretary. The Secretary will share the document once someone has been elected to the position.

## **2.15 S.L.A.A. Ontario-listed Groups**

### **a) Membership**

The membership of Intergroup shall consist of any S.L.A.A. group that meets in Ontario and is listed with Intergroup. Member groups follow the Twelve Steps and Twelve Traditions of S.L.A.A.

### **b) Representation**

Each group shall be entitled to one Intergroup Representative. A second member, but not a third, from a group may also serve as an officer or in another service position of Intergroup.

It is suggested that each Intergroup Representative have at least three (3) months sobriety.

Each group shall notify Intergroup's Secretary of the name and email/contact information of the Intergroup Representative upon election/appointment.

### **c) Becoming an Ontario-listed group**

Those S.L.A.A. groups in Ontario wishing to become listed with the Ontario Intergroup of S.L.A.A. shall submit their notice to the Chair and Vice-Chair, copying the Secretary.

A representative of the group will be notified of when their request will be brought forth to Intergroup for group conscience. A group representative needs to be present at the specified Intergroup meeting to address questions and/or issues raised by the Trusted Servants.

Once the new group is accepted through group conscience, the Intergroup Secretary takes note of the group representative's information in the database, until an Intergroup Representative is appointed/elected at the group level. Once an Intergroup Representative is appointed/elected, the Intergroup's Secretary is notified and provided with the name and email/contact information of the Intergroup Representative. The information of the previous group representative will be removed from the database at that time.

New in-person groups may receive some financial support from Intergroup. This could include a maximum of \$100 for the first month's rent and \$50 in start-up S.L.A.A. literature. Group conscience, including amount and justification, will be documented in meeting minutes.

New virtual groups may receive some financial support from Intergroup. This could include a maximum of \$25 for the first month's access to an online platform. Group conscience, including amount and justification, will be documented in meeting minutes.

### **d) Role of Intergroup in Ontario-listed groups**

Intergroup does not interfere with the decisions made by an S.L.A.A. Ontario-listed group, unless it impacts the Ontario or S.L.A.A. fellowship as a whole. Should an issue arise that negatively impacts the Ontario or S.L.A.A fellowship as a whole, Intergroup can take group conscience to determine if the group should be delisted from Ontario Intergroup.

In alignment with the Twelve Traditions, Intergroup is not an arbitrator, intermediary or facilitator between "parties". Intergroup can advise, support and seek out clarification from Fellowship-Wide Services on issues of members or groups when conflicts within the S.L.A.A. membership arise.

### **e) Delisting an Ontario-listed group**

Every S.L.A.A. group has the freedom to determine its own operation, provided that they do not affect other members, groups or S.L.A.A. as a whole (adapted from Tradition 4). Other traditions also could apply to the deregistering process; particularly Traditions 3, 5 and 6.

Should issues arise with a specific Ontario-listed S.L.A.A. group, it is essential that concerned S.L.A.A. members make all efforts to address those issues directly with the group before contacting Intergroup to start the delisting process.

In order to start the delisting process, three written complaints by three different S.L.A.A. members need to be emailed to Intergroup's Chair, copying the Vice-Chair and Secretary. These written complaints can be anonymous and must include specific details of the behaviour(s) in question with a focus on what Traditions are being broken. Further, these complaints should highlight how these behaviours affect other members, groups or S.L.A.A. as a whole.

After receiving the complaints, Trusted Servants from Intergroup will be appointed to attend meetings of the identified group (ideally at different times) to determine if the traditions are, in fact, not being observed. If the Trusted Servants agree that the traditions are being broken, then Intergroup will email the group's Intergroup Representative or meeting contact with Intergroup's concerns and provide them with a specific timeframe to respond.

If changes are not made to address Intergroup's concerns, Intergroup can suggest that the group undertake a group inventory. Should the original issue not be resolved and returned to Intergroup for action, Intergroup will need to discuss all possible options, including potentially delisting the group. A motion and group conscience at Intergroup is needed for delisting.

Delisting an Ontario-listed group is the last option in the resolution process and should not be entered into lightly.

## **f) Meeting formats**

Intergroup cannot determine group meeting formats. It is up to each individual group to decide through group conscience at a business meeting as to:

- whether the Twelve Steps and/or Twelve Traditions are read at their meeting;
- what literature will be used (i.e., conference- vs. non-conference-approved); and
- if the meeting is an open, closed or special-focused meeting.

If group conscience determines that a meeting is open or that non-conference-approved materials are used, it is recommended that this is specified at the opening of the meeting so that attendees are informed and can make a decision as to what will strengthen their recovery and spirituality.

## **g) Meeting status and types**

S.L.A.A. Fellowship-Wide Services and Intergroup recognize open meetings. Meeting status (e.g., open, closed, special-focused) are to be listed in the meeting list details on Intergroup's website ([www.slaa-ontario.org](http://www.slaa-ontario.org)) to help inform newcomers and existing members. Closed meetings are for those who may be or are struggling with sex and/or love addiction.

Meetings and meeting descriptions on the [www.slaa-ontario.org](http://www.slaa-ontario.org) website must align with S.L.A.A.'s Twelve Traditions - for those with a desire to stop living out a pattern of sex and love addiction). Some meetings have a specific focus as it pertains to sex and love addiction, such as co-dependency, anorexia and others are special-focused meetings (men's only, women's only, 2SLGBTQ+, etc.). These meetings are acceptable under the Twelve Traditions.

## **h) Safety**

Each individual group is responsible for reinforcing safety within their respective meeting. Intergroup can provide information about safety at meetings, but ultimately group conscience at the meeting level will best address it.

### **i) Responsibilities**

In accordance with the [Twelve Traditions](#), every group is financially self-supporting.

Each individual group that meets in-person is accountable for written and oral arrangements made with rental facilities. It is the group's responsibility to connect with their facility to understand what coverage is included in the rental, fulfill payment obligations and procure necessary insurance. Intergroup does not have group insurance policies that extend coverage to individual groups.

Each individual group that meets virtually is accountable for managing and paying for necessary IT equipment, virtual platform contracts, subscriptions and access fees. Intergroup is not responsible for any meeting-level IT-related costs.

## **2.16 Intergroup Website ([www.slaa-ontario.org](http://www.slaa-ontario.org))**

Intergroup's website provides information about sex and love addiction to the still suffering addict and current S.L.A.A. members. Posted information falls in line with the [Twelve Steps](#), [Twelve Traditions](#) and [Twelve Concepts](#) of S.L.A.A. To ensure that all content on the website is aligned, Intergroup must approve all content changes, including descriptions of meetings.

