

Central Atlanta Overeaters Anonymous Intergroup #09114 Policy & Procedure Manual

Revised 12/06/04

Table of Contents

1. Introduction

Policy and Procedure Manual (P&P Manual)

The P&P Manual is the cumulative group conscience for an Intergroup. Each Intergroup is welcome to remove obsolete sections, add new ones and modify policy or procedure as needed.

This document is a guide for anyone wishing to do service in the Central Atlanta Overeaters Anonymous Intergroup (CAOAI). To obtain a copy, please contact anyone on the intergroup board or the Greater Atlanta OA Office.

The P&P Manual follows the suggested service guidelines from Southeast OA Region Eight (SOAR) and the World Service Office (WSO). The Intergroup Board is responsible for keeping it up to date.

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 to carry this message of recovery to those who still suffer.

World Service Conference May, 1990

Welcome to Central Atlanta OA Intergroup (CAOAI)

Intergroup is composed of trusted servants (representatives) from meetings in the Central Atlanta area to help provide service, information, and recovery to the OA community. The Central Atlanta OA Intergroup meets on the second Saturday of every month at the Greater Atlanta OA Office. The intergroup meeting is autonomous and tries to conduct the business of OA in the local area while providing recovery through service to its members. The final authority on all matters is Higher Power as expressed through the group conscience.

CAOAI sends delegates to the Southeast OA Region Eight assemblies held three (3) times a year, and OA's annual business meeting at the World Service Business Conference . Intergroup pays these expenses generally by raising money through

OA special projects (retreats, sharathons, conventions, workshops, etc.). The delegates represent our interests at these assemblies and bring back recovery and information from other areas.

CAOAI supports the Greater Atlanta OA Office financially through collected donations and by the service of elected representatives to the Office Steering Committee (which manages the Office). The Office provides Atlanta with a central meeting location, phone answering service, information on meetings, OA literature and the necessary non-profit corporate umbrella needed for OA to legally operate.

The office, which is a separate entity from the Intergroup, is incorporated as the Greater Atlanta OA Office and has a tax exempt status. The office is supported by the joint contributions of the CAOAI and the Northwest Atlanta Intergroup on a 50-50 basis. The intergroups are obligated to provide whatever support is needed to pay office expenses that are not covered by meeting rent and literature sales.

3. General Policies and Procedures

Voting Membership

The voting membership of Intergroup shall be composed of the following:

§ A representative or alternate from each member OA meeting

§ Secretary and Treasurer from the Board

§ Region Representatives and World Service Delegates

§ Special Projects Coordinator

§ Intergroup Standing Committee Chairs

§ Office Steering Committee Representative

A Co-Chair does not normally have a vote, but in the event of a tie, the Co-Chair with most seniority may vote.

Monthly Intergroup Meetings

1. The Intergroup shall meet on the second Saturday of each month. Business shall be conducted by the members present providing a quorum is available.

2. One (1) Co-Chair (at the discretion of the Board) will preside over an Intergroup meeting. In the event both Co-Chairs are absent, the Secretary assumes the duties of Co-Chair; in the absence of the Secretary the Treasurer presides.

3. All meetings shall be conducted in accordance with parliamentary procedure, following

a simplified form of Robert's Rules of Order. In all deliberations the group conscience is more important than the technicalities of the actual motion.

4. Each voting member shall cast only one (1) vote. Votes may be taken by voice, show of hands, or ballot as called for by the presiding officer. Matters of business shall be passed by simple majority vote. Visitors are encouraged to participate in the meeting but do not have a vote.

5. The Intergroup's standard agenda format shall be finalized by the Board prior to each Intergroup meeting.

6. An OA member should wait until recognized by the Co-Chair (by raising a hand) before speaking. Once recognized, the OA member shall announce his/her name before stating any business.

