

GENERAL POLICY

A. The following standing rules apply to the Greater Cincinnati Intergroup (also known as “Intergroup”)

1. A majority of the Officers and any Intergroup representatives, Committee Chairs, and Delegates/Region Reps/Alternates present should constitute a quorum for the transaction of any Intergroup business.
2. Parliamentary rules should be followed.
3. Motions are to be made in writing and given to the Intergroup Secretary.
4. Please wait until the Chair recognizes you before you speak. Give your name and the group represented and then state your business.
5. Discussion of motions is limited:
 - a. Three minutes each for pro and con
 - b. Three speakers for each side
6. The group conscience is more important than the technicalities of the actual motion.
7. All committee reports are to be noted in writing and given verbally. Motions pertaining to committee reports should be made during New Business.
8. Each meeting may have two voting representatives in attendance at Intergroup meetings.
9. Only designated Representatives, Delegates/Region Reps/Alternates, Vice Chair, Secretary, Treasurer, and Committee Chairs shall be eligible to vote during Intergroup meetings. Each person attending who is eligible to vote has only one vote.
10. New Business consists of items that should not wait until the next meeting. These must be submitted in writing, prior to the New Business portion of the Agenda. Whenever possible, new business items shall be communicated to the Chair five (5) days before the Intergroup meeting.
11. This Intergroup and all reports adhere to the Twelve Traditions of OA, ever reminding us to place “principles before personalities.”

B. Each nominee for an Officer or Committee Chairperson, whether nominated by another or themselves, shall be permitted to address the floor concerning their willingness to serve and qualifications.

C. The Election of Officers will be held during the November meeting after the Treasurer’s Report. The meeting will then proceed with Old Business, New Business, and if time allows, Committee Reports.

D. The December Intergroup meeting will be held the second Monday instead of the third Monday.

Policies and Procedures
Greater Cincinnati Intergroup
October 2009

E. The roll call procedure will be done using a sign-in sheet with all officers, committees and meetings listed. Each person is responsible for signing in one time, identifying all positions held (i.e. committee chair, officer, Delegate/Region Rep/Alternate, representative or visitor). This sign-in sheet will form the basis for Credentials Report, which will be given during the meeting by the Vice-Chair. The Credentials Report will be available in writing at the next Intergroup meeting.

F. The Audit Committee, appointed by the Chair, performs the audit of the Treasurer's records in January of each year.

CHAIR

A. Intergroup Meetings, Board and Special Meetings

1. Presides at all Intergroup, Board and Special Meetings
2. Establishes agenda
3. May appoint a Parliamentarian. This person does not have to be an OA member
4. Calls Emergency Business meetings when necessary
5. Keeps a copy of Robert's Rules of Order for reference

B. Intergroup Committees

1. *Ex-officio* member of all committees
2. Appoints committee chairs as required

C. Management

1. Provides leadership to Officers and Committees Chairs to ensure the planning and execution of activities is accomplished and other business is conducted in an effective and timely manner.
2. Maintains close communication with the Region V Trustee to obtain WSO information and guidance in applying the Traditions to the Intergroup.
3. Appoints a one-time substitute Delegate/Region Rep who meets applicable service and abstinence requirements to represent Intergroup at Region V Assembly or World Service Business Conference when no elected Delegate/Region Rep/Alternate is able to attend.
4. Responsible to serve as the guardian of the Traditions at the Intergroup level.

D. Mail

1. Responsible for assuring pickup and distribution of Intergroup's mail.
2. Responsible for assuring the proper distribution of mail to the appropriate people.