Requested content changes are emailed to the Website/IT Administrator who consolidates a list of changes for Intergroup's review and approval. Minor edits, such as meeting status changes, are left to the discretion of and will be audited by the Website/IT Administrator. Audits involve verifying with the respective group's Intergroup Representative that the changes are accurate.

The Website/IT Administrator contacts the Intergroup Representative using the email contact registered in the Secretary's contacts database. No one other than the Secretary and the Website/IT Administrator have access to this database. They will only access it when necessary and for no other reason than Intergroup business. They will not share it with others.

Outside information or business information, such as, non-S.L.A.A. fellowships and personal businesses, will not be posted to the Intergroup website and will be immediately removed.

## **2.17 Fall Conference/Spring Retreat**

### **a) Allowable participants**

Intergroup events, such as the fall conference and spring retreat, are closed events, accessible to only those who have a desire to stop living out a pattern of sex and/or love addiction, regardless of which fellowship. They are not open to others, including those impacted by the addiction of a sex and/or love addict (e.g., S-Anon members, spouses, partners, family, friends, etc.)

Promotional materials, including flyer and signage at the event, must indicate that it is a closed event.

## **b) Marketing of event**

Information about Intergroup events should be posted on the Fellowship-Wide Services events webpage. Event committee chairs are responsible for this task.

Information about the event can also be shared with sister programs (sex or love addiction related), if their Intergroup is open to announcing it to their listed meetings.

## **c) Speaker/facilitator requirements**

At S.L.A.A. Intergroup events, all workshop facilitators, speakers, committee members and volunteers must be members of S.L.A.A. and cannot attempt to benefit their own causes, organizations, or businesses (Tradition Six). For example, handing out their business cards to promote their services or posting information to promote their products is not acceptable.

It is suggested that facilitators and speakers at Intergroup events meet the following criteria:

1. Identify as a sex and/or love addict.
2. Have a home group and attend meetings regularly.
3. Are working the Twelve Steps of S.L.A.A. with a sponsor or sponsee.
4. Have a suggested sobriety of 3 months.

## **2.18 S.L.A.A. Literature**

Phone Line and Public Service Coordinator and Outreach Committee Chair will put forth motions to Intergroup if they require literature to be freely distributed and work with the Literature Coordinator to obtain it if the motion is passed. For instance, providing free pamphlets at Alcoholic Anonymous Ontario Regional Conference hospitality suite/booth.

Not all S.L.A.A. groups in Canada are listed with an Intergroup. Shipping costs for literature orders directly from Fellowship-Wide Services can be costly for individual groups. Consequently, the Literature Coordinator may choose to be of service to these groups by providing them with literature at cost, including shipping.

## **2.19 S.L.A.A. Intergroup Mailbox**

The S.L.A.A. Intergroup mailbox is located at 473 Church Street, Suite 122, Toronto, Ontario, M4Y 2C5. The Phone Line and Public Service Coordinator checks Intergroup's mailbox on a regular basis and/or designates another Intergroup Trusted Servant located in Toronto to do so on their behalf. The Trusted Servant will deal with the mail as appropriate.

This mailbox must be maintained as the address is associated with, and required for, Intergroup's general and literature bank accounts.

## **2.20 Registration with Fellowship-wide Services**

Ontario Intergroup's registration with Fellowship-Wide Services needs to be kept up to date by the Secretary position to reflect current information.

## **2.21 Sister Fellowship and their Events**

Events from S.L.A.A.'s sister fellowships (SA, SAA, LA) can be shared through Intergroup's announcements and at individual meetings.

# **3. Trusted Servants Positions**

Intergroup's Trusted Servants positions include:

1. Intergroup Representatives
2. Officers
3. Service Positions
4. Committee Chairs

## **3.1 Intergroup Representatives**

Each S.L.A.A. Ontario group is responsible for electing their own Intergroup Representative who will represent and communicate the group's conscience at Intergroup meetings. Intergroup Representatives will keep their groups advised of Intergroup's work and share available materials.

It is suggested that Intergroup Representatives are familiar with the Twelve Steps and Twelve Traditions.

In the spirit of rotation of service, it is suggested that Intergroup Representatives serve a two-year term (starting and ending in November of odd-numbered years). It is also suggested that the terms be limited to a maximum of two consecutive terms of service.

It is suggested that Intergroup Representatives have three (3) months of sobriety.

Each group is autonomous and can recall their Intergroup Representative as they deem fit.

Each group must advise the Secretary when a new Intergroup Representative is elected.

## **3.2 Officers, Service Positions, Committee Chairs**

Intergroup Officers, Service Positions and Committee Chairs are accountable for the following roles, responsibilities and reporting requirements that are common to all positions (see table below). It is important that they meet the qualifications and pre-requisites, and honour specified and re-election terms. In addition, they are also accountable for items outlined under their respective position's section.

| Roles and responsibilities  | Reporting requirements   |
|---|--|
| <ul style="list-style-type: none"> <li>• Upholds the <u>Twelve Steps</u>, <u>Twelve Traditions</u>, <u>Twelve Concepts</u>, <u>S.L.A.A. Conference Service Manual</u>, and Intergroup by-laws to ensure clarity and transparency in carrying out their duties.</li> <li>• Attends monthly Intergroup meetings.</li> <li>• Provides continuity to Intergroup's leadership by working with the respective incumbent to transfer material, knowledge, and duties of the position.</li> <li>• Maintains a file of materials, duties, and responsibilities to be passed on to the incumbent.</li> <li>• Submits an electronic copy of all business documents to the secretary archivist by December 1 to maintain a permanent record.</li> </ul> | <ul style="list-style-type: none"> <li>• Submits a monthly report to Intergroup via Intergroup's Secretary approximately 1.5 weeks in advance of the meeting, if one is required.</li> <li>• Submits an electronic copy of all business documents to the secretary archivist by December 1 to maintain a permanent record.</li> </ul>  |
|   | <p><b>Qualifications and pre-requisites</b></p> <p>Any member of S.L.A.A. in Ontario is eligible to hold Officer, Service and Committee Chair positions provided they meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Have been in the Fellowship for a minimum of one year.</li> <li>• Attend Ontario-listed S.L.A.A. meetings on a regular basis.</li> <li>• Are working a program of recovery, including the Twelve Steps and Twelve Traditions.</li> <li>• Have a suggested period of sobriety noted in their respective position's section below.</li> </ul> <p>Intergroup, through group conscience, may choose to waive any or all the qualifications/requirements on a case-by-case basis.</p>                                 |
|   | <p><b>Term and re-elections</b></p> <p>For complete terms of office and re-election information, see section 3.2.</p> <ul style="list-style-type: none"> <li>• No position shall be filled for more than two consecutive terms by the same person.</li> <li>• Should an Officer, Service Position or Committee Chair no longer be able to complete their term, an incumbent may be elected mid-term and the incumbent will be referred to as the "Interim &lt;insert Officer/Service Position/Committee Chair title&gt;", for the remainder of the term for that position. <ul style="list-style-type: none"> <li>◦ Should the Interim Officer/Service Position/Committee Chair wish to continue in this role, they must be nominated and</li> </ul> </li> </ul> |

|  |  |
|--|--|
|  | <p>voted in at the fall election and can serve for the full term of the position.</p> <ul style="list-style-type: none"><li>○ An interim term does not count towards the full official term and possible consecutive renewal term.</li></ul> |
|--|--|

