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The 10 points outlined below constitute the recommendations of the Saphonemeeting.com Website Advisory Committee (WAC) on the governance of the SPhonemeeting.org website after it becomes part of the SA service structure. The document should be read along with our committee's companion document "Why SPhonemeeting.org" which outlines the need for SA to embrace this site as a key part of fulfilling its mission.

Six of our committee members developed both sets of recommendations after meeting weekly during February - April 2016. After surveying the practices of other 12 step programs and considering the controversy in recent years, we settled on these recommendations as the best way for the website to move forward.

Eventually, we hope that these recommendations and the governance model will form the basis for the bylaws for the new committee. We tried to answer the questions of "What" and "Why". Eventually the policies and procedures will answer the "HOW". We trust that over the years this site will continue to make enormous and lasting contribution to the recovery of countless SA members.

## Article I. Responsibilities of Steering Committee

**Section 1.01** A new committee will form to oversee the appearance, content and features of the site. The committee members would have well defined SA sobriety requirements.

The SPhonemeeting.org Steering committee would be organized to fulfill the following mission.

- To serve the fellowship of Sexaholics Anonymous (SA).
- To serve as a resource for SA members in a timely fashion.
- To provide accurate and consistent information about SA Phone Meetings.
- To provide information about services and activities provided by the SA Central Office.
- To encourage participation of SA members, groups and committees in SA services and activities.
- To be self-supporting, declining outside contributions.

This includes having the responsibility for expenses, appearance, content, and features of the site. Initially the committee will consist of at least five sober members and other working members who will serve in various roles such as Administrator, Editor, Author, Contributor, and Follower. The SAPM committee will follow the general guidelines established for 12 step websites as defined by AA in [http://www.aa.org/assets/en\\_US/mg-18\\_internet.pdf](http://www.aa.org/assets/en_US/mg-18_internet.pdf). We envision the steering committee meeting monthly for three purposes:

1. To review traffic, feedback
2. To synchronize efforts with the overall SA digital assets effort
3. To plan out new content, features, and other improvements for the next 30, 60, 90 days.

The Steering will have two classes of membership: Voting Members and Working Members. Voting Committee members must have 1 year of SA sobriety, serve two years, be active phone/ VOIP meeting participants and have some background in technology and/or content management. Working members

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will have no formal sobriety requirement but must be working the program with a sponsor, attend meetings regularly and gain their sponsors approval of their involvement. We will also invite one person from SA headquarters to serve in an advisory capacity

The initial makeup of the committee shall consist of up to eight sober member optionally appointed from each of the committees listed below. Half will serve will serve for one year, the others for two years, as follows:

Trustees	One year
Delegate	One year
WAC advisory committee	One year
VIG	Two years
MAR	One year
SA IT Committee	Two years
EMER	Two years
Literature	Two years

The committee will appoint a chair and a treasurer, and record its deliberations for streaming on the site. In the first year, the committee will establish by laws following the guidelines contained in the SA Service Manual and add/modify these initial guidelines.

## Article II. Schedule Coordinator

**Section 2.01 Identification of a person, or persons, who will be totally responsible for the schedule and publishing any changes to it. We'll address guidelines for collecting information regarding new meetings.**

As a priority initiative, the Website Advisory Committee and Virtual Intergroup will initiate an effort to ensure that the calendar is absolutely correct and synchronized with the flyer. A key activity is to merge information about the VOIP meetings with the phone meetings.

Once this milestone is reached, it will be the responsibility of a single person appointed by the VIG chair to be the meeting Editor. Going forward, authorized members will be able online to submit additions, deletions, and changes to the schedule on line. This will initiate a process to change the schedule but code them as "pending approval" until the approval step at the VIG's next meeting.

New meeting information shall include, day(s), time zone, time, meeting format, target segment (e.g. women, gay, etc), contact person, and contact information. Upon successful entry of the information for the new meeting, VIG's appointed person will respond to the founder of the new meeting with the phone number and access code.

## Article III. Procedures

**Section 3.01 Well defined procedures for testing and deploying changes.**

As new features and important content are introduced, implementers will deploy them in successive steps in "beta" and "pilot" versions under pass word protection to committee members. This will

commence a period of Quality Control and Peer Review before release to the production site and hence to overall membership.

