

**GENERAL POLICY**

- A. The following standing rules apply to the Greater Cincinnati Intergroup (also known as “Intergroup”)
1. At least two 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 you represent 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 Sunday instead of the third Sunday.
- 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
  3. Is a member of the Literature Review Committee
  4. Appoints ad-hoc Committees as needed
- 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 5 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 5 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.
  5. Conduct the Intergroup inventory process suggested by OA World Service by gathering and reviewing feedback as follows
    - a. during even-numbered calendar years, from Intergroup Representatives, committee chairs, and board on Intergroup-specific items from the inventory question list
    - b. during odd-numbered calendar years, from all area OA members on general membership items from the inventory question list

**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. 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. Intergroup Representative and Delegate/Region Rep/Alternate Support
  - 1. Provide information to prospective candidates about Intergroup Representative and Delegate/Region Rep/Alternate responsibilities
  - 2. Work with Intergroup Representatives and Delegates/Region Reps/Alternates to strengthen their effectiveness
    - a. Maintain a sample Intergroup Representative notebook with extra copies of materials for new Intergroup Representatives
    - b. Coach new Intergroup Representatives at their first meeting
    - c. Provide a workshop for new Delegates/Region Reps/Alternates ahead of their first Region 5 or World Service business meetings

**SECRETARY**

- A. Maintain official Intergroup records
  - 1. Legal, historical and current files
  - 2. Minutes including committee reports (including preparing and distributing ones for the December Intergroup meeting before turning over office to the new Secretary)
  - 3. Correspondence pertaining to Intergroup
  - 4. Copies of Credentials Reports
- 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 reimbursement for postage from Treasurer
- D. 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 Delegate 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. Serves on the Ways and Means Committee, but not as committee chair
  
- E. Attends Audit Committee meetings as an *ex officio* member
  
- F. 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
  
- G. 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**

- A. Bylaws
- B. Communication
- C. Membership
- D. Public Outreach
- E. Special Events
- F. Ways & Means

**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 Communication Committee to distribute information electronically.

## BYLAWS

**PURPOSE:** To keep the Bylaws/Policies & Procedures/Standing Rules pertinent

**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 and 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.

## COMMUNICATION

**PURPOSE:** Provide accurate, up-to-date information about area OA events, meetings, and contact information to compulsive overeaters inside and outside of the fellowship

**ACTIVITIES:**

1. Create, maintain and update website with relevant OA information for our members. To enable this, will also do the following
  - a. Maintain domain name, web hosting information, passwords, e-mail contacts and content verification for the Intergroup.
  - b. Ensure content abides by the Steps, Traditions, Concepts and copyright rules as defined by OA, Inc.
  - c. Design website presentation layer directly or in partnership with a webmaster appointed by the committee. Significant content change shall be approved by the Literature Review Committee prior to publication.
  - d. Coordinate with Intergroup Chair to share passwords, hosting information, and all other relevant information pertinent to the maintenance of the Intergroup Website.
  - e. Create alias e-mail addresses for IG officers, webmaster and other committees with frequent e-mail correspondence (such as Butterfly, webmaster, Membership, Outreach, etc.)
2. Communicate relevant OA information to the fellowship via Intergroup email account, maintaining and updating email contact information.
3. Respond to newcomers who reach out through email or the Intergroup's telephone number
  - a. Attempt to put them in direct contact with a recovering member or the appropriate Intergroup committee chair for the purpose of answering in-depth questions

- b. Coordinate with contracted answering service to respond daily to phone calls.
- c. Ensure newcomers receive appropriate OA literature as requested by email or phone call.
- d. Provide current OA meeting and event information to the contracted answering service to give to callers.
- e. Report monthly statistics on phone calls and website hits.

## MEMBERSHIP

**PURPOSE:** Supports the needs of all members, including newcomers, those who are still struggling, or those in relapse. Provides affiliated groups with information and resources from Intergroup and strengthens the relationship between OA members, groups, and Intergroup.