### **3.2.1 OFFICERS**

The Officers of Intergroup shall be comprised of the following:

- a) Chair
- b) Vice-chair
- c) Treasurer
- d) Secretary
- e) Literature Coordinator

## a) Chair

| Roles and responsibilities  | Reporting requirements   |
|---|--|
| <p>See section 3.2 for roles and responsibilities common to Officers, Service Positions and Committee Chairs.</p> <p>In addition, the Chair:</p> <ul style="list-style-type: none"><li>• Arranges a meeting place for in-person Intergroup meetings and acts as the single-point of contact for the facility manager (for example making changes, being keyholder, submitting rent payment).</li><li>• Sets the agenda for each Intergroup meeting.</li><li>• Facilitates all Intergroup meetings and the process of determining informed group conscience. The Chair does not vote.</li><li>• Ensures all Intergroup attendees adhere to the "Safety at Intergroup Meeting" guidelines.</li><li>• In the event the Secretary is absent, the Chair shall appoint a temporary Secretary for that meeting, who will assume all roles and responsibilities of Secretary as it pertains to that meeting.</li><li>• Reviews all agendas, minutes, and announcements prior to distribution.</li><li>• Delegates Intergroup-related duties and tasks to Trusted Servants.</li><li>• Calls special meetings, as necessary.</li><li>• Chairs elections for all positions except the Chair position.</li><li>• Is an ex-officio member of all committees.</li><li>• Maintains a secondary electronic copy of all archived business documents (for example minutes, agendas, reports, etc.) on the Chair's external hard drive, which is updated by the Secretary in December for January 1.</li><li>• Has signing authority on the Intergroup financial account along with the Treasurer.</li></ul> | <p>See section 3.2 for reporting requirements common to Officers, Service Positions and Committee Chairs.</p> <p>In addition, the Chair:</p> <ul style="list-style-type: none"><li>• shares all pertinent information with the Vice-Chair.</li></ul> <p><b>Qualifications and pre-requisites</b></p> <p>See section 3.2 for qualifications and/or pre-requisites common to Officers, Service Positions and Committee Chairs.</p> <p>In addition, the Chair:</p> <ul style="list-style-type: none"><li>• cannot simultaneously be an Intergroup Representative.</li></ul> <p><b>Suggested sobriety:</b> One year</p> <p><b>Term and re-elections</b></p> <p>See section 3.2 for common terms and re-elections for Officers, Service Positions and Committee Chairs.</p> <p><b>Term:</b> One year from the November election, renewable for one additional year.</p> |

## b) Vice-Chair

| Roles and responsibilities   | Reporting requirements   |
|--|--|
| <p>See section 3.2 for roles and responsibilities common to Officers, Service Positions and Committee Chairs.</p>  |  |
| <p>In addition, the Vice-Chair:</p> <ul style="list-style-type: none"><li>• Facilitates all Intergroup meetings in the absence of the Chair.</li><li>• Assumes all the Chair's responsibilities in the absence of the Chair.</li><li>• Reviews agendas, minutes, and announcements prior to distribution.</li><li>• Chairs elections for the Chair position.</li><li>• Works with, or on behalf of Chair on identified tasks, projects and/or committees, as required.</li></ul> | <p>See section 3.2 for reporting requirements common to Officers, Service Positions and Committee Chairs.</p>                          |
|  | <p>In addition, the Vice-Chair:</p> <ul style="list-style-type: none"><li>• Shares all pertinent information with the Chair.</li></ul> |
|  | <b>Qualifications and pre-requisites</b>   |
|  | <p>See section 3.2 for qualifications and/or pre-requisites common to Officers, Service Positions and Committee Chairs.</p>            |
|  | <b>Suggested sobriety:</b> One year  |
|  | <b>Term and re-elections</b>   |
|  | <p>See section 3.2 for common terms and re-elections for Officers, Service Positions and Committee Chairs.</p>                         |
|  | <b>Term:</b> One year from the November election, renewable for one additional year.   |

## c) Treasurer

| Roles and responsibilities   | Reporting requirements  |
|--|---|
| <p>See section 3.2 for roles and responsibilities common to Officers, Service Positions and Committee Chairs.</p> <p>In addition, the Treasurer:</p> <ul style="list-style-type: none"> <li>• Is responsible for the signing authority and maintenance of the Intergroup general chequing account for Ontario Intergroup of S.L.A.A.</li> <li>• Maintains a detailed accounting ledger of the financial activities of Intergroup.</li> <li>• Pays all authorized Intergroup expenses.</li> <li>• Acts as a financial advisor to all Intergroup committees.</li> <li>• Works with the incoming Treasurer to transfer signing authority for the Intergroup general bank account.</li> <li>• Co-signs on the Intergroup literature bank account.</li> </ul> | <p>See section 3.2 for reporting requirements common to Officers, Service Positions and Committee Chairs.</p> <p>In addition, the Treasurer:</p> <ul style="list-style-type: none"> <li>• Contributes to F.W.S. according to 60/40 practise (60% Intergroup, 40% F.W.S.) and group conscience.</li> <li>• Submits a monthly report to Intergroup showing donations received, total expenses, cash balance, any outstanding debts owed by Intergroup, net balance and reports on projected expenditures.</li> <li>• Provides an annual financial report to Intergroup in January that covers the period of December 1 to November 30.</li> </ul> |
| <b>Qualifications and pre-requisites</b>   |   |
|  | <p>See section 3.2 for qualifications and/or pre-requisites common to Officers, Service Positions and Committee Chairs.</p> <p><b>Suggested sobriety:</b> One year</p> <p>In addition, the Treasurer:</p> <ul style="list-style-type: none"> <li>• Has basic mathematical skills to maintain accurate financial records.</li> <li>• Has basic word processing and spreadsheets skills to maintain financial records and generate financial reports for Intergroup.</li> </ul>   |
| <b>Term and re-elections</b>   |   |
|  | <p>See section 3.2 for common terms and re-elections for Officers, Service Positions and Committee Chairs.</p> <p><b>Term:</b> Two years from the November election of odd-numbered years, renewable for one additional two-year term.</p>  |

