

**Sacramento Valley Intergroup of Overeaters Anonymous**

# **Policy and Procedure Manual**

**Fourth Edition**

**May 10, 2016**

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## Article I - General

### Section 1 - Overview

This policy and procedure manual guides the business practices of the Sacramento Valley Intergroup of Overeaters Anonymous (SVIOA). It will be maintained on the Intergroup's web site ([www.sacvalleyoa.org](http://www.sacvalleyoa.org)). This manual describes procedures to run Intergroup meetings, duties of officers and committees and other information to help ensure the smooth running of Intergroup for the benefit of meeting groups and members in the area served by SVIOA.

### Section 2 - Authority

This policy and procedure manual is "meant to be suggestive only." It is authorized by the SVIOA in accordance with its Bylaws and the bylaws and policies of the World Service Business Conference of Overeaters Anonymous (WSBC). It may be amended from time to time as deemed necessary at the discretion of the SVIOA Board and Committees. In the event of a conflict between anything contained in this manual and the Bylaws of SVIOA or bylaws and policies established by WSBC, the WSBC bylaws and policies shall take precedence over SVIOA Bylaws and policies.

## Article II - Organization

### Section 1 - Board Members

- A. Board Members' positions consist of Chair, Vice Chair, Secretary, Treasurer, Region 2 Representative(s), World Service Business Conference Delegate(s) and Webmaster.
- B. Board members are fiduciaries with duties established by law and the Bylaws, and, as trusted servants of the Fellowship of OA, they shall act in accordance with the Traditions and Concepts of Service. The two major duties are:
  1. Duty of Care, which requires Board members to:
    - a. Act in a reasonable and informed way consistent with the purposes of SVIOA when participating in decisions.
    - b. Be informed and exercise independent judgment to discharge their duties in good faith with the care that an ordinarily prudent person in a like position would reasonably believe appropriate under similar circumstances.
    - c. In order to exercise the duty of care, Board members shall regularly attend meetings and may not vote by proxy. See below for attendance policy.
  2. Duty of Loyalty, which requires:
    - a. Exercising all powers in good faith and in the best interests of SVIOA rather than in one's own interests or the interests of another entity or person.
    - b. Refraining from use of one's position with SVIOA for personal advantage or other conflict of interest.
    - c. Maintaining confidentiality of matters affecting SVIOA.

**NOTE:** For additional information, see *Guidebook for Directors of Nonprofit Corporations*, by the American Bar Association, Section of Business Law, and Committee on Nonprofit Corporations.

### Section 2 - Meeting Attendance Policy

This section details the SVIOA policy on meeting attendance for Board Members and Committee Chairs. These responsibilities are detailed as follows:

- To carry out the duties of care and loyalty, Board members and committee chairs are required to attend all scheduled meetings.
- If unable to attend, Board members shall advise the Chair, Vice Chair or Secretary in advance of the meeting (if possible).
- In accordance with the Bylaws (Article IV, Section 7a), unexcused absence from two meetings is grounds for removal from office.
- Committee Chairs also have a duty to regularly attend Intergroup and to notify the Chair or Secretary in advance of any absence. They may delegate to other members of the committee or any other member of the Fellowship to make a report in their absence or submit a written report to the Chair or Secretary prior to the meeting.
- Those who miss a meeting for any reason have a responsibility to determine what actions occurred and whether they were assigned any actions. To do this, they may either:
  - Review the meeting minutes on the website (if available) or
  - Contact the Chair or Secretary.

## **Article III - Conducting Meetings**

### **Section 1 - Intergroup Meetings**

- A. Intergroup meetings are held monthly, on the second Tuesday of the month, or such other date as Intergroup may decide. The location of the meetings is published in the *Valley Voice* newsletter, the official publication of SVIOA.
- B. Meetings are open to all members of the Fellowship. The Board may also establish other meetings when it is necessary to take action and may do so by meeting in person or by other means such as telephone or electronic communication through email. Committees established in the Bylaws may hold meetings at such other times and places as they deem necessary to carry out their responsibilities. Ad hoc committees shall meet as needed to carry out assigned tasks.

### **Section 2 - Operation of Meetings**

The Chair shall prepare (or have someone prepare) an agenda for each meeting. The agenda is provided at the beginning of the meeting. Any officer, committee chair or member of the Fellowship may add New Business to the agenda. It shall be up to the Chair to determine the agenda items order and how new items will be addressed most efficiently.

