

COLORADO INTERGROUP FELLOWSHIP BYLAWS
Approved January 13th, 2018

STATEMENT OF PURPOSE:

The Colorado Intergroup Fellowship (hereinafter referred to as CIF) is a SERVICE ORGANIZATION, representative of participating Sexaholics Anonymous (SA) Groups in the state of Colorado.

CIF is registered as a Charitable Non- Profit Organization under the laws of the State of Colorado and as 501(c)(3) non-profit with the Federal government. CIF is guided by the traditions and concepts of Sexaholics Anonymous. These bylaws are an instrument which sets forth the means and manner by which CIF may achieve their primary purpose.

CIF's primary purpose is to strengthen the unity of SA and help sexaholics achieve sobriety. To this end, CIF shall meet at least monthly, providing a forum for communication and unified action by the various SA groups and in matters of publicity, outreach, fellowship, regional and national service, and such other matters as may require a cooperative effort.

Members are but trusted servants of the groups they represent who are dedicated to service in the interest of all participating SA groups in the state of Colorado. CIF is not a governing body.

ARTICLE I, NAME:

The name of this service organization shall be Colorado Intergroup Fellowship.

ARTICLE II, OBJECT:

The object of CIF shall be to administer and coordinate the business and activities common to the welfare of the participating SA Groups within Colorado; to support the general needs of these groups; to serve as a link between these groups, and the South Midwest Region Service Committee, the SA International Central Office (SAICO), and the fellowship of SA as a whole; and to maintain the Twelve Traditions and the Twelve Concepts of SA. For the purpose of these bylaws, the term "SA Group" shall be defined as stated in *Sexaholics Anonymous Service Manual*, most current edition.

ARTICLE III, MEMBERS:

Section 1, Classes: CIF shall have two (2) classes of members only: that of voting and the other of non-voting. Only voting members shall have voting rights. No person shall have more than one vote, regardless of how many positions they hold or groups they may represent. There shall be no dues or fees for membership.

Section 2, Voting members: The voting members of the fellowship shall be the elected officers, (Chair, Vice-Chair, Secretary, Treasurer, Intergroup Regional Representative (IGR), and Alternate Intergroup Regional Representative (A-IGR)), and SA Group Service Representatives (GSR's) or, in a GSR's absence, the SA Group Service Representative Alternate of each SA Group within CIF, and committee chairs and all committee members.

Section 3, Definitions: For the purpose of these bylaws, the term "SA Group Service Representatives" and "SA Group Service Representative Alternates" shall be defined as the individuals elected by each autonomous SA group within Colorado who acts as a liaison between their respective SA Group and CIF.

Section 4, Non-voting members: SA members not addressed elsewhere in these bylaws shall be classified as non-voting members. Non-voting members shall have the specific right to introduce topics of discussion and to be included in the debate of any topics of discussion. Non-voting members shall not have the right to make motions, second motions, or vote.

Section 5, A simple majority (51%) of the voting members shall be required to pass a motion, except when that motion affects Sexaholics Anonymous as a whole. Motions that affect Sexaholics Anonymous as a whole requires approval by two-thirds (67%) vote of CIF at the regular meetings or a special meeting of CIF.

ARTICLE IV, OFFICERS (Trusted Servants):

Section 1: The officers of CIF shall be: Chair, Vice-Chair, Secretary, Treasurer, Regional Representative (IGR), and Alternate Regional Representative (A-IGR). The CIF SA sobriety requirement for officers shall be one year.

Section 2: The officers shall be elected by a simple majority (51%) of CIF voting members, at the CIF meeting in December to serve for one (1) year or until the successors are elected. Their 1-year term of office shall begin at the start of the CIF January meeting.

Section 3: No officer shall hold more than one office at one time, and no officer shall be eligible to serve more than two (2) terms consecutively in the same office. The election of Vice-Chair is for one year with the presumption of succession to the chairmanship. Additionally, the election of the Alternate Regional Representative (A-IGR) is for one year with the presumption of succession to Regional Representative (IGR)

Section 4: If a vacancy in an office occurs, an SA member with at least one year of sobriety may volunteer to fill it. A vote of approval by a simple majority (51%) of the CIF members is necessary to accept a volunteer into the vacated position. A special CIF meeting, as provided by Article VI, Section 3, may be called for this purpose. The officer shall fill the position for the remainder of the term. Should an officer lose their sobriety, their position is considered vacant.

