

S - ANON
International



Family Groups

**19th ANNUAL
SENIOR WORLD SERVICE CONFERENCE
SUMMARY**

JULY 2022

19th ANNUAL SENIOR S-ANON WORLD SERVICE CONFERENCE SUMMARY
July 2022

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Agenda

10:45 am **LOGIN** with individual zoom link

11:00 – 11:40 am

OPENING (40 mins)

Serenity Prayer

Roll Call

Credentials Committee Report

Adoption of the Agenda

Program Readings: Steps, Traditions, Concepts, Warranties

Presentation of the BOT Slate

Announcements

Parliamentarian Review

15 – 20-minute Break TBD

MOTION #1

Introduction by Motion Submitter

10 Minutes Q&A (maximum – if needed)

For and Against (as needed)

Vote

15 – 20-minute Break TBD

MOTION #2

Introduction by Motion Submitter

10 Minutes Q&A (maximum – if needed)

For and Against (as needed)

Vote

15 – 20-minute Break TBD

MOTION #3

Introduction by Motion Submitter

10 Minutes Q&A (maximum – if needed)

For and Against (as needed)

Vote

ADJOURNMENT

WSC Feedback Questionnaire instructions

Serenity Prayer

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19th Annual S-Anon 2022 Senior World Service Conference Minutes

Zoom
July 30, 2022

1. **Login/Opening:** The World Service Conference Chairperson opened the 2022 Virtual 19th Annual S-Anon Senior World Service Conference (WSC) with a moment of silence and the Serenity Prayer.
2. **Roll call and introductions:** Everyone introduced themselves and identified their areas of responsibility.
3. **Credentials Committee report:** The Credentials Committee Member reported 23 voting WSC members present. The number of votes needed to reach a quorum was 18 votes to constitute the 3/4ths required to pass a motion. Attendance list is attached.
4. **Adoption of the agenda:** The World Service Conference Chairperson asked for a vote to adopt the agenda. The agenda was adopted with 23 in favor, 0 opposed, and 0 abstaining.
5. **Program readings:** The Twelve Steps, the Twelve Traditions, the Twelve Concepts, and the General Warranties of the Conference were read.
6. **Presentation of the BOT Slate:** The BOT Chairperson presented the S-Anon Board of Trustees slate.
7. **Announcements:** The World Service Conference Chairperson made announcements and reminded everyone that all the motions on the floor required a 3/4th majority vote because they all came from a committee and did not need a second.
8. **Parliamentarian Review:** The Parliamentarian went over the motions consideration process and gave a brief overview of Robert's Rules.

(SHORT BREAK WAS TAKEN)

MOTIONS CONSIDERATION

The Credentials Committee Member reported that there were 23 voting WSC members present.

9. **Motion One**

Move that changes be made to the World Service Conference Charter (WSC Charter), most recently revised in July 2021, to reflect and clarify service structure decisions made at previous World Service Conferences—mainly clarifying that the North America Conference be the Senior Conference throughout the Charter.

The motion was presented by the Literature Committee Chairperson, and because it was from a standing committee did not need a second.

After a period of clarifying questions, the motion was open for discussion.

The Georgia Delegate proposed an amendment to Footnote 1 of the Introduction: "For S-Anon's purposes, 'North America' currently refers to the United States and Canada (Appears after Introduction)." so that it reads: "For S-Anon's purposes, 'North America' currently refers to meetings originating in the United States and Canada (Appears after Introduction)." The ICC Chair seconded the amendment to the motion and after some clarifying questions, it was open for discussion.

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The WSC Chair called for a vote on the amendment to the motion and reminded everyone that it would be a change to the WSC Charter and therefore require a 3/4s vote. The amendment to the motion failed with 2 in favor, 19 opposed, and 2 abstaining.

Discussion opened on the original motion.

The WSC Chair called for a vote on Motion One, and the Credentials Committee spokesperson confirmed there were 23 voting members present. The motion **passed** with 18 in favor, 5 opposed, and 0 abstaining.

(SHORT BREAK WAS TAKEN)

The WSC Chair addressed the question that was put in the Zoom chat during the break about why there wasn't an opportunity for the minority opinion on Motion One. Stated she was not aware that it was in the WSC Charter to hear the minority opinion after the vote was taken on a motion and asked for feedback from other WSC Members. The PSCC Interim Chair also stated she was not aware of any policy about the minority opinion being heard after a vote was taken on a motion during the WSC but thought it could be submitted in writing and included in the minutes of the WSC.

The WSC Chair asked the Credentials Committee member to confirm if there was a quorum, and she confirmed that there was a quorum but counted only 22 voting WSC members present. Reminded everyone to turn on camera so they would be counted as present.

10. Motion Two

Move that the following change be made to the World Service Conference Charter (WSC Charter), most recently revised in July 2021, to adjust the attendance status of members from outside North America: Article II. Composition C. Representatives from other countries may attend the Conference with a voice but not a vote.

The motion was presented by the PI&O Committee Chair, and because it was from a standing committee did not need a second.

A period of clarifying questions occurred, and then the motion was opened for discussion.

The Missouri Delegate proposed an amendment to Article II. Composition C. "Representatives from other countries may attend the Conference with a voice but not a vote." so that it reads: "Representatives from other countries may observe the Conference without a voice or a vote." The Phone Delegate seconded the amendment to the motion and after a period of clarifying questions, it was open for discussion.

The WSC Chair called for a vote on the amended motion. The Credentials Committee spokesperson reported there were 23 voting members present. The amendment to the motion passed with 22 in favor, 0 opposed, and 1 abstaining.

Discussion opened on the amended motion:

Move that the following change be made to the World Service Conference Charter (WSC Charter), most recently revised in July 2021, to adjust the attendance status of members from outside North America: Article II. Composition C. Representatives from other countries may observe the Conference without a voice or a vote.

The WSC Chair called for a vote on Motion Two. The Credentials Committee spokesperson confirmed that there were 23 voting members present. The motion **passed** with 20 in favor, 3 opposed, and 0 abstaining.

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(SHORT BREAK WAS TAKEN)

The WSC Chair asked the Credentials Committee member to confirm if there was a quorum, and she reported that one voting member had to leave. Confirmed there was a quorum with 22 voting WSC members present.

11. Motion Three

Move that: The WSC approve an update to the sentence in the introduction paragraph of the WSC Charter from: "This charter is an informal agreement between all S-Anon members and groups and its World Service Office (WSO)." to: "This charter is an informal agreement between all S-Anon groups and its World Service Office (WSO)."

The motion was presented by the Literature Committee Chairperson, and because it was from a standing committee did not need a second.

After a period of clarifying questions, the motion was open for discussion.

The WSC Chair called for a vote on Motion Three. The Credentials Committee spokesperson confirmed that there were 22 voting members present, so the number of votes needed to reach a quorum was 17 votes to constitute the 3/4ths required to pass a motion. The motion passed with 18 in favor, 2 opposed, and 2 abstaining.

12. Adjournment: The World Service Conference Chairperson gave thanks for all the hard work, reminded members to vote on the WSC Minutes that will be out in about a month, requested that the WSC Feedback Questionnaire be completed, and then closed with a moment of silence followed by the Serenity Prayer.

WSC VOTING MEMBERS (in attendance)

BOARD OF TRUSTEES

1. BOT/Executive Committee Chairperson
2. BOT/Executive Committee Secretary
3. BOT/Executive Committee Treasurer/Finance Committee Chairperson
4. Central/Eastern Canada Regional Trustee
5. International Convention Committee Chairperson
6. Literature Committee Chairperson
7. Northwest Regional Trustee
8. Policy and Service Communications Committee Interim Chairperson (voice but no vote)
9. Public Information and Outreach Committee Chairperson
10. Southwest Regional Trustee
11. World Service Conference Committee Chairperson

DELEGATES

1. Colorado Delegate
2. Georgia Delegate
3. Indiana Delegate
4. Kentucky Delegate
5. Maryland Delegate

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6. Missouri Delegate
7. New Jersey Alternate Delegate (voting member)
8. New Mexico Delegate
9. New York Delegate
10. Phone Delegate
11. South Carolina Delegate
12. Southern California Delegate
13. Tennessee Delegate

WSC OBSERVERS

ALTERNATE DELEGATES/DELEGATES REGISTERED AFTER MAY 1:

- Colorado Alternate Delegate
- Florida Delegate
- Southern California Alternate Delegate

SPECIAL WORKERS

- Credentials Committee Member
- Parliamentarian
- Spiritual Timekeeper
- Zoom Hosts

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Board of Trustees Committee Reports

Board of Trustees (BOT) Chairperson's Report

MISSION/PURPOSE: The Board of Trustees is considered the legal entity of S-Anon. The Executive Committee directs the day-to-day business matters of S-Anon at the World Service Office. The Board is responsible for S-Anon's funds and services, makes policy and procedure suggestions for approval by the fellowship of S-Anon through its World Service Conference, and publishes S-Anon Conference Approved Literature and Service Literature.

Specifically, the BOT performs the functions shown below:

- Serves as guardian of S-Anon's Twelve Traditions, Twelve Concepts of Service, and the Conference Charter
- Provides guidance in matters of policy
- Serves as custodian and guarantor of good management of the WSO
- Appoints Trustees-at-Large
- Monitors and supports the accomplishment of the strategic goals of BOT committees
- Approves the annual budget and maintains a prudent reserve
- Ensures documentation of official proceedings of its committees, which are maintained in the Official Corporate Record Book at the WSO

COMMITTEE CHAIR: Mercedes S.

TERM OF OFFICE: Term began August 1, 2020 / currently serving first term ending July 31, 2023

CONTACT INFORMATION: botchair@sanon.org

COMMITTEE MEMBERS: Dawnielle A., BOT Treasurer/Finance Committee Chairperson, Greta B., BOT Secretary, Lindsay W., WSO Executive Director, Julie S., Literature Committee Chairperson, Marsha M., Interim PSCC Chairperson, Robin A., PI&O Committee Chairperson, Jeanne H., WSCC Chairperson, Heidi D., ICC Chairperson, Brenda Y., Southeast Trustee, Cheryl S., Central/Eastern Canada Trustee, Pam M., Southwest Trustee, Lynne A., Northwest Trustee

WHEN WE MEET: The BOT meets virtually on the 1st Tuesday of each month at 9pm Eastern.