### ACTIVITIES

1. Connect OA groups to Intergroup by doing the following –
  - Maintain and distribute materials and information to help Intergroup and other interested individuals carry the OA Recovery message to those not being reached by other committees.
  - Attend the registered meetings that have no Intergroup Representatives for the purposes of informing and encouraging registered groups to send representatives to Intergroup meetings.
  - Administer Margie Cooper fund
  - Familiarize the group with what Intergroup is doing for local membership
  - Familiarize the group with Internet resources like [cincinnati.oa.org](http://cincinnati.oa.org), [www.oa.org](http://www.oa.org), etc.
  - Assist groups with OA World Service registration process
2. Work with OA groups to strengthen their effectiveness -
  - Encourage meetings to effectively use email or phone to communicate among members
  - Use the *Twelfth Step Within Handbook* or *OA Handbook for Groups, Members, and Intergroups* for group conscience and possible discussion matter.
  - Review group service positions and tasks (e.g., Intergroup representative, “Designated Downloader”, etc.)
3. Maintain area directory of meetings, sponsors list, and speakers list, providing the information to the Communications Committee for publishing as appropriate. The following recommended practices for each are as follows
  - Speakers list/sponsors list: each person on each list is contacted annually to see whether or not they want to continue to be on the list, which is distributed at the Intergroup meeting or requested by email.
  - Meeting directory (contains meetings by day of week and time, along with meeting number, time, address, contact person and phone number): changes must be submitted by the Second Monday of the month to be included in the current month’s list, with the list being distributed at the Intergroup meeting or posted on the website; reconciliation of the directory is done with OA website information



## **PUBLIC OUTREACH**

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

### **ACTIVITIES**

1. Submit press releases/public service announcements about OA to news media, people in the medical community/associated health fields/the military
2. Respond to requests for information from local news media
3. Assist producers of local radio and TV programs concerning OA, always maintaining anonymity
4. Participate in outside activities like public health fairs, etc. to carry the message of recovery in OA
5. Work with other committees to ensure accurate Outreach information is accessible within the Fellowship and to the public
6. Organize and carry out local outreach activities that are consistent with World Service Public Information and Professional Outreach Manuals and OA Twelve Traditions
7. Assist affiliated groups with suggestions on how to advertise their meetings to the public.

## SPECIAL EVENTS

**PURPOSE:** To coordinate special events for the year, i.e. mini-convention, retreats, social activities, IDEA Day, Unity Day, and workshops.

**ACTIVITIES:**

1. Maintains a calendar of special events for the year, ensuring dates of special events do not conflict with OA World Service or Region 5 event or local, national, and religious holidays.
2. On a quarterly basis, plans and coordinates at least one workshop or other event.
3. Consults with the Chair for each special event about the proposed dates and sites of each activity prior to presentation to Intergroup.
4. Ensures adherence to the following guidelines for special events:
  - a. It is recommended that members of an Intergroup-affiliated meeting serve as the organizers (i.e., the Planning Committee) for a special event.
  - b. The Mini-Convention and Retreat organizers shall carry out a speaker selection process which requests the following information:
    - i. Number of years as an OA member
    - ii. Description of the speaker's level of physical recovery
    - iii. A confirmation that the speaker commits to and follows a plan of eating daily
    - iv. The speaker's progress in working the Twelve Steps (all 12 should have been worked at least once)
    - v. A confirmation that the speaker sponsors and is sponsored
    - vi. The speaker's area of interest (e.g., relapse, sponsorship, Big Book study, etc.)
    - vii. 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:
    - i. The event theme and schedule (length of speaker presentations, time for participant pitches, etc.)
    - ii. Emphasis on the OA recovery experience as opposed to other 12 Step groups, therapy, etc.
    - iii. The need to focus part of their final presentation on "re-entry"
    - iv. 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 events 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 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.
  - g. Seed money shall be \$1000 for the Mini-Convention and \$500 for the Retreat; other

- events may have an amount as agreed by Intergroup.
- h. Any seed money and proceeds from the Mini-Convention and Ohio Day of Sharing shall be given to the Treasurer and credited to the Delegates Fund
  - i. Any seed money and proceeds from all other events shall be given to the Treasurer and credited to the operating fund.
5. Serves as an advisor and Intergroup liaison to coordinate appropriate resources needed by the organizers from the Intergroup.
  6. Presents all requests for special event scholarships to Intergroup for approval. With respect to the annual mini-convention, subject to financial availability and Intergroup approval, two scholarships will be made available. The scholarships shall cover the cost of the registration fee (at a minimum) and banquet, if applicable.
  7. Signs contracts for venues, services, etc. for special events.
  8. Ensures that written financial report for the special event is presented at the Intergroup meeting following the event.
  9. Communicates with Communication Committee to publicize special events as appropriate.