VICE-CHAIR

- A. Performs duties of the Chair when the Chair is absent
- B. Intergroup Meetings
 - 1. Circulates an attendee sign-up sheet at Intergroup meetings
 - 2. Prepares printed copies of the Credentials Report for the following meeting.
- C. Budget Committee

Is a member of the Budget Committee
- D. Audit
 - 1. Chairs Audit Committee
 - 2. Performs audit with the committee
 - 3. Presents a written Audit Report at the second scheduled Intergroup meeting of the calendar year
- E. Special Projects
 - 1. Chairs Special Projects Committee
 - a. Signs contracts.
 - b. Ensures that a written financial report for special projects event is given at the Intergroup meeting immediately following it.
 - c. Ensures date of special project does not conflict with World Service and Region 5 events, Local, National, and Religious Holidays.
 - 2. Chairs at least one (1) Intergroup-sponsored workshop per year
 - 3. Is the liaison between the Intergroup and the event chair of any special project
 - 4. Provides workshop for new Delegates/Region Reps/Alternates, so they gain an understanding of their duties.

SECRETARY

A. Management

1. Maintains Legal Historical and Current Files
2. Minutes w/reports (including preparing and distributing ones for the December Intergroup meeting before turning over the office to the new Secretary)
3. A file with correspondence pertaining to Intergroup
4. Retains copies of Credentials Reports
5. Other pertinent records
6. Keeps file in order and up-to-date

B. Intergroup Support

1. Supplies a copy of the Standing Rules for each Representative
2. Records minutes and all reports by hand and/or audio.

C. Correspondence

1. Answers mail and initiates correspondence as needed.
2. Obtains check for postage from Treasurer

D. Equipment and Supplies

1. Keeps and maintains secretarial equipment and supplies

TREASURER

- A. Has custody of all funds and securities belonging to Intergroup and deposits them in the name of Intergroup.
 - 1. Records donations and deposits
 - 2. Records and issues disbursement checks
 - 3. Balances Checkbook monthly

- B. Financial Report
 - 1. Prepares and presents a financial report at each Intergroup meeting to include
 - a. receipts and expenditures (and their comparison to the budget)
 - b. the current net worth
 - c. year-to-date expenditures for each committee
 - d. an opening and ending balance.
 - 2. Maintains separate records for Operating and Delegates funds.
 - 3. Prepares Financial Report for January's Intergroup meeting after closing of the books for the preceding calendar year.

- C. Budget
 - 1. Chairs Budget Committee
 - 2. Asks for budget estimates from Committees at the October Intergroup Meeting
 - 3. Presents budget at the December Intergroup meeting for Intergroup's approval
 - 4. Prepares and keeps records of monthly Committee spending

- D. Ways and Means
 - 1. Serves on committee as a member, but not Committee Chair

- E. Audit Committee
 - 1. Attends meetings as an *ex officio* member

- F. Non-Profit Status (if applicable)
 - 1. Keeps non-profit status (federal and state) current
 - 2. Submit the original non-profit certificate to the Secretary and maintains a copy of same

INDEX OF COMMITTEES

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COMMITTEES-GENERAL POLICY

- A. Committee Chairs must give a verbal report to the Intergroup and present a written report to the Secretary.
- B. Committee budget estimates must be given to the Treasurer by the end of the November Intergroup meeting. If any committee fails to submit its budget by this time, their proposed budget for the upcoming calendar year is presumed to be the same amount as the committee spent the previous year.
- C. Committee chairs are responsible to keep a current Statement of Purpose for the committee and develop their own agenda.
- D. Committee meetings will be held outside of the business meeting of Intergroup.
- E. Committee chairs are responsible for not exceeding their budgets.
- F. Committees create, edit, reproduce and supply committee manuals.
- G. All outgoing Committee Chairs are responsible to provide copies of manuals to the incoming chair or the Secretary at the end of the December meeting.
- H. Committees should coordinate with the Website and Tradition One Committees to distribute information electronically.

AUDIT

- A. PURPOSE: Review the financial records from the previous year (January – December) to verify accuracy and consistency of record keeping.
- B. ACTIVITIES:
 - 1. Is chaired by outgoing Vice Chair and includes outgoing and incoming Treasurers
 - 2. Other members are appointed by the Intergroup Chair at the December Intergroup meeting
 - 3. Follows audit procedures provided by Treasurer
 - 4. Conducts audit in January
 - 5. Provides written report to Intergroup at the second scheduled meeting of the year signed by Committee Chair validating completion and results of audit

BUDGET

- A. PURPOSE: To develop annual budget for Intergroup.