## Article IV. Scope of Authority

### Section 4.01 Representation of the Website Advisory Committee (WAC) on the Virtual Intergroup (VIG)

**Concept 10:** *Every service responsibility should be matched by an equal service authority, with scope of such authority well defined.*

The Steering Committee will report both to the VIG and the SA IT Committee. At both regular meetings, the committee chair, or substitute, will present a report summarizing usage, immediate plans and other relevant matters. The site will publish on the site these reports to make them available to the membership.

## Article V. Job Descriptions

### Section 5.01 Responsibilities of Webmaster and other standing members who assume primary roles.

The Administrator, as Webmaster, will assume overall responsibility for implementing new features and content according to the decisions of the committee. The committee may at its discretion appoint or replace the webmaster, offer corrective assistance, or take other measures as it deems necessary. The webmaster can be either a voting or technical committee member or be hired as a specialized worker. When the site receives inquiries from the public, from members or social media links, the Webmaster along with appointed committee members will receive the request. The first response will be shared across the group. As the site develops, we anticipate other specialized roles may evolve in support of specialized content.

**User Roles:** User roles determine the access level or permissions of a person authorized (invited by an Administrator) to use site.

- Administrator – nothing is off limits
- Editor – has access to all posts, pages, comments, categories, tags, and links.
- Author – can write, upload photos to, edit, and publish their own posts.
- Contributor – has no publishing or uploading capability, but can write and edit their own posts until they are published
- Follower (public sites) / Viewer (private sites only) – can read and comment on posts and pages

## Article VI. Harmony

### Section 6.01 Mechanism to resolve disputes.

The Steering Committee will take extra measures to ensure that all members and their opinions are heard and considered, following the rules of order suggested in the SA Service Manual. Wherever

possible the Committee will strive for 75% plurality. If disputes arise, all parties will present their side of the dispute to a pre-appointed member of the Trustees and agree to whatever decision he/she makes.

## Article VII. Unsolicited Email

### Section 7.01 Procedures for housing and distributing of opt in personal information such as email and phone number

Members will be offered opportunities to participate in any number of ways to connect with content of special interest, news and other members for various purposes:

- other meeting members
- request for sponsor
- people in my town
- other newcomers
- people working a particular step
- target segment (women, gays, health care professionals, etc)
- news

In every case, members will have both the option to opt in or, later, opt out, as managed by the "Mail Chimp" tool. But never will the site collect and disseminate personal information without expressed "opt in" permission.

## Article VIII. Surveys

### Section 8.01 Mechanism for collecting and tabulating confidential feedback

Periodically, the site will request feedback from members through the "Survey Monkey" tool about their experience and ideas for improvements to the site. This will always be done in confidence and results aggregated for analysis.

## Article IX. Trustworthiness

### Section 9.01 Procedure for vetting aspiring committee members (trusted servants).

**2<sup>nd</sup> Tradition:** *For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.*

In the initial formation of the committee, the appointment of voting committee members shall be the responsibility of the committees outlined above. Later when it comes time to replace founding voting members, the existing members will ensure that aspiring members meet such qualifications as the committee may establish.

## Article X. Financial integrity

### Section 10.01 Section 10.01. Guidelines for 7th tradition

Unless individual meetings elect to manage their own 7th tradition, Saphonemeeting.org will become the default vehicle for collecting 7th tradition donations from phone and VOIP members through PayPal

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# Governance Policies

Website Advisory Committee (WAC)

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or some equivalent service. The Chair and Treasurer shall have sole access to the funds collected and disburse them according to the wishes of the committee. These funds will be used to pay for expenses incurred by the VIG for phone conference services, by the steering committee to employ special resources, and to operate the website and social media sites. Periodically, surplus funds will be distributed to SAICO as determined by the committee. In the interest of transparency the actions of committee regarding finances shall be fully reported on the site including the relative contributions of each meeting.

This structure will encourage any individual meeting to manage its own funds under the umbrella of the site. For such meetings, the funds will be deposited into individual accounts controlled by their Treasurer and the Secretary . In such cases, the steering may at some time chose to assess each meeting a small fee to cover the costs maintaining theses technical and financial services.