### **Section 3 - Agenda**

The agenda shall include time for the following items:

- Calling the meeting to order with recital of the Serenity Prayer
- Readings: The Chair chooses one of the following to be read: 12 Steps, 12 Traditions or 12 Concepts of Service,
- Minutes from the prior meeting shall be provided for review and adoption.
- Chair to call for any New Business items.
- Board members and committees shall be allowed time to report (or may be requested to submit a written report)
- Any continuing business from a prior meeting
- New business
- Adjournment/closing the meeting with an approved OA prayer or reading

#### **Section 4 - Meeting Procedures and Protocol**

The Chair will maintain order by calling on individuals who raise their hand to be recognized. All discussion is directed to the Chair. Meetings are run using a simplified approach to Robert's Rules of Orders (see Sections 6-9 below).

#### **Section 5 - Meeting Minutes**

Minutes of all meetings will be kept and copies distributed at the next meeting for approval. Minutes shall be published on the website after approval.

#### **Section 6 - Use of Motions**

All official actions taken by the Intergroup, including the expenditure of money, are done using motions that are made and seconded prior to discussion and a vote. When the Chair senses that sufficient useful discussion has taken place, the Chair shall conduct the vote.

- A. Most actions are approved by majority vote of all voting members in attendance (Board members, Committee Chairs and Intergroup Representatives) unless the Bylaws require a greater percentage.
- B. Most votes are taken by a show of hands.
- C. The Chair shall declare the vote to have passed or failed.

#### **Section 7 - Amending Motions**

Any motion may be amended during discussion, but the motion to amend must be seconded.

- A. If the original maker of the motion and the person who originally seconded the motion concur with the amendment, it shall be considered a "friendly" amendment and modify the motion without a vote from the group.
- B. If not accepted, it shall be a formal amendment that will be voted on and resolved prior to returning to a discussion of the original motion.

#### **Section 8 - Special Types of Motions**

"Privileged" motions may be made that take precedence over other business:

- A. Point of Order – used to inform that the topic is out of order
- B. Point of Clarification – used to request clarification
- C. Motion to Table – used to cut off debate; requires 2/3 votes to pass
- D. Motion to Adjourn – non-debatable motion that is always in order

#### **Section 9 - Keeping Order**

The Chair may establish rules limiting the number of speakers to motions (pro and con) or limiting the time for debate, or, a member may do so by a motion.

- A. Any member may call for the Serenity Prayer at any time.
- B. The Chair may identify a parliamentarian if procedural questions arise.
- C. The Chair may also name someone to serve as Sergeant at Arms to remove any member who may be disturbing the group or violating Traditions, consistent with the Concepts of Service.

### **ARTICLE IV - Election Policy**

#### **Section 1 - Introduction**

Elections are conducted annually for the following positions identified in the Bylaws:

- Chair

- Vice Chair
- Secretary
- Treasurer
- Region 2 Representatives \*
- WSBC Delegates \*
- Webmaster

Duties of these officers are described in the Bylaws. This section discusses the way that elections are conducted and the timing of elections.

**NOTE:** The Region 2 Representatives and WSBC Delegates all serve two year terms. For each position, they are elected in alternating years in accordance with the Bylaws.

## Section 2 - Elections Timeline

The following timeline shall be followed to ensure that elections are conducted efficiently:

- In **July**, an article shall be published in the *Valley Voice* and posted on the website, describing the duties of the elected Board members and seeking nominations.
- Nominations from the floor are opened at the **August** Intergroup meeting. A nomination form [attached, Exhibit A], subsequently prepared by the Vice Chair, shall be distributed to all meetings, and returned at the September meeting.
- Nominations close at the **September** meeting (or such date as the Chair may establish to allow adequate time to prepare the ballot). The Chair shall ask whether there are additional nominations for each office from the floor.
- Copies of the ballot are distributed at the **October** Intergroup meeting, for meeting representatives to present to their meetings for voting. The process for voting shall be explained by the Vice Chair.
- Each meeting is entitled to return one ballot, which shall be circulated at each possible meeting before the November Intergroup meeting. Members may vote at each meeting they attend, but may only vote once at any one meeting.
  - **EXAMPLE:** members attending 4 meetings a week can vote once at each of the four meetings, but cannot vote multiple times at the same meeting.
- Completed ballots are returned by the Intergroup Representative or mailed to Intergroup in order to arrive by the **November** meeting. The Chair assigns an impartial person to count the members' votes on each ballot, and announce the results. The meeting minutes shall reflect the results. The ballots are then destroyed.
- Elected Board members are installed at the **December** meeting and begin their terms at the January meeting

## Section 3 - Ballot

The chair shall identify a Board member (usually the Vice Chair) or volunteer to prepare the ballot. In preparation of the ballot, the following shall be done:

- Provide room for nominated candidate(s) names and write-in candidates.
- The ballot shall provide a place for the meeting to identify itself to ensure that multiple votes from the same meeting are not submitted.