## d) Secretary

| Roles and responsibilities   | Reporting requirements  |
|--|---|
| <p>See section 3.2 for roles and responsibilities common to Officers, Service Positions and Committee Chairs.</p> <p>In addition, the Secretary:</p> <ul style="list-style-type: none"> <li>• Drafts agendas and minutes for all regular and special Intergroup meetings in a Microsoft Word-compatible format.</li> <li>• Follows up with Trusted Servants when reports are not submitted in a timely manner.</li> <li>• Drafts meeting announcements in a Word-compatible format.</li> <li>• Liaises with Chair and Vice-Chair to ensure accuracy of all documents before distribution.</li> <li>• Acts as the single point of contact for the distribution to all Intergroup Trusted Servants, copying generic position emails, and Bcc'ing members personal email accounts.</li> <li>• Maintains an up-to-date meeting list of member groups and their respective Intergroup Representatives, including email contacts, and shares list with the Website/IT Administrator for web-auditing purposes.</li> <li>• Maintains an up-to-date record of Trusted Servants and their respective contact information.</li> <li>• Keeps Intergroup accurately registered with Fellowship-Wide Services.</li> <li>• Maintains list of the dates of election to office of all Intergroup-elected Trusted Servant positions.</li> <li>• Acts as Intergroup's archivist by: <ul style="list-style-type: none"> <li>◦ Maintaining the Secretary-designated external hard drive up to date with Intergroup's archived and current year business records (for example approved minutes, circulated agendas, reports, distributed announcements, fall conference and spring retreat records, etc.). Archiving</li> </ul> </li> </ul> | <p>See section 3.2 for reporting requirements common to Officers, Service Positions and Committee Chairs.</p> <p>In addition, the Secretary:</p> <ul style="list-style-type: none"> <li>• Distributes draft minutes, meeting agendas, monthly reports from Trusted Servants, and other pertinent documents to Intergroup members and guests (i.e., S.L.A.A. members who are not Intergroup Trusted Servants) one week in advance of the Intergroup meeting to allow participants sufficient time to review the materials.</li> <li>• Prepares and distributes Intergroup announcements approximately one week after the Intergroup meeting to Intergroup Representatives for reading at their meetings.</li> <li>• Liaises with Website/IT Administrator to ensure current information is posted in a timely manner.</li> <li>• Maintains a list of all passed motions and shares list by December 1 with By-laws Committee Chair for inclusion in Intergroup By-Laws.</li> </ul> |
| <b>Qualifications and pre-requisites</b>   |   |
| <p>See section 3.2 for qualifications and/or pre-requisites common to Officers, Service Positions and Committee Chairs.</p> <p><b>Suggested sobriety:</b> One year</p> <p>In addition, the Secretary:</p> <ul style="list-style-type: none"> <li>• Has basic word processing and spreadsheets skills to maintain records/reports for Intergroup.</li> </ul>  |   |
| <b>Term and re-elections</b>   |   |

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|--|---|
| <ul style="list-style-type: none"> <li>only final PDF documents - no drafts or working documents.</li> <li>○ Updating the Chair-designated external hard drive during the month of December ensuring that the drive is up to date (i.e., a duplicate of the Secretary's hard drive) by January 1.</li> <li>○ Maintaining a repository of all up-to-date knowledge transfer documents for all Trusted Servant positions.</li> </ul> | <p>See section 3.2 for common terms and re-elections for Officers, Service Positions and Committee Chairs.</p> <p><b>Term:</b> Two years from the November election of even-numbered years, renewable for one additional two-year term.</p> |
|--|---|

## e) Literature Coordinator

| Roles and responsibilities   | Reporting requirements   |
|--|--|
| <p>See section 3.2 for roles and responsibilities common to Officers, Service Positions and Committee Chairs.</p> <p>In addition, the Literature Coordinator:</p> <ul style="list-style-type: none"> <li>• Purchases and processes payments related to S.L.A.A. conference-approved literature for Ontario S.L.A.A. groups and, at the discretion of the Literature Coordinator, other Canadian groups that do not have a local Intergroup.</li> <li>• Maintains a detailed accounting ledger of the financial activities of Intergroup literature.</li> <li>• Maintains a detailed inventory of all literature held and distributed on behalf of Intergroup.</li> <li>• Keeps current with all S.L.A.A. conference-approved literature.</li> <li>• Works with the F.W.S. Delegate to inform Intergroup about new conference-approved literature available from F.W.S.</li> <li>• Liaises with the Website/IT Administrator to ensure the order form, literature prices and ordering procedures are kept current.</li> </ul> | <p>See section 3.2 for reporting common to Officers, Service Positions and Committee Chairs.</p> <p>In addition, the Literature Coordinator:</p> <ul style="list-style-type: none"> <li>• Submits a monthly financial and inventory report to Intergroup.</li> <li>• Submits a year-end report to Intergroup of inventory and sales trends.</li> </ul> |
| Qualifications and pre-requisites  |  |
|  | <p>See section 3.2 for qualifications and/or pre-requisites common to Officers, Service Positions and Committee Chairs.</p>  |

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Maintains a prudent reserve up to a combined value of \$8,500 in both cash and literature inventory.</li> <li>Transfers funds above the prudent reserve to the Treasurer for deposit to the general Intergroup bank account at least twice per year.</li> <li>Notifies Intergroup when excess prudent reserve cannot be transferred to the Treasurer, or they require additional funds for inventory purchases.</li> <li>Recruits assistant(s), at their discretion, and oversees activities required to manage work.</li> <li>Is responsible for the signing authority and maintenance of the Intergroup literature chequing account for Ontario Intergroup of S.L.A.A.</li> <li>At the end of the term, transfer literature inventory to the incumbent.</li> </ul> | <ul style="list-style-type: none"> <li>Has basic word processing and spreadsheets skills to maintain financial records and generate reports for Intergroup.</li> <li>Trains and collaborates with an Assistant Literature Coordinator, should they recruit one.</li> </ul> |
|   | <p><b>Term and re-elections</b></p>  |

