

S.L.A.A. Los Angeles, Inc.
P.O. Box 480379
Los Angeles, CA 90048
(310) 595-8741
www.slaalosangeles.org

S.L.A.A.
Los Angeles Intergroup
Service Manual

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The Twelve Traditions of Sex and Love Addicts Anonymous

1. Our common welfare should come first; personal recovery depends upon S.L.A.A. unity.
2. For our group purpose, there is but one ultimate authority – a loving God as this Power may be expressed through our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for S.L.A.A. membership is the desire to stop living out a pattern of sex and love addiction. Any two or more persons gathering together for mutual aid in recovering from sex and love addiction may call themselves an S.L.A.A. group, provided that as a group they have no other affiliation.
4. Each group should be autonomous except in matters affecting other groups or S.L.A.A. as a whole.
5. Each group has but one primary purpose – to carry its message to the sex and love addict who still suffers.
6. An S.L.A.A. group or S.L.A.A. as a whole ought never endorse, finance, or lend the S.L.A.A. name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every S.L.A.A. group ought to be fully self-supporting, declining outside contributions.
8. S.L.A.A. should remain forever nonprofessional, but our service centers may employ special workers.
9. S.L.A.A. as such ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. S.L.A.A. has no opinion on outside issues; hence the S.L.A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, TV, film, and other public media. We need guard with special care the anonymity of all fellow S.L.A.A. members.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

TABLE OF CONTENTS

WELCOME TO LOS ANGELES INTERGROUP!	4
WHAT IS INTERGROUP?	4-5
L.A. INTERGROUP IS A NON-PROFIT 501(c)(3)	5
LITERATURE	5-6
L.A. INTERGROUP WEBSITE	6
DOES INTERGROUP HAVE ANY RULES? Voting, 30 Seconds of Silence, Procedural Voting Statement, Motions and Votes, Elections	6-9
WHAT HAPPENS BEFORE THE MEETING?	9
WHAT HAPPENS AT AN INTERGROUP MEETING?	10-11
WHAT DO I DO AS AN INTERGROUP REP?	11-12
WHO DOES WHAT? INTERGROUP SERVICE POSITIONS	12-20
L.A. INTERGROUP COMMITTEES	21
ABM DELEGATES	21-23
F.W.S. CONFERENCE COMMITTEE CONDUITS	23-24
L.A. NON-PROFIT BOARD OF TRUSTEES	24-26
WHAT DO I DO AFTER THE MEETING? Reporting back to your group	26-27
HOW DOES THE MONEY WORK?	27-28
S.L.A.A. FELLOWSHIP WIDE SERVICES (F.W.S.)	28
ANNUAL BUSINESS MEETING; BOT, CONFERENCE	29-30
APPENDIX A: PARLIAMENTARY PROCEDURE: Statements from Robert's Rules	31

WELCOME TO LOS ANGELES INTERGROUP!

This manual was created to help new Intergroup Representatives to learn how Intergroup service works. It also explains how S.L.A.A. is organized as a whole. We hope it will help you better serve the Fellowship, your meeting, and your own recovery.

A note about The Twelve Traditions: Intergroup meetings are business meetings, not recovery meetings. In fact, if this is your first service commitment above the group level, you may be surprised at first to hear so much more talk at Intergroup about The Twelve Traditions and so much less about the Twelve Steps and personal recovery. However, our business decisions are guided by the Traditions.

WHAT IS INTERGROUP?

An Intergroup is an assembly of representatives (Group Reps) from local area S.L.A.A. groups. Its purpose is to provide information and outreach to those seeking help with sex and love addiction. All S.L.A.A. members are welcome to attend the intergroup meetings and participate in discussion, but only Group Reps and Intergroup Service Position holders may vote on Intergroup business.

What are the functions of an Intergroup?

- Maintain and provide a local meeting list to the community
- Supply S.L.A.A. conference-approved literature to meetings
- Publish the Intergroup Newsletter (*The Bottom Line*)
- Maintain an Intergroup Website
- Staff Help Lines or Call Centers
- Relay important S.L.A.A. information and news from the parent group, Fellowship-Wide Services (F.W.S.)
- Elect Officers and Other Service Positions
- Elect Delegates to the F.W.S. Annual Business Meeting
- Discuss Fellowship-wide issues with ABM Delegates and relay back to F.W.S.

- Encourage and promote different types of meetings; Sponsor special meetings, retreats or conferences; hold special events for fun or for fund-raising
- Get the word out to the community about S.L.A.A. through outreach
- Maintain archives/records for the Intergroup

The Los Angeles Intergroup includes in-person meetings in Atwater Village, Brentwood, Burbank, Culver City, East Hollywood, Hancock Park, Hollywood, Long Beach, Mar Vista, Pasadena, Santa Monica, Sherman Oaks, Silverlake, Venice, Ventura, West Hollywood, and Woodland Hills, as well as Hybrid “on-line” meetings based in the Los Angeles area. Neighboring Intergroups include Monterey, Orange County and San Diego.

L.A. INTERGROUP IS A NON-PROFIT 501(c)(3)

The Los Angeles Intergroup is a non-profit Public Benefit Corporation chartered in the State of California, and is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. The purposes of the corporation are to be of service, through a Twelve-Step program of recovery modeled after Alcoholics Anonymous, to those persons who identify themselves as sex and love addicts. The principle we follow in all matters is to be in accordance with the spirit of the Twelve Traditions and Twelve Concepts for World Service.

LITERATURE

LA Intergroup purchases literature from Fellowship-Wide Services (F.W.S.) and makes it available for groups to purchase at Intergroup Meetings. Orders can be submitted on-line at www.slaalosangeles.org, up to the night before each Intergroup meeting.

Orders can include The SLAA Basic Textbook, 12 Step Workbook, daily meditation book, booklets, pamphlets, chips and CD's. Group Reps can also pick up free copies of *The Bottom Line* monthly newsletter, and obtain information on *The Journal*, S.L.A.A.'s bi-monthly magazine.