**NOTE:** See Attachment B for a sample ballot.

#### **Section 4. Transition to Newly Elected Board Members and Committee Chairs**

Incoming Board members and committee chairs shall coordinate with the persons they replace to ensure an orderly transition of knowledge and materials prior to (or soon after) they take office. All transitions should occur by the January Intergroup meeting.

### **ARTICLE V - Financial Policy**

#### **Section 1 – General Policy**

In accordance with the Traditions, it shall be the primary purpose of SVIOA to help support its member groups and carry the message to other suffering compulsive overeaters. SVIOA shall:

- Abide by the 7th Tradition to be fully self-supporting and contribute to Region 2 and World Service as needed, consistent with sound fiscal policy.
- Follow relevant laws, regulations and prudent management principles established for non-profit corporations, including maintenance of a prudent financial reserve.
- Operate in accordance with World Service guidelines, the Traditions and the Concepts of Service.

#### **Section 2 - Audit**

In January, as part of the transition to a new Treasurer, the former and new Treasurers, together with a person possessing financial experience (e.g. a bookkeeper or Certified Public Accountant - preferably an objective member of the Fellowship) shall conduct an audit of the accounts of the Intergroup. The former Treasurer shall comply with requests for information and release any documents necessary to conduct the audit. The results of the audit shall be reported at the February meeting. In the event that the accounts are not in good order, the auditor may recommend further investigation by a trained financial analyst or if the issues are clear, recommend to the Board appropriate corrective actions.

#### **Section 3 - Recordkeeping**

It shall be the responsibility of the Treasurer to maintain financial records as may be required by law or taxing authorities in good order and to pass them on to the successor Treasurer. This includes software purchased by Intergroup to maintain appropriate financial information. The Treasurer shall backup copies of SVIOA's electronic financial data on a regular basis. The Treasurer shall maintain a duplicate copy of the electronic backup data at a separate location, (such as with the Chair) to use in the event of a disaster. Upon expiration of the required records retention period, the records shall be destroyed.

#### **Section 4 - Budget**

The Treasurer shall be responsible for presenting an operating budget at the February meeting for review and approval. The budget shall be based on historical documentation of past expenses. The Treasurer shall report monthly on SVIOA's financial condition and actual expenses as compared to the budget. In the event that expenses exceed resources, the Treasurer shall identify a need to make budgetary or spending adjustments and seek approval of the Board.

#### **Section 5 -- Emergency Powers**

In the event of a financial situation requiring immediate action, the Treasurer, with the approval of the Chair, may take appropriate action and notify SVIOA at its next meeting.



## **Section 6 -- Payment of Obligations**

It shall be the Treasurer's responsibility to check the Post Office box regularly and to promptly pay all accurate invoices for goods or services. The Treasurer shall promptly reimburse officers and members who have made authorized expenditures with their personal funds.

## **Section 7 -- Tax Filing**

It shall be the Treasurer's responsibility to file any necessary forms or other information or make payment, with appropriate taxing authorities in a timely manner. The Treasurer shall report to SVIOA following the completion of any interactions with any taxing authorities.

# **ARTICLE VI - Expense Policy**

## **Section 1 -- General Policy**

SVIOA shall cover expenses necessary to conduct the business of SVIOA subject to availability of adequate funds. **Such action does not require prior Board approval. This includes, but is not limited to:**

- Necessary business expenses;
- Seed money for Intergroup-sponsored events – See Article VIII, Section 4; and
- Travel of representatives to Regional Assemblies, and WSBC Delegates to the annual World Service Business Conference, as detailed below.
- SVIOA may approve substitutes to attend in the event that any of the elected representatives/delegates are unavailable, provided the substitutes qualify (per Article IV, Section 3 of the SVIOA Bylaws) to attend. Authorized costs shall include: transportation (airfare, shuttle/cab and/or mileage for personal car), hotel (if the meeting is more than 50 miles from Sacramento), meals and incidental expenses such as baggage handling/storage, or tips

**NOTE:** Hotel stays shall be authorized for the night preceding the event and each night that business is conducted. In the event that the meeting ends after 5:00 PM, an additional night's stay at the hotel is allowable. Generally, Region 2 representatives share a room to save costs if they are of the same gender or a married couple.