- B. ACTIVITIES:
 - 1. Solicit annual expense estimates from Officers and Committee Chairs at the October Intergroup meeting for the following year.
 - 2. Assemble budget proposal with comparisons to prior year.
 - 3. Meets to prepare budget and presents to Intergroup for approval at the December Intergroup meeting.
 - 4. Treasurer serves as Chair of the committee.
 - 5. Vice-Chair serves on this committee as a member.

BUTTERFLY

A. **PURPOSE:** To provide meetings in the Greater Cincinnati Intergroup area with a quarterly newsletter, which keeps them abreast of upcoming events and the joyful news of recovery.

B. **ACTIVITIES**

1. The Butterfly Editor shall be Chair of the Butterfly Committee.
2. The Editor will produce the Butterfly in an electronic format and transmit it to
 - a) the Tradition One Committee for distribution via the e-mail contact list (each group is responsible for distribution to individual members)
 - b) the Cincinnati Intergroup webmaster for posting on the website
3. The newsletter is published quarterly in January, April, July, and October.
4. Each month there will be steps, traditions and promises to coincide with the months: that is, steps one, two and three, traditions one, two and three and promises one, two and three for the January-March issue.
5. Submissions shall not be published which:
 - a. contain controversial items that affect OA unity
 - b. violate OA's Twelve Traditions

BYLAWS

- A. PURPOSE: To keep the Bylaws/Policies & Procedures/Standing Rules pertinent.
- B. ACTIVITIES:
 - 1. Initiate changes to simplify, clarify and improve relevancy, avoid illegality or for other reasons which from time-to-time may become desirable or necessary.
 - 2. Evaluate changes recommended by Intergroup.
 - 3. Provide interpretations of any bylaw questions.
 - 4. Ensure that Intergroup Bylaws conform to Region 5 & OA, Inc. bylaws.
 - 5. Ensure that the Standing Rules for conducting Intergroup meetings are updated.
 - 6. The Standing Rules will be read at the beginning of each Intergroup meeting. The Bylaws and Policies will be referred to as necessary.
 - 7. Make copies of this manual available at the November Intergroup meeting, without charge, to one Representative or designate of each meeting, each Committee Chair, each Delegate/Region Rep/Alternate. and each Officer. There will be a charge for any additional copies distributed.

DIRECTORY

- A. PURPOSE: Provide a list of active meeting OA meetings associated with Intergroup.
- B. ACTIVITIES:
 - 1. List meetings by day of week and time.
 - 2. Each listing contains meeting number, meeting time, meeting address, contact person and phone number.
 - 3. Chairperson is responsible for compiling and getting lists printed.
 - 4. Changes must be submitted to the Directory Chair by the Second Monday of the month to be included in the current month's list.
 - 5. Will consult Membership Chair to ensure the list contains all active meetings of the Intergroup.
 - 6. Submits an electronic copy of the Directory to the Cincinnati Intergroup webmaster

MEMBERSHIP

- A. **PURPOSE:** Provide registered groups that have no Intergroup Representation with information about the purpose of Intergroup.

- B. **ACTIVITIES**
 - 1. Attend the registered meetings that have no Intergroup representatives for the purposes of informing and encouraging registered groups to send representatives to Intergroup meetings.
 - 2. Be a point of contact for registered meetings.
 - 3. Ensure that all groups are registered and their information kept current with the World Service Office via the use of the WSO monthly report.
 - 4. Responsible for checking the meetings listed on the WSO monthly report against the Meeting Directory and inform the Directory Chair of needed changes.

NOMINATING

- A. PURPOSE: Seek qualified candidates who are willing to serve as Intergroup Officers.
- B. ACTIVITIES:
 - 1. Appointed by Intergroup Chair at the August Intergroup meeting
 - 2. Intergroup Chair should consider committee membership that includes diverse representation of Greater Cincinnati area OA meetings

PROFESSIONAL OUTREACH

- A. **PURPOSE:** Develop, distribute and keep the updated materials and information to help groups and other interested individuals to carry the OA Recovery Message to institutions, clergy, health care professionals and correctional institutions.