The Journal is a meeting in print! Any member may submit a story, poem, picture, cartoon or sketch, or an answer to “Question of the Day” for publication in *The Journal*. There is no sobriety requirement. Send submissions to the Journal Rep, via email to journalrep@slaalosangeles.org. Single copies and subscriptions to *The Journal* can be purchased from www.slaafws.org.

L.A. INTERGROUP WEBSITE

www.slaalosangeles.org contains information about the S.L.A.A. program in general, and specifically in Los Angeles. There is a list of current Los Angeles area meetings (in person, virtual, and hybrid), events, service opportunities, and Intergroup information including officers’ email contact info, downloadable PDF copies of minutes from Intergroup meetings, the Intergroup Service Manual, Treasurer Reports and Resolved Intergroup Motions. Members can submit flyers and info about meetings, events, etc. for posting on the website by email: webmaster@slaalosangeles.org.

Changes to current meetings or information for new meetings should be emailed to: In person Meeting Registrar: registrar@slaalosangeles.org, or Virtual Meetings Registrar: virtualmeetings@slaalosangeles.org

DOES INTERGROUP HAVE ANY RULES?

Not many.

Voting:

Any S.L.A.A. member may attend Intergroup and participate in discussion, but only Intergroup Reps and those holding Intergroup Service positions may vote. Voting is one person – one vote. Even if you represent two or more meetings, or hold an Intergroup Service position, you get only one vote. (Therefore, any meeting that wants its fullest representation at Intergroup should seek to have its own rep.)

30 Seconds of Silence Rule:

The secretary has the responsibility to maintain order and insure a productive business meeting. Therefore, the chairperson has sole responsibility to call for a “30-Seconds of Silence.” Regardless of what is happening at that moment, all attendees must honor the call for silence by ceasing all activity. If a second “30-Seconds of Silence” does not remedy the disruptions, the secretary will call for a 5-minute break. This break will begin with a spiritual reminder and a 3-person serenity committee, chosen from volunteers at the start of the meeting, will meet: outside the meeting with the disruptive individual to hear their concerns and provide a gentle reminder of appropriate behaviors with the focus on principles before personalities. If the disruption continues, the secretary can call to close the business meeting immediately and the individual causing the disruption cannot attend the subsequent meeting.

Procedural Voting Statement

In light of our First Tradition – which states: “Our common welfare should come first; personal recovery depends upon S.L.A.A. unity” – a procedural vote may be called by any member of Intergroup when our common welfare or our S.L.A.A. unity is being threatened, as well as to enhance the flow of Intergroup business. This may occur when Intergroup’s common guidelines of order are no longer being respected and adhered to – or simply to extend a meeting, to table an agenda item, to add an agenda item, to hear more than 3 pros/cons, etc. A procedural vote is a tool to help the proceedings of Intergroup get back on track again, as well as to keep business running smoothly.

When a procedural vote has been called for, the Chairperson shall pause on any business that is presently at hand, and hold an up-and-down vote of the group conscience, without discussion (with the exception of points of clarification/order), to determine the next move forward with the business of Intergroup. The member calling for the procedural vote shall propose the next indicated procedure as part of the call to vote. The decision of the group-conscience vote shall then be final. In the event

that the group-conscience decision is not respected, any disruptive party may be asked to leave Intergroup at that point in time.

Example: “Since a procedural vote has been called, we will now hold an up-and-down vote, without the usual pros/cons discussion (with the exception of points of clarification/order), to determine the next move forward with the business of Intergroup. The proposal now on the floor is _____. (The Chairperson shall restate the proposal to the group.) All those in favor of moving forward with the business of Intergroup as proposed, please signify so by raising your hands. (Votes in favor are counted.) All those opposed? (Votes in opposition are counted.) Thank you, the final decision is _____. We will now proceed as indicated per the group-conscience decision.

Motions and Votes

Motions carry by majority vote. The sole exception is a motion to close debate. A 2/3 majority is required to close debate.

Elections:

Intergroup members vote for each individual Nominee separately in the order of nomination. Each Nominee must receive a majority of the total yes/no votes (more than 50%) to be eligible for confirmation. When more than one Nominee is running for more than one position at a time, such as Delegate, each eligible Nominee(s) with the highest number of Yes votes will be elected to each respective position. Any ineligible Nominee having not received a majority of the yes/no vote may not run for the same position again until the following term, unless the group conscience votes to waive this requirement.

When voting for intergroup officers:

Once a member or members have been nominated and that nomination seconded, the Chair shall ask the Nominee or Nominees to introduce themselves, including their qualifications for the Position. The Chair will then ask if anyone present wishes to ask any relevant questions of the Nominee or Nominees. This will take place before the Nominee(s) are asked to leave the room, so the group can vote on their nomination(s).

Parliamentary Procedure: Los Angeles Intergroup has not formally adopted a set of parliamentary rules. Excerpts from Roberts Rules of Order are included for reference later in this manual, in **Appendix A**.

WHAT HAPPENS BEFORE THE MEETING?

What do I do before the meeting?

- Coordinate with your meeting's Literature rep to get the money to pay for any orders he/she/they may have submitted.
- Get the meeting's intergroup donation, if any. Intergroup accepts cash, money orders, and cashier's checks. Personal checks are accepted at the discretion of the Treasurer.
- Group donations can also be made on-line by:
 - Venmo: @slaalosangles
 - PayPal: paypal.me/slaala or @slaala

How do I put something on the agenda?

- To add anything to the agenda, please submit a motion by contacting the Intergroup Secretary at secretary@slaalosangeles.com
This must be submitted prior to the Intergroup meeting.

How do I access the agenda?

- The Secretary sends an Intergroup reminder email the week before the meeting, with the agenda and any relevant documents, and a link to the shared Google Drive with all relevant documents.
- If you are a new Group Rep. or anyone else wishing to be added to this email list, email secretary@slaalosangeles.com

Agenda Items: What are they?

- Any motions for S.L.A.A. to vote on, including action items, such as asking for support for projects, etc. Note that it is often best for an individual or group to pursue projects independently, without seeking support or approval from Intergroup, especially projects which are not clearly supported by the Traditions.

WHAT HAPPENS AT AN INTERGROUP MEETING?