THIS YEAR'S PRIORITIES:

- Review and discuss BOT Committee SMART goals (Specific, Measurable, Achievable, Relevant, and Time-Bound)
- 2023 Budget

PROGRESS/ACCOMPLISHMENTS SINCE LAST WSC:

- Finance
 - Approved 2022 Budget
 - Approved reprint of *Exploring the Wonders of Recovery*
- Administration
 - Added addendum to the Bylaws which states that a BOT Committee may remain active without a Chair for one year
 - Approved the ability for the WSO to develop a process to distribute information for Special Meetings that adhere to all Traditions, including Tradition Three
 - Updated the Open & Special Meeting Form, Website Linking Policy, Meeting Locations Posting Policy
 - Approved process for determining Special Meeting topics and focuses for publishing
 - Approved updates to the Updating Service Literature Policy
- Approved updates to the following Service Literature titles: *S-Anon Recovery When There's No Local Group*, *S-*

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Anon Business Meetings and the Group Conscience, Serving as a Regional Trustee, Starting S-Anon Groups, Creating a Local S-Anon Website, Serving as an Area Delegate, S-Ateen: Information About Sponsorship and Meetings, and S-Ateen: Suggestions for Meeting Topics. Discontinued Selecting a Web Hosting Service.

- Changed due date of World Service Conference motions to February 1
- Initiated Search Engine Optimization (SEO) project
- S-Anon/S-Ateen Service Manual
 - Approved dissolving the SSSM ad hoc committee and reassigned management to Policy and Service Communications Committee
 - Approved updates to the SSSM Part 5: D. Board of Trustees Responses to Traditions-Related Questions
 - What about using non-CAL in meetings?
 - Is it alright to make our own copies of CAL?
 - Do We Have to Use the Conference Approved Meeting Format?
 - Approved updates to the SSSM Part 5: S-Anon Group Banking Information Summary
 - Approved motion to bring the SSSM into alignment with the WSC Charter: An Area Delegate is to be selected or elected by Area
- Approved the creation of an ad hoc committee to research several questions on representation
- Approved the creation of a French Translations Subcommittee under the Literature Committee

GOALS/CHALLENGES FOR THE FUTURE:

- Resuming the annual in-person BOT meetings in 2023
- Filling open BOT, EC and Committee roles
- Addressing communication challenges for active BOT Committees without a Chair

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World Service Office (WSO) Report

MISSION/PURPOSE: The S-Anon World Service Office (WSO) is the central headquarters for providing services to S-Anon individuals and groups. As such, it is fully accountable to the S-Anon fellowship. The accountability to the groups is accomplished through the Regional Trustees on the Board of Trustees (BOT). In turn, the BOT approves financial transactions, sets policy and procedures, and ensures that the WSO is adhering to those policies and procedures.

The WSO has six main areas of responsibility:

1. Coordinate the fellowship-wide effort to help new members make contact with recovering S-Anon members in their area by maintaining and updating lists of all registered groups and lists of individuals willing to serve as Contact Persons for inquirers
2. Serve as the communication link between groups, Information Services Groups (Intergroups) and individual members, and the Board of Trustees and its Committees
3. Arrange for printing and distribution of Conference Approved Literature to groups and individuals
4. Maintain records of income and expenses
5. Assist the BOT and other service committees
6. Serve as a first point of contact for the media and referral agencies

STAFF: Lindsay W., part-time Executive Director; Peri P., full-time Accounting Administrator

OFFICE HOURS: The WSO is open Monday through Friday from 10 am to 2 pm.

THIS YEAR'S PRIORITIES:

- Update the internal pages of the Member Site
- Continue to address procedural needs for copyright management and recording process as a resource for International Service Structures
- Research Digital Rights Management and selling eBooks through a third party
- Hire and train new WSO staff
- Transition the current Accounting Administrator to remote Bookkeeper position
- Continue working with the Tech Support Team to address needs of the WSO

PROGRESS/ACCOMPLISHMENTS SINCE LAST WSC:

- Incorporated a new postage software that automatically creates postage for shipments; reduced staff time by a minimum of 5hr/wk
- Officially kicked off the Tech Support Team and began addressing the needs of the WSO
- Migrated to QuickBooks Online and installed an automation software on WooCommerce that auto imports orders; reduced staff time by a minimum of 8hr/wk
- Registered copyright for translated material in the following languages: Polish, German, Swedish, Hebrew, Spanish, Persian

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<u>WSO by Numbers</u>	<u>2021</u>	<u>2020</u>
Digital Welcome Packet Requests	4,937	4,679
Unique Visitors to www.sanon.org	73,712	63,831
Unique Visitors to member.sanon.org	6,773	6,816
Visits to Find a Meeting Page	49,215	43,413
Orders Shipped	2,299	2,078
Calls Received	671	621
Emails received at sanon@sanon.org	8,872	7,628
Phone Meeting List Requests:	2,868	2,954
<u>Literature Sales</u>	<u>2021</u>	<u>2020</u>
S-Anon Twelve Steps (ebook)	1,772 (250)	1,616 (211)
Working the S-Anon Program (ebook)	1,759 (219)	1,476 (180)
Reflections of Hope (eBook)	1,695 (273)	1,447 (225)
We're Glad You're Here:	989	1,050
Exploring the Wonders of Recovery (PDF)	472 (56)	489 (65)
S-Anon Traditions 1, 2 & 3	322	275
S-Anon Traditions 4, 5 & 6	307	287
S-Anon Traditions 7, 8 & 9	378	319
S-Anon Traditions 10, 11 & 12	252	-
Recovering Together	268	377
S-Ateen What It's Like to be Me	94	51
Public Information & Outreach (PDF)	39 (8)	43 (9)

April 2022 Current Stats

- Blog Subscribers: 1,170
- WSO Update Subscribers: 1,596
- Registered US & Canada Face-to-Face Groups: 232
- Registered US & Canada Hybrid Groups: 24
- Registered US & Canada Phone Groups: 7
- Registered US & Canada Online Groups: 45
- Listed US & Canada Special Meetings: 8
- Listed US & Canada Open Meetings: 11
- Registered S-Ateen Groups (US, Canada, International): 3
- International In-Person, Intergroups, Phone, and Online Groups: 45
- Long Distance Sponsors: 22
- Phone Support: 27
- Lone Member/Newcomer: 24

GOAL'S/CHALLENGES FOR THE FUTURE:

- Addressing the balance between volunteer and paid special worker positions, and knowing how and when to apply the 7th Tradition to these concepts
- Adjusting to increased time for printing bound books to prevent inventory depletion

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Executive Committee Report

MISSION/PURPOSE: The purpose of the Executive Committee is to administer the operations of the World Service Office (WSO) in accordance with S-Anon's Concept Eight, "The Board of Trustees delegates full authority for routine management of the S-Anon headquarters to its Executive Committee." The Board of Trustees, which sets WSO policy in accordance with S-Anon's Concepts Three, Six, and Eight, has given the Executive Committee the legal authority to make decisions regarding the daily affairs of the WSO and to ensure that the WSO is adhering to BOT policy.

COMMITTEE CHAIR: Mercedes S.

TERM OF OFFICE: Term began August 1, 2020 / currently serving first term ending July 31, 2023

CONTACT INFORMATION: botchair@sanon.org

COMMITTEE MEMBERS: Dawnielle A., BOT Treasurer, Greta B., BOT Secretary, Lindsay W., WSO Executive Director

WHEN WE MEET: The EC meets virtually monthly on the 2nd to last Thursday for 2 hours as the formal meeting, schedules additional monthly meetings as necessary and maintains communication via additional meetings, phone, texts, or email between meetings.

THIS YEAR'S PRIORITIES:

- Work with the WSO to develop copyright management procedures for International Service Structures
- Continue processing the remaining Service Literature updates
- Consider Digital Rights Management strategies
- Update the BOT Onboarding Process
- Document and make updates to BOT standard practices
- Document EC standard practices
- Update WSO Trademark and Copyright Policies and develop a Content Use Policy
- Prepare and provide guidance for hiring new WSO staff

PROGRESS/ACCOMPLISHMENTS SINCE LAST WSC:

- Reviewed and processed updates for Service Literature that was submitted to the BOT for approval
- Approved the installation of an automation software on WooCommerce to auto-generate postage
- Reviewed Request for Proposals from 5 printers, identified current printer is still the best vendor for our needs
- Determined 2022 goals for WSO and EC
- Reviewed and approved a Request for Proposal for Search Engine Optimization (SEO) for use by Webmaster; selected an SEO vendor
- Approved document outlining the purpose and responsibility of the Tech Support Team
- Approved Standard Email Practices document
- Researched and considered options for WSO staffing solutions; approved remote Bookkeeper position for current Accounting Administrator beginning July/August 2022
- Approved the transition from QuickBooks Desktop to QuickBooks Online (QBO) and the installation of an automation software for QBO data entry
- BOT Chair approved Interim Policy and Service Communications Chair

GOALS/CHALLENGES FOR THE FUTURE:

- Improve safeguarding S-Anon assets
- Aiding in turnover of EC positions and filling vacancies

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Finance Committee Report

MISSION/PURPOSE: The Finance Committee provides stewardship of the funds received by S-Anon's World Service Office (WSO).

COMMITTEE CHAIR: Dawnielle A., BOT Treasurer and Finance Committee Chair

TERM OF OFFICE: Term began August 1, 2018 / currently serving second term ending July 31, 2023

CONTACT INFORMATION: bottreasurer@sanon.org

COMMITTEE MEMBERS: Chris, Katherine (retired following the end of the January 2022 meeting), Kelly, Toni

WHEN THE COMMITTEE MEETS: Committee meets by conference call on the 3rd Monday of the month at 8 PM Eastern. Please contact the Chair if you would like to listen in on a call prior to volunteering.