### 3.2.1 SERVICE POSITIONS

#### a) Website/IT Administrator

| Roles and responsibilities   | Reporting requirements   |
|--|--|
| <p>See section 3.2 for roles and responsibilities common to Officers, Service Positions and Committee Chairs.</p> <p>In addition, the Website/IT Administrator:</p> <ul style="list-style-type: none"> <li>Supports Intergroup's IT needs. For example, researching new ways of effectively serving Ontario's S.L.A.A. groups using technology.</li> </ul> | <p>See section 3.2 for reporting requirements common to Officers, Service Positions and Committee Chairs.</p> <p>In addition, the Website/IT Administrator:</p> <ul style="list-style-type: none"> <li>Analyzes trends in website statistics and reports monthly to Intergroup.</li> </ul> |
| Qualifications and pre-requisites  |  |

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Conducts web audits. For example, confirming with Intergroup Representatives that general requests to edit meeting information on Intergroup's website (<a href="http://www.slaa-ontario.org">www.slaa-ontario.org</a>) is accurate and aligns with S.L.A.A. website policies.</li> <li>Validates all website links on Intergroup's website to ensure that links are current and have no other affiliations.</li> <li>Maintains the Intergroup videoconferencing platform account(s), such as Zoom.</li> <li>Assists Intergroup with using Intergroup's videoconferencing account(s) for meetings and/or events (for example conferences).</li> <li>Maintains the Intergroup website with up-to-date information on meetings, events (for example conferences, retreats), announcements, Intergroup meeting dates, etc. in a timely manner.</li> <li>Works with the Treasurer on financial matters. For example, ensuring payment for videoconferencing platform, web hosting fees, etc.</li> <li>Upgrades Intergroup's videoconferencing platform, website, web hosting service provider, content management system and other IT/website-related services, platforms, etc., as needed.</li> <li>Recruits assistant(s), at their discretion, and oversees activities required to manage work.</li> </ul> | <p>See section 3.2 for qualifications and/or pre-requisites common to Officers, Service Positions and Committee Chairs.</p> <p><b>Suggested sobriety:</b> Six months.</p> <p>In addition, the Website/IT Administrator:</p> <ul style="list-style-type: none"> <li>Qualifications, nomination, and election will follow the same procedure as for Officers.</li> <li>Knowledge of website software, videoconferencing, and management.</li> </ul> <p><b>Term and re-elections</b></p> <p>See section 3.2 for common terms and re-elections for Officers, Service Positions and Committee Chairs.</p> <p><b>Term:</b> Two years from the November election of even-numbered years, renewable for one additional two-year term.</p> |
|---|---|

## b) Phone Line and Public Service Coordinator

| Roles and responsibilities   | Reporting requirements   |
|--|--|
| <p>See section 3.2 for roles and responsibilities common to Officers, Service Positions and Committee Chairs.</p> <p>In addition, the Phone Line and Public Service Coordinator:</p> <ul style="list-style-type: none"> <li>Responds to enquiries received through the mail, by phone or email (both <a href="mailto:info@slaao-ontario.org">info@slaao-ontario.org</a> and <a href="mailto:contactslaao@gmail.com">contactslaao@gmail.com</a> email accounts) in a timely manner.</li> <li>Reassures newcomers that they are not alone, and help is available.</li> </ul> | <p>See section 3.2 for reporting requirements common to Officers, Service Positions and Committee Chairs.</p> <p>In addition, the Phone Line and Public Service Coordinator:</p> <ul style="list-style-type: none"> <li>Analyzes trends in the number and type of enquiries received and reports monthly to Intergroup.</li> <li>Provides an annual report based on these statistics and information.</li> </ul> <p><b>Qualifications and pre-requisites</b></p> |

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| <ul style="list-style-type: none"> <li>Provides information about S.L.A.A., meetings, literature, etc.</li> <li>Ensures that the <a href="mailto:info@slaa-ontario.org">info@slaa-ontario.org</a> emails are set up to be forwarded to the <a href="mailto:contactslaa@gmail.com">contactslaa@gmail.com</a> email account.</li> <li>Uses the "Twelve Recommended Guidelines for Dealing with the Media" to liaise with the public and media.</li> <li>Recruits assistant(s), at their discretion, and oversees activities required to manage work.</li> <li>Keeps a log of number of calls and types of calls received monthly.</li> <li>Checks and takes the appropriate action related to the contents of Intergroup's mailbox on a regular basis, or designates another Intergroup Trusted Servant located in Toronto to do so on their behalf.</li> <li>Manages Intergroup's cell phone account.</li> <li>Liaises with the Treasurer to ensure payment of cell phone invoices in a timely manner.</li> </ul> | <p>See section 3.2 for qualifications and/or pre-requisites common to Officers, Service Positions and Committee Chairs.</p> <p><b>Suggested sobriety:</b> Six months</p> <p>In addition, the Phone Line and Public Service Coordinator:</p> <ul style="list-style-type: none"> <li>Familiar with the F.W.S.'s Recommended Guidelines for Dealing with the Media to ensure clarity in communicating with the public and media.</li> </ul> <p><b>Term and re-elections</b></p> <p>See section 3.2 for common terms and re-elections for Officers, Service Positions and Committee Chairs.</p> <p><b>Term:</b> Two years from the November election of even-numbered years, renewable for one additional two-year term.</p> |
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### c) Fellowship-Wide Services (F.W.S.) Delegate

| Roles and responsibilities  | Reporting requirements  |
|---|---|
| <p>See section 3.2 for roles and responsibilities common to Officers, Service Positions and Committee Chairs.</p> <p>In addition, the F.W.S. Delegate:</p> <ul style="list-style-type: none"> <li>Acts as a liaison with F.W.S. according to the F.W.S. By-Laws.</li> <li>Represents S.L.A.A. Ontario Intergroup at the Annual Business Conference/Meeting (ABC/M).</li> <li>Reviews materials and communications sent from F.W.S. and the Conference Charter Committee.</li> </ul> | <p>See section 3.2 for reporting requirements common to Officers, Service Positions and Committee Chairs.</p> <p>In addition, the F.W.S. Delegate:</p> <ul style="list-style-type: none"> <li>Reports regularly to update intergroup on F.W.S. activity.</li> <li>Submits a written summary report on the S.L.A.A. Annual Business Meeting (ABM) and an accounting of funds spent within 30 days of the ABM to Intergroup.</li> </ul> |
| Qualifications and pre-requisites   |   |