- B. **ACTIVITIES:**
 - 1. Promote ownership and use of the Hospitals, Institutions, Professionals and Military Manual.

 - 2. Inform people in the medical community, associated health fields, and the military about Overeaters Anonymous program.

PUBLIC INFORMATION

A. PURPOSE

1. Inform the general public about OA.
2. Inform professionals and others who work with compulsive overeaters about OA.
3. Help keep communication within the Fellowship open so members and groups can carry the message more effectively.

B. ACTIVITIES

1. Work with Tradition One and Professional Outreach Committee to provide information about OA to health care professionals, institutions, clergy, educational institutions, correctional institutions, and state and local agencies.
2. Submit press releases/public service announcements about OA to news media.
3. Respond to requests for information from local news media.
4. Assist producers of local radio and TV programs concerning OA, always maintaining anonymity.
5. Maintain a scrapbook of local articles pertaining to OA.
6. Participate in outside activities, if approved by Intergroup, to carry the message of recovery in OA.
7. Work with committees to ensure accurate information is accessible within the Fellowship and to the public.
8. Assist Intergroup with PI activities, to ensure consistency with World Service PI Manual and OA Twelve Traditions.
9. Coordinates with Website Committee in the maintenance of the Intergroup website by requesting changes to be done by the Greater Cincinnati OA Intergroup Webmaster.

SOCIAL

- A. PURPOSE: Plan and develop a quarterly social activity.
- B. ACTIVITIES:
 - 1. Committee will plan activities and will participate in activities planned by individual OA groups.
 - 2. Committee chair will notify the Butterfly Editor of these activities and will maintain communication with the Special Projects Chair so activities will not overlap, and help distribute information regarding activities.

SPEAKERS LIST

- A. PURPOSE: To provide a list of people who are willing to give leads at any group.

- B. ACTIVITIES:
 - 1. Once every six (6) months, each person on the list is contacted to see whether or not they want to continue to be on the list.
 - 2. The list of speakers is produced twice per year and distributed at the Intergroup meeting.
 - 3. This list shall contain the names, phone numbers and times of availability.

SPECIAL PROJECTS

- A. **PURPOSE:** Responsible for maintaining the calendar of special projects for the year, i.e. mini-convention, retreats and workshops.
- B. **ACTIVITIES:**
1. Utilize the following guidelines for special projects:
 - a) It is recommended that members of an Intergroup-affiliated meeting form the organizers (i.e., the Planning Committee) for a special project event.
 - b) The Mini-Convention and Retreat organizers shall carry out a speaker selection process which requests the following information:
 1. Number of years as an OA member
 2. Description of the speaker's level of physical recovery
 3. A confirmation that the speaker commits to and follows a plan of eating daily
 4. The speaker's progress in working the Twelve Steps (all 12 should have been worked at least once)
 5. A confirmation that the speaker sponsors and is sponsored
 6. The speaker's area of interest (e.g., relapse, sponsorship, Big Book study, etc.)
 7. An audio recording from a previous speaking engagement
 - c) The Mini-Convention and Retreat organizers shall communicate to the speaker the expectations and intent of the respective events:
 1. the event theme and schedule (length of speaker presentations, time for participant pitches, etc.)
 2. emphasis on the OA recovery experience as opposed to other 12 Step groups, therapy, etc.
 3. the need to focus part of their final presentation on "re-entry"
 4. the need to allow enough time for participants to share final thoughts about their event experience
 - d) Mini-Convention and Retreat organizers for future events are encouraged to participate in the planning and execution of the

ones scheduled for the current year. This will allow a smooth transition to occur between organizers from one year to the next.