THIS YEAR'S PRIORITIES:

- Recruit additional Finance Committee members
- Continue to work with WSO and web master to evaluate office automation efficiency – improve documentation
- Work with Executive Committee re: royalties on our literature
- Update Budget processes and documentation
- Update Form 990 documentation of management vs program expenses for reporting and reviewing crossing multiple years as time allows
- Treasurer/FC role at International Convention and WSC
- Work with WSO to create examples of reimbursement requests for BOT and Delegates

PROGRESS/ACCOMPLISHMENTS SINCE LAST WSC:

- Worked with WSO on Not-For-Profit Office 365 for office automation—July 2018-ongoing
- Tested hybrid Zoom/in-person meetings and some equipment options—June 2020-ongoing
- Researched and worked on document for the financial portion of the ICC's Convention-in-a-Box around decisions host committees need to make as they set up the "business" side of the committee—late 2019/June 2020-ongoing
- Reviewed and recommended signing of 2020 Form 990—July/August 2021
- Worked on 2022 Budget and wrote a motion to EC/BOT to approve the budget—October/November 2021
- Reviewed 2022 WSC Motions for financial impact—March/April 2022
- Made a motion to the BOT regarding an in-house backup system for Office 365 as it was not backed up if something happened with the files with Microsoft. The motion passed. Worked with Tech Support Team to implement—May 2021-ongoing
- Moved Synology backup from my house to the WSO—September 2021
- Researched in-depth RFP (Request for Proposals) for SEO (Search Engine Optimization) project—November 2021

GOALS/CHALLENGES FOR THE FUTURE:

- Recruiting additional members to the Finance Committee
- Continuation and growth of revenue streams within S-Anon Traditions and a growing fellowship with increased needs that require financial outlays to support the fellowship

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Literature Committee Report

MISSION/PURPOSE: The purpose of the Literature Committee (LC) is to assure that every aspect of the S-Anon program of recovery is presented in adequate, comprehensive, and consistent written material. Literature includes books, pamphlets, leaflets, and other material that is reviewed and approved for distribution through the WSO to our members, friends, professionals, and to the world at large, via the S-Anon website. Subcommittees include Spanish Translation and French Translation.

COMMITTEE CHAIR: Julie S.

TERM OF OFFICE: Term began August 1, 2020 / currently serving first term ending July 31, 2023

CONTACT INFORMATION: lc@sanon.org

COMMITTEE MEMBERS: Angela, Anne, Annette, Deb, Laurel, Mary, Sally

WHEN WE MEET: LC Editors meet virtually on the second Wednesday of the month at 8:00 p.m. Eastern. We also have 20 serving LC Readers who do not participate in the monthly meetings. Please contact the LC Chairperson if you would like more information about volunteer service to the committee.

THIS YEAR'S PRIORITIES:

Current literature projects include:

- Books:
 - *S-Anon Twelve Traditions*
 - *Along the Journey – S-Anon's history*
 - *Into the Light—S-Anews stories compilation*
- Booklets / Leaflets:
 - *What is the S-Anon Point of View?*
 - *Healing in Relationships with Our Children*
 - *S-Anon Twelve Concepts of Service*
 - CAL piece for S-Anon Members Affected by Family/Friends Facing Legal Issues

Other projects include:

- Manage S-Anon Website and Blog (ongoing effort with WSO) – website manager is an LC Editor; blog had 1,176 subscribers as of 5/8/22.
- An Editor participates as a member of the Global Subcommittee of the Public Information & Outreach Committee.
- Editors copy edit communications that go to the S-Anon fellowship, as well as all new versions and revisions of service and recovery literature.
- Update style guide portion of the *S-Anon Branding and Style Guide*.

PROGRESS/ACCOMPLISHMENTS SINCE LAST WSC:

- *S-Anon Twelve Traditions*: The Introduction was Conference Approved. Front matter and formatting are completed. *Traditions Ten, Eleven, and Twelve* published in booklet form in 2021. The complete book was sent to the printer in the fourth quarter of 2021. Due to supply challenges in the printing industry and other issues, printing was delayed but we hope to have it available for sale mid-2022. Once the book is available for sale the Traditions booklets will be discontinued.
- *Along the Journey*: Chapters Two-Six were Conference Approved; Chapters Seven and Eight are in various stages of editing and review. The goal is to publish this book in 2023.
- *Into the Light* (S-Anews stories compilation): Chapter Five was Conference Approved; Chapters Six-Nine are in the editing and review process. The goal is to publish this book in 2023 or 2024.

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- *What is the S-Anon Point of View?*: This booklet was conference approved. Formatting, copy editing, and cover design were completed, and the booklet was sent to the printer in April 2022 with anticipated availability to the fellowship mid-2022.
- *Healing in Relationships with Our Children*: This booklet has been revised and is being edited and reviewed by Editors and Readers; the goal is to publish by the end of 2022.
- *S-Anon Twelve Concepts of Service*: Concept One is in the edit and review process. Project is in early stages so we do not yet have a target publication date.
- CAL piece for S-Anon Members Affected by Family/Friends Facing Legal Issues: This leaflet or booklet is being drafted by the Public Information & Outreach Committee. Once they turn their draft over to the LC Sponsoring Editor, CAL process editing and review will begin. The goal is to publish within a year of the draft being turned over to the LC.
- Other projects worked on in the last year include:
 - Edited several pieces of revised and one new piece of service literature.
 - Copy editing *Exploring the Wonders of Recovery* for 2022 reprint.
 - Established a log for CAL reprint copy edit changes needed which is shared online by LC Chair and WSO.
 - Two Readers resigned; four new Readers were added.

GOALS/CHALLENGES FOR THE FUTURE:

- Continue to create quality CAL for our fellowship and coordinate with the WSO and other BOT committees as appropriate
- Gather ideas for future literature pieces as current projects are completed
- Complete update style guide portion of the *S-Anon Branding and Style Guide*
- Create LC Editor working file repository on WSO servers
- Continue to document and formalize committee processes to simplify committee work and institutionalize knowledge and experience gained by LC members over the years

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International Conventions Committee (ICC) Report

MISSION/PURPOSE: The International Conventions Committee provides guidance to international convention planning host committees in an effort to ensure that the international conventions proceed in accordance with the S-Anon Twelve Steps, Twelve Traditions, Twelve Concepts and the BOT approved International Convention Committee guidelines.

COMMITTEE CHAIR: Heidi D.

TERM OF OFFICE: Term began August 1, 2021 / currently serving first term ending July 31, 2024

CONTACT INFORMATION: icc@sanon.org

COMMITTEE MEMBERS: Barb, Barbara, Mary Ann, Melissa, Tami

WHEN WE MEET: Committee meets by conference call on the 4th Tuesday of the month at 9 PM Eastern. Please contact the Chair if you would like to listen in on a call prior to volunteering.

THIS YEAR'S PRIORITIES:

- Encourage bids for future conventions
- Work towards completing Convention-in-a-Box (CIAB)
- Recruit more committee members

PROGRESS/ACCOMPLISHMENTS SINCE LAST WSC:

- Worked on CIAB committee chair positions and program information
- Attended an Intergroup meeting to encourage a bid for a future convention

GOALS/CHALLENGES FOR THE FUTURE:

- Our goal is to have several parts of CIAB completed and approved
- Looking for ways to encourage convention bids
- On-going discussion about the future of conventions

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World Service Conference Committee (WSCC) Report

MISSION/PURPOSE: The World Service Conference Committee is responsible for planning and facilitating the annual S-Anon World Service Conference (WSC).

COMMITTEE CHAIR: Jeanne H.

TERM OF OFFICE: Term began August 1, 2020 / currently serving first term ending July 31, 2023

CONTACT INFORMATION: wsc@sanon.org

COMMITTEE MEMBERS: Cindy, Marsha, Norm, and Suzanne

WHEN WE MEET: Committee meets by conference call on the second Sunday of the month at 7pm Central. Please contact the Chair if you would like to listen in on a call prior to volunteering.

THIS YEAR'S PRIORITIES:

- Decide which platform will be used for the July 2022 WSC
- Revise and create milestones for moving Motions through the process, encompassing: Policy Committee input and literature (encourage this before submission); In Order Status; Financial Committee input for impact; BOT input for additional Cons; Literature Committee for copy editing; WSO for distribution
- Create Minority Report Template
- Review WSCC Service Literature and Member Site
- Review WSC Charter
- Address BOT Questionnaire

PROGRESS/ACCOMPLISHMENTS SINCE LAST WSC:

- Conducted first Virtual WSC (9 motions submitted, 6 sent to WSC)
- Adjusted WSC Timeline to address the virtual format
- Changed motion deadline to February 1, changed WSCC internal timeline and created milestones
- Conducted WSC trainings for the virtual format
- Reviewed and analyzed 2021 post WSC survey results
- Completed planning survey for the virtual 2022 WSC
- Created Minority Report template
- Reviewed WSC Charter
- Made SSSM updates to match the WSC Charter language

GOALS/CHALLENGES FOR THE FUTURE:

- 2023 WSC – virtual or in-person
- Motion processing
- WSC Charter review and update

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Public Information and Outreach Committee (PI&O) Report

MISSION/PURPOSE:

Purpose

The PI&O Committee acts as a liaison between S-Anon and the general population. The Committee's goal is to increase awareness of the S-Anon program using S-Anon Conference Approved Literature, posters, and the S-Anon website. The Committee serves as a resource for helping professionals, the families and friends of sexaholics, and individuals affected by sexaholism. Subcommittees include Global Coordination and Corrections.

Membership

The PI&O Committee consists of a Chairperson, who serves as a Trustee-at-Large on the Board of Trustees, and other volunteer S-Anon members. Terms of Office are as stated under "Standing Committees of the Board of Trustees" above.

