

OPERATING PROCEDURES FOR AREA 44 OF THE ISO OF SAA

ARTICLE I NAME

Section 1

The name of this organization shall be **The Great Northwest Area** (designated as Area 44), an Area of the International Service Organization of SAA, [ISO Area], as defined by the Bylaws of the ISO of SAA, INC., hereafter called "The Area."

The Area is a semi-autonomous extension of the ISO Conference, operating under the Bylaws of the International Service Organization of SAA, Houston TX, USA. The ISO of SAA is incorporated as a 501(c)3 non-profit corporation under the statutes of the State of Minnesota.

ARTICLE II PURPOSE AND BUSINESS OF THE AREA

Section 1

The principal business of this organization shall be conducted by Area Assembly with assembly via zoom video conference (or other electronic means), and/or in person at various locations.

The objective is to provide communication, both directions, between local member groups and the ISO annual business meeting (Conference); especially, to provide local representation for the various business motions placed before the ISO Annual Conference.

Section 2

Our primary purpose (Tradition Five) is to help the sex addict who still suffers. Thus, it is the business of The Area to support, encourage and sponsor workshops, events, speaker meetings, retreats, new members and new meetings and other means of supporting the local fellowship: to provide information, raise and provide funding as needed for these and other SAA recovery-related activities in the geographical region of Area 44

Section 3

ASSEMBLY

Great Northwest (Area 44) Assembly is to be held multiple times per year, as is necessary to perform the following:

From the Bylaws of the ISO, Article II Section 1:

The members of ISO corporation, also known as "ISO conference delegates," or "international conference delegates," shall consist of one individual elected by each ISO Area as its international conference delegate. Each delegate shall be elected by an Area Assembly made up of one Group Service Representative from each SAA member group within that designated ISO Area.

ARTICLE III MEMBERS

Section 1.

SAA MEMBERS AND GROUPS

Members of the ISO Area are members who attend SAA member groups (meetings and Intergroups), that are designated to be in Area 44 by the ISO of SAA.

From the Bylaws of the ISO:

- A) “An SAA group is defined as: two or more addicts meeting together regularly for the purposes of recovering from their sexual addiction and reaching out to others suffering from sexual addiction, who are self-supporting and have no other common affiliations.”
- B) “An SAA member group is an SAA group that has registered itself with the International Service Organization of SAA, and follows the 12 Steps and 12 Traditions of SAA.”
- C) “Each SAA member group shall belong to an ISO Area. The process for alignment of groups with areas, and the initial alignment itself, were approved by the conference delegates between 2014 and 2019.”

Section 2.

AREA COMPOSITION

Member groups were assigned to the Great Northwest Area based on geographical proximity; including all registered SAA face-to-face meetings then held in Washington except King or Pierce Counties, (Area 45) and Clark County (Area 43). Also included in Area 44 are all meetings in Alaska, and the North Idaho “panhandle” [i.e. in Pacific Time Zone]. Initial Area 44 assignment of twenty member groups was approved by the conference delegates at the ISO Conference in 2019.

CHANGES TO AREA COMPOSITION

- A) Newly formed, and newly registered member groups, may be assigned to The Area by the ISO based on geographical proximity;
- B) Member groups may also request of the ISO to be moved from (or to) another Area.
- C) Groups who do not want to be a part of any ISO Area can de-register with the ISO. (Meetings and Intergroups are not required to register with the ISO; but all *registered* groups are assigned to an Area.)
- D) The ISO maintains an official list of member groups and contacts for each Area, available from the ISO office.

Section 3.

MEMBER OF THE ASSEMBLY

An Area Assembly is a business meeting made up of one Group Service Representative [GSR], plus one [optional] Alternate GSR, both elected by each SAA member group in the designated ISO Area Officers and a Area Conference Delegate and [optional] Alternate Delegate.

- A) Each GSR must fill out and sign a Group Service Representative [GSR] form, including their contact information, and attesting that their contact information may be shared with other groups and GSRs in The Area, and send it to the ISO office.
- B) The GSR form may also include an optional Alternate GSR name and contact information, for a second member who may also attend The Area Assembly.

ARTICLE IV OFFICERS AND BOARD OF DIRECTORS

Section 1

OFFICERS

The officers of The Area Assembly shall be Chair, Vice Chair, Secretary, and Treasurer. An optional co-Treasurer may also be elected.