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Conveys to Ontario-listed groups and Intergroup the benefits of participation in the ABC/M.</li> <li>Discusses Annual Business Meeting (ABM) Agenda Motions and Items for Discussion (IFDs) with the members of Intergroup and reports outcomes and comments from the ABC/M.</li> <li>Discusses and communicates Intergroup issues and input in relation to Motions, IFDs, and Fellowship business that are addressed during the ABC/M.</li> <li>Prepares Motion(s) or IFDs with Intergroup's group conscience, for the ABM Agenda, when necessary.</li> <li>Attends and learns about various Conference Committees and commits to actively participate in at least one after the end of the ABC/M.</li> <li>Coordinates ABC/M travel plans, car-pooling, roommates, and financial support with the F.W.S. Office.</li> <li>Attends General Assemblies of the ABC/M as a voting member of the Conference.</li> <li>Informs Intergroup and the Literature Coordinator about new conference-approved literature available from F.W.S.</li> <li>Collaborates with F.W.S. on various topics and advises Intergroup.</li> </ul> | <p>See section 3.2 for qualifications and/or pre-requisites common to Officers, Service Positions and Committee Chairs.</p> <p><b>Suggested sobriety:</b> Six months.</p> <p>In addition, it is suggested by F.W.S. that the F.W.S. Delegate:</p> <ul style="list-style-type: none"> <li>Have one year of recent service to S.L.A.A. beyond the group level.</li> <li>Have a minimum of six months of continuous sobriety prior to the date of submitting qualifications and continuing to the date of the ABC/M as per Article V, Section 5 of the F.W.S. By-Laws.</li> <li>Is familiar with the F.W.S.'s Recommended Guidelines for Dealing with the Media to ensure clarity in communicating with the public and media as it relates to F.W.S.' positions on matters.</li> </ul> <p><b>Term and re-elections</b></p> <p>See section 3.2 for common terms and re-elections for Officers, Service Positions and Committee Chairs.</p> <p><b>Term:</b> Two years from the November election of odd-numbered years, renewable for one additional two-year term.</p> |
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### 3.2.1 COMMITTEE CHAIRS

Intergroup establishes the need for such committees to carry out the purpose of Intergroup. The final authority on committee matters shall be with Intergroup as expressed by an informed group conscience.

Each committee shall be led by a committee chair elected by Intergroup through group conscience. The composition of the committee is determined by the committee chair.

The following are established committee chair positions:

- a) Fall Conference Committee Chair
- b) Spring Retreat Committee Chair
- c) Outreach Committee Chair
- d) By-Laws Committee Chair

Ad-hoc committees may be needed to carry out the purpose of Intergroup as it deems necessary. Ad-hoc committee chairs will be elected by Intergroup to establish these committees. Section 3.2 roles and responsibilities, reporting requirements, qualifications and pre-requisites, and terms and elections will apply to ad-hoc committee chairs. Additional items may be identified depending on the purpose of the committee.

### **a) Fall Conference Committee Chair and Spring Retreat Committee Chair**

The Fall Conference Committee Chair and Spring Retreat Committee Chair share common roles and responsibilities, reporting requirements, qualifications and/or pre-requisites, and term and re-election information.

| <b>Roles and responsibilities</b>   | <b>Reporting requirements</b>  |
|---|--|
| <p>See section 3.2 for roles and responsibilities common to Officers, Service Positions and Committee Chairs.</p> <p>In addition, both the Fall Conference Committee Chair and the Spring Retreat Committee Chair:</p> <ul style="list-style-type: none"> <li>• Organize a single-day fall conference (Fall Conference Committee Chair only), or a single- or multi-day spring retreat (Spring Retreat Committee Chair only), either in person, virtually, or a hybrid.</li> <li>• Establish a committee comprised of S.L.A.A. members, as necessary.</li> <li>• Strive to have representation from various groups throughout Ontario.</li> <li>• Recruit facilitators and speakers for sessions ensuring that they meet Intergroup's Guidelines for Facilitators (see section 2.17c (Fall Conference/Spring Retreat: Speaker/facilitator requirements)).</li> <li>• Prepare and conduct an event survey, collecting data on participant feedback and report findings to Intergroup in the final written report.</li> </ul> | <p>See section 3.2 for reporting requirements common to Officers, Service Positions and Committee Chairs.</p> <p>In addition, both the Fall Conference Committee Chair and the Spring Retreat Committee Chair:</p> <ul style="list-style-type: none"> <li>• Report to Intergroup on a monthly basis on activities (for example date, theme, participation fees (if any), etc.) and finances.</li> <li>• Submit and present a written report (including challenges, feedback, and finances) to Intergroup within 30 days of event.</li> </ul> <p><b>Qualifications and pre-requisites</b></p> <p>See section 3.2 for qualifications and/or pre-requisites common to Officers, Service Positions and Committee Chairs.</p> |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Work with Intergroup's Treasurer on financial matters.</li> <li>• Work with the Website/IT Administrator to post event materials (for example promotional materials, agenda, "abstracts" of workshops, etc.) on the slaa-ontario.org website in advance of the event.</li> <li>• Submit event information directly to F.W.S. using their online events form to advertise event information on F.W.S. worldwide-events webpage.</li> <li>• Create event promotional materials and agendas, and seeks Intergroup's feedback prior to distribution.</li> <li>• Take into consideration previous event-related materials and feedback when designing the event.</li> <li>• Work with Intergroup Secretary to include event information in monthly announcements distributed to Ontario S.L.A.A. groups.</li> </ul> <p>For in-person or hybrid events:</p> <ul style="list-style-type: none"> <li>• Liaise with Intergroup's Literature Coordinator to have literature available for sale and/or free at the event, if necessary.</li> <li>• Coordinate food and beverage during event (for example snacks, coffee) and identifies locations for lunch in the facility's neighbourhood (applicable to single-day events only).</li> <li>• Identify and negotiate contract for physical facilities on behalf of Intergroup.</li> </ul> <p>For virtual or hybrid events:</p> <ul style="list-style-type: none"> <li>• Work with the Website/IT Administrator to assess and secure a virtual platform and technology needs.</li> <li>• Work with venue to address technology needs.</li> <li>• Recruit technical hosts.</li> <li>• Coordinate virtual fellowship opportunities for remote participants, if any interest.</li> </ul> | <p><b>Suggested sobriety:</b> Six months</p> <p><b>Term and re-elections</b></p> <p>See section 3.2 for common terms and re-elections for Officers, Service Positions and Committee Chairs.</p> <p><b>Term:</b> One year from the November election, renewable for one additional year.</p> |
|--|---|