Los Angeles Intergroup meets the second Sunday of every month. Meetings are open to all S.L.A.A. Members. They are “hybrid”, so members can attend in person or “virtually” on the Zoom video conferencing app. For the Zoom ID and password, send an email to: secretary@slaalosangeles.org.

Meeting time is from 3:30 – 5:00 PM. Intergroup reps are asked to arrive early, to take care of business between 3:15 and 3:30 P.M. Please be prompt.

For “in-person” attendance, when you arrive, please immediately:

- Check-in with the Registrar and pick up your Bottom Lines
- Give your donation to the Treasurer: Fill out a deposit slip & you will get it back as a receipt later in the meeting. If you have forgotten the money, you can make other arrangements with the treasurer to receive the money.
- Pick up literature orders that were placed on-line, or fill any new literature orders, if inventory is available.

At 3:30 PM, the Secretary will call the Intergroup meeting to order.

HOW A TYPICAL INTERGROUP MEETING MIGHT GO:

- Secretary calls the meeting to order
- Serenity Prayer
- Secretary reads agenda
- Meeting check-in: introduce yourself, say what meeting you are representing and the amount the meeting is donating to Intergroup, (if any.)
- Volunteers for 30-Second Rule Timer (Spiritual Reminder,) Timekeeper, and Vote Counter
- Reports from officers & committees: Secretary, Record Keeper, *Bottom Line* Editor, Meeting Registrars, Phone Line, Literature, Treasurer, Mail Clerk, Journal Rep, Webmaster, Workshops &

Retreats, H & I, ABM Delegates, Speaker List Keeper,
Literature Copier, Conference Committee Announcements;
Nonprofit Board of Trustees

- Old business
- New business
- Final Treasurer Report
- Announcements for the Good of the Order
- Close with Serenity Prayer

During the meeting, flyers and other papers will circulate. The Registrar passes around the Meeting Sign-In Sheets for anyone who didn't sign in at the beginning of the meeting. Receipts are circulated for group donations - take the receipt for your meeting.

The literature reps will be busy throughout the meeting filling orders that members have already given them. Please do not interrupt the meeting by trying to place an order during the regular meeting (3:15 – 5:00 PM time slot.) Filled literature orders will be passed around the room with a note attached “Please pass this literature order back to ____.”

Most of us find it useful to take notes during the Intergroup meeting, including the committee reports, the agenda and the resolution of each item. This makes it much easier for reporting back to your group.

WHAT DO I DO AS AN INTERGROUP REP?

Representatives at Intergroup are the conduit between meetings and their individual members, and Intergroup, and by extension, to the fellowship as a whole. As a Rep, you'll attend monthly Intergroup meetings to

- Verify your meeting's information with the registrar
- Bring your meeting's donation to the Intergroup Treasurer
- Pick up literature that was ordered for your meeting and free copies of *The Bottom Line* newsletter
- Vote on Intergroup business
- Collect any flyers or other information to take back and report to your meeting

You may occasionally be asked to seek a group conscience at your meeting on a specific issue and report the results back to Intergroup. Likewise, you may occasionally be asked to bring an issue from your meeting for action at Intergroup or even for possible submission to the F.W.S. Annual Business Meeting (ABM).

Intergroup offers many opportunities to do service for the fellowship, including Intergroup Service Positions, Committee work and special projects. All S.L.A.A. members are welcome to volunteer for these service commitments as they choose.

WHO DOES WHAT? - INTERGROUP SERVICE POSITIONS

Intergroup officers are elected at the end of each calendar year, for service beginning in January. These service commitments are open to any member of the S.L.A.A. fellowship, not only to Intergroup Reps.

BOTTOM LINE EDITOR

(1 year term; 6 months sobriety; must be computer literate)

- Maintains email account: bottomline@slaalosangeles.org
- Sends to Intergroup Secretary a digital version of monthly Intergroup report no later than Friday prior to the meeting.
- Makes verbal announcement at meetings per agenda.
- Produces & distributes *The Bottom Line*, the S.L.A.A. Los Angeles monthly publication.
- Designs the layout of the current month's publication, gathering stories, information and news items. Coordinates with Secretary and Treasurer for required postings including:
 - L.A. Intergroup contact information; Fellowship Wide Services contact information; Reach-out phone numbers;
 - L.A. S.L.A.A. website address; Updated Los Angeles Current Meetings List
- Collects 1 copy of flyers for new meetings, workshops, retreats, etc. at Intergroup Meeting for inclusion into current newsletter.
- Other Suggested Postings: New Meetings Information; Workshops and Retreats information; Area and F.W.S. S.L.A.A.

approved information that needs to be disseminated to the local fellowship.

- Brings printed copies of *The Bottom Line* to Intergroup Meeting for handing out. Each meeting receives 10 free copies; any additional copies that are left over after the meeting are free.
- Maintains interim contact with Webmaster to provide updates as needed. Emails PDF file of *The Bottom Line* each month to Webmaster for posting on website.

HOSPITALS & INSTITUTIONS (H & I) COMMITTEE LIASON

(1 year term; 1 year sobriety)

- Maintains email account: handi@slaalosangeles.org
- Serves as an informational liaison to report on the H & I Committee activities
- Announces when committee meets and invites members to join

JOURNAL REPRESENTATIVE

(1 year term; 6 months sobriety)

- Maintains email account: journalrep@slaalosangeles.org
- Sends to Intergroup Secretary a digital version of monthly Intergroup report no later than Friday prior to the meeting.
- Makes verbal announcement at meetings per agenda
 - Explains process for subscribing & encourages members to contribute their stories for submission.
- Creates copies and distributes flyers for *The Journal*, SLAA's "Meeting in Print," a bimonthly magazine distributed by F.W.S.
- Distributes flyers for "Question of the Day."

LITERATURE COPIER

(1 year term; 1 year sobriety)

- Maintains master digital files of all literature that requires copying. (This refers to pamphlets that are not ordered from F.W.S., but are copied "in house," and sold at our cost or provided free.)
- Communicates with Literature Administrator to know when inventories are low. Copies additional materials and brings to the Intergroup meeting.