Responsibilities

Members of the PI&O Committee carry out the following activities:

- Develop tools and recommend activities designed to communicate with individuals and organizations to increase awareness of the S-Anon program.
- Upon request, provide ideas, guidance, and support to individuals, groups, and Intergroups in their efforts to facilitate outreach in their local area.
- The S-Anon Corrections Outreach Committee, a subcommittee of the PI&O Committee, facilitates outreach to family members and friends of incarcerated sexaholic offenders during all phases of the legal process. The committee also reaches out to incarcerated S-Anons.
- Reach out to the helping professional community by raising awareness of the S-Anon program and providing answers to specific questions using Conference Approved material for guidance.
- Generate goodwill and facilitate the exchange of information between professional organizations and others with whom we wish to have contact to carry the S-Anon message of hope.
- Maintain information on the S-Anon website (www.sanon.org) to assist members or groups in carrying out their outreach programs.

COMMITTEE CHAIR: Robin A.

TERM OF OFFICE: Term began August 1, 2017 / currently serving second term ending July 31, 2022

CONTACT INFORMATION: pioc@sanon.org

COMMITTEE MEMBERS: Elli K., Fatima B., Melanie G., Michelle G.

WHEN WE MEET: 4th Wednesday each month, 6:30 Mountain Time. Please contact the Chair if you would like to listen in on a call prior to volunteering.

THIS YEAR'S PRIORITIES, with percentage completed:

- Create a WSO Facebook page that provides information but does not allow interaction
- Create and publish information resources for counselors and mental health professionals on sanon.org
- Create and post on sanon.org 2 additional videos aimed at prospective S-Anon members - 25%
- Develop 1 piece of CAL for S-Anon members who are dealing with Question 18 on the S-Anon checklist - 20%
- Develop 4 pieces of service literature to assist the international S-Anon community in growing their fellowships - 20%
- Create Anonymity in S-Anon as service literature - 95%

PROGRESS/ACCOMPLISHMENTS SINCE LAST WSC:

- Global Coordination Subcommittee: working on 3 documents (The Role of the WSO in Supporting Groups Outside of North America, The S-Anon Global Service Structure, and Getting Started – Setting Up a Service

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Office)

- Global Discussion Forums: too little participation to continue, will be discontinued
- SEO for sanon.org: initial research and recommendations completed by the PI&O Committee, project handed off to S-Anon webmaster
- The Importance of Anonymity in S-Anon, service literature, in final approval process
- L-10 *Information for Professionals*, service literature revision, in final approval process
- Matthew's Story, 2nd S-Anon video, in production, video is aimed at males in a committed relationship who have been affected by the sexual behavior of another person
- Corrections Subcommittee: creating a booklet of ESH for S-Anon members who are dealing with Question 18 on the S-Anon Checklist ("Have you helped someone get out of jail or other legal trouble, or feared legal action as a result of his or her sexual behavior?")
- Creating a Wikipedia entry for S-Anon, to help increase awareness of our program and increase search engine rankings
- Backlinking project: to encourage helping professionals to link back to sanon.org on their resources web pages, which will help increase search engine rankings of S-Anon and the likelihood that "S-Anon" will appear when someone searches for help with the effects of sex addiction.

GOALS/CHALLENGES FOR THE FUTURE:

- Increase committee and subcommittee membership, especially with those who have public relations/marketing skills, social media skills, interest in global S-Anon development
- Research and explore social media tools for use by S-Anon while maintaining adherence to Traditions
- Create a 3rd S-Anon video targeting a more generic "sex addiction can affect anyone" message, e.g. parents of a child/siblings with sex addiction, in relationships beyond traditional male/female, etc.
- Develop a strategy for digital rights management to protect the S-Anon copyright of materials while facilitating greater access to these materials worldwide
- Create a repository of outreach ideas, projects, successes from S-Anons available to the fellowship

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S-Ateen Committee Report

MISSION/PURPOSE:

- Provide information, guidance, and support to anyone seeking an S-Ateen group through the World Service Office
- Oversee continued development of and support to the S-Ateen Online Community; weekly live S-Ateen meetings are held via this online venue
- Administer the training and certification of S-Ateen Group Sponsors
- Offer S-Ateen program recommendations and guidance to host committees for International and Regional Conventions, Marathons, and Local Events that include S-Ateen participation
- Contribute to CAL and Service Literature regarding the S-Ateen fellowship

COMMITTEE CHAIR: Vacant

COMMITTEE MEMBERS: Allie H., Anne A., Deanna R., Deb C., Greta B., Lillian F., Marissa R.

WHEN WE MEET: Committee meets by conference call on the second Saturday of the month at 9:00am EST. The S-Ateen Committee also holds a joint S-Ateen Committee/S-Ateen Group Sponsor meeting three times each year via Zoom on the 2nd Sunday at 3:30pm EST. This meeting replaces the monthly S-Ateen Committee meeting that month. Please contact the WSO if you would like to listen in on a meeting prior to volunteering.

THIS YEAR'S PRIORITIES:

- Recruit and mentor new chair for S-Ateen Committee
- Update S-Ateen Service Literature
- Continue supporting/developing the S-Ateen Online Community
- Recruit and train more S-Ateen Group Sponsors
- Support/encourage S-Ateen participation at regional and local recovery events

PROGRESS/ACCOMPLISHMENTS SINCE LAST WSC:

- S-Ateen Service Literature Updated: *S-Ateen: Information about Sponsorship and Meetings* (L-12ST); *S-Ateen: Suggestions for Meeting Topics* (P-2ST); *S-Ateen: Suggested VIRTUAL Meeting Format* (question as to whether meeting format is CAL or Service Literature still pending)
- S-Ateen Virtual Step Study: Steps One, Two, Three, Four, and Five completed and posted on the S-Ateen Online Community. The remaining 7 Step Studies will be completed by August
- S-Ateen information provided to an SA member interested in starting "SA Teen." Alateen information was also suggested as a model to follow.
- The S-Ateen Committee added specific verbiage regarding its COPPA form for 12-year-olds who participate on the S-Ateen Online Community. The S-Ateen Committee submitted a recommendation to the BOT that current age guidelines (12 to 19) remain in place.
- September 18, 2021: Italy Step Study Virtual Event—S-Ateen Group Sponsor shared about the S-Ateen fellowship
- October 9, 2021: Chicago Retreat—S-Ateen Group Sponsors prepared for service but no S-Ateens registered
- November 6, 2021: DC/MD/VA Gratitude Day Virtual Marathon—S-Ateen Group Sponsor shared her recovery experience as a former member of S-Ateen, and her current service role as a certified Group Sponsor working with young people
- May 14, 2022: Asia Pacific Unity Conference—S-Ateen Group Sponsor shared her experience, strength, and hope on the subject of family recovery "The Family After"

GOALS/CHALLENGES FOR THE FUTURE:

- Update S-Ateen Safety Guidelines and S-Ateen Group Sponsor training materials

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- A new S-Ateen Chairperson is needed to ensure the committee remains active
- There may be additional questions raised from within the S-Anon fellowship about age guidelines (whether or not to allow children under age 12 to participate in S-Ateen), despite the S-Ateen Committee having presented a clear statement to the BOT regarding its position on this issue

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Policy and Service Communications Committee (PSCC) Report

MISSION/PURPOSE: The Policy and Service Communication Committee has two main purposes: the examination of issues and questions that affect S-Anon as a whole, the review of Service Literature, and the management of the S-Anon/S-Ateen Service Manual (SSSM) updating process.

COMMITTEE CHAIR: Marsha M., Interim Chair

TERM OF OFFICE: Term ends July 2022

CONTACT INFORMATION: pssc@sanon.org

COMMITTEE MEMBERS: Fatima B., Julie S., Kathleen S., Robin A.

WHEN WE MEET: Committee meets by conference call on the 4th Monday of the month at 8pm Eastern. Please contact the Chair if you would like to listen in on a call prior to volunteering.

THIS YEAR'S PRIORITIES:

Since August 2021 this committee has been without an official chair, and therefore, without a voice or a vote on the BOT. This has not been optimum. Our priority has been to function effectively and continue to do the work of the committee. Unofficially, each of us has taken on a role within the committee to allow us to continue to function. We have responded to a number of requests related to the examination of issues and questions that affect S-Anon as a whole, the review of S-Anon service literature, and managing the SSSM update process.

PROGRESS/ACCOMPLISHMENTS SINCE LAST WSC:

- Completed the revision of the 2007 SSSM. The SSSM is a living document and will continue to be updated as required, but the review begun some years ago is now complete. Nearly all changes have been approved by the BOT; writing for Appendix D related to why S-Anon does not register special meetings is currently tabled, and Appendix C is still with assigned committees for updates.
- Wrote two motions for the 2022 WSC addressing WSC attendance from outside North America.
- Assisted WSCC in drafting a motion to the BOT to change the SSSM to align it with the WSC Charter on the subject of the qualifications of WSC members. The motion passed May 2022.
- Requested SSSM management be assigned permanently to the PSCC. BOT approved October 2021. Developed a process to track needed changes.
- Worked with WSO to revise policy on Updating Service Literature.
- Reviewed a number of pieces of S-Anon service literature to assure agreement with established policies.
- Provided feedback to WSCC on motions submitted for the 2022 WSC in light of adherence to WSC motion guidelines.

GOALS/CHALLENGES FOR THE FUTURE:

- Elect and seat a formal Chair for the PSCC. Attract 2-3 more members for the PSCC.
- Continue to participate in discussions with the EC and others related to the role of the PSCC.
- Explore the possibility of producing a printed version of the SSSM.
- Continue to respond to requests for review of issues related to established S-Anon policies. Three issues are currently awaiting review.
- Continue to review all approved BOT and WSC motions which entail SSSM updates and work to incorporate them in a timely manner.
- Continue to review service literature as it is created or revised for agreement with other published literature and policies.

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Regional Trustees Report

MISSION/PURPOSE: Regional Trustees serve a vital role in communicating and understanding the needs and growth of the home groups and Intergroups within their regions by supporting the area delegate representatives in their region or acting as liaison in unrepresented areas, states and provinces.

COMMITTEE CHAIR: Pam M.

