

GAOAIG: Policies and Procedures Manual

Written 2004 – With: -----
IG Approved Revision of 2014/02/08 (Travel Expenses) -----
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8/15/2018

IG Board

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1 Introduction

1.1 Policies and Procedures Manual (P&P Manual)

The P&P Manual is the cumulative group conscience for Greater Atlanta Overeaters Anonymous Intergroup (GAOAIG). Changes require a majority vote of the voting members present at a regular or special Intergroup (IG) meeting. It is recommended that voting members be given prior notice for their consideration.

This document is a guide for anyone wishing to do service in GAOAIG. To obtain a copy, please see www.atlantaoa.org under Intergroup then Intergroup Documents. See also the GAOAIG Bylaws.

Note: Bylaws describe the legal organization and function of the IG and are maintained in a separate document in compliance with the OA World Service Business Conference (WSBC) requirements for membership in the OA Fellowship.

The P&P Manual follows the suggested service guidelines from Southeast OA Region Eight, the OA Board of Trustees, and the World Service Business Conference (WSBC). The intergroup board is responsible for keeping it up to date.

1.2 OA Preamble

Overeaters Anonymous is a Fellowship of individuals who, through shared experience, strength, and hope, are recovering from compulsive overeating. We welcome everyone who wants to stop eating compulsively. There are no dues or fees for members; we are self-supporting through our own contributions, neither soliciting nor accepting outside donations. OA is not affiliated with any public or private organization, political movement, ideology, or religious doctrine; we take no position on outside issues.

Our primary purpose is to abstain from compulsive overeating and compulsive food behaviors and to carry the message of recovery through the Twelve Steps of OA to those who still suffer. World Service Conference May, 1990.

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1.3 Overview: The Greater Atlanta OA Intergroup (GAOAIG)

- 1.3.1 IG is composed of representatives from meetings in the Greater Atlanta area, committee chairs, and the IG board. These trusted servants provide service, information, and recovery to the OA community.
 - 1.3.2 The GAOAIG meets on the [second](#) Saturday of every month at the Greater Atlanta OA Office. The intergroup meeting is autonomous and conducts the business of OA in the local area while providing recovery through service to its members. Meetings are run under a simplified version of Robert's Rules (See: Standing Rules Appendix C).
 - 1.3.3 The final authority on all matters is our Higher Power as expressed through the group conscience.
 - 1.3.4 The GAOA Office Inc. is a for profit incorporation in the state of Georgia under the title Greater Atlanta OA Office, Inc and is a Domestic Nonprofit corporation.
 - 1.3.5 GAOAIG sends representatives to the Southeast OA Region Eight Assemblies held two (2) times a year. GAOAIG also sends delegates to OA's annual business meeting, WSBC, held in Albuquerque, New Mexico. IG pays these expenses generally by 7th tradition contributions and by raising money through OA special projects (retreats, share-a-thons, conventions, workshops, etc.). The representatives and delegates represent our interests at these business meetings and bring back recovery and information from other areas.
 - 1.3.6 The Greater Atlanta OA Office (The Office):
 - 1.3.6.1 GAOAIG supports The Office financially through collected 7th tradition meeting contributions.
 - 1.3.6.2 IG Board and the office administrator manage the OA Office.
 - 1.3.6.3 The Office provides the Atlanta Metro Area with a central meeting location, phone answering service, information on meetings, and OA literature to review.
 - 1.3.6.4 The Office, which is a separate legal entity from the IG, is incorporated as the Greater Atlanta OA Office, Inc.
 - 1.3.6.5 Office expenses not covered by meeting rent are provided for by IG meetings sending 7th tradition contributions.
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2 Finance - Travel and Expense

Prepared by Bill Van Looy 1/11/2014

Approved by IG Vote on 2/8/2014

Grammatical Updates 1/13/2018

2.1 Introduction:

GAOAIG sends representatives to the Southeast OA Region Eight (Region 8) Assemblies and delegates to OA's annual business meeting at the World Service Business Conference (WSBC).

Intergroup pays these expenses generally by raising money through OA special projects (retreats, share-a-thons, conventions, workshops, etc.) and 7th Tradition contributions. The representatives and delegates represent our interests at these meetings and bring back information and experiences of recovery from other areas.