## b) Outreach Committee Chair

| Roles and responsibilities  | Reporting requirements   |
|---|--|
| <p>See section 3.2 for roles and responsibilities common to Officers, Service Positions and Committee Chairs.</p>   | <p>See section 3.2 for reporting requirements common to Officers, Service Positions and Committee Chairs.</p>  |
| <p>In addition, the Outreach Committee Chair:</p>   | <p><b>Qualifications and pre-requisites</b></p>  |
| <ul style="list-style-type: none"><li>Distributes or shares information about S.L.A.A. to appropriate professionals, libraries, notice boards, clergy/churches, rehabilitation centres, local papers, etc., as long as individual anonymity is maintained.</li><li>Assembles and distributes outreach packages for professionals (for example doctors, psychiatrists, psychologists, social workers, and other healthcare professionals), including, but not limited to: "Information for the Professional", "Addicted to SEX? Addicted to LOVE?", "40 Questions for Sex and Love Addicts", and our meeting list (hard copy or reference to it on slaa-ontario.org website).</li><li>Organizes the participation of S.L.A.A. at non-S.L.A.A. events (for example Alcoholics Anonymous' Ontario Regional Conference, Toronto Sober Pride, etc.).</li><li>Establishes a committee comprised of S.L.A.A. members, as necessary.</li><li>Strives to have representation from various groups throughout Ontario.</li><li>Works with Intergroup's Treasurer on financial matters.</li><li>Works with Intergroup Secretary to include committee information in monthly announcements distributed to Ontario S.L.A.A. groups.</li></ul> | <p>See section 3.2 for qualifications and/or pre-requisites common to Officers, Service Positions and Committee Chairs.</p>  |
| <p>For in-person non-S.L.A.A. events:</p>   | <p><b>Suggested sobriety:</b> Six months</p>   |
| <ul style="list-style-type: none"><li>Identifies and negotiates contract for physical facilities on behalf of Intergroup with Intergroup's approval (for example hospitality suite, booth, etc.)</li><li>Liaises with Intergroup's Literature Coordinator to have literature available for sale and/or free at the event.</li><li>Coordinates food and beverage during event (for example snacks, coffee).</li></ul>  | <p><b>Term and re-elections</b></p> <p>See section 3.2 for common terms and re-elections for Officers, Service Positions and Committee Chairs.</p> <p><b>Term:</b> Two years from the November election of odd-numbered years, renewable for one additional two-year term.</p> |

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| <ul style="list-style-type: none"> <li>Liaises with the Fall Conference and Spring Retreat Committee Chairs to identify ways to leverage S.L.A.A. members' knowledge for potential outreach.</li> <li>Recruits and coordinates S.L.A.A. volunteers to answer questions.</li> </ul> |  |
|--|--|

### c) By-Laws Committee Chair

| Roles and responsibilities   | Reporting requirements   |
|--|--|
| <p>See section 3.2 for roles and responsibilities common to Officers, Service Positions and Committee Chairs.</p> <p>In addition, the By-Laws Committee Chair:</p> <ul style="list-style-type: none"> <li>Acts a resource to Intergroup on what is stated in the by-laws.</li> <li>Organizes an annual review of Intergroup's by-laws to incorporate motions passed throughout the year and make updates, as necessary.</li> <li>Works with the Secretary to obtain a list of motions passed throughout the year.</li> <li>Consults with Trusted Servants to keep roles and responsibilities current.</li> <li>Brings items forward to Intergroup that require group conscience for updating the by-laws.</li> <li>Seeks Intergroup's group conscience of all edits/changes to the by-laws.</li> <li>Works with the Website/IT Administrator to post reference material(s) to seek feedback from Ontario S.L.A.A. groups and individual members</li> <li>Establishes a committee comprised of S.L.A.A. members, as necessary.</li> <li>Strives to have representation from various groups throughout Ontario.</li> </ul> | <p>See section 3.2 for reporting requirements common to Officers, Service Positions and Committee Chairs.</p>  |
| Qualifications and pre-requisites  | Suggested sobriety   |
|  | <p>See section 3.2 for qualifications and/or pre-requisites common to Officers, Service Positions and Committee Chairs.</p> <p><b>Suggested sobriety:</b> Six months</p> |
| Term and re-elections  | Term:  |
|  | <p>See section 3.2 for common terms and re-elections for Officers, Service Positions and Committee Chairs.</p>   |
|  | <p><b>Term:</b> Two years from the November election in odd-numbered years, renewable for one additional two-year term.</p>  |

## **4. Financial Management Guidelines**

S.L.A.A. Ontario Intergroup is not in the business of making money. The twelfth concept of S.L.A.A. reminds us that we are not the "... seat of perilous wealth or power." Therefore, Intergroup takes care not to retain more money than what is needed to perform day-to-day operations plus prudent reserve funds. Full and complete disclosure of all financial matters is always required by Intergroup.

### **4.1 Contributions**

Tradition Seven states that "Every S.L.A.A. group ought to be fully self-supporting, declining outside contributions." This includes Intergroup.

Intergroup receives contributions from S.L.A.A. Ontario-listed groups and S.L.A.A. individual members. Contributions received are used for operational expenses (for example, videoconferencing fees, public information telephone line fees, literature), prudent reserve funds and budgetary allocations.

Every February, Intergroup will forward contributions to Fellowship-Wide Services based on the Treasurer's recommendation and group conscience, ensuring that prudent reserves and budgetary allocations are not compromised. Contributions are sent to Fellowship-Wide Services in U.S. dollars using a mechanism that supports U.S. dollars, such as., cheque, credit card, PayPal, etc.

S.L.A.A. individual members can send their contributions directly to F.W.S. if they so choose.

### **4.2 Support for S.L.A.A. Ontario-listed Groups**

#### **a) New meeting subsidization**

As outlined in section 2.15c (S.L.A.A. Ontario-listed Groups: Becoming an Ontario-listed group), Intergroup may provide new groups with financial support.

New in-person groups may receive a maximum of \$100 for the first month's rent and \$50 in start-up S.L.A.A. literature. New virtual groups may receive a maximum of \$25 for the first month's access to an online platform.

Intergroup's group conscience, including amount and justification, will be documented in meeting minutes.

#### **b) Meeting insurance**

Meeting space facility owners or managers may require S.L.A.A. groups to obtain insurance in order to use their facilities for in-person meetings. It is of benefit to groups meeting in-person to

proactively connect with their facility to understand what coverage is included in the rental and determine if additional coverage should be purchased.

Intergroup does not purchase insurance for S.L.A.A. Ontario-listed groups.

### **4.3 Prudent Reserves Funding**

A prudent reserve is money that is set aside to meet Intergroup's basic expenses, especially if contributions decrease.

It is recommended that Intergroup reserve sufficient funds to cover three (3) months of necessary basic expenses:

- Rent (if meeting is in-person) or videoconferencing platform (if meetings are virtual)
- Website hosting and other IT-related costs
- Phone line
- Mailbox

Prudent reserves will be assessed on a yearly basis by the Treasurer, in consultation with the appropriate Trusted Servants (e.g., Website/IT Administrator, Phone Line and Public Service Coordinator), to determine if adjustments need to be made based on inflation and other influential factors.