In addition, one Area Conference Delegate will be elected by February for a one-year term and to attend the Conference the following October. The Delegate may choose another member to vote at the ISO Annual Conference in their stead, by written proxy.

Section 2

DUTIES OF ELECTED OFFICERS

A) Chair

The Chair is the presiding officer at Assembly; primary duties are listed in Robert's Rules under *Duties of the Presiding Officer of an Assembly*.

B) Vice Chair

The vice chair is the principle *Temporary Occupant of the Chair*; this person may also be the Parliamentarian; at the option of the Chair, the Vice Chair may also be responsible for providing the ISO's latest GSR and Alt GSR list, for both sending emails (and other electronic communications) to the Members of the Assembly, and also providing the list to the Secretary for calling roll.

C) Secretary

The Secretary is the recording officer of the Assembly, and custodian of its records, including Operating Procedures, except those records such as Treasurers books specifically assigned to someone else. The Secretary calls the roll at Assembly, reports the existence or lack of a quorum, and may call the roll for votes at the direction of the chair. Other duties as listed in Robert's Rules may apply

D) Treasurer

The Treasurer is the officer entrusted with the financial well-being of the assembly, as well as all financial documents. The Co-Treasurer acts under the direction of the Treasurer, usually as an equal officer.

Section 3

CONFLICT OF INTEREST AS OFFICERS

A) No officer (Chair, Vice Chair, Secretary or Treasurer) may hold another officer position at one time;

B) The Treasurer and the Co-Treasurer will have signature rights for bank accounts.

C) The Chair may not serve as Co-Treasurer; however, in absence of a Co-Treasurer, the Chair will have signature rights for the bank account. Other officers may serve as Co-Treasurer.

Section 4

ADDITIONAL ELECTED SERVICE POSITIONS

(These positions are not considered as Officers per se.)

A. Conference Delegate

From the Bylaws of the ISO, Article II Sections 4 and 5:

- "Each area assembly shall normally elect its ISO conference delegate and alternate by February of each year, for a one year term, upon a call to do so issued by the ISO Board of Trustees. An ISO conference delegate's membership continues for one year unless a new international conference delegate is elected by that area to replace its prior delegate, which an area can do at any time it chooses.

- "In keeping with Tradition Four, this Area Assembly may, from time to time by action of its ISO conference delegates, place qualifications on those who would be members of this [i.e. the ISO of SAA] corporation."

B) Area Advocate and Alternate Area Advocate

These two positions must be registered with the ISO for the Area, but have no standing once the Area has met and Elected Officers.

ARTICLE V BOARD OF DIRECTORS

For actions requiring the Board of Directors, the Board may be considered to be the Officers plus the Conference Delegate

DUTIES

- A) All disbursements of money from the Treasury (other than regular cost-of-doing-business expenses and usual Conference Delegate expenses), as passed by the Assembly at a regular or special called meeting, must be approved by the Board prior to payment.

ARTICLE VI MEETINGS

AREA ASSEMBLY

An Area business meeting (known as an Area Assembly) is a business meeting made up of one Group Service Representative [GSR], plus one [optional] Alternate GSR, per SAA member group in the designated Area, plus Area Officers and the Conference Delegate.

- A) The Area Assembly shall meet regularly with an agreed upon schedule.
- B) Special meetings may be called by the Chair or upon the written request of two voting members. The purpose, time and place or media of the meeting shall be stated in the call. Except in the case of an emergency, at least five days' notice shall be given for a called meeting.
- C) Meetings will be scheduled and held multiple times per year, as needed to conduct the business of The Area.
- D) An Area Assembly is CLOSED, meaning, open to all SAA members attending meetings in The Area.

VOTING

- A) Voting members shall be all registered GSR members, Officers and Conference Delegate(s) in attendance (in-person or virtually) at a regular or special meeting of The Area Assembly;
 - a. the Alt GSR may be a voting member when the GSR is not in attendance; however, only one vote is permitted per member group.
(Exception – when necessary for a quorum, both GSR and Alt GSR members may vote, except on Conference Motions).
 - b. The Officers are voting members for Area business (other than Election of Conference Delegate or Alternate Delegate), but only get one vote, either as Officer or GSR. However, only GSRs or their proxy may vote for Delegates.
- B) A quorum will be the number of attending voting members. The minimum quorum is 5 voting members.
- C) No member may vote more than once in any vote:
 - a. An Officer gets one vote, either as Officer or GSR, but not both.
 - b. If a member is GSR for multiple meetings, they can assign, (or proxy), their voting right to another member, to the meeting Secretary in writing (including electronically)