2.2 Objectives:

- 2.2.1 Fully fund all reasonable expenses associated with transportation, lodging, registration, tips and meals for our representatives attending Region Assemblies and delegates to the World Service Business Conference.
- 2.2.2 Decide two (2) months before an Assembly or Conference on how many people to send.

2.3 Principles

- 2.3.1 We are self supporting through our own contributions: No one will pay out of their own pocket for providing service to GAOAIG. No one will attend any event as a representative or delegate using their own funds. (Among other issues this would constitute a 7th tradition donation with conditions attached).
- 2.3.2 Provide prudent financial controls. Written support will be provided for all expenses, which will be reviewed by the treasurer for reasonableness before payment.
- 2.3.3 Be simple enough for the representatives, delegates, and the treasurer, but flexible enough to meet differing financial circumstances of representatives and delegates.
- 2.3.4 Representatives and delegates are expected to be frugal in how they spend GAOAIG funds. Representatives and delegates will select the most prudent mode of transport. Coach airfare is the norm when flying and should be purchased at least 30 days in advance.
- 2.3.5 Some expenses are not considered as normal: Staying additional days, car rental, alcoholic beverages, personal entertainment (movies, etc) outside of the normal convention activities are not reimbursed. (Unless an exception is granted by the GAOAIG board in advance of traveling).

2.4 Payment:

- 2.4.1 GAOAIG will reimburse expenses validated by receipts (both the bill and the credit/debit card receipt) and accompanied by the Expense Statement (Form is available online at www.atlantaoa.org). Cash expenses (i.e. porter tip) are recorded in the
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miscellaneous section of the Expense Statement. Representatives and delegates should use their personal credit/debit cards if possible.

- 2.4.2 All expenses should be submitted within two weeks of completing travel. Review and approval by the treasurer and/or the co-chair and payment should be made within two additional weeks (by the treasurer or office manager).
- 2.4.3 When expenses are incurred in advance of travel the Expense Statement may be submitted (including receipts for registration, airfare, or lodging, etc.) for approval and payment within two weeks.
- 2.4.4 If an individual cannot attend due to valid personal circumstances (personally defined), some expenses may have already been incurred in advance (i.e. airfare). They are expenses incurred on behalf of GAOAIG and thus should always be reimbursed. Every effort to get value for the funds expended should be attempted (airline vouchers etc.), but any funds non-refundable are valid expenses of GAOAIG.

2.5 Travel Advances:

- 2.5.1 Travel advances for estimated expenses (airfare, hotel, registration, meals, mileage, etc.) submitted on the Expense Statement may be available (at the discretion of the treasurer) and disbursed within 10 days.
- 2.5.2 Reconciliation between the estimated expenses and actual expenses will be submitted with their final Expense Statement.
- 2.5.3 If the amount of the advance exceeds the actual expenses it will be returned (check preferred).

2.6 Selecting Delegates / Limits on Total Expenditures:

- 2.6.1 Two (2) months before an Assembly or Conference,
 - 2.6.1.1 The Intergroup board shall make a recommendation to the Intergroup regarding how many representatives/delegates to send. The recommendation is based on available funds and estimated costs, provided by the representatives/delegates.
 - 2.6.1.2 Intergroup shall vote on the recommended number of attendees.
 - 2.6.1.3 If all delegates/representatives cannot attend due to lack of funds, then attendance will be determined by lot, or other agreed upon method. The lot order will be valid for the remainder of the year.
 - 2.6.1.4 If while making bookings the delegate/representative estimates that expenses are going to exceed the budgeted amount by more than 10%, they need to inform the GAOAIG board to get authorization to exceed the budget.
 - 2.6.2 Expenses will be paid based on the actual expenses, not the budgeted amount.
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2.7 Meals

- 2.7.1 Luncheons and dinners that are a part of the Conference/Assemblies are customary to attend and reimbursement will be at the amount charged.
- 2.7.2 Meal costs vary significantly from city to city and are reimbursed at the actual expense paid. The following are intended as guidelines as of 2014 (includes taxes and tip):
 - Breakfast –\$15
 - Lunch – \$15
 - Dinner –\$30
 - Daily total approximately \$40 - 60Note: Alcohol charges are not reimbursed.
If you are not familiar with normal and acceptable travel expenses please discuss with one of the board members.