- Copies 100 Intergroup Service Manuals approximately every eight months. This requires a \$150 out-of-pocket expense
- Gives receipts to Treasurer at I.G. Meeting for reimbursement.

LITERATURE INVENTORY ADMINISTRATOR

(1 year term; 1 year sobriety)

- Maintains email account: literature@slaalosangeles.org
- Able to order up to \$2,600 at one time. (Will be reimbursed by Intergroup Treasurer or Chief Financial Officer.)
- Communicates with F.W.S. regarding availability of literature. Maintains literature stock, and orders literature from F.W.S. as needed.
- Must order at least the minimum quantities that will receive the maximum “bulk” discount from F.W.S. (this information is visible for each individual item on the FWS store website.)
- Verifies that orders received from F.W.S. are accurate, and consolidates order into existing literature stock.
- Maintains a “prudent reserve” of 50 books, 30 of each pamphlet and 15 of each booklet.
- Coordinates with Intergroup Copier to ensure availability of Intergroup self-printed materials.
- Stores at home up to fourteen boxes of literature inventory.
- Receives e-mail (online) orders, assembles and labels them and has them ready for pick up at the next Intergroup meeting. Fills orders received at Intergroup meeting, if stock is available.
- Transports several heavy boxes (with dolly) to and from meeting; sets up literature for distribution at meeting.
- Responsible for receiving money, confirming accuracy of orders, giving change.
- Counts and deposits money with the Treasurer, and requests reimbursement for F.W.S. orders.
- Communicates with Webmaster to ensure S.L.A.A. LA website literature order form reflects most recent literature availability.

LITERATURE ASSISTANT

(1 year term; 6 months sobriety)

- Assists Literature Administrator during the Intergroup Meeting.
- BEFORE MEETING STARTS: Fills new orders, accepts payment & gives change

PHONE LINE MONITOR

(1 year term; 3 months sobriety)

- Checks the voicemail, responds to any inquiries
- Relays any relevant information or directs them to website, or to other Intergroup Service holders for more info.
- Actual phone is maintained by Chief Financial Officer for the Venmo account. (contact: cfo@slaalosangeles.org)

MEETING REGISTRAR - IN-PERSON

(1 year term; 6 months sobriety)

- Maintains email account: registrar@slaalosangeles.org
- Maintains Master Lists of Los Angeles meetings:
 1. Intergroup Meeting Sign-in sheets listing all meetings (current and new) with I.G. Reps' contact information (For private use – not published.)
 2. Meeting list in Google Docs Spreadsheet – for making PDF document for printing in *The Bottom Line* newsletter and to be downloadable from the website.
- Brings sign-in sheets to monthly Intergroup meetings, and provides digital sign-in for virtual attendees.
- Ensures that each Representative has signed in at the meeting to review their information & meetings details, and corrected/updated if needed.
- Follows up with meetings who do not send representatives or substitutes after several meetings in a row, to keep lists current.
- Responds to any inquiries regarding current status of meetings.
- Updates lists with any new information received during and between Intergroup meetings.

MEETING REGISTRAR - VIRTUAL

(1 year term; 6 months sobriety)

- Maintains email account: virtualmeetings@slaalosangeles.org

- Maintains list of Virtual Meetings list and related Google Drive documents for virtual meetings
- Coordinates with In-Person Meeting Registrar and Webmaster

RECORD KEEPER

(1 year term; 3 months sobriety)

- Maintains email account: recordkeeper@slaalosangeles.org
- Takes notes for minutes at each Intergroup Meeting
- Reads highlights from the previous month's minutes at current meeting for approval by Intergroup.
- Sends monthly minutes to Webmaster for posting on www.slaalosangeles.org website.

SECRETARY

(1 year term; 1 year sobriety)

Acts as chair for monthly Intergroup meetings and facilitates necessary Intergroup business in between meetings as needed.

- Maintains email account: secretary@slaalosangeles.org
- Keeps current list of contact information for Intergroup officers.
- Responsible for booking the meeting room well in advance.
- Assists in coordinating zoom hybrid meetings if/when needed
- Responds to online inquiries to the Intergroup Secretary and Officers throughout the course of service.
- Makes inquiries with Intergroup officers and representatives for any new business/motions.
- Prepares agenda in advance of monthly Intergroup meetings, which includes new business/motions. Prints and brings copies to meeting.
- Arrives no later than fifteen minutes prior to Intergroup meeting start time to be available for any final business and questions, and to distribute materials prior to the start of each meeting, prior to calling the meeting to order.
- Calls the meeting to order at the appointed time.
- References Secretary format to guide meetings, ensuring that appropriate voting procedures and other standard practices are followed.

- Asks for volunteers to serve for the current meeting as Timer, Counter, Spiritual Reminder (for 30 second rule), and Serenity Committee (3 members who can meet outside with any disruptive persons.)
- Expedites business in every way compatible with the rights of Intergroup members and in accordance with the Traditions and Concepts of Service.
- Recognizes members who are entitled to the floor as listed in agenda and in discussion at large.
- States and puts to a vote all questions that legitimately come before the Intergroup as motions or that otherwise arise in the course of the Intergroup meeting. Announces the result of each vote, or, if a motion that is not in order is made, rules that it did not pass.
- Sets and guides the tone of the meeting, enforcing the rules relating to debate and those relating to order and decorum within
- Decides all questions of order, subject to appeal, unless, when in doubt, the presiding officer prefers initially to submit such a question to the Intergroup for decision.
- Responds to members' inquiries relating to parliamentary procedure or factual information bearing on the business of the Intergroup.
- Authenticates by his or her signature, when necessary, all acts, orders and proceedings of the Intergroup.
- Declares the meeting adjourned when the Intergroup so votes or, where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.

SPEAKER LIST OFFICER

(1 year term; 1 year sobriety)

- Maintains email account: speakerlist@slaalosangeles.org
- Maintains a Master Speaker List of people who have volunteered to be available to speak at S.L.A.A. meetings.
- Distributes blank copies of the list to Intergroup Reps to bring to their meetings for sign up and return to Speaker List officer.
- Compiles information into a Master Speaker List.
- Speaker list officer contact information will be listed on Website and in *The Bottom Line*, both for people to request copies of Master List, or to be added to the Speaker List.