TERM OF OFFICE: Term began August 1, 2017 / currently serving second term ending July 31, 2023

CONTACT INFORMATION: southwestrt@sanon.org

COMMITTEE MEMBERS: Central/Eastern Canada: Cheryl S. (7/23), Northwest: Lynne A. (7/24), Southeast: Brenda Y. (7/24), Southwest: Pam M. (7/23)

Vacancies: Midwest, Northeast, West, Western Canada

WHEN WE MEET: Committee meets by conference call on the third Wednesday of the month at 9 pm, Eastern Time. Please contact the Chair if you would like to listen in on a call prior to volunteering.

THIS YEAR'S PRIORITIES:

- Find candidates to fill vacant RT positions
- Find members to fill vacant Delegate positions in each Region
- Communicate with Delegates to share information and provide support
- Create webinar to share service structure information to the Fellowship

PROGRESS/ACCOMPLISHMENTS SINCE LAST WSC:

- Facilitated successful election for RT in the Northwest Region
- Wrote motion to the BOT and then formed ad hoc Committee to study the validity and/or necessity of Lone Member/Lone Newcomer designation and representation for all

GOALS/CHALLENGES FOR THE FUTURE:

- Finding candidates to fill vacant RT positions
- Finding candidates to fill vacant Delegates positions

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General Delegate Assembly Report

MISSION/PURPOSE: The Area Delegate's primary purpose is to carry the "voice" of the fellowship to the World Service Conference. By bringing motions from their area to the World Service Conference, they bring awareness to pertinent issues along with any concerns about the well-being of our program. In this way, the Delegates bridge the communication gap between the local groups and members of the World Service Conference. The Delegates also serve as the "voice" of the fellowship by joining and participating on standing committees and ad hoc committees. Their participation in these areas is vital to having an informed and up-to-date Delegate body. It is on those committees that the Delegates can share not only their thoughts and feelings, but also concerns and questions as they pertain to the fellowship as a whole. Delegates are also a means of support for the groups in their state. Some have been called to settle dissension at the group level, helped with questions regarding program procedure/protocol, have been the liaison between local groups and the extended S-Anon family and shared information regarding events throughout the nation as well as kept groups up-to-date with any news about our program. These are a just a few of the ways that Delegates have been a support for the meetings in their state. During the monthly conference calls, Delegates share their experience, strength, and hope on a variety of issues and discuss what is happening in their area.

GDA SERVICE ROLES (August 2021—July 2022):

- **Chair:** Melanie G., Maryland (Term 10/19-10/22) marylanddelegate@sanon.org
- **Co-Chair:** Michelle G., Colorado (Term 1/21-1/24) coloradodelegate@sanon.org
- **GDA-BOT Liaison:** Open
- **Secretary:** Rachel H., Utah (Term 2/21-2/24) utahdelegate@sanon.org
- **Alternate Secretary:** Rose B., Georgia (Term 3/21-3/24) georgiadelegate@sanon.org
- **GDA Contact List:** Andrea A., South Carolina (Term 8/19-8/22) southcarolinadelegate@sanon.org
- **Electronic Communications Coordinator:** Lindsay D., Indiana (Term 9/21-9/24) indianadelegate@sanon.org

WHEN WE MEET: 3rd Sunday of each month via conference call at 5:00pm (EST) which includes an annual joint conference call with the BOT and Executive Director. When the WSC is held in person, we also have a General Delegate Assembly the night prior to the WSC. This face-to-face meeting gives delegates the opportunity to relate to each other in a more personal setting and gives us a lengthier opportunity to continue the business of the prior year, along with setting goals for the year to come.

DELEGATES SEATED AS OF MAY 2022

Delegate distribution:

39 of 66 S-Anon Areas have no representation by a Delegate, or have no meetings.

29% of the 66 Areas are being served by a Delegate (19 areas).

[Link to Delegate List](#)

THIS YEAR'S PRIORITIES: The GDA's goals are to fill vacant Areas and to support delegates in performing their roles and helping their Areas.

UPDATES/PROGRESS/DISCUSSIONS:

- Delegates completed revisions to service literature L-19
- Most meetings include a tech update or training in order to help the delegates use the Microsoft Office 365 tools, including email
- Meetings with the WSCC Chair to debrief from the 2021 WSC and prepare for the 2022 WSC
- Delegates hosted informational webinars to provide information to the S-Anon membership about the roles, responsibilities, and growth associated with being a Delegate
- Offered suggestions for the Delegate registration form, and discussed processes for "elected or selected"

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- Discussion and Sharing: The roles of Intergroups as compared to Areas/Delegates; Meeting locations that require insurance; Concept 5 discussion; monthly discussion of Tradition/Concept of the month

CHALLENGES FOR THE FUTURE: Our challenges mirror our goals—we wish to increase the number of Areas with Delegates and increase participation in the GDA.

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Board of Trustees Slate

Board of Trustees Position	Trusted Servant	Term Ends
World Service Office Executive Director	Lindsay W.	Term concurrent with employment at WSO
Officers:		
Board of Trustees Chairperson	Mercedes S.	7/31/23
Board of Trustees Co-Chairperson	Vacant since 8/20	
Board of Trustees Secretary	Becomes vacant 8/22	
Board of Trustees Treasurer/Finance Committee Chairperson	Dawnielle A.	7/31/24
Regional Trustees:		
Central/Eastern Canada Regional Trustee	Cheryll S.	7/31/23
Midwest Regional Trustee	Vacant since 11/20	
Northeast Regional Trustee	Vacant since 8/18	
Northwest Regional Trustee	Lynne A.	7/31/24
Southeast Regional Trustee	Brenda Y.	7/31/24
Southwest Regional Trustee	Pam M.	7/31/23
West Regional Trustee	Vacant since 8/20	
Western Canada Regional Trustee	Vacant since 8/18	
Standing Committee Chairs/Trustees-at-Large:		
Archives Committee Chairperson	Vacant since 8/16	
International Convention Committee Chairperson	Heidi D.	7/31/24
Literature Committee Chairperson	Julie S.	7/31/23
Policy & Service Communications Committee Chairperson	Kathleen S.	7/31/25
Public Information & Outreach Committee Chairperson	Michelle G.	7/31/25
S-Ateen Committee Chairperson	Greta B.	7/31/25
World Service Conference Committee Chairperson	Jeanne H.	7/31/23

Per S-Anon’s Bylaws, with the exception of the Executive Director of the World Service Office, whose Board term coincides with his or her term of employment as Executive Director, Officers and Trustees shall be elected to serve a period of 3 years.

Trustees and Officers shall serve no more than 2 consecutive terms in the same position or any combination of positions. Voting Members consist of 4 Officers, the WSO Executive Director, 8 Regional Trustees, and Chairpersons of Board of Trustees Standing Committees.

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Motion Results

Motion 1: Change the World Service Conference Charter to North America World Service Conference Charter

Motion **passed** with 18 in favor, 5 opposed, and 0 abstained.

MOTION: Move that the following changes be made to the World Service Conference Charter (WSC Charter), most recently revised in July 2021, to reflect and clarify service structure decisions made at previous Conferences:

WSC Charter dated July 2021	Suggested Change
Title: S-Anon World Service Conference Charter	Title: S-Anon North America World Service Conference Charter
Introduction	Introduction
"... Certain countries of the world, for language or geographic considerations, have established or may desire to establish their own General Service Office and national conference. This World Service Conference is now the senior conference." (July 2016)	"... Certain countries of the world, for language or geographic considerations, have established or may desire to establish their own General Service Office and national conference. Therefore, the current "World Service Conference" will now be formally designated as the North America World Service Conference, and is understood to be the senior conference.
Footnote 1 to the Introduction: Currently there is no footnote to include this information.	1 For S-Anon's purposes, "North America" currently refers to the United States and Canada. (Appears after Introduction)
Footnote 2 to the Introduction: Currently there is no footnote to include this information.	2 All references to "the Conference" included in this document are understood to refer to the North America World Service Conference, that is, the "senior conference." In addition, all references to "S-Anon," "the World Service Office," "Delegates," "S-Anon groups," "the Board of Trustees," the World Service Conference Committee," "S-Anon International Family Groups, Inc.," etc. should be understood to pertain to the North America conference, charter, and service structure participants. (To appear after footnote 1, above)
Article II. Composition	Article II. Composition
A. Area Delegates or Alternate Area Delegates (to be seated for the current WSC only if the Area Delegate is unable to attend) from the United States and Canada elected by the Area or selected by the Area and registered with the World Service Office. (July 2017)	A. Area Delegates or Alternate Area Delegates from North America (United States and Canada) elected by the Area or selected by the Area and registered with the North America World Service Office. (If the Area Delegate is unable to attend, the Alternate Area Delegate may be seated for the current North America WSC only.)

INTENT AND BACKGROUND: The intent of this motion is two-fold. First, the language of the World Service Conference Charter should accurately reflect the existing S-Anon service structure. The International Service Structure Ad Hoc Committee (ISSAC), comprised of Area Delegates and Board of Trustee (BOT) members, met From November 2014–April 2015. The ISSAC resulted in a set of recommendations for a proposed International Service Structure. In July 2016, the WSC approved a motion to change the WSC Charter to incorporate several of the recommendations arising from the ISSAC. Those changes are shown in the table below. Second, wording of the Charter should clarify that decisions made by the WSC only apply to S-Anon in North America. The service structures in other countries are free to accept and incorporate the policies and procedures decided upon by the senior conference (North America) into their own

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governing documents, but they are not obliged to do so. This change naturally arises from differentiating the North America service structure from service structures that may be formed in other countries.

Actions Taken by the BOT and the WSC related to S-Anon Outside North America	
Date	Action
Nov 2014-Apr 2015	The International Service Structure Ad Hoc Committee (ISSAC) comprised of Trustees and Delegates explored how the S-Anon service structure could accommodate groups outside North America (United States and Canada). "The ISSAC recommends that S-Anon follow Al-Anon's lead by encouraging the development of an international service structure that provides maximum autonomy to groups in a given country or geographic area..."
July 2016	The WSC voted to establish the WSC held annually in North America as the "senior conference, and ... [to allow] representatives from other countries to attend the North American WSC with a voice, but not a vote."
July 2017	Recommendations of the ISSAC committee accepted by the BOT; Global Coordination Subcommittee (GCSC) (under the Public Information & Outreach Committee) established to create lines of communication to assist countries outside of North America that wish to create a service structure of their own.
2018-2021	The GCSC has been in contact with over 30 countries, providing assistance by telephone and virtual meetings. In July 2021 the BOT voted to renew and extend the mission of the GCSC as a subcommittee of the PI&OC. Plans include creating "how to" literature and determining if and when it is possible or desirable to convene gatherings of representatives from around the world.