## **Section 2 - Authorized Travel to Region 2 Assemblies**

- A. When Region 2 Assemblies are in northern California, SVIOA may, subject to funding availability, authorize additional delegates to attend. The number of delegates is determined in accordance with Region 2 policy (currently, one delegate for every 10 meetings registered with the WSO), as that policy may be amended
- B. Selection of additional delegates shall be open to volunteers and require advance authorization by SVIOA. Elected Board members shall be given preference, followed by committee chairs or committee members, followed by any other member of OA. All delegates shall meet Region 2's requirements for abstinence and membership. If multiple volunteers are available to attend, selection may be based on gender in order to facilitate sharing of rooms by persons of the same sex to reduce costs.

## **Section 3 - Money matters**

Generally, reimbursement for expenses incurred is made following submission to the Treasurer, within 30 days of expenditure, of completed expense form, supported by receipts for any expenses.

Travelers shall pay for travel and seek reimbursement upon return. A traveler may request a cash advance from the Treasurer if necessary. Reimbursement is made following submission to the Treasurer of a travel expense report within 30 days, with receipts for any expense over \$5.00.

**NOTE:** Airfare purchased may be reimbursed in advance when the purchase is enough in advance that the payment for that charge comes due before the event.

## **ARTICLE VII – Officers’ Responsibilities**

### **Section 1 - Chair**

- A. **General duties:** The duties of the Chair are to lead the meetings of SVIOA (see Article III on meetings) and ensure that the other officers and committees are accomplishing their respective duties. The Chair is also responsible to see that meetings are orderly, productive and conducted in accordance with WSO guidelines, the Bylaws, the Steps, Traditions and Concepts of Service, the group's conscience and this manual.
- B. **Specific duties** In addition to the general duties mentioned above, the Chair has the following specific duties:
- Shall preside at all regular and special meetings of this Intergroup and Intergroup Board.
  - Shall be responsible for establishing the agenda for all Intergroup meetings.
  - May cast the deciding vote to make or break a tie.
  - May attend all standing committee meetings.
  - Shall ensure that the general account of the Intergroup be audited annually.
  - Shall be designated as the official responsible for receipt of service of process as required by California law.
  - Shall be the official keeper of record for any official records of the SVIOA. Record keeping may be delegated to the Secretary for meeting minutes and to the Treasurer for any required financial or tax documents, including permits for resale.
  - Initiate the annual elections process and appoint the Vice Chair or another member to prepare the ballot.
  - Purchase any necessary supplies to facilitate conducting meetings
  - Form ad hoc committees, such as Bylaws (bi-annual)
  - Take action to remove officers or committee chairs who fail to attend Intergroup meetings as required, and who fail to fulfill their duties.

### **Section 2 – Vice Chair**

- A. **General duties:** The Vice Chair shall assume the duties of the President in the event the President is absent or otherwise unable to serve.
- B. **Specific duties:** The Vice Chair is responsible for:
- Maintaining a list of Region 2 Intergroups and other persons who have requested notification of upcoming events.
  - Mailing or emailing event flyers and copies of the “Valley Voice” to other Intergroups and interested people who have requested notification.
  - Developing the nomination form and election ballot, if requested by the Chair, per Chapter 2, Section 2.
  - Maintaining an email list of SVIOA meetings and others, and using that list to communicate SVIOA information to groups and members.

### Section 3 – Secretary

- A. **General duties:** The Secretary shall take the minutes of the meeting and preserve the official record of actions taken by the Intergroup. Copies of the minutes of the past Intergroup meeting shall be available for Board members, Committee Chairs and meeting representatives for their review prior to approval. Approved minutes shall be provided timely to the Webmaster for posting on the website.
- B. **Specific duties:** The Secretary is also responsible to have available at each Intergroup meeting and to maintain a record for the year with:
- Copies of all approved meeting minutes for the year
  - Copies of an attendance record of each meeting
  - The latest version of the Bylaws
  - Any written reports provided by officers or committee chairs
  - Any correspondence received and acted upon, along with any responses.
  - A current roster of officers and committee chairs, including email addresses, if any
  - All handouts and other materials as requested by the Chair