TREASURER

(2-year term; 1 year sobriety)

- Maintains email account: treasurer@slaalosangeles.org
- Sends to Intergroup Secretary a digital version of monthly Intergroup report no later than Friday prior to the meeting.
- Authorized “signer” for the Wells Fargo checking account
- Reviews monthly activity from Wells Fargo checking,
- Receives monthly Venmo and PayPal account detail from C.F.O. with breakdown of income categories; shares with Literature Admin.
- Tracks income and expenses through monthly spreadsheet, including separate totals for Intergroup, F.W.S, H & I, A.S.L., Workshops & Retreats and Prudent Reserve.
- Coordinates with L.A. Board of Trustees C.F.O. in preparing monthly financial report
- Reconciles Wells Fargo checking account.
- Sends donations designated to F.W.S. on a quarterly basis; sends Los Angeles Intergroup donation once / year
- Pays current bills via BillPay or Zelle, paper check or PayPal.
- Pays Intergroup meeting rent
- Arrives 15-30 minutes before the start of the In-person Intergroup meeting to prepare for collecting donations.
- Receives group donations, verifies totals and distributes receipts

- Reviews checks received to verify they are made out to the proper name.
- Reimburses members for their expenses (printing, supplies, etc.)
- Presents current Financial Statement at each Intergroup meeting.
- Gives Financial Statement to Webmaster for posting on website prior to each Intergroup Meeting.

TREASURER, ASSISTANT

(2-year term; 6 months sobriety)

- Arrives 15-30 minutes before the start of the Intergroup meeting, in order to prepare for collecting donations.
- Fills in when treasurer is not able to attend I.G. meetings.
- Assists with handling and counting money at Intergroup mtg.
- Instructs Intergroup reps on how to make donations during the Intergroup meeting.
- Double-checks the literature money, before Treasurer does a final sign-off on it.
- Deposits money received at the Intergroup meeting to the Wells Fargo business account, on the day following the meeting

WEBMASTER

(1 year term; 6 months sobriety, must be computer literate)

- Maintains email account: webmaster@slaalosangeles.org
- Maintains S.L.A.A. Los Angeles website
- Maintains Intergroup Service position email accounts
- Keeps current list of contact information for Intergroup officers.
- Posts on website when received:
 - Intergroup meeting notes from Record Keeper
 - Quarterly expense reports from Treasurer
 - New Bottom Line newsletter from editor
 - Journal Question-Of-The-Day from Journal editor
 - Literature updates
 - Intergroup Meetings schedule
 - Motions passed at Intergroup
 - Information on SLAA events, committees, ABC/ABM, service opportunities, etc.

- Responds to and/or redirects website and email inquiries to the appropriate people.
- Maintains backup of website for disaster recovery purposes.
- Periodically checks website for broken links, downtime, and other errors.
- Maintains channels of communication with other S.L.A.A. websites, as appropriate.

WEBMASTER, ASSISTANT

(1 year term; 6 months sobriety, must be computer literate)

- Assists Webmaster in posting and following up with inquiries.

WORKSHOPS AND RETREATS LIAISON

(1 year term; no time requirement)

- Maintains email: workshops-retreats@slaalosangeles.org
- Serves as an informational liaison to disseminate information and flyers about the Workshops and S.L.A.A. Retreat at Intergroup meeting.
- Invites members to join the Workshops & Retreats Committee
- Finds speakers for the workshops.

ROTATING POSITIONS AT EACH INTERGROUP MEETING:

TIMER - A volunteer who times the meeting, announcing each 15-minute interval.

COUNTER - A volunteer who counts the number of people present who can cast a vote, and the number of votes for each motion.

SPIRITUAL REMINDER - A volunteer who times the “30 Second Rule of Silence” in the event one is called for by the Secretary.

SERENITY COMMITTEE - 3-person committee of volunteers to meet outside with any disruptive individuals, in the event that two “30 Second Rules of Silence” do not remedy the situation.

L.A. INTERGROUP COMMITTEES:

WORKSHOPS & RETREATS COMMITTEE

The Workshop Committee organizes workshops, acts as liaison to workshop host locations; arranges speakers, creates and distributes flyers and workshop materials; reports to Intergroup; manages funds to keep them self-sustaining.

Creates and organizes the Annual Retreat on Thanksgiving weekend. Creates and distributes Retreat flyer, sets up a phone line for information and calls, decides on the program and speakers, sets up a registration system, collects payments, and sends out a confirmation letter after receipt of deposit money. The Retreat is a major fund-raiser. “Profits” are sent to FWS.

HOSPITALS & INSTITUTIONS COMMITTEE (H&I)

Organizes outreach efforts to local jails, prisons, hospitals, treatment facilities, half-way houses, etc.

- Organizes S.L.A.A. meetings or panels in institutions
- Distributes S.L.A.A. literature and other information

ANNUAL BUSINESS MEETING (ABM) DELEGATES

(2-year term; 10 months sobriety at time of the ABM)

Just as Intergroup Reps are the conduits between meetings and Intergroup, so ABM Reps are the conduit between Intergroup and the Annual Business Meeting coordinated by S.L.A.A. Fellowship-Wide Services

F.W.S. permits 1 delegate for every 5 meetings in an Intergroup.

- Term of Position: 2 Years (2 terms suggested for institutional memory)
- Number of Positions: 4
- Election Period: Staggered terms, 2 elected each year

ABM Delegates have three primary responsibilities:

1.) Prepare for and attend the Annual Business Meeting (ABM), generally held on a Tuesday through Friday during the summer at some location in the U.S. requiring air travel.

- Read and understand the Conference Service Manual (CSM) in advance of the ABM.
- Make travel and registration arrangements for the ABM in advance enough of the ABM that any price breaks are received.
- Read the ABM Agenda and form an initial impression on the issues to be discussed and voted on at the ABM.
- Bring ABM topics of discussion to the LA Intergroup for discussion prior to the ABM
- Attend the ABM and each business-related session, at least.
- At the ABM, present a good impression of the Los Angeles recovery community to the international S.L.A.A. community.