Financial Policies

1. The Intergroup shall fund the transportation, lodging, registration and partial meals for Representative and Delegates to attend SOAR Assemblies and the World Service Business Conference as funds allow. Two (2) months before an Assembly or Conference, the Intergroup shall decide on how many to send based on available funds. Representatives and Delegates will be reimbursed for airfare, ground transportation or mileage. Mileage shall be equal to that established by the US Internal Revenue Service. Lodging shall be reimbursed at the rate of 2 persons per room unless only 1 person is attending the conference. Meals shall be reimbursed up to \$25 per day. Payment in advance may be arranged in case of hardship.
2. Each month the Intergroup shall send a contribution to both SOAR and WSO the equivalent of the formula established by World Service (60-30-10) once Intergroup expenses and a prudent reserve (2 months rent) are met by group contributions. Funds raised by Special Projects to provide for Representatives and Delegates shall be held in reserve for that purpose only unless the Intergroup votes a special contribution to SOAR and/or WSO. The Intergroup shall support the Greater Atlanta OA Office by contributing its share of the expenses as deemed necessary by the Office.
3. Since all donations from member groups are currently sent to the Greater Atlanta OA Office (and not the Intergroup), the Office shall deposit the moneys in their bank account, and then refund the Intergroup by check after removing Intergroup's share of the Office expenses.
4. Any expenditures \$50.00 or more by Committees shall have prior approval from the Intergroup.

Elections of Trusted Servants

1. The Board shall appoint one (1) or more members to an Ad Hoc Nominating Committee, for the purpose of submitting a slate of nominees for Board, Representative and Delegate and Office Representative elections. Nominations may be made from the floor for qualified nominees with prior consent of such nominees.
2. Elections shall take place two (2) months before a position becomes vacant. The slate presented by the Ad Hoc Nominating Committee along with any nominations from the floor are elected by a simple majority. This means that a runoff election is necessary to insure the winning candidate has more than 50% of the vote. Written ballots shall be used for all elections where more than one (1) nominee is running for a single post.
3. When only one (1) candidate is nominated for a service position, a motion can be made to accept by acclamation.

4. Board Members

General Responsibilities

1. All Board members shall attend Board and Intergroup meetings.
2. If a Board member shall fail to attend two (2) consecutive board or intergroup meetings,
or fail to respond to communication attempts by the Board, without prior notification to the Secretary and good cause therefore, the office of the Board member may be declared vacant by the Board.
3. A Board member may not serve more than two (2) terms in the same Board position, and may not serve more than two (2) consecutive terms on the Board.
4. The Board shall fill vacant positions by presenting a recommendation for a replacement at Intergroup for approval.
5. All Board members shall have 3 months of abstinence, not less than one year in the fellowship, and at least three (3) months experience giving service at the Intergroup level.

Co-Chairs

1. Each Co-Chair shall supervise and guide the affairs of the Intergroup (with emphasis on Higher Power as the Ultimate Authority). One (1) Co-Chair shall preside over Intergroup meetings. The Board may choose to have one (1) Co-Chair preside over the Intergroup meetings while the other works with the Committee chairs; or have each Co-Chair take turns from month to month.
2. The Co-Chairs shall coordinate the monthly Board meetings.
3. The Co-Chairs shall appoint Intergroup Committee chairs at the discretion of the Board.
4. Co-Chairs work with all committees and forward any and all information to the Intergroup. They are responsible for the overall unity and group conscience of the Intergroup.
5. A Co-Chair shall be able to sign checks for the Intergroup bank account.
6. One (1) Co-Chair shall be responsible for maintaining the P&P Manual.

Secretary

1. Assumes all responsibilities of the Co-Chair if both are absent.
2. Takes minutes at Intergroup meetings, maintains them in a file, and makes them available to the OA community by either publishing (in the newsletter) or bringing reproductions to the next Intergroup meeting.
CAOAI P&P Manual
3. Compiles the agenda from the Board meeting and makes it available to all members at the Intergroup meeting.

4. Maintains a Service Roster (position, first name, and phone number) of all elected and appointed trusted servants of the Intergroup.

Treasurer

1. The duties of the Treasurer shall be performed by a paid professional/bookkeeper, who is bonded. Accounts shall be audited annually.
2. Has charge and custody of all funds of the Intergroup.
3. Makes deposits and dispenses funds as approved by Intergroup/Board.
4. Maintains records of transactions and provides a monthly written report to the Intergroup of the current financial status.
5. Signs all checks for the Intergroup bank account.