### **WAYS AND MEANS**

**PURPOSE:** Responsible for fund-raising activities, other than Special Events, to support the funding of the Delegates/Region Reps/Alternates to Region 5 Assembly and World Service Business Conference.

#### **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.

### **DELEGATES/REGION REPS/ALTERNATES**

- A. Delegates should be willing to attend Region 5 Assemblies several times during the year.
- B. 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.

- C. Delegates need to be willing to sell the merchandise from the Ways and Means Committee when they attend the WSBC and other OA events.
- D. Delegates need to be willing to help the Special Events Chair in developing an annual delegate's workshop. The purpose of the workshop is to provide OA members with information regarding Region 5 Assemblies and WSBC.
- E. Delegates organize the Intergroup's participation at the Ohio Day of Sharing.
- F. 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.
- G. 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.
- H. The meal allotment will be \$40.00 per day for Region 5 Assemblies and \$40.00 for WSBC.
- I. Delegates should travel together and rent a vehicle when traveling to Region 5 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.
- J. A rental vehicle, such as an economy car or mini-van, should be rented for all Region 5 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.
- K. Delegates should be willing to depart for Region 5 Assemblies on Friday and, if necessary, return on Sunday.
- L. Delegates should be willing to use personal credit cards to reserve hotel rooms. Delegates share rooms with a minimum of two persons per room. When necessary for gender purposes, a second room shall be rented.
- M. 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.
- N. Intergroup is not responsible for expenses incurred by persons who are not delegates.

- O. Each delegate attending Region 5 Assemblies or the WSBC shall give a verbal report (no more than five minutes) at the Intergroup meeting following the event. A written report shall be given to the Secretary at that time.

#### **AMENDMENTS TO THE POLICIES AND PROCEDURES HANDBOOK**

- A. The Bylaws Committee will accept suggestions for amendments to the Policies and Procedures Handbook until the end of the August Intergroup meeting.
- B. Amendments will be presented at the September Intergroup meeting for study.
- C. 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.

**APPENDIX A. MARGIE COOPER FUND**

**PURPOSE:** Provide meeting materials to newly-registered groups in the Greater Cincinnati Intergroup

**BACKGROUND:** Margie Cooper was a very active OA member who attended Kentucky meetings. She was passionate about supporting new and foundering meetings and attended them to keep them vibrant. She passed away in 1996.

When her home meeting in Latonia, KY closed, the members sent \$400 to Intergroup and asked that it be used to purchase \$50 in literature for new meetings on a pay-it-forward basis. Although the ledgers for this fund have been lost, it is believed that the money has probably been spent. Intergroup members want to maintain the legacy of supporting new meetings by giving approximately \$50 - \$60 in materials to launch each new group in the Greater Cincinnati Intergroup, up to three meetings each year.

**ACTIVITIES**

1. The intent is to budget \$200 each year to help three new groups.
2. Recipient groups are not required to repay the loan/gift. If the meeting closes, the literature must be returned to the Membership Committee chair to be used for future groups.
3. Each new group must register at [www.oa.org](http://www.oa.org) and contact the Directory Committee Chair with meeting information to be eligible for this literature.
4. Between \$50 - \$60 in OA approved literature will be given to the new meeting. The Intergroup Membership Chair and the secretary of the new group will determine which pieces of OA approved literature will be given to the new group.
5. The group is encouraged to send two representatives to the monthly Intergroup meeting where he/she will receive additional materials from the Membership Committee Chair.

**APPENDIX B. AD-HOC COMMITTEES**

These committees function on an as-needed basis and only provide reports during select Intergroup meetings as required by the nature and timing of their work.

**AUDIT**

**PURPOSE:** Review the financial records from the previous year (January to December) to verify accuracy and consistency of record keeping

**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**

**PURPOSE:** To develop annual budget for Intergroup

**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

**LITERATURE REVIEW**

**PURPOSE:** Reviews locally-produced OA literature, including the Intergroup's website content, using OA Guidelines for Locally Produced Literature.

**ACTIVITIES**

1. The Intergroup Chair shall serve on the committee as a member.
2. Committee approval indicates that the material has broad application to the Intergroup as a whole and is intended primarily to convey local OA members' experience, strength, and hope.

## **NOMINATING**

**PURPOSE:** Seek qualified candidates who are willing to serve as Intergroup Officers.

**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