- prior to the start of the meeting; the proxy must include the names both of the meeting and the voting member;
- c. The Chair may vote on any motion, or they may vote to break ties, but not both.
- d. Only GSRs or their proxy may vote for Conference Delegates.
- D) From the ISO By-Laws, Article III, Section 8:
 - “Member groups are encouraged to inform their Group Service Representatives of their opinions on issues to be discussed at Area Assembly. Area assemblies are encouraged to leave their delegates free to vote their own consciences, as they participate in the deliberations of the conference. and at the international ISO conference.”
- Thus, Assembly votes regarding Conference Motions are non-binding on Delegates.
- E. Electronic voting is permitted, according to the agreed upon guidelines.

MOTIONS

- A) Any member may make a motion or participate in discussion; a second to the motion is required before discussion or voting.
- B) Motions may be amended or withdrawn at any time by the maker prior to voting; an amended motion must be seconded again.
- C) A minimum of 4 voting members (plus the Chair) must be present to pass a motion. Substantial unanimity, usually a minimum of a two-thirds majority, is required passage on the first vote; if a majority of less than two-thirds is received, those opposed (only) may speak against the motion, followed by a second vote, in which a simple majority is needed to pass the motion.

ELECTIONS

- A) Suggested requirements for holding an officer position:
 - a. Six months membership in SAA
 - b. Working a program with a sponsor, and the approval of the sponsor.
- B) Any member of The Area Assembly may nominate a qualified individual for an officer position
- C) A simple majority is required to elect the officers. If no candidate has a majority, the names of all candidates receiving at least 1 vote shall be put in a “hat”, and the name drawn randomly.
- D) Elections shall be held at the first scheduled meeting of the service year. Officers shall serve for the balance of the business year.
- E) Our service year, for term of elections, is from the first meeting following the annual ISO Conference to the next ISO Conference.

Area Assembly business meeting

- A) Primary business relates to informing member groups about any and all business motions scheduled for the conference, and accepting input from those member groups. This means there must be sufficient Area Assemblies between the time that Conference Motions are announced, and the Conference itself.
- B) Included in the business is the election of an Area Representative to the Annual Conference, (the business meeting of the ISO of SAA), which is currently held each 2nd weekend in October, in Houston TX.
- C) Business includes arrangement of funding expenses for our delegate.

ARTICLE VII
COMMITTEES

- A) Committee heads will be appointed by the Chair, who will set their term of office.

ARTICLE VIII
PARLIAMENTARY AUTHORITY

The following lists the parliamentary authority, in order, highest to lowest,

- The Twelve Traditions of SAA
- The Twelve Concepts of World Service for Alcoholics Anonymous
- Special orders of Area 44 Assembly
- The Bylaws of the ISO of SAA
- Robert's Rules of Order

The Vice Chair (or other designee of the Chair) will rule on all matters of order.

ARTICLE IX
AMENDMENT OF OPERATING PROCEDURES

Amendments require a 2/3 approval of the delegates at any regular or special Area Assembly
Any changes in these Operating Procedures must be approved at one Area Assembly and ratified at the following Assembly before they take effect.

HISTORY:

- A. These Operating Procedures were approved at the January 31, 2021 Area Assembly of Area 44, pending the required second approval at the May 30, 2021 Area Assembly.

REVISIONS:

- A. Revisions, approved January 31, 2021, in Area Assembly:

- a. Title changed from "BYLAWS [FOR AREA 44 ...]" to "OPERATING PROCEDURES [FOR AREA 44 ...]";
- b. All footers changed from "Bylaws" to "Operating Procedures";
- c. "DRAFT" watermark removed;
- d. Article II Section 3 changed from "ISO Bylaws" to "Bylaws of the ISO";
- e. Article III Section 1 changed from "ISO Bylaws" to "Bylaws of the ISO";
- f. Article IV Section 2 part (C) changed from "Bylaws" to "Operating Procedures"
- g. Article IV Section 4 part (A) changed from "ISO Bylaws" to "Bylaws of the ISO".

- B. Attested:

Dan B, Acting Chair;

Bruce D, Secretary