Financial Secretary

The Intergroup shall elect a member to serve in an oversight capacity and liaison between the paid Treasurer and the Intergroup/Board. Duties shall include:

1. Personal or telephone contact with the Treasurer to provide directions from the Intergroup and feedback from him/her.
2. Examination of the written Treasurer's report for errors, questions, or concerns.
3. Leadership in all matters relating to money such as establishing a budget, providing reports for the Toolbox, etc.
4. Serve on the Office Steering Committee and as a member of the Intergroup Board.
5. Presiding at meetings in the absence of both Co-Chairs and Secretary.

5. SOAR Representatives / World Service Delegates

SOAR Representatives

1. There shall be one (1) Representative to SOAR for each ten (10) WSO registered OA meetings (or any part thereof) currently represented by this Intergroup.
2. One (1) Representative shall be appointed before each assembly to setup registration with SOAR, coordinate transportation and reserve the hotel rooms. The SOAR registration form must be filled out and mailed in to SOAR at least sixty (60) days prior to the assembly with the Intergroup number from WSO, the signatures of the Secretary and a Co-Chair, each Representative or Alternate's name, address, phone number. Anytime a new Representative or Alternate is appointed or elected, a form must be filled and mailed in before they can participate and vote at the business assembly.

CAOAI P&P Manual

3. There is a general rule (not set in concrete) that Representatives will drive to assemblies less than 300 miles away, but otherwise airplane, train or bus can be used.

World Service Delegates

1. As indicated by WSO guidelines, there shall be one (1) Delegate to World Service for the first ten (10) WS registered OA meetings, and one (1) for every fifteen (15) registered OA meetings (or any part thereof) thereafter.

2. A Representative can also be a Delegate but does not have to be. Generally, the first Representatives elected automatically fill the available Delegate positions.

3. It is further suggested that a World Service Delegate be a current or past Regional Representative.

4. Delegate registration forms (mailed to us from WSO) must be filled out and returned in

January. The World Service Business Conference (WSBC) is held each May in Albuquerque, NM. Due to the higher transportation and travel expenses, CAOAI generally sends fewer Delegates to WSBC than Representatives to SOAR.

General Responsibilities

1. Representatives and Delegates represent the Intergroup at SOAR Assemblies and World Service Conference. After attending an event, they shall present a written report at the Intergroup in a continuing effort to incorporate newly gained ideas. When unable to attend, an alternate may represent the Intergroup in their place.

2. Representatives and Delegates shall serve on an Intergroup standing committee or perform some other service related to their experience at an Assembly or Conference.

3. Each Intergroup Co-Chair shall serve as one (1) of the allotted Representatives and Delegates.

4. If a Representative or Delegate is currently serving as chair of a Region or World Service committee which is not funded, their position is automatically extended for another term.

5. Representatives and Delegates are elected in September to a two (2) year term beginning in November. They may not serve more than six (6) consecutive years, but may be re-elected after a one (1) year absence from the position.

6. The Board shall appoint an alternate to fill the remaining term created by a vacancy.

7. If a Representative or Delegate does not actively fulfill their responsibilities as outlined above, the position may be declared vacant by the Board.

8. If neither Representatives, Delegates or Alternates are available for an Assembly or Conference, the Board may appoint a substitute for that function only.

CAOAI P&P Manual

9. All Representatives and Delegates shall follow the service guidelines for their positions as outlined by SOAR and WSO, and represent, to the best of their ability, the group conscience of the Intergroup at these assemblies.

10. All Representatives and Delegates shall have 3 months of abstinence.

6. Intergroup Committees

General Committee Guidelines

Permanent committees (Intergroup 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. A committee forms when the Board appoints a chairperson (generally a volunteer wishing to give service).

It is suggested that committee chairs find out more about their committees at the Region and World Service level (to see how they do it). Other Intergroups around the country are

always trying new and innovative ways to bring recovery to their areas, and will share their experience.

1. Each Committee Chair shall keep their committee's description in the P&P Manual up to date.

2. The Committee Chair shall stay in touch with the Intergroup Board either directly or via the Special Projects Coordinator. The Committee Chair shall see that a report is delivered to Intergroup in person, or by an appointed representative, or the Special Projects Coordinator if no one is available.

3. All Committee matters affecting Intergroup or any other OA meeting (tradition questions) shall be brought to Intergroup for a group conscience.