Changes to prudent reserves are reviewed and made in January. Motions and group conscience are required to make adjustments to the types of expenses that require a prudent reserve, the amounts and the period of time the reserve covers.

### **4.4 Budgetary Allocations**

Budgetary allocations are those amounts earmarked for Intergroup-related initiatives and events that support carrying the message of recovery to the still suffering addict. These are not considered basic expenses. Funding limits are based on historical data and can fluctuate.

Current budget allocations are:

|                              |         |
|------------------------------|---------|
| • Fall conference            | \$1,500 |
| • Spring retreat             | \$1,500 |
| • Outreach                   | \$500   |
| • F.W.S. Delegate            | \$3,000 |
| • A.A. ORC Hospitality Suite | \$600   |

Budgetary allocations are reviewed and topped up annually in January. Motions and group conscience are required to replenish and/or change budgetary allocations.

### **4.5 Expenses**

Intergroup will cover reasonable costs of doing business, including such things as photocopying, mailing, rent or online meeting platform, etc. If unusual costs are incurred, these will be covered

as decided by Intergroup on a case-by-case basis. Expenses incurred travelling to Intergroup in-person meetings will not be reimbursed.

As outlined in section 2.15i (S.L.A.A. Ontario-listed Groups: Responsibilities), Intergroup does not have group insurance policies that extend coverage to individual groups.

Intergroup may consider purchasing liability insurance, if deemed necessary.

## **4.6 REnumeration**

S.L.A.A. Ontario Intergroup is a non-profit organization that is run by volunteers. Intergroup does not have service boards or employees that are paid wages or salaries.

Should Intergroup require professional services (for example, lawyer, accountant, technical support) that cannot be addressed by Trusted Servants, then Intergroup will hire and pay for such services, as needed.

## **4.7 Filing Taxes with Canada Revenue Agency (CRA)**

S.L.A.A. Ontario Intergroup does not file taxes or forms with CRA. This is because:

- Intergroup has neither offices nor a payroll.
- CRA forms require a point of contact for Intergroup, which breaks member anonymity.

## **4.8 Financial Procedures**

### **a) Bank accounts**

Both of Intergroup's financial accounts require two signatories:

1. General account: managed by Treasurer, signatories are the Chair and Treasurer.
2. Literature account: managed by the Literature Coordinator, signatories are the Treasurer and Literature Coordinator.

### **b) Transferring bank accounts and adding new signatories**

The outgoing Treasurer will arrange transfer of the general bank account to the incoming Treasurer.

The Treasurer will arrange the change in signatories for the general bank account when a new Chair is elected.

The outgoing Literature Coordinator will arrange transfer of the literature bank account to the incoming Literature Coordinator.

The Literature Coordinator will arrange the change in signatories for the literature bank account when a new Treasurer is elected.

## **4.9 Literature**

### **a) Prices**

Literature prices will be reviewed annually at the end of the accounting period in December. Necessary price adjustments will be made in January and do not require group conscience, assuming that adjustments are not extreme and ensure that Intergroup is providing literature at cost, including shipping and currency exchange.

### **b) Exchange rates**

Since Fellowship-wide Services is located in the United States of America (U.S.), all S.L.A.A. literature is purchased in U.S. dollars. Intergroup will pay the exchange rate and ensure that costs are absorbed into the price of literature available through the Intergroup website.

### **c) Payment methods**

Payments to Fellowship-wide Services for literature must be in U.S. dollars and completed using a mechanism that supports U.S. dollars, such as a cheque, credit card, PayPal, etc.

Intergroup does not have an organizational credit card or PayPal account. The Literature Coordinator must use their personal credit card to make payments to F.W.S. and will be reimbursed through the literature account.

### **d) Shipping costs**

Costs incurred to ship literature from Ontario S.L.A.A. Intergroup to S.L.A.A. groups, individuals and other Intergroups are not included in the price of literature and vary depending on shipping details. These costs are passed onto the receiver.

## **5. Amendments to By-laws**

The Intergroup by-laws are guides for Intergroup and its activities. Therefore, it is important that the by-laws be updated and maintained on a consistent basis.

### **5.1 Timing of Reviews**

The by-laws are reviewed and updated annually to incorporate motions passed throughout the calendar year that impact the content and context of the by-laws. It is suggested that the by-laws be updated during Intergroup's winter break (December).

### **5.2 Amendments Process**

The By-laws Committee Chair works with the Intergroup Secretary to obtain a list of motions passed by Intergroup throughout the calendar year. The By-laws Committee Chair facilitates the by-laws review process with the assistance of the by-laws committee, if one is established.

The proposed updates are incorporated into the body of the by-laws and not as an additional appendix or supplemental document.

The By-laws Committee Chair distributes the proposed updates and associated materials to:

- Intergroup for their awareness and approval to distribute for feedback;
- Website/IT Administrator to post on the Intergroup website ([slaa-ontario.org](http://slaa-ontario.org)) for feedback; and
- Secretary to distribute to the Intergroup mailing list for feedback.

Feedback received is incorporated into the by-laws, where appropriate. Should the feedback received be accompanied by contact information, the By-laws Committee Chair responds to the S.L.A.A. member or group advising them if their feedback has been incorporated and if not, the rationale as to why it was not.

The By-laws Committee Chair then seeks Intergroup's group conscience on all edits/changes to the by-laws. Once group conscience is achieved, the By-laws Committee Chair works with the Secretary to save the finalized by-laws in the appropriate places (for example, the Secretary and Chair hard drives), as well as with the Website/IT Administrator to post the finalized by-laws on the Intergroup website.

### **5.3 Finalizing By-laws**

As with all major Intergroup motions, Ontario-listed S.L.A.A. groups, S.L.A.A. members and Intergroup Trusted Servants must be given an opportunity to review and provide feedback on the proposed updates to the by-laws. If feedback is received within the designed period of time, it is considered and the by-laws updated, as necessary.

Note that feedback received after the deadline will be recorded by the By-laws Committee Chair and considered during the next cycle of updating the by-laws.

The updated by-laws can only be approved through group conscience at an Intergroup meeting.

### **5.4 By-laws Committee**

The By-laws Committee Chair can assemble a committee of volunteers who will assist with the updating and finalizing of the by-laws. The By-laws Committee Chair strives to have representation from various groups throughout Ontario.

As with all S.L.A.A. groups, group conscience will inform all committee decisions.