2.) Join and actively participate on at least one Conference Committee for the entire duration of term as delegate.

- Conference Committees typically meet via conference call, with varying degrees of frequency. Some committees do work between calls. There are different types of committees to appeal to varied interests. View the list: www.slaafws.org/conference

3.) Serve as an informational link between F.W.S. and the L.A. area.

- Attend every LA Intergroup meeting.
- Attend local meetings, as requested, to answer questions and make presentations regarding the ABM, F.W.S., and international service.
- Stay informed on F.W.S./Conference-related happenings via Conference Committee activity and F.W.S. news publications.
- Act as an informational resource or mentor to new or potential delegates.

If Delegates need support to fulfill their administrative tasks only (such as paperwork), they shall have the autonomy to request assistance from whomever they deem appropriate.

ABM ALTERNATE DELEGATES

(2-year term, 10 months sobriety at time of the ABM)

Term of Position: 2 Years. Number of Positions: 2 (at least 50% of the number of currently elected delegates).

Election Period: Staggered terms, 1 elected each year (at least - see above). If there is a need to elect 2 delegates during the same term there will be a 1-year alternate delegate and a 2-year alternate delegate elected to maintain the staggered terms requirement.

Suggested Candidates: Prior delegates are ideal (although not necessary), for ease in stepping into role without training or notice

ABM Alternate Delegates have two primary responsibilities:

1.) Be available to assume the role of Delegate, should an emergency arise, and complete the remaining portion of that Delegate's term.

- Attend the ABM, plus any preparations necessary to do so (flight/registration arrangements and CSM/Business Item Meeting Summary preparations.)
- Participate on at least one Conference Committee.
- Serve as informational link between F.W.S./Conference Community and Los Angeles Area.

2.) Attend LA Intergroup meetings every month.

F.W.S. CONFERENCE COMMITTEE CONDUITS:

(1 year term; no time requirement)

Participate in F.W.S. Committees and report on their activities to Los Angeles Intergroup

CONFERENCE DIVERSITY COMMITTEE CONDUIT

- Makes announcements at Intergroup and requires becoming part of the F.W.S. Diversity Committee, being on emails and attending monthly meetings (1.5 hours.)
- Recruit people to get involved in Fellowship Diversity.

CONFERENCE LITERATURE COMMITTEE CONDUIT

- Makes announcements at Intergroup and requires becoming part of the F.W.S. Literature Committee, being on emails and attending monthly meetings (1.5 hours.)
- Recruit people to get involved in literature writing groups.

CONFERENCE SPONSORSHIP COMMITTEE CONDUIT

- Announce information from the committee, which aims to bring sponsorship to people and meetings around the world who do not have easy access, with other alternatives including telephone sponsorship and sponsorship phone meetings.

CONFERENCE STEPS, TRADITIONS & CONCEPTS CONDUIT

- Makes announcements at Intergroup and requires becoming part of the F.W.S. Steps, Traditions & Concepts Committee, being on emails and attending monthly meetings (1.5 hours.)
- Recruit people to get involved in the committee and join the committee in answering questions from the fellowship!

CONFERENCE TRANSLATION COMMITTEE CONDUIT

- Requires becoming part of the translation committee, being on emails and attending monthly meetings (1.5 hours).
- Makes announcements and distributes flyers at Intergroup
- Recruit people to get involved in translation.

L.A. INTERGROUP NONPROFIT BOARD OF TRUSTEES

S.L.A.A. LOS ANGELES, INC.

Board of Trustees members serve to oversee the affairs of S.L.A.A. Los Angeles, Inc., a public benefit corporation subject to the provisions of the California Nonprofit corporation law and the Corporate Bylaws. This includes maintaining corporate records, filings and documents, minutes of Board meetings, and assuring that all IRS documents, sales tax and other filings are made.

The LA Board meets in person at least once per year, and may call additional meetings as needed. The Annual Meeting is held on the Third Thursday of February each year, at 7:00 PM. All SLAA members are welcome to attend. If anyone is interested in serving on the Board, or becoming an officer, they're welcome to volunteer, provided they meet the following:

The authorized number of Trustees is between 1 and 7. Trustees must meet all of the following minimum qualifications:

- Sobriety time in the S.L.A.A. program of recovery: 2 years
- Time in S.L.A.A. program: 2 years
- Total time in service at the levels of Intergroup, (including Group Representatives, L.A. Intergroup Service Positions, Fellowship Wide Services, or Committees: 2 years (time does not have to be consecutive,)
- Must attend L.A. Intergroup meetings regularly.

S.L.A.A. Los Angeles, Inc. Board of Trustees serve a 1-year term, and can be re-elected if they wish to continue service. Elections are held at the Annual Board Meeting.

For more information contact: cfo@slaalosangeles.org

L.A. BOARD OF TRUSTEES OFFICERS:

Officers of the S.L.A.A. Los Angeles, Inc. Board of Trustees are elected at the Annual Meeting:

CHAIRMAN

(1 year term, can be reelected – 2 years sobriety)

- Maintains email account: trustees@slaalosangeles.org
- presides at Board meetings and serves as Chief Executive Officer

SECRETARY

(1 year term, can be reelected – 2 years sobriety)

- Authorized “signer” for the Wells Fargo checking account
- Takes minutes at BOT meetings and maintains Book of Minutes and other corporate documents
-

CHIEF FINANCIAL OFFICER

(1 year term, can be reelected – 2 years sobriety)

- Maintains email account: cfo@slaalosangeles.org
- Authorized “signer” for the Wells Fargo checking account
- Reviews Reports & Bank Reconciliations prepared by Treasurer
- Assists Treasurer in making payments, reimbursements or refunds via BillPay, Zelle, paper check, Venmo or PayPal.
- Downloads monthly PayPal and Venmo reports, adding columns for income categories, and gives to Treasurer and Literature Admin.
- Makes monthly transfers of cash balances in PayPal and Venmo to Wells Fargo checking account
- Keeps Intergroup cell phone for managing Venmo account
- Checks P.O. Box for mail
- Reviews donation checks received by mail to verify they are made out to the proper name, deposits remotely
- Prepares Intergroup Financial Statements.
- Files Annual Sales Tax Return and pays sales tax
- Files Annual Federal and State Income Tax Returns for Nonprofits
- Files other State information returns/ Corporate Docs.
- Attends Annual Board meeting and gives financial update.
- Maintains archived records

WHAT DO I DO AFTER THE MEETING?