SUPPORTING PRINCIPLES: Traditions One, Four, and Seven support this recommendation by encouraging the development of an international service structure that provides maximum autonomy (Tradition Four) to groups in a given country or geographic area, while preserving the unity of S-Anon as a whole (Tradition One). This approach also sets the stage for groups outside North America to be fully self-supporting both financially and through the service of its members in its service structure (Tradition Seven).

FINANCIAL IMPACT: There is no financial impact to this change. Changes to written material will be made gradually, as it goes through the normal review process.

ARGUMENT PRO: S-Anon is beginning to implement the recommendations submitted by the ad hoc subcommittee (ISSAC, referenced above) dedicated to exploring this issue and accepted by the North America World Service Conference; i.e., to follow the example of the Al-Anon fellowship and separate the North America service structure from those of other countries. The changes suggested in this motion are a step toward this implementation. By revising the way in which we refer to the WSC, Delegates, etc., our documents will state clearly that we are referring only to the North America WSC.

ARGUMENT CON: Incorporating these changes throughout our literature will be an ongoing process requiring World Service Office (WSO) and BOT committee resources. As our CAL and Service Literature is revised and reprinted, these changes in language will be incorporated gradually.

ACTION ITEMS FOR IMPLEMENTATION: If this motion is approved, the changes will be made to the currently existing Charter. The revised version, including the date of revision, will be posted on the S-Anon website within the S-Anon/S-Ateen Service Manual (SSSM) Appendix G, replacing the currently existing document, and to the World Service Conference page of member.sanon.org. In addition, the Policy and Service Communications Committee (PSCC) will review other sections of the SSSM, specifically, Part 3, Fellowship-wide Decision Making, to determine if additional changes are necessary. Necessary changes will be made by the PSCC which will send the updates to the WSO, and a WSO staff member will make the changes to the online SSSM.

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RESPONSIBLE PARTY: The World Service Conference Committee will coordinate with the WSO to ensure that any changes to the World Service Conference Charter passed by the WSC are incorporated in the official version of the Charter and posted as appropriate on the S-Anon website. The WSO will communicate any Charter updates to the PSCC to ensure that any WSC Charter changes passed by the WSC are recorded in the online SSSM.

DOCUMENTATION: All decisions will go into the Decision Database maintained by the WSO staff. As mentioned, approved changes will be incorporated into the WSC Charter and posted to the online SSSM Appendix G and to the World Service Conference page of member.sanon.org. In addition, the PSCC will review the SSSM to see if the approved changes will require that other sections of the SSSM be changed as well.

Submitted by: Julie S., Literature Committee Chair

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Motion 2: Change the World Service Conference Charter to adjust Attendance Status of Members from Outside North America

This motion was amended during the 2022 WSC to state the following:

Move that the following change be made to the World Service Conference Charter (WSC Charter), most recently revised in July 2021, to adjust the attendance status of members from outside North America: Article II. Composition C. Representatives from other countries may observe the Conference without a voice or a vote.

Motion **passed** with 20 in favor, 3 opposed, and 0 abstained.

ORIGINAL MOTION: Move that the following change be made to the World Service Conference Charter (WSC Charter), most recently revised in July 2021, to adjust the attendance status of members from outside North America:

WSC Charter dated July 2021	Suggested Change
Article II. Composition	Article II. Composition
C. Representatives from other countries may attend the Conference with a voice but not a vote. (approved July 2016 WSC)	C. Delete this section of the WSC Charter. Re-letter following sections D, E, and F of Article II to be sections C, D, and E.

INTENT AND BACKGROUND: Following the example of Al-Anon, in 2016, the S-Anon North America WSC established itself as the “senior conference.” In 2017, the senior conference approved a growth plan that assumes S-Anon groups outside North America may wish to form their own service structures. Although Al-Anon allows representatives from other service structures to have a voice (but not a vote), S-Anon is not structured exactly the same as Al-Anon. The intention of this motion is to establish that for the S-Anon fellowship, allowing a member from a service structure outside of North America to have a “voice” or a “vote” at the North America WSC would be a violation of S-Anon’s Tradition Four, “Each group [conference] should be autonomous, except in matters affecting another group or S-Anon or SA as a whole.” This motion would reverse the decision from the 2016 WSC, and support the decision from the 2017 WSC. See table below.

The service structures formed in other countries or geographic areas are autonomous entities. They are free to accept and incorporate the policies and procedures decided upon by the senior conference (North America) into their own governing documents, but they are not obliged to do so. They are independent [outside] entities, and as such, are not entitled to, nor do they need to have representation at the North America WSC. The Global Coordination Subcommittee (GCSC) of the Public Information and Outreach Committee (PI&OC) is tasked with assisting other countries in creating their own service structures. The GCSC reports progress to the PI&OC, and the information is conveyed to the WSC in the PI&OC report to the WSC. In that way, the “voice” of S-Anon in other counties is presented to the senior conference, the North America WSC.

We do welcome the attendance of observers from other countries or geographic areas at the North America WSC. The long-term hope is that a recurring conference can be convened at which representatives from outside North America and representatives from the North America WSC would meet to share experience, strength, and hope and address any concerns related to decisions made by the North America or any other Service Conference.

Date	Action
July 2016	The WSC voted to establish the WSC held annually in North America as the “senior conference, and ... [to allow] representatives from other countries to attend the North America WSC with a voice, but not a vote.” This was one of the recommendations of the International Service Structure Ad Hoc Committee (ISSAC), comprised of Delegates and Trustees, approved by the S-Anon BOT.

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2017-2022	July 2017: Following another of the recommendations of the ISSAC committee accepted by the BOT, a Global Coordination Subcommittee (GCSC) (under the Public Information & Outreach Committee) was established to create lines of communication to assist countries outside of North America that wish to create a service structure of their own. That subcommittee has been in contact with representatives from over 30 countries, providing assistance by telephone and virtual meetings. The GCSC most recently has designed a Global Discussion Forum to allow members in other countries to share their experience in developing a service structure.
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SUPPORTING PRINCIPLES: Traditions One, Four, and Seven support this recommendation by encouraging the development of an international service structure that provides maximum autonomy (Tradition Four) to groups in a countries or geographic areas outside of North America, while preserving the unity of S-Anon as a whole (Tradition One). This approach also sets the stage for groups outside North America to be fully self-supporting both financially and through the service of its members in its service structure (Tradition Seven). While Concept Four states that participation is the key to harmony, Tradition Four reminds us of the importance of each group’s autonomy. Respect for the autonomy of S-Anon in North America suggests that S-Anon members from service structures outside North America be welcome to attend as observers, but not to participate as “Delegates” or representatives.

FINANCIAL IMPACT: There is no financial impact to this change. Changes to written material will be made gradually, as it goes through the normal review process.

ARGUMENT PRO: The change suggested in this motion clarifies and implements the autonomy of the North America WSC as it relates to service structures created in countries outside North America. Passage of this motion would ensure that the “voice” of the senior conference is that of North America WSC groups only.

ARGUMENT CON: The unity of worldwide S-Anon may be better served by allowing members from outside North America to participate by speaking to motions being debated at the North America WSC.

ACTION ITEMS FOR IMPLEMENTATION: If this motion is approved, the change will be made to the currently existing Charter. The revised version, including the date of revision, will be posted on the S-Anon website within the S-Anon/S-Ateen Service Manual (SSSM) Appendix G, replacing the currently existing document, and to the World Service Conference page of member.sanon.org. In addition, the Policy and Service Communications Committee (PSCC) will review other sections of the SSSM, specifically, Part 3, Fellowship-wide Decision Making, to determine if additional changes are necessary. Necessary changes will be made by the PSCC which will send the updates to the World Service Office (WSO), and a WSO staff member will make the changes to the online SSSM.

RESPONSIBLE PARTY: The World Service Conference Committee will coordinate with the WSO to ensure that any changes to the World Service Conference Charter passed by the WSC are incorporated in the official version of the Charter and posted as appropriate on the S-Anon website. The WSO will communicate any Charter updates to the PSCC to ensure that any WSC Charter changes passed by the WSC are recorded in the online SSSM.

DOCUMENTATION: All decisions will go into the Decision Database maintained by the WSO staff. As mentioned, approved changes (including renumbering of sections or sub-sections, as appropriate) will be incorporated into the WSC Charter and posted to the online SSSM Appendix G and to the World Service Conference page of member.sanon.org. In addition, the PSCC will review the SSSM to see if the approved changes will require that other sections of the SSSM be changed as well.

Submitter: Julie S., Literature Committee Chair

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Motion 3: Change the World Service Conference Charter Introduction

Motion **passed** with 18 in favor, 2 opposed, and 2 abstained.

A. MOTION: Move that: The WSC approve an update to the sentence in the introduction paragraph of the WSC Charter from:

"This charter is an informal agreement between all S-Anon members and groups and its World Service Office (WSO)." to:
"This charter is an informal agreement between all S-Anon groups and its World Service Office (WSO)."

B. BACKGROUND AND INTENT:

The WSC Charter describes the traditional structure of S-Anon and provides for Delegate representation to members of all registered groups, whether they meet in person, via phone conference, or via an online platform. The Charter introduction, as written, seems to be inconsistent with Concept One.

Concept One states that "The ultimate responsibility and authority for S-Anon world services belongs to the S-Anon groups (emphasis added)." The current Charter introduction contradicts this Concept by stating the Charter is a contract between "members and groups" and its WSO (emphasis added). Each S-Anon member's voice, which is part of the traditional structure embodied in the WSC, is included in the ultimate responsibility and authority afforded to groups by their participation in the traditional group conscience process represented by Area Delegates.