2.8 Mileage

- 2.8.1 Mileage for the use of a personal car shall be reimbursed equal to the rate established by the US Internal Revenue Service.
- 2.8.2 If restriction exists due to a tax exempt status for GAOAIG then the rate will be consistent with that status as required by law.

2.9 Hotels:

- 2.9.1 Lodging will be covered based on actual expenses paid. If possible try and arrange ahead of time to share a room with someone, either another Atlanta person or by contacting the event organizer and requesting a roommate. Men and women are not expected to share a room.

2.10 Tips:

- 2.10.1 Tipping is a normal part of travel expenses. Tipping practices vary dramatically in different countries and parts of the US. Check websites for local norms.
- 2.10.2 The following are guidelines for the southeast USA 2014:
 - Sit down restaurant meals: 15-20% of total bill
 - Porters (if required): \$2-5/bag
 - Housekeeping (hard working folks often forgotten): \$3-5/night left on dresser

3 Finance – Other Policies

3.1 Guidelines for Group contributions

- 3.1.1 Individual OA groups should send their contributions to GAOAIG, Region 8 and WS based on their own group conscience.
 - 3.1.2 (Note: Many years ago all 7th traditions collected by member groups were sent to the GAOAIG Office and the Office would make the split for groups using the 60-30-10 guidelines suggested by WS. This has not been the practice for many years.)
 - 3.1.2.1 World Service Business Conference (WSBC) guidelines suggest: 60% to intergroup, 30% to World Service and 10% to Region 8.
 - 3.1.2.2 All donations from member groups to GAOAIG are sent to the Office (and not the Intergroup (IG)). The Office deposits the money in their Office bank account after deducting IG's agreed upon share of the Office expenses. The balance is paid by check to the GAOAIG bank account.
 - 3.1.2.3 Whenever possible group donations to WS should be made online via a credit card. This avoids the expense to WS of processing checks and sending receipts. (Note: WS has indicated that sometimes processing costs are in excess of the contributions being made.) See guidelines at <https://oa.org/contribute/>
 - 3.1.2.4 Region 8 Contributions are sent to:
Region 8 Treasurer
For instructions on sending a contribution to Region 8 go to www.oaregion8.org and click on Region 8, then click on contributions. Scroll down to find the address for mailing a check. .. *Please include your group number on your check*
 - 3.1.3 IG contributions to Region 8 and WS are only made after IG expenses and a prudent reserve (4-6 months total expenses which includes office rent) are met by group contributions and special projects. IG expenses include:
 - 3.1.3.1 Fully funding ALL Region 8 representatives (currently 6) and WSBC delegates (currently 4).
 - 3.1.3.2 Supporting the Office by contributing its share of the expenses as deemed necessary by the Office. Keeping the office open and staffed properly is one of the primary objectives of the GAOAIG.
 - 3.1.3.3 Subsidizing: the Newcomers meetings, Recovery from Relapse meetings, Outreach projects, Special projects and workshops as required.
 - 3.1.4 If excess funds are generated that would move the funds cash balance above a prudent reserve, then the IG shall send a contribution to both Region 8 and WS in the amount equivalent to the formula established by WSBC (60-30-10). – thus 75% of cash above a prudent reserve would be sent to WS and 25% would be sent to Region
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3.2 Annual Budget

- 3.2.1 The treasurer will prepare an annual budget in October for the coming year.
- 3.2.2 The budget will be reviewed, revised and approved by the GAOIG board.
- 3.2.3 The budget will then be put to the area IG voting members for amendments and approval in December or January.

3.3 Committee Expenditure

- 3.3.1 Each committee shall be responsible for spending within their budgeted allotments.
- 3.3.2 Any expenditure above their budget by committees shall have prior approval from the IG.

3.4 Payroll

The treasurer will manage payroll with outside assistance if necessary. (All fees paid by the IG.)