Staying in touch: While certain Intergroup Servants are required to (or choose to) publish a phone number or email address in *The Bottom Line*, Intergroup does not maintain a contact list for public distribution. We encourage you to exchange phone numbers with other members, and stay in touch between meetings. However, unless you join a committee, you will probably not hear from Intergroup in-between meetings.

REPORTING BACK TO YOUR GROUP:

- Give your meeting a clear, complete, timely report of the business conducted at Intergroup. That means reporting

announcements, upcoming events, open service positions, and Intergroup votes. You need not give details on debate.

- A complete report does not have to be long; it can easily take less than 5 minutes, often much less.
- It is especially important for you to announce open service positions and special projects so members in your meetings have the chance to come forward to do service.
- Members occasionally have questions about F.W.S. business or come forward to join Conference (international) committees. You can refer these queries to the ABM delegates.
- Can't I just report the important things? No: "Picking and choosing" means taking on governing power (we cannot decide what is important for other members) and under Tradition 2, we do not govern.
- What if people complain that I'm taking too long? Do your best to be concise, but remember, you are supported by Tradition 2. The group conscience has elected you to do this job; you follow that group conscience by doing it thoroughly.

HOW DOES THE MONEY WORK?

Intergroup's income comes primarily from group donations. We also occasionally generate income from workshops, retreats, special collections or other fundraising events. The money then goes to pay our monthly bills like buying literature from F.W.S, printing, phone line, rent, post office, etc. The Treasurer maintains a minimum Prudent Reserve balance of \$15,000 to be used in the case of financial hardship for Intergroup.

Authorized regular monthly expenses:

- Rent
- Phone Line & P.O. Box
- Office Supplies
- Refreshments at the Intergroup meeting
- Printing (Newcomer packets, pamphlets & Bottom Lines)
- Delegate fund: (used to send delegates to the ABM)
- Meeting Startup Kits
- Literature Reimbursements (Literature is self-sustaining)

- Donation to Fellowship Wide Services.

Annual expenses:

- Sales Tax on literature Sales
- Insurance
- Corporate Filing fees
- Donations to F.W.S.
 - Pass-through donations from groups
 - Annual donation from L.A. Intergroup

Los Angeles Intergroup donates annually to F.W.S. for maintaining the F.W.S. Office and supporting its activities. The amount is calculated and paid after Sept. 30, after all ABM expenses have been paid. The amount donated is the surplus cash balance after deducting reserves for H&I, ASL, and the L.A. Intergroup Prudent Reserve of \$15,000.

S.L.A.A. FELLOWSHIP-WIDE SERVICES (F.W.S.)

Fellowship-Wide Services is the parent group for the S.L.A.A. program. They provide worldwide meeting information and resources to groups, newcomers, members moving or traveling to other locations, and other interested parties. They can be contacted:

Website: www.slaafws.org

Telephone 210-828-7900

Mail: The Augustine Fellowship
1550 N.E. Loop 410, Ste 118
San Antonio TX 78209

- F.W.S. publishes and ships the S.L.A.A. literature including books, pamphlets, booklets, The Journal bi-monthly magazine, chips, bracelets and the F.W.S. Newsletter. It also offers digital copies of some literature for purchase, as well as a free audio library on their website: <https://store.slaafws.org/>
- Sponsors the Annual Business Conference and Annual Business Meeting (ABC/ABM).
- Supports Conference Committees in their work such as assisting with production of the Journal and creating new literature and other recovery products and tools; educating and increasing members' commitment to service and sponsorship, and

providing thoughtful comment to questions relating to the Steps, Traditions and Concepts.

- Maintains Group and Intergroup Directories.
- Provides assistance and Starter Kits to new Groups and Intergroups.
- Helps “lone” members and those who are in institutions.
- Carries the S.L.A.A. message through public information and cooperation with professionals.

A complete list of Conference Committees can be found here:

www.slaafws.org/conference

F.W.S. relies entirely on contributions from groups and their members as well as the sales of S.L.A.A. Conference-approved literature, to support its functioning.

ABC and ABM

The Annual Business Conference (ABC) is a yearly event that brings together SLAA group representatives and members of our service structure to convene the Annual Business Meeting (ABM), creates connection and community among the recovering members and provides time for a Fellowship Wide Services (F.W.S.) fundraising event. The ABC is held in conjunction with the ABM and was created to allow Conference members a chance to meet recovery needs, in addition to fellowship wide needs.

The Annual Business Meeting (ABM) is a yearly event that convenes S.L.A.A. group representatives and members of our service structure primarily to discuss, brainstorm, and vote on business/issues that affect the whole of S.L.A.A. It is also when a Board of Trustee election is held in order to replace the three outgoing members. The ABM is like an “Intergroup of Intergroups.” Intergroups send representatives (delegates) to S.L.A.A.’s business meeting (ABM). Any SLAA member may submit motions, brainstorming items and items for discussion to the ABM. Because the ABM is only several days a year, however, and there is always a long agenda, it may take several years for an item to come to the floor.

F.W.S. Board of Trustees (BOT)

The BOT's duties and responsibilities (according to the S.L.A.A. F.W.S. Bylaws) is as follows. Please note that the following description is a limited view, and the duties and responsibilities can require expansive work and commitment on the part of the BOT member to achieve the Board's primary function.

a. The [BOT] shall act as the guardian of the Twelve Steps and Twelve Traditions, ensuring that there are no alterations except by action of the [FWS] SLAA Conference, as set forth in these Articles. This guardianship shall in no way infringe on the right of any individual groups as set forth in the Traditions, but the [BOT] may call to the attention of any group or individual a violation of the 12 Traditions it determines has been made. The Board, however, shall not have power or control over any group or individual and shall act only in an advisory capacity on matters affecting the Fellowship as a whole.