ARTICLE V, DUTIES OF OFFICERS:

Section 1: It is the duty of the Chair to:

- a) Call and conduct regular and special Regional meetings.
- b) Arrange the agenda for each meeting, using the secretary's "Order of Business" as a guide.
- c) Open the meeting at the appointed time by calling the meeting to order, having ascertained that a quorum is present.
- d) Announce, in proper sequence, the business that arises, using his/her judgment to adjust the agenda as the meeting may require.

- e) Expedite business in a way compatible with the rights of members and observers.
- f) Recognize members or observers who are entitled to the floor.
- g) State and put to the vote all questions that legitimately come before the CIF and announce the result of each vote.
- h) Protect CIF from obviously frivolous or dilatory motions by refusing to recognize them.
- i) Enforce the rules relating to debate, order, and decorum.
- j) Decide all questions of order, unless, when in doubt, the Chair prefers to submit such a question to CIF for decision.
- k) Respond to inquiries from members relating to parliamentary procedure or factual information bearing on the business of CIF.
- l) Authenticate by the Chair's signature, when necessary, all acts, orders, and proceedings of CIF.
- m) Declare the meeting adjourned when CIF so votes or, at the time prescribed in the agenda, or at any time in the event of a sudden emergency affecting the safety of those present.
- n) Conduct the general correspondence of CIF.
- o) Co-Sign, with the Secretary, all approved actions of CIF.
- p) Make a written report of the year's work at the December meeting.
- q) Be a non-voting member of all committees.
- r) Represent CIF to the community and the SA groups and intergroup within South Midwest Region.
- s) Maintain appropriate communication with all levels of the Fellowship of SA as a whole.
- t) Work to advance the effectiveness of CIF and enhance its service to the SA fellowship in the South Midwest Region according to CIF's statement of purpose.

Section 2: It is the duty of the Vice-Chair to:

- a) Assume the position of CIF Chair at the end of one year's service as Vice-Chair.
- b) In the absence of the Chair, to serve as Chair.
- c) In the absence of the Secretary, to serve as temporary Secretary.
- d) Coordinate the functions of the committees.
- e) In the absence of the Treasurer, the Vice-Chair shall conduct the duties of the treasurer.
- f) Work closely with the Chair to advance the effectiveness of the CIF and enhance its service to the SA fellowship in the South Midwest Region according to CIF's statement of purpose.

Section 3: It is the duty of the Secretary to:

- a) Keep a record of all the proceedings of CIF.
- b) Distribute the copies of the minutes to each officer and member by the next CIF meeting and to make the minutes and records available to members upon request.
- c) Prepare before each meeting, an order of business for the use of the presiding officer, showing all matters known in advance that are due to come up.
- d) Provide for notification to CIF of the time, place, and agenda for each CIF meeting.
- e) Send out to the CIF membership a notice of each special meeting known as the "call" of the meeting.
- f) Declare no quorum in the absence greater than 51% of the officers.
- g) Keep the CIF official membership roll, and to call the roll where it is required.
- h) Notify officers, committee members, Delegates and Alternate Delegates of their election.

- i) Furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing committees and their members.
- j) Conduct and maintain the correspondence of CIF which is not a function proper to the other offices or committees.
- k) Maintain the meeting list for Colorado SA, making sure that the printable meeting list and the website are up to date with meeting times, locations, and contacts.
- l) Send via email approved meeting minutes to CIF members. Work closely with the chair to advance the effectiveness of CIF and enhance its service to the SA fellowship in the South Midwest Region according to CIF's statement of purpose.

Section 4: It is the duty of the Treasurer of CIF to:

- a) Be the custodian of the CIF funds, not entrusted to other offices or committees.
- b) Be a co-signer of the CIF bank account.
- c) Present a written treasurer's report of receipts and disbursements and a reconciliation of the CIF bank accounts at each regular meeting.
- d) Make a full financial report at each meeting.
- e) Disburse funds promptly as necessary to fulfill the object of CIF.
- f) Oversee use of the CIF post office box.
- g) Make a full financial report at the end of the fiscal year.
- h) Work closely with the chair to advance the effectiveness of the CIF and enhance its service to the SA fellowship in the South Midwest Region according to the CIF statement of purpose.