3.5 Tax Forms

The treasurer will complete annual tax forms with the assistance of outside accountants when necessary. (All fees are paid by the IG)

3.6 Fiduciary Controls:

- 3.6.1 The monthly treasurer's report:
 - 3.6.1.1 Will be prepared by the treasurer showing expenditures, income and cash balances each month with comparisons to prior year.
 - 3.6.1.2 Will be explained to group voting members with Q&A time each month.
 - 3.6.1.3 Will be approved by the group voting members each month.
 - 3.6.2 The treasurer, bookkeeper and one IG chair shall all be signatories on the IG checking account.
 - 3.6.3 IG chair (signatory) will validate at least quarterly that the checking account statement and treasurer's report reconcile.
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4 Intergroup Committees

4.1 General Committee Guidelines (see also GAOAIG Bylaws, p.5)

- 4.1.1 The board may establish standing and ad-hoc committees as needed for the welfare and operation of the IG. Each committee is responsible to the IG board. Standing committees remain in existence as long as they are defined in this section. Ad-hoc committees are created for a specific purpose and dissolve when their function is complete. Committee chairs are appointed by the board generally to a one (1) year term and may be removed at the discretion of the board.
 - 4.1.2 It is suggested that committee chairs find out more about their committees at oaregion8.org and the World Service website, oa.org. Other intergroups around the country are always trying new and innovative ways to bring recovery to their areas and will share their experience. Check out their websites!
 - 4.1.3 Note: All speakers shall have a minimum of sixty (60) days of current continuous abstinence. (Each member is the sole judge of her/his abstinence.)
 - 4.1.4 Each committee chair shall keep his/her committee's description in this P&P Manual up to date. Motions for changes are submitted in writing to the board by the Friday before the board meeting on the last Saturday of the month. The P&P committee chair will revise the P&P according to motions that are adopted at the IG meeting with a majority vote.
 - 4.1.5 The committee chairs shall stay in touch with the IG board. The committee chairs are expected to attend IG monthly meetings (in person or virtually) or send a committee member as often as possible. The committee chair (or member) may give a report in person or send a written report to the board secretary. It is considerate to let the secretary know before the board meeting if there will be no report that month or how much time will be needed on the agenda for the report.
 - 4.1.6 The committee chairs shall bring their proposed budgets to the IG by September to be included in the annual budget. The chair shall bring any unplanned expenditures to the IG for prior approval.
 - 4.1.7 Either board co-chair shall serve as an ex-officio member of each committee. Some co-chairs like to divide responsibilities so that one co-chair leads the monthly IG meetings and the other co-chair works with all of the committees.
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4.2 Standing Committees

4.2.1 Twelfth Step Within Committee

The purpose is to strengthen OA by sharing information and ideas to generate recovery within the Fellowship. Through working the Twelve Steps and using the Tools of Recovery, these trusted servants encourage support, break down isolation and are available to those who may have dropped out. The chair shall coordinate the monthly Recovery from Relapse workshops. (See Special Projects Monthly Saturday Meetings, page 5.) “The Twelfth Step Within Handbook”, available from our IG or from World Service, is used as a guide. There is also a wealth of information at oa.org.

4.2.2 Public Information/Professional Outreach Committee (PIPO)

4.2.2.1 This committee finds ways to make the public aware of OA through print and broadcast media and participation in community events such as health fairs. It reports to IG and local meetings about community events. The committee encourages meetings to update listings in local newspapers and local news websites (see www.oa.org for additional guidelines).

4.2.2.2 Its functions are to develop a relationship with professionals: doctors, psychiatrists, psychologists, nurses, dietitians, counselors and the clergy; and institutions: hospitals, eating disorder units, correctional facilities, religious organizations, libraries and corporations. The PIPO Handbook, available from our IG or from World Service, is used as a guide. There is also a wealth of information at oa.org.

4.2.3 Intergroup Outreach Committee

This committee serves as a link between IG and meetings. Its purpose is to encourage meetings to: be registered with World Service; elect an IG representative (or alternate) to attend IG meetings; to send in regular contributions to IG, Region 8 and World Service; and to have current information on the meeting list, including a current contact person.

4.2.4 Communications Committees:

These committees are how we stay in touch with each other and help carry the message of recovery. Each committee shall submit changes to the board before posting.

4.2.4.1 Tech/Web (Technology/Website)

The Tech/Web Committee assesses technical issues related to spreading the message of OA, works to implement virtual attendance, and maintains a social media presence. The committee considers new and evolving technologies that may have benefits to GAOAIG and makes recommendations as to feasibility for use and procurement.

4.2.4.1.1 Committee chair Responsibilities:

1. Recruit committee members.
2. Ensure the presence of a committee member to operate the virtual attendance platform. (They should have their own laptop.)
3. Focus on social media following WSBC's guidelines.
4. Coordinate with Region 8 and WSBC Tech Web Committees.
5. Work with other committee chairs to implement a way to share information about what each committee is doing.
6. Work closely with webmaster regarding content and updates.