C. SUPPORTING PRINCIPLES:

- **Tradition Two:** "For our group purpose there is but one authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants - they do not govern." The group conscience expressed by registered groups, not the input individual members who do not participate in a registered group, expresses the group conscience guidance for S-Anon world services.
- **Tradition Nine:** "Our groups, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve." This speaks clearly to the groups creating service boards or committees directly responsible to the groups, not directly responsible to individual members.
- **Tradition Twelve:** "Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles above personalities." World services directed by an informed group conscience, not individuals, results in well-considered decisions made based on spiritual principles.
- **Concept Four:** "Participation is the key to harmony." Participation in the group conscience process results in harmonious decisions which can be supported by all members of the group.

D. FINANCIAL IMPACT: Minimal financial impact, staff time to update things, already budgeted.

E. ARGUMENT PRO:

The inclusion of the phrase "members and" in the WSC Charter Introduction section contradicts the Concept of ultimate authority and responsibility residing with the groups. It does not reside with individual S-Anon members, but rather with the group conscience of S-Anon groups. The WSC Charter provides for Delegate representation to members of all registered groups, whether they meet in person, via phone conference, or via an online platform. All those who qualify for S-Anon have the opportunity to participate in a registered group and be represented by a WSC Delegate regardless of whether there is an in-person meeting near them.

The current wording of the Introduction, which states that the Charter is an informal agreement between S-Anon members and groups and the WSO, might give the impression that individuals who choose not to participate in a group should be given an equal standing as registered groups in the traditional WSC decision-making process of S-Anon. Recently, in motions submitted to the WSC, some parties have expressed a desire to include individual members who do not participate in a regular group in the voting and/or motion input process in addition to S-Anon groups. The current

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Charter language might have been used as support for this idea, but the current language is not in accordance with Concept One. This Charter change would clarify traditional representation.

For additional resources and support of this issue, we can look to Al-Anon. Though we differ from that fellowship, there is definite wisdom to be seen in their structure. Here are some quotes from their Service Manual which clearly indicate that their WSC Charter is an agreement between groups and their WSO.

"This charter is an informal agreement between all Al-Anon and its World Service Office."

"Note: The term Al-Anon includes Alateen. Therefore, the above Charter applies to all registered groups, including Alateen."

Quote of Al-Anon WSC Charter as amended by the 2009 WSC, taken from Al-Anon/Alateen Service Manual 2018-2021 p. 226 and 229 (Al-Anon/Alateen Service Manual 2018-2021 can be found online at [P2427 online.pdf \(al-anon.org\)](#))

F. ARGUMENT CON:

Some WSC members may believe it is appropriate to afford the rights and responsibilities of registered groups to individual S-Anon members.

G. DOCUMENTATION:

- Results of this motion will be documented in the Minutes of the current World Service Conference and the WSC Charter will be accordingly updated wherever it appears in our literature and on our website.

Submitter: Julie S., Literature Committee Chair

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Minority Report WSC 2022

Motion	Motion in Order	Reason Motion is Out of Order
<p>1. Update the service manual language, Part 2 Section 1.3, to: There are presently 66 Areas. Each Area covers one of the 50 states (except California, which has two Areas – North and South), 13 Canadian provinces, Phone Meetings and the Online Platform Meetings. However, a current Area Delegate may offer to temporarily represent an unrepresented area for a period of 1 year, if elected by a majority of the local groups in that area."</p>	<p>No</p>	<p>After review by the Policy Committee and the WSCC, it was determined this motion "Does not propose a concrete action or is unclear as to purpose or action proposed."</p> <p>Also, proposes an action that is already under consideration</p> <p>There is an ad hoc committee currently looking at representation. We suggest you consider working with the newly approved Ad Hoc Committee on Representation copied on this message.</p> <p>The motion was forwarded to Ad Hoc Committee Chairperson.</p>
<p>2. The World Service Conference Policy Committee sends an announcement via email to members using the WSO Update distribution list when changes are made to any part of the Service Manual.</p>	<p>No</p>	<p>Procedurally or Administrative Motions are sent to the BOT or appropriate committee – per How Motions Come to the World Service Conference – motions-flowchart-wsc-july2021.</p> <p>The motion was forwarded to the WSO Executive Director for guidance on which entity should receive this motion.</p>
<p>3. S-Ateen be open to kids as young as 10 with parental consent.</p>	<p>No</p>	<p>The motion is not written and edited thoroughly.</p> <p>This motion would benefit from the S-Ateen Committee's input as they are the entity that services age appropriate meetings.</p> <p>The motion did not address whether or not there are legal implications to expanding the ages of the S-Ateen program.</p> <p>The motion did not cite the Twelve Traditions of S-Ateen which are different than the Twelve Traditions of S-Anon.</p> <p>The following path forward was suggested to the Motion Maker:</p> <ul style="list-style-type: none"> • Join the S-Ateen committee. They are charged with the following: "The S-Ateen Committee provides information, guidance, and support

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		<p>to anyone seeking an S-Ateen group through the World Service Office.”</p> <ul style="list-style-type: none"> • Contact the Policy and Service Communications Committee. They are charged with the following: “Assist the full BOT by participating in the study of issues and questions that affect S-Anon as a whole.” • Work with the Literature Committee to ensure the motion is fully developed with clear and concise language. They will also assist with editing your motion.
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Reasons a submitted motion could be declared “Out of Order”:

- A. Proposal is limited in scope or impact. That is, does not affect S-Anon as a whole; does not affect all members and/or does not change the character of the organization (referred to standing committee)
- B. Motion does not propose a concrete action, or is unclear as to purpose or action proposed
- C. Proposes an action that is illegal, beyond the scope of S-Anon’s purpose, or outside the scope of the Traditional responsibilities of the WSC
- D. Proposes an action that is already under consideration
- E. Proposes action related to S-Anon literature (referred to Literature Committee or EC)
- F. Does not follow required format, received after deadline, is disrespectful, frivolous, etc.

Robert's Rules Summary

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Order of Business

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers' reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

Motions

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four basic types of motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

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How Motions Are Presented

1. Obtain the floor.
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chair by saying, "Madam or Mr. Chair."
 - c. Wait until the Chair recognizes you.
2. Make your motion.
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
 - c. Avoid personalities and stay on your subject.
3. Wait for someone to second your motion.
4. Another member will second your motion or the Chair will call for a second.
5. If there is no second to your motion it is lost.
6. The Chair states your motion
 - a. The Chair will say, "It has been moved and seconded that we..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chair, it becomes "assembly property" and cannot be changed by you without the consent of the members.
7. Speaking to expand on your motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first if they choose.
 - c. All comments and debate must be directed to the chair.
 - d. Keep to the time limit for speaking that has been established.
8. Call for the question by the Chair
 - a. The Chair asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chair asks those in favor to say, "aye," those opposed to say "no." Any member may move for an exact count.
2. By Roll Call -- Each member answers "yes" or "no" as her or his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chair says, "If there is no objection..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.

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4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the Chair so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table: This motion is often used in the attempt to “kill” a motion. The option is always present, however, to “take from the table,” for reconsideration by the membership.
2. Motion to Postpone Indefinitely: This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, *BE COURTEOUS*.

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Bylaws of S-Anon International Family Groups, Inc.

BOARD OF TRUSTEES

Rev. June 2, 2021

(NOTE: Changes incorporated in this version were adopted by the BOT on July 8, 2011, May 1, 2012, February 2, 2013, June 2, 2015, September 1, 2015, June 1, 2020, and June 2, 2021.)

ARTICLE I NAME

The name of this organization is S-Anon International Family Groups, Inc. Board of Trustees, hereafter referred to as the Board.

ARTICLE II PURPOSE

The purpose of the Board is to be of service to the groups in carrying the message of S-Anon recovery to the fellowship. The Board conducts S-Anon International Family Groups, Inc. (SIFG) business matters, makes policy and procedure suggestions for approval by the fellowship of S-Anon, publishes S-Anon Conference Approved Literature (CAL) and Service Literature, and coordinates semi-annual conventions and annual World Service Conferences (WSC).

ARTICLE III MEMBERS

Section 1: Suggested Experience

It is suggested that potential Board members have been working the S-Anon program long enough to have gained experience at other S-Anon service levels (suggested five years), demonstrated the leadership skills necessary to serve as a Trustee, and have the personal skill set to meet any special requirements for a particular BOT position.

Section 2: Regional Trustees

- A. An S-Anon member residing in the Region and elected to the Board by their Region shall be seated as the Trustee for that Region, with no further discussion.
- B. The individual Regions are responsible for maintaining active Board representation. If a Region is not sufficiently organized for an election, the Board will appoint a volunteer to be the Trustee for that Region. A suggested Regional Trustee Election Process is published in the S-Anon/S-Ateen Service Manual.

Section 3: Trustees-At-Large

- A. Chairpersons of BOT Standing Committees are Trustees-At-Large.
- B. The Chair of the Board may appoint a committee chair or the committee itself may elect a chair from its members.
- C. The BOT Chairperson can appoint an interim Standing Committee Chairperson with a voice but not a vote to serve until a Standing Committee Chairperson is nominated and elected by the BOT.
- D. Trustees-At-Large are nominated and elected to the BOT by the Board of Trustees.

Section 4: Officers

See ARTICLE IV.

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Section 5: Executive Director

The Executive Director of the World Service Office is a Trustee of the Board, with a voice and a vote. If, however, the Executive Director position is vacant, or if the Executive Director or Office Administrator is not qualified to serve as a Trustee in accordance with Article III, Section 3, that person will participate in Board meetings ex officio, with a voice, but no vote.

Section 6: Term of Office

- A. With the exception of the Executive Director of the World Service Office, whose Board term coincides with his or her term of employment as Executive Director, Trustees shall be elected to serve for a period of three (3) years.
- B. Trustees, after having served two consecutive terms on the Board of Trustees in any position or combination of positions, it is suggested that an individual step down from serving on the Board of Trustees in any position.
- C. After an interval of one (1) year, they may be eligible to serve again in any Board of Trustees position.
- D. To the extent practical, Trustee terms will be staggered such that approximately one-third end in any single year. To this end, an individual Trustee's term may be lengthened or shortened by at most one (1) year at the discretion of and with the approval of the Board.