THE CONFERENCE

The Conference is the voting body of the ABM, comprised of a large number of recovering and experienced SLAA members representing SLAA groups from all over the world, the Board of Trustees, FWS administrative staff who are also SLAA members, and Editor of The Journal. This body is responsible for all votes necessary to advise the Board of Trustees. When you hear that literature (or anything else) is "Conference-Approved," that means that it has been passed by a vote of the Conference at an ABM.

APPENDIX A.

PARLIAMENTARY PROCEDURE: STATEMENTS FROM ROBERT'S RULES

Agreement on Rules

“A deliberative assembly that has not adopted any rules is commonly understood to hold itself bound by the rules and customs of the general parliamentary law to the extent that there is agreement in the meeting body as to what these practices are.” (I, §1, p 3)*

* LOS ANGELES INTERGROUP HAS NOT VOTED TO ADOPT THE FOLLOWING RULES OF PARLIAMENTARY PROCEDURE. THEY ARE PROVIDED FOR REFERENCE ONLY.

Amendments

Once a motion has been stated by the chair (or, for our purposes, seconded) it is no longer under the power of the maker of the motion – it is the property of the assembly. An amendment is a motion in itself that must be seconded and is debatable (and even amendable, though there are no tertiary amendments). When the amendment has been put to a vote and either adopted or rejected, discussion then proceeds on the main motion so modified (or not).

Members, debate and voting:

Members must be recognized by the chair before speaking.

“Before any member in an assembly can make a motion or speak in debate, he must obtain the floor; that is, he must be recognized by the chair as having the exclusive right to be heard at that time. If two or more [raise their hands] at about the same time, the general rule is that, all things being equal, the member who [raised his hand] and addressed the chair first after the floor was yielded is entitled to be recognized. A member cannot establish prior claim to the floor by [raising his hand] before it has been yielded. In principle, it is out of order to [raise one's hand] while another person has the floor except for the purpose of making one of the motions or taking one of the parliamentary steps that can legitimately interrupt at such a time.” (I, §3, p 28) (I here substituted

“hand-raising” for the text’s “rising.”) There should be no debate before the debate.

“The general rule against discussion without a motion is one of parliamentary procedure’s powerful tools for keeping business “on track” and an observance of its spirit can be an important factor in making even a very small meeting rapidly moving and interesting. ...Under parliamentary procedure, strictly speaking, discussion of any subject is permitted only with reference to a pending motion. When necessary, a motion can be prefaced by a few words of explanation, which must not become a speech; or a member can first request information, or he can indicate briefly what he wishes to propose and can ask the chair to assist him in wording an appropriate motion. In general, however, when a member has obtained the floor when no motion is pending unless it is for a special purpose, such as to ask a question he makes a motion immediately. “(II, §4, p 33)

The chair should let the floor alternate.

“The chair should let the floor alternate, as far as possible, between those favoring and those opposing the measure. “ (II, §3, p 30)

Principles before personalities.

“When a question is pending, a member can condemn the nature or likely consequences of the proposed measure in strong terms, but he must avoid personalities, and under no circumstances can he attack or question the motives of another member. “ (XII, §42, p 387)

Sticking to the subject.

In debate a member’s remarks must be germane to the question before the assembly that is, his statements must have some bearing on whether the pending motion should be adopted. “(XII, §42, p 387)

A member’s right to debate is limited.

“In the debate, each member has the right to speak twice on the same question on the same day, but cannot make a second speech on the same question so long as any member who has not spoken on that question desires the floor. A member who has spoken twice on a particular

question on the same day has exhausted his right to debate that question for that day.” (II, §4, p 42)

“Calling the Question” is a motion that must itself be voted upon, and which must garner a majority.

Standard Descriptive Characteristics:

1. Takes precedence over all debatable or amendable motions to which it is applied.
2. Can be applied to any immediately pending debatable or amendable motion.
3. Is out of order when another has the floor.
4. Must be seconded.
5. Is not debatable.
6. Is not amendable.
7. Requires a two-thirds vote.
8. Can be reconsidered before any vote has been taken. (VI, §16, p 195) “The presiding officer cannot close debate so long as any member who has not exhausted his right to debate desires the floor, except by order of the assembly, which requires a two-thirds vote.” (II, §4, p 43)

Further statements regarding the chair:

The chair should not participate in debate.

“If the presiding officer is a member of the society, he has as an individual the same rights in debate as any other member; but the impartiality required of the chair in an assembly precludes his exercising these rights while he is presiding. Normally, he should have nothing to say on the merits of pending questions. On certain occasions which should be extremely rare the presiding officer may believe that a crucial factor relating to such a question has been overlooked and that his obligation as a member to call attention to the point outweighs his duty to preside at that time.” (XII, §42, p 389) The chair should abstain from voting in all but two cases, from which he may also abstain. “If the presiding officer is a member of the assembly or voting body, he has the same voting right as any other member. Except in small boards or

committees, however, the chair protects his impartial position by exercising his voting right only when his vote would affect the outcome, in which case he can either vote and change the result, or he can abstain. ...On a motion requiring a majority for adoption, the outcome will be determined by the chair's action in cases where, without his vote, there is (a) a tie, or (b) one more in the affirmative than in the negative." (II, §4, p 52)

The chair may decide matters himself when his decision will be met with no objection. "In cases where there seems to be no opposition in routine business or on questions of little importance, time can often be saved by the procedure of unanimous consent. ...The method of unanimous consent can be used either to adopt a motion without the steps of stating the question and putting the motion to a formal vote, or it can be used to take action without even the formality of a motion. ...To obtain unanimous consent the chair may ask "Is there any objection to...?" He then pauses, and if no member calls out, "I object," the chair announces that, "Since there is no objection, the action is decided upon." (II, §4, p 53)

Calling for abstentions is a waste of time.

"The chair should not call for abstentions in taking a vote, since the number of members who respond to such a call is meaningless." (II, §4, p 44)

LEFT BLANK FOR NOTES

THIS INTERGROUP SERVICE MANUAL BELONGS TO:

MEETING NAME _____

MEETING LOCATION _____

MEETING TIME _____

* * Please pass this manual on to the incoming Intergroup Representative
when your term is over * *