4.2.4.2 Webmaster

The webmaster keeps the website up to date. S/he can solicit others to help if so desired. The webmaster posts up to date meeting lists, working closely with the Meeting List Subcommittee and the Outreach chair; posts newsletters, flyers and announcements, all approved by the board. This committee encourages the use of the website among OA members.

4.2.4.3 Meeting List

Coordinate with the Outreach Committee to be sure that all meetings on our list are registered with World Service and that all information is up to date. Compare the meeting list that comes from the World Service Office with our meeting list. Ensure that copies of the meeting list are posted at atlantaoa.org and printed each month and put on the table in the OA Office. (The OA Office worker usually does this job.) Present an amount of money to be included in the budget for the cost of copies.

4.2.4.4 Newsletter

Toolbox is the newsletter for GAOAIG. The chair, who usually has some editing skills, solicits members to work on the committee; solicits and acknowledges receipt of articles; and has the newsletter approved by the board before submitting to the webmaster for posting. It is not to be used as a vehicle for anyone's personal agenda, but rather to reflect recovery through the *Twelve Steps* and *Twelve Traditions*.

4.2.4.5 Lifeline

Lifeline is the international magazine of OA, Inc. It is described as "a meeting on the go." The chair of this sub-committee encourages groups to have a *Lifeline* representative to promote subscribing and ensures that sample issues and subscription forms can be found on the table in the Office. *Lifeline* representatives can request a free starter kit from the World Service office.

Electronic Documents Committee

All three documents should be reviewed by the committee and board at least once a year. They can be viewed at atlantaoa.org.

4.2.4.6 Bylaws

Our bylaws are based on a template provided to us by the World Service Business Conference (WSBC) and Region Eight. It contains all of the requirements to be a registered intergroup. Bylaws are rules of a body relating principally to itself as an organization. The committee chair should examine all motions presented to be sure they are in compliance with the bylaws and promptly make changes that are adopted with 30 days notice and a 2/3 vote. Bylaws are sent to the Region 8 trustee for approval.

4.2.4.7 Policy and Procedure Manual (P&P)

4.2.4.7.1 This document is intended to be a more detailed description of how the business of our intergroup gets done. It is always a work in progress as our needs change. Therefore, it requires only a majority vote to make a revision.

4.2.4.7.2 The committee chair should examine all motions presented to be sure they are in compliance with the P&P and promptly make changes that are adopted.

4.2.4.8 Standing Rules

These are fair and efficient guidelines to help our IG meetings run smoothly. We emphasize group conscience deliberations, but follow simplified parliamentary Robert's Rules of Order to ensure that everyone is heard and respected. These standing rules are on the agenda and voted on at each monthly intergroup meeting. They require a 2/3 vote to amend or a majority vote with notice.

4.2.5 Special Projects

OA is self-supporting through its own voluntary contributions. Fees, however, may be waived or reduced (maintaining anonymity of participant) for those needing financial assistance. This may not be possible for retreats. Note: All speakers shall have a minimum of sixty (60) days of abstinence. (Each member is the sole judge of her/his abstinence.)

4.2.5.1 Convention

GAOAIG holds a convention once a year. It offers an opportunity for inspiring recovery activities and fun, as well as serving as our biggest fundraiser. The funds help with intergroup expenses and send elected members to Region 8 Assemblies and World Service Business Conferences. It is ideal to establish convention co-chairs and many sub-committee chairs to plan and execute the event. Intergroup votes on the date and location. It is helpful each year to pass on a notebook of information to help guide the process. When GAOAIG wins a bid to host a Region 8 Business Assembly and Recovery Convention, that gathering substitutes for our yearly convention.

4.2.5.2 Recovery Events: Share-a-thons/Workshops/Marathons/Dances

These are all events that OA members have enjoyed. They are generally held on a weekend and provide a supercharged meeting on a theme or topic. Usually there are different sessions with different speakers, activities and sharing time for all participants. Or it's just a fun dance!

4.2.5.3 Retreats

These are weekend getaways, usually held in quiet, secluded locations such as a camp or retreat center. The atmosphere is casual and abstinent meals are provided for the weekend. There are a variety of events with lots of time to share and reflect. Sometimes retreat leaders (or speakers) are brought in from other areas.