4. The Committee shall bring their proposed budget and any expenditures in excess of \$50.00 to Intergroup for prior approval.

5. Either Co-Chair shall serve as ex-officio member of each committee

Toolbox

This is the best means of keeping the OA community informed besides word of mouth. The

committee chair generally has developed editing skills (experience), and the committee spends a

lot of its time searching for (and writing) articles. The community responds most positively to

articles about recovery (rather than a lot of news). The newsletter is ideal for publishing Intergroup minutes and service rosters.

Meeting Lists

It is the Intergroup's responsibility to keep track of what meetings are current (in existence),

registered or folded. The meeting list in Atlanta is currently printed by CAOAI, but represents the

entire greater Atlanta area. The meeting list is also vital to the OA Office as part of their mailing.

As more intergroups form, this committee may need to become a sub-committee to the Office

Steering Committee which has multi-intergroup representation. The office secretary will update the meeting list based on the information provided by the Meeting List chairperson.

Outreach

Serves as a link between Intergroup and newly forming or isolated OA meetings. Its purpose is to offer help and welcome new and non-registered meetings. This committee encourages meetings to elect an Intergroup representative and attend Intergroup meetings. They encourage the study and use of the Twelve Traditions in all areas.

HIPM / Public Information

This committee finds ways to make the public aware of O.A. through print and broadcast media, and participation in community health fairs. It reports to Intergroup and local meetings what's going on in the community. It also carries the message of recovery to the professional community and institutions with Twelfth-Step-based disorder units. Its function is to develop a relationship with professionals: doctors, psychiatrists, psychologists, nurses, dieticians, counselors and the clergy; and institutions: hospitals, eating disorder units, correctional facilities, religious organizations, libraries and corporations. They also serve as the liaison between OA and the above.

Twelfth Step Within

Strengthen OA by sharing information and ideas to generate recovery within the fellowship. By working the 12 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 chairperson shall coordinate the monthly Recovery from Relapse workshops. All speakers shall have a minimum of 90 days' abstinence.

Young People's

The purpose of this committee is to work with young people who come to OA, by welcoming them and assisting them to find a sponsor.

Intergroup Liaison

This committee shall interface with other intergroups in the greater Atlanta area regarding concerns of mutual interest. As more intergroups form in the Atlanta area, this committee will become increasingly important. The main purpose is information gathering and bringing it back to our Intergroup meeting. It is vital that events like retreats, dances and marathons are coordinated so as not to conflict, but offer the Atlanta area the best possible recovery options.

Designated Downloader

This committee shall be responsible for downloading pertinent information from the Internet websites run by Region 8 and the World Service Organization and for keeping the Intergroup informed of important events and new information these service boards wish to relay.

Special Projects Coordinator

Special Projects are OA events, which provide a forum of recovery beyond the regular OA meeting for all members in a given area. They also bring in the revenue for Intergroup's twelfth CAOA P&P M annual step work and to send Representative and Delegates to Region and World Assemblies. Due to the importance and complexity of these functions, the Special Projects Coordinator service position was created to serve and facilitate these committees: Newcomers Encounter, Conventions, Retreats, Share-a-thons, Workshops, Dances.

1. Appointed by the Board to coordinate between Intergroup and the chairs of the above committees.
2. Give reports to Intergroup when the Committee Co-Chair or other Committee representatives of these committees are absent.
3. Work with the Board to help schedule events during the year in conjunction with other Intergroups.

Special Projects Sub-Committees

Newcomers Encounter

This is usually a monthly event, and usually held on a Saturday morning at the OA Office. Flyers are passed around the OA community with the date of the meeting. It is a special format OA meeting designed for the newcomer.

Convention

Once a year, (still must vote on this in July IG meeting), the Intergroup holds its

annual convention. The format generally includes speakers, workshops, a banquet and dance. This event is generally Atlanta's biggest fund raiser and makes it possible for Intergroup to send good representation to OA business assemblies.

Share-a-thons / Workshops / Marathons

These 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.

Retreats

Retreats are weekend getaways, usually held in quiet, secluded locations such as a camp or retreat center. The atmosphere is casual and meals are provided for the entire 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.