Section 5: It is the duty of the Intergroup Regional Representative (IGR) to:

- a) In the absence of the Chair and Vice-Chair, to serve as Chair.
- b) Regularly attend South Midwest Regional meeting.
- c) Represent CIF to the South Midwest Regional meeting of SA.
- d) Provide reports to CIF at each meeting covering the business of the South Midwest Region.
- e) Work closely with the chair to advance the effectiveness of CIF and enhance its service to the SA fellowship in the South Midwest Region and Internationally according to CIF's statement of purpose.

Section 6: It is the duty of the Alternate Intergroup Regional Representative to:

- a) In the absence of the Regional Representative (IGR), to serve as Intergroup Representative.
- b) Assume the position of Regional Representative at the end of the Intergroup Representative (IGR) term of service.
- c) Represent CIF to the South Midwest Regional meeting of SA.
- d) Provide reports to CIF at each meeting covering the business of the South Midwest Region.
- e) Work closely with the chair to advance the effectiveness of CIF and enhance its service to the SA fellowship in the South Midwest Region and Internationally according to CIF's statement of purpose.

ARTICLE VI, MEETINGS:

Section 1, Regular Meetings: The meetings of CIF shall be held face to face and by teleconference

on the second Saturday of each month.

Section 2, Quorum: A simple majority (51%) of the officers shall constitute a quorum.

Section 3, Special Meetings: Special meetings may be called by the Chair or upon written request of five (5) CIF members. The purpose of the meeting shall be stated in the call. No business other than that stated in the call will be conducted. At least ten (10) days' notice will be given unless waived by all CIF officers.

ARTICLE VII, STAFFING AND OPERATIONS:

The CIF may authorize establishment and staffing of a service center to coordinate and direct services to the Fellowship in Colorado. The service center shall function under the general direction of the CIF in keeping with the purposes, principles, Traditions, and Concepts of the SA Fellowship.

The service center shall act as the focal point for Sexaholics Anonymous information, twelve step referral services, public information services, approved literature sales and distribution, telephone answering service for SA inquiries and referral, communication and cooperation the community, coordination of services to the Fellowship, and publication of meeting books and other Fellowship activities of interest.

The primary purpose of the CIF shall remain as a service center which is maintained, supervised and supported by the SA groups in Colorado for the common goal of carrying the SA message to the sexaholic who still suffers.

ARTICLE VIII, COMMITTEES:

Section 1: Standing committees shall be formed from time to time as CIF may deem it necessary, to carry on the work of CIF. The Chair of these committees shall be elected by a simple majority (51%).

Section 2: Committee Procedures: Each standing or special committee shall be responsible for calling and holding meetings, and establishing its method of procedures, subject to the approval of the Intergroup and the guidelines of the Twelve Traditions of SA.

Section 3: Committee Responsibility: Each standing committee chairman shall submit reports to the CIF chair as needed, and at the end of any specific event coordinated by that committee. If any monies are expended from an approved budget, a detailed and itemized report shall be included with the committee report and given to the treasurer for audit.

Section 2: Vacancies: Should a vacancy, resignation, or removal of a committee chairman occur, all pertinent information shall be turned over to the CIF Chair. If a vacancy in an office occurs, an SA member may volunteer to fill it. A vote of approval by a simple majority (51%) of the CIF members is necessary to accept a volunteer into the vacated position. A special CIF meeting, as provided by Article VI, Section 3, may be called for this purpose. The officer shall fill the position for the remainder of the term.

Section 3: Removal of Committee Chairman: A committee chairman may be removed from office by a two-thirds (67%) vote. Removal is based on nonattendance of more than three consecutive meetings during the year without prior notice.

Section 4: Standing Committees

Public Information and Outreach Committee

- a) Distributes SA literature to helping professionals and organizations who may come in contact with potential Sexaholics.
- b) Maintain the Colorado SA phone hotline.
- c) Coordinates a committee to arrange Public Information (open) meetings, place public service announcements in local media, and send information to doctors, therapists, and treatment centers.

Retreat Committee

- a) Coordinate local retreats and conferences.
- b) Coordinate regional retreats and conferences.
- c) Coordinate international retreats and conferences.

Pencil to Paper Committee

- a) Coordinate Pencil to Paper retreats.