4.2.5.4 Monthly 10:30 am Saturday Meetings at the OA office

Note: All speakers shall have a minimum of sixty (60) days of abstinence. (Each member is the sole judge of her/his abstinence.)

1. First Saturday--Recovery from Relapse
It is coordinated by the Twelfth Step Within Committee. It is a more relaxed format with opportunities to ask questions. Often speakers share their stories
2. Second Saturday-- Intergroup Business Meeting
3. Third Saturday—Super Saturday
Various recovery topics are addressed.
4. Newcomers Workshop
Various recovery topics are addressed. It is a more relaxed format with opportunities for newcomers to ask questions and often includes speakers who tell their stories.
5. Fifth Saturday—Big Book Study held 4 or 5 times during the year.

5 Trusted Servants Definitions: (See Bylaws)

Note: Removed from P&P to avoid duplicate definitions.

6 GLOSSARY & ABBREVIATIONS

Bylaws— The document that governs. It describes the responsibilities of the officers and the policies that guide business meetings.

Delegates— Members elected by their IG to represent the IG at WSBC. Region chairs and trustees also serve as WSBC delegates.

Group and Meeting are used interchangeably in OA documents

IG Reps Intergroup Representatives- Members elected by their group (meeting) to attend IG meetings and be a liaison

IG Intergroup— The service body that supports local area groups. It is made up of reps or alternates from each group. IGs are managed by a board of officers. Our IG is GAOAIG Greater Atlanta Overeaters Anonymous Intergroup

OA Overeaters Anonymous, Inc. — The formal structure of the corporate organization made up of the board of trustees, the WSO and for the week that it is in session, WSBC

P&P Policy and Procedure Manual— A more detailed document that guides the operation of an IG or region

Region Reps— Members elected by the IG to represent the IG at the Region 8 Business Assembly

SOAR 8 Southeastern Overeaters Anonymous Region 8— Now often referred to as simply Region 8. One of the 10 regions of OA worldwide comprised of the USA's southeast states: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee. It also includes Puerto Rico, South America, Central America, and all of the Caribbean Islands. Puerto Rico and the Virgin Islands have long been a part of our region, and in July 2001 the rest of the Caribbean Islands were officially welcomed into Region 8 along with Central America and South America

Trustees— One trustee is elected by each of the 10 regions, 6 general service trustees guide the business of OA and recently added was one virtual services trustee

WSBC World Service Business Conference— The weeklong meeting held to elect trustees, amend bylaws, add new business policies and provide information to delegates through presentations and workshops

WSO World Service Office— the administrative headquarters for OA in Rio Rancho, NM. Staffed by 14 professionals who conduct day-to-day business operations. The WSO tracks OA groups worldwide, develops OA literature, produces newsletters, a magazine (*Lifeline*), maintains a website and sells and ships OA

7 Appendix A: Expense Statement Guidelines and Instructions:

Feb. 8, 2014 (Revised Jan. 2018)

These guidelines summarize the detailed instructions available in the P&P and are intended to be posted on the web site.

1. Greater Atlanta OA Intergroup (GAOAIG) shall fund the transportation, lodging, registration, tips and meals for representatives and delegates to attend Region 8 Assemblies and the World Service Business Conference.
2. A person traveling is a “Trusted Servant” and is expected to spend GAOAIG funds frugally. Persons traveling on behalf of OA must consider the least expensive mode of transportation.
3. Coach airfare should be purchased at least 30 days in advance.
4. Car rental must be approved in advance of trip by GAOAIG board (car rentals are not customary).
5. Mileage for use of personal car shall be reimbursed equal to the rate established by the US Internal Revenue Service.
6. Overnight accommodations will be reimbursed at the rate paid by the participant. (Including taxes and other fees). Persons traveling on behalf of OA are encouraged to share a hotel room with at least one other OA person attending the conference.
7. GAOAIG will reimburse expenses validated by receipts and accompanied by the Expense Statement (Form available on Web Site at www.atlantaoa.org).
8. Normally persons traveling will use their own funds for travel purchases, but advances may be given at the discretion of the treasurer.
9. Meal expense guidelines (includes taxes and tip):
 1. Breakfast – \$15
 2. Lunch – \$15
 3. Dinner –\$25

Note: Alcohol charges are not reimbursed.