- e) Literature for any special projects event shall be ordered directly from the OA World Service Office and managed financially using the budget for that event.
 - f) Recordings from each mini-convention and retreat shall be purchased for the Media Library using the budget for that event.
2. The Chair for each special project shall consult the Special Projects Chair about the proposed dates and sites of each activity prior to presentation in Intergroup.
 3. On a quarterly basis, shall plan and coordinate at least one workshop or other event.
 4. Chair serves in an advisory capacity with the chair of each project to ensure adherence to the special projects guidelines.
 5. All requests for scholarships for special projects shall be given to the Special Projects Chair, who will present it to Intergroup for approval. With respect to the annual mini-convention, subject to financial availability and Intergroup approval, two (2) scholarships will be made available. The scholarships shall cover the cost of the registration fee (at a minimum) and banquet, if applicable.
 6. Any profits from the Mini-convention shall be given to the Treasurer and credited to the Delegates' Fund.
 7. Any proceeds from the Retreat shall be given to the Treasurer and credited to the General Budget.
 8. Shall be responsible of maintaining a calendar of special events for the year.

TELEPHONE ANSWERING SERVICE

- A. **PURPOSE:** To ensure prompt, informed response to people calling Intergroup's telephone number
- B. **ACTIVITIES:**
 - 1. Coordinates with contracted answering service to respond daily to calls
 - 2. Ensures callers receive answers to questions about OA and appropriate literature as requested.
 - 3. Chair is responsible for providing current meeting and event information to committee members and the outside service provider contracted to give out information to callers.
 - 4. Reports monthly statistics on calls.
 - 5. Communicates with the Tradition One Committee as needed.

TRADITION ONE

A. PURPOSE:

Our First Tradition says: **“Our common welfare comes first; personal recovery depends upon OA unity.”** The Tradition One Chair seeks to promote unity by first recognizing that various approaches to the OA program of recovery exist and that it is our common ground and not our differences, which bring us together.

B. ACTIVITIES:

1. Maintain and distribute materials and information to help Intergroup and other interested individuals carry the OA Recovery message to those not being reached by either committee.
2. Directs inquiries about OA to appropriate committees and individuals.
3. Work with the Telephone Answering Service to provide materials when requested.
4. If requested by a group, attend its meeting and utilize the *Twelfth Step Within Handbook* or *OA Handbook for Groups, Members, and Intergroups* for group conscience and possible discussion matter.
5. Promote communication between committees and individuals meetings.
6. Maintain a current E-Mail contact list for the purpose of distributing Intergroup information such as the Butterfly, Meeting Directory, special event flyers, etc.
7. Will advise each meeting of the following suggestions:

Each meeting read at the beginning a statement that says:

1. There are different ways of working the OA Program. People have had success using different ways. We suggest that you investigate all approaches. If one does not suit you, another may. The important thing is that “OA WORKS.”
2. As adopted by the 2000 WSBC and amended in 2005, “No OA members shall be prevented from attending, sharing, leading, and/or serving as a speaker at an OA meeting due to choice of food plans.

Groups sharing food plan information must adhere to OA's policies on outside literature, as well as copyright law."

3. Each sponsor should remember that the newcomer is vulnerable, and that if you are unable to sponsor a person for any reason, you should guide the newcomer gently until he/she finds a sponsor. We suggest that when you are asked, "What do you eat?" you are honest and tell the person, but **emphasize strongly** that every person must find a food plan best for that person.
4. All OA members try to be tolerant of all OA approaches.

TWELFTH STEP WITHIN

- A. **PURPOSE:** Our Twelfth Step in OA tells us to carry the message to compulsive overeaters. The primary purpose of the Twelfth Step Within, therefore, is to carry that same message of recovery to those who still suffer within the OA fellowship. Thus, the Twelfth Step Within deals largely with relapse and issues of membership retention. The message of course, is hope.

All activities will be in accord with the *Twelfth Step Within Manual* from World Service

- B. **ACTIVITIES:**
1. There will be a variety of activities, such as Intergroup phone lists, and articles for the newsletter.
 2. Maintain Media Library and locate recordings suitable to promote unity and recovery; make a recording service available.

WAYS AND MEANS

- A. **PURPOSE:** Responsible for fund-raising activities, other than Special Projects, to support the funding of the Delegates/Region Reps/Alternates to Region V Assembly and World Service Business Conference.
- B. **ACTIVITIES**
1. Committee will bring merchandise recommendations to Intergroup for approval.
 2. Chair will make plans to sell merchandise at all area retreats, conventions, workshops and other OA events where permitted.
 3. If Ways and Means Chair is not attending the event, he/she will delegate responsibility for providing the items to another Intergroup member who will be attending.
 4. Any proceeds from the Ways and Means Committee shall be given to the Treasurer and credited to the Delegates' Fund.