Section 7: Three quarters of WSC members registered at the World Service Conference may bring about a reorganization of the WSO if or when it is deemed essential and may request the resignation of the whole Board and nominate a new slate of trustees.

Section 8: All persons either elected or appointed to the S-Anon International Family Groups, Inc. Board of Trustees (including but not limited to any Board or Committee member) prior to acceptance and during tenure of that position, shall consider each item of business, where they have a vote or decision authority, to determine if a real or perceived conflict exists with the interests of S-Anon International Family Groups, Inc. A conflict of interest is defined as any situation in which a member's influence, decisions or votes could substantially and directly affect the member's professional, personal, financial, or business interests. In the event that a person nominated for or serving as a Trustee or Committee member finds himself or herself in such a position, he or she shall promptly disclose the conflict of interest to the Board or Committee Chairperson and recuse himself or herself at any Board, Committee, or other meeting from any deliberations or vote on the matter giving rise to the conflict of interest.

ARTICLE IV OFFICERS

Section 1: The officers of the Board of Trustees shall consist of the Chairperson, the Co-Chairperson, the Secretary and the Treasurer.

Section 2: General Qualifications for the Board Officers

- A. Have worked the Twelve Steps of the S-Anon program for a suggested minimum of five (5) years, have completed all 12 Steps and currently attend S-Anon meetings.
- B. Be familiar with the Twelve Traditions and the Twelve Concepts.
- C. Willing to learn the necessary leadership skills to serve as an Officer, and have the personal skill set to meet any special requirements for an Officer position, as detailed under Section 5, below.

Section 3: Method of Elections

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- A. Officers are nominated and elected to the Board by the Board.

Section 4: Term of Office

- A. As a general rule, officers shall be elected to serve for a period of three (3) years. Whenever possible, terms will be staggered such that no more than two (2) Officer terms end in any single year. To this end, a particular Officer's term may be lengthened or shortened in special circumstances by at most one (1) year at the discretion of the Board solely to provide for staggering of Officer terms.
- B. Officers shall serve no more than two (2) consecutive terms in the same or any combination of BOT positions. After having served two consecutive terms as an Officer, it is suggested that an individual step down from serving in any position on the Board of Trustees.
- C. After an interval of one (1) year, they may be eligible to serve again in any Board of Trustees position.
- D. The outgoing BOT chairperson may remain on the Executive Committee as an advisor to the incoming BOT chair for up to 18 months. The outgoing BOT chairperson will participate in Executive Committee meetings with a voice but no vote.

Section 5: Specific Responsibilities of the Officers

- A. Chairperson
1. Shall preside at all regular and special meetings and telephone conference calls of this Board.
 2. Shall be responsible for establishing the agenda for all Board and Executive Committee meetings.
- B. Co-Chair
1. Shall serve in the absence of the Chairperson.
 2. Shall assist the Chairperson whenever needed.
 3. Shall be responsible for the implementation and upkeep of these bylaws.
- C. Secretary
1. Shall see that minutes are kept of all Executive Committee and Board meetings and that a copy of said minutes is made available to each Board member and to the World Service Office for archiving.
 2. Shall be responsible for the implementation and upkeep of these minutes.
- D. Treasurer
1. Shall maintain all banking accounts for dispersal of Board funds.
 2. Shall submit financial reports at each Board meeting.
 3. Shall chair the Finance Committee of the Board.

ARTICLE V MEETINGS

Section 1: Regular Meetings

The Board shall meet monthly at a time and place designated by a majority of the voting members. The Board may elect to meet more or less often by a vote of a majority of voting members, but the Board shall meet at least quarterly.

Section 2: Special Meeting

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- A. A special meeting may be called at any time by a majority vote of the Board and by giving sufficient notice by email or telephone.
- B. Special Meeting for the purpose of this BOT is defined as a time sensitive event, issue, catastrophe, or emergency, etc.

Section 3: Voting Members

- A. The four Officers of the Board
- B. The World Service Office Executive Director, unless the Executive Director position, if filled, is filled by a person who does not qualify to serve as a Trustee in accordance with Article III, Section 3.
- C. The eight Regional Trustees
- D. The Trustees-At-Large, i.e. Chairpersons of Board of Trustees Standing Committees.

Section 4: Quorum

Two thirds (2/3) of the Board members shall constitute a quorum for all proceedings of the Board.

ARTICLE VI COMMITTEES

Section 1: Standing Committees

The following standing committees have been established to carry out the purpose of the Board in the most effective and efficient manner:

- A. Executive
- B. Finance
- C. Literature
- D. International Conventions
- E. World Service Conference
- F. Public Information and Outreach
- G. Archives
- H. S-Ateen
- I. Policy and Service Communications
- J. Other committees, standing or special, deemed necessary to carry on special work.

Section 2: Committee Chairperson Appointments

- A. The Board shall designate such committees as are deemed necessary for the welfare and operation of the Board.
- B. The Chair of the Board may appoint a committee chair or the committee itself may submit a candidate from its members for consideration by the Board.
- C. If BOT Chair appoints an interim standing committee chair, that chair shall serve for the remainder of the S-Anon service year, with a voice, but not a vote.
- D. If a willing and suitable candidate for Committee Chair is not available as described in B. and C. above, the committee may remain active, but must provide a written monthly report to the BOT of all committee activities. A member of the committee must be available as a spokesperson to attend meetings of the BOT on an "as requested" basis, with a voice, but no vote. This partially inactive status can be maintained for up to 12 months, at which time, if the Chair position is not filled, the committee becomes completely inactive.

Section 3: Committee Chairperson Procedure

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Each standing committee Chairperson may prescribe his or her own methods and procedures, subject to the guidelines of the Twelve Traditions and the Twelve Concepts, except in matters affecting another BOT committee or the BOT or S-Anon as a whole.

Section 4: Committee Chairperson Responsibility

- A. Each committee chairperson shall submit a written monthly report to the Board.
- B. Each committee chairperson shall review all the monthly reports and motions submitted, paying special attention to the Financial Report to the Board to verify committee expenditures.
- C. Each committee chairperson shall actively participate in the monthly BOT meetings.

ARTICLE VII VACANCIES, RESIGNATIONS, AND REMOVAL FROM OFFICE

All Sections of *Article VII: Vacancies, Resignations and Removal from Office* apply equally to all Members of the S-Anon Board of Trustees.

Section 1: VACANCIES

Should a vacancy, resignation or removal of any BOT member occur, all pertinent information shall be turned over to the Executive Committee.

Filling of Vacancies

- A. Vacancies shall be filled by a majority vote at that meeting in which the vacancy is determined, or at a subsequent meeting. Persons elected to fill said vacancies shall serve for the remainder of the current term.
- B. A person chosen to fill a vacant BOT position shall meet the qualifications as defined in Articles III and IV and be aware of all responsibilities of that position as described and defined in those Articles.

Section 2: Resignations

- A. Any BOT Member may resign at any time for any reason by giving the Chairperson of the Board two-week written notice.

Section 3: Removal from Office

- A. If a member of the BOT fails to attend two (2) BOT meetings with or without prior notice, during one S-Anon service year, his/her position may be declared vacant by a majority of BOT members present and voting.
- B. Any BOT member may be removed from office by a two-thirds (2/3) vote of the Board, with the motion to remove having been announced prior to that meeting.

ARTICLE VIII SOURCE OF FUNDS

Section 1: Source of Funds

- A. Sources of funds include voluntary contributions from individual members, individual S-Anon groups, S-Anon Intergroups, International Conventions, Recordings by WSO, Copyright Licensing Royalties, Local/Regional Events, and income from literature sales.

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- B. Other sources of income may be such occasional projects or activities as may be authorized by the Board according to Traditions Six and Seven.
- C. The maximum allowable annual donation in a calendar year to S-Anon by an individual member is limited to 5% of total revenue as identified in the previous year's financials, provided its use is not restricted by the donor.
- D. The WSO may accept a *one-time* bequest from a deceased S-Anon member in any amount, provided its use is not restricted by the donor. Bequest amounts up to ten percent of the total revenue as identified in the previous year's financials will be placed in the General Fund. Any portion of the bequest above ten percent will be placed in the Prudent Reserve as necessary in order to maintain policy-based balances and reported separately on the financial statements. The S-Anon Board of Trustees will authorize the use of these excess amounts according to our policy for use of the Prudent Reserve.
- E. The acceptance of bequests or donations from any outside source is prohibited.

Section 2: There shall be no accumulation of funds beyond current necessities, with retention of only an ample prudent reserve for contingencies.

ARTICLE IX PARLIAMENTARY AUTHORITY

Section 1: The rules contained in the current edition of Robert's Rules of Order shall govern this Board in all cases where they are applicable and in which they are not inconsistent with these Bylaws, the Twelve Traditions and Concepts, or any special rules of order this Board may adopt.

ARTICLE X AMENDMENTS TO THESE BYLAWS

Section 1: These Bylaws may be amended at any time by a two-thirds (2/3) vote of the Board Members at any regular or special meeting of the Board. The Bylaws of S-Anon International Family Groups, Inc. Board of Trustees and any amendments thereto are subject to recall by the World Service Conference (WSC) by a two-thirds vote of all its members. All Bylaw amendments will be presented to the first WSC to be held after their adoption by the Board of Trustees.

ARTICLE XI MAJOR POLICY MATTERS

Section 1: In accordance with Article X.E. of the World Service Conference Charter, "Except in great emergency the Board of Trustees ought never take action which could greatly affect S-Anon as a whole without consulting the [World Service] Conference. However, it is understood that the Board shall reserve the right to decide which of its decisions may require referral to the Conference."

ARTICLE XII DISSOLUTION

(Language to be developed by the attorney for S-Anon and subsequently approved by the Board.)