10. All expenses should be submitted within two weeks of completing travel. (This will ensure prompt payment and accurate financial statements.
11. Expense Statements and attached receipts should be reviewed and approved by treasurer and/or one of the co-chairs before reimbursement check is issued. GAOAIG IG (treasurer of office manager) will issue a reimbursement check on approved expenses no later than two weeks following receipt of Expense Statement and receipts.

8 Appendix B: Expense Statement

EXPENSE STATEMENT

GREATER ATLANTA OA INTERGROUP
 2250 N Druid Hills Rd. Suite 260, Atlanta, GA 30329 (404)634-3314

OA MEMBER ADDRESS TRAVEL DATES MILEAGE RATE 53.5 cents/mile
 POSITION CITY STATE ZIP PHONE NUMBER MEAL RATE 0 \$15/ 1 \$15/ 0 \$30

DATE	DESCRIPTION	HOTEL	REGISTRATION	MEALS	AIRFARE	OFFICE	MISC	MILEAGE TOTAL	TOTAL
	X								\$ 0.00
	X								\$ 0.00
	X								\$ 0.00
	X								\$ 0.00
	X								\$ 0.00
	X								\$ 0.00
	X								\$ 0.00
	X								\$ 0.00
	X								\$ 0.00
	X								\$ 0.00
	X								\$ 0.00
	X								\$ 0.00
	X								\$ 0.00
TOTALS	X								\$ 0.00

APPROVED BY: _____

Notes: Mileage rate is per the Internal Revenue Service (IRS). Check with the Treasurer to confirm current rates. Original receipts must be attached to this report. No reimbursement will be made for alcohol. See form instructions for meal allowance guidelines.

LESS ADVANCES
TOTAL

1. **This form is available online at: www.atlantaOA.org:**
 - a. It is located at Intergroup\Documents
2. **It is an updateable form which can be filled in online and printed out or can be printed out and filled in manually.**

9 Appendix C: Standing Rule

Greater Atlanta Overeaters Anonymous Intergroup Business Meeting -Standing Rules

INTRODUCTION:

Thank you for attending, and for your service to OA through IG and other areas. IG meetings emphasize group conscience deliberations, but follow simplified parliamentary Robert's Rules of Order. Those rules enable fair and efficient guidelines to ensure everyone is heard and respected.

SPEAKING AT AN INTERGROUP MEETING:

Please raise your hand and wait to be recognized by the chair before speaking. Address questions to the chair (or the person designated by the chair). Once recognized, state your name and position, and then your question/statement.

VOTING MEMBERSHIP:

Any OA member can attend, but only the following can vote on IG decisions:

- One designated representative or alternate from each IG member OA meeting
- Secretary and Treasurer from the Board
- Region Representatives and World Service Delegates
- Special Projects Coordinator
- Office Steering Committee Representative
- Intergroup Standing Committee Chairs
- Co-chair with seniority only if a tie vote needs to be broken
- Each voting member shall cast only one (1) vote.

MOTIONS:

SUBMITTING: To allow members time to consider motions, submit your written motion to the IG secretary or a co-chair by the Friday before the board meeting. The board meets on the last Saturday of each month to set the agenda for the IG meeting (2nd Sat. each month). Only emergency motions can be presented during a monthly IG meeting. (Attending board member(s) rule on if a motion is an emergency).

DEBATE: Each motion can have a maximum of three (3) pro and three (3) con speakers. Each amendment can have a maximum of two (2) pro and two (2) con speakers. Each speaker has a maximum of three (3) minutes. Following debate, pertinent discussion and Q&A can be a maximum of seven (7) minutes.

VOTING: Except for a bylaws change, motions require a simple majority to be adopted. The chair announces whether the motion is adopted or lost.

THE SPIRIT OF WORKING TOGETHER:

Every person attending is a volunteer, and is doing their best to adhere to the guidelines while serving OA. Anyone recognized by the chair can ask questions or request the attendees to pause to say the Serenity Prayer. Unless non-adherence to a guideline is causing major disruption, please wait until after the meeting and address the issue with the chair or parliamentarian.

To receive minutes and other IG communications, ensure that your name and email address are on the service list. Thank you for keeping your OA meeting informed about Greater Atlanta OA Intergroup.