Website Committee

- a) Post and organize CIF approved content on the CIF website.
- b) Respond to emails to the CIF as appropriate.
- c) Ensures that the local website meets all anonymity requirements and is linked to the SAICO website.

Correctional Facilities Committee

- a) Oversee use of PO box for sponsor by mail program
- b) Regularly attend meetings of the SA Correctional Facilities Committee to learn how best to interact with jails and prisons in the area.
- c) Provide reports to CIF at each meeting covering the business of the CFC meetings.
- d) Finds members willing to be sponsors-by-mail.
- e) Develops a committee to visit local inmates, where allowed.
- f) Launches prison meetings where allowed or supports existing meetings.

Procedure and Guidelines Committee

- a) Create and maintain bylaws.
- b) Create and maintain any other required policies and procedures of a 501(c)(3) organization as required by the State of Colorado and the United States Government.
- c) Maintain archives of CIF documents.
- d) Display archives at appropriate events.
- e) Ensure the proper documents are filed with appropriate State and Federal agencies.

ARTICLE IX, AUTHORITY:

Section 1, Ultimate Authority: CIF is limited to activities in furtherance of its primary purpose,

and is bound by the Twelve Traditions of SA and the Twelve Concepts of SA as outlined in the latest edition of the SA Service Manual.

Section 2, Parliamentary Procedure: The rules contained in *Robert's Rules of Order* latest edition shall govern CIF in all cases to which they are applicable and insofar as they are not inconsistent with these bylaws and any special rules of order that CIF may adopt.

ARTICLE X, GENERAL WARRANTIES:

In all its proceedings, the CIF and its service committees shall observe the spirit of all the SA Traditions, taking great care that these committees never become a seat of power, that none of its committee members shall ever be placed in a position of unqualified authority over any of the others and that all important decisions be reached by discussion, vote and, wherever possible, by unanimous vote.

No part of the new contributions or receipts of the CIF shall inure to the benefit of or be distributed to, its member groups, individual SA members or other private persons, except that the CIF may authorize and pay reasonable compensation to the staff as provided in Article VII, or as scholarships to designated SA events.

No substantial part of the activities of the CIF shall be the carrying on of propaganda or otherwise attempting to influence legislation, participate in any political campaign on behalf of any candidate for public office, as provided by the established Traditions of Sexaholics Anonymous. Notwithstanding any other provision of these articles, the CIF shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Taxes.

ARTICLE XI, AMENDMENT OF BYLAWS:

These bylaws may be amended by two-thirds (67%) vote at a regular meeting or a special meeting of CIF, provided that the exact wording of the amendment has been submitted in writing and announced by email at least two months in advance, to give all voting members adequate opportunity to deliberate and decide on any amendment. Voting members will be allowed to comment on member-inclusive emails for thirty days, or until the Chair declares the discussion closed. An amendment passes on two-thirds (67%) majority of ballots cast at that meeting.

ARTICLE XII, DISSOLUTION:

Section 1: Upon the dissolution of the Colorado Intergroup Fellowship, whether such dissolution shall be a result of voluntary action on the part of that committee, court order or any other reasons, no part of the remaining assets of the CIF after discharge of all individual or Sexaholics Anonymous groups. After paying or making provision for the payment of all liabilities of the CIF, then all remaining assets should be converted to the cash by sale, and such proceeds, together with all cash in the bank and on hand shall be contributed directly to the International Central Offices of Sexaholics Anonymous in Nashville, Tennessee. In the event this organization will not or cannot accept this contribution, the remaining assets shall be distributed to any organization or organizations which are exempt from Federal Income Taxes under Section 581 (3) of the Internal Revenue Code.

Section 2: No part of the net earnings of this association shall ever inure to or be used for the benefit of, or be distributed to, its members, officers or other private persons, except that the Fellowship shall be empowered to pay reasonable compensation for services rendered and to make payment and distribution in furtherance of the express purposes for which it is formed.

ARTICLE XIII, SAVING CLAUSE:

It is hereby intended that if, for any reason, a portion of these bylaws is not adopted or ratified, or is subsequently declared invalid, the remaining portion of these bylaws shall not fail as a result of the partial failure, but shall continue in full force and effect, as if no invalidity occurred.

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Approved January 13th, 2018

X

Chair

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Vice-Chair