WEBSITE

- A. **PURPOSE:** Provide accurate, up-to-date information about area OA events, meetings, and contact information to compulsive overeaters inside and outside of the fellowship
- B. **ACTIVITIES:**
1. Maintain domain name, web hosting information, passwords, e-mail contacts and content verification for the Intergroup.
 2. Abide by the Traditions, Concepts and copyright rules as defined by OA, Inc.
 3. Be a liaison between Committee Chairs, Intergroup Representatives, Officers and Newcomers for all electronic communication.
 4. Website design is the discretion of the webmaster appointed by the committee, and is autonomous except for matters that affect Overeaters Anonymous and the Intergroup as a whole.
 5. Committee Chair will coordinate with Intergroup Chair to share passwords, hosting information, and all other relative information pertinent to the maintenance of the Intergroup Website.
 6. Committee Chair will work with Region and WSO levels to assure that all links pointing back to the Intergroup's website are correct and accurate.

DELEGATES/REGION REPS/ALTERNATES

1. Delegates should be willing to attend Region V Assemblies several times during the year.
2. Delegates also need to be willing to attend the World Service Business Conference (WSBC), which is held in spring of each year. This would require the delegates to depart on Tuesday and return on Sunday the week the WSBC is held.
3. Delegates need to be willing to sell the merchandise from the Ways and Means Committee when they attend the WSBC and other OA events.
4. Delegates need to be willing to help the Special Projects Chair in developing an annual delegate's workshop. The purpose of the workshop is to provide OA members with information regarding Region V Assemblies and WSBC.
5. A proposed budget should be submitted to the Budget Chair at the November Intergroup for the following year. All approved funds can be given the delegates prior to travel. Delegates shall submit an itemized expense account and return the unused funds during the Intergroup meeting following the event.
6. Any expenditure over and above the budget set before the event must be approved by a majority of Intergroup Representatives. In the case of an emergency, they must be approved of by a majority of the Officers.
7. The meal allotment will be \$40.00 per day for Region V Assemblies and \$40.00 for WSBC.
8. Delegates should travel together and rent a vehicle when traveling to Region V Assemblies, assuming the duration of travel is reasonable. Insurance coverage must be purchased from the rental car company for each driver. In most cases, any person who is not a delegate should not drive the rental vehicle, unless there are extenuating circumstances or Intergroup has approved alternate arrangements.
9. A rental vehicle, such as an economy car or mini-van, should be rented for all Region V Assemblies. Delegates must be willing to use personal credit cards to rent/reserve the vehicle. Reimbursement for rental expenses will be made by check or cash, including coverage for all who share in the driving.

10. Delegates should be willing to depart for Region V Assemblies on Friday and, if necessary, return on Sunday.
11. Delegates should be willing to use personal credit cards to reserve hotel rooms. Delegates share rooms with a minimum of two (2) persons per room. When necessary for gender purposes, a second room shall be rented.
12. Travel expenses reimbursed by Intergroup shall include airfare, car rental, meals, tips, parking and transportation between the hotel and the airport. Additional expenses may be included if approved by Intergroup.
13. Intergroup is not responsible for expenses incurred by persons who are not delegates.
14. Each delegate attending Region V Assemblies or the WSBC shall give a verbal report (no more than five minutes) at the Intergroup following the event. A written report shall be given to the Secretary at that time.

AMENDMENTS TO THE POLICIES AND PROCEDURES HANDBOOK

1. The Bylaws Committee will accept suggestions for amendments to the Policies and Procedures Handbook until the end of the August Intergroup meeting.
2. Amendments will be presented at the September Intergroup meeting for study.
3. Discussion and voting and will take place at the October Intergroup meeting. A two-thirds majority vote of those present and eligible to vote is necessary for approval. Implementation will take place as soon as the Amendments are approved.