### Section 4 - Treasurer

- A. **General duties:** The Treasurer is responsible for all financial matters affecting SVIOA.
1. Following election, a new Treasurer coordinates with the prior Treasurer and another experienced member to review the financial accounts and records to ensure that they have been maintained accurately and are current, per Article V, Section 2, Audits.
  2. At the beginning of the year, the Treasurer analyzes the prior year's expenses and establishes a budget to be presented at the February meeting for approval, following discussion and a vote.
  3. Throughout the year, the Treasurer presents monthly reports on the fiscal condition of SVIOA. The Treasurer may be required to advise whether sufficient funds are available for new purposes, such as Public Information campaigns, or whether a special fundraising effort would be required. If conducted, the Treasurer shall report on any special fundraising efforts.
- B. **Specific duties**
1. The Treasurer shall prepare a list of 7<sup>th</sup> Tradition donations by group, for publication in the August and February editions of the *Valley Voice* newsletter.
  2. The Treasurer is responsible for picking up mail from the SVIOA post office box and processing invoices or other financial claims and making payment in a timely manner. The Treasurer provides mail of a general nature to the Secretary.
  3. The Treasurer is responsible for filing any forms required by any taxing or other governmental authority, to include:
    - a. Annual IRS Nonprofit Tax Form 990-N
    - b. Annual FTB Nonprofit Tax Form 199N
    - c. Biennial (in odd-numbered years) Secretary of State Statement of Information form
  4. Shall maintain such bank accounts as may be necessary for Intergroup funds.
  5. Shall be listed as a cosignatory with at least two other board members on the account(s).

### Section 5 – Region 2 Representatives

- A. **Purpose**  
SVIOA has three elected representatives to attend Region 2 assemblies. Representatives serve a

two year term and are elected in alternating years.

**NOTE:** Region 2 Bylaws allow for one representative for every 10 groups (or portion of) in the Intergroup.

#### **B. Eligibility**

Region 2 allows each Intergroup to select its Regional Representatives (RR) in any manner it chooses. SVIOA requires at least one year of active membership in OA, per Bylaws, Article IV, Section 3A. The assemblies are offered in the north and the south each year. Thus the representatives shall be available to travel. See the website at [www.oar2.org](http://www.oar2.org)

#### **C. Responsibilities**

1. Region 2 Representatives shall notify R2 within one week of their December installation in order to receive the Assembly information packets 30 days in advance of each Assembly. The R2 Representatives shall be responsible for making their travel arrangements to the Assemblies and for attending all Assembly business functions. They shall actively participate in the meetings, including serving on committees. Representatives bring back flyers for events throughout the Region and submit a written report for the Intergroup meeting, with copies to take back to group meetings.
2. RRs also coordinate with the Newsletter Chair to ensure that sufficient additional copies of newsletters are printed so that they can be distributed at the R2 Convention and at the Spring and Fall Assemblies.
3. R2 also sets forth the following responsibilities:
  - Attend Regional Assemblies – you or your Alternate should be present during all business sessions.
  - Verify that the Region has the correct names and addresses for RR's from your Intergroup. Inform the Region of any changes of RR, Alternate or Intergroup mailing address, and phone number(s). Region 2 - P & P Manual Amended Oct. 25, 2015 Pages 2-3.
  - Notify the R2 Publications Coordinator when you are no longer an RR (at least 60 days prior to an assembly) and pass on the R2 Assembly booklet of R2 Assembly minutes, agenda, donations, etc. to your Intergroup for the new RR.
  - Provide any R2 Board member with written information about upcoming events for inclusion in the R2 Master Calendar or preferably by utilizing the "add an event" feature on the R2 website.
  - Provide the R2 publications Coordinator with Intergroup newsletters and flyers about upcoming events.
  - Share Intergroup newsletters and flyers with other RRs.
  - Keep your area informed of happenings in the Region and OA as a whole. Regional Assemblies are used as an interface between WSO and the Intergroup and Unaffiliated Groups. If the information stops at the R2 Assembly, the lines of communication are broken.
  - Serve on an R2 Committee and take an active part in the activities of the Regional Assemblies.
  - Voice the group conscience of the Intergroup you represent but know that you are responsible to the Region and OA as a whole. What works in one area may not be best for the Region as a whole.
  - Know and understand the Twelve Traditions and Twelve Concepts of OA Service. Help them to be implemented in your Intergroup area. Group problems with the Traditions and Concepts should be brought to the attention of the parties involved or to the Region 2

Trustee/Board if additional help is needed.

**D. Money Matters**

1. SVIOA will pay for all necessary and reasonable travel expenses for the elected R2 Representatives to attend Assemblies. **No prior authorization by SVIOA is required for the elected representatives.**
2. When the Assembly is in the North (and if funding permits), SVIOA may appoint up to the maximum of additional delegates permitted by R2 policies to attend and participate, as discussed in Chapter 2. However, authorization for travel by the additional delegates as well as the expenses for the additional delegates shall be approved by SVIOA. It is the responsibility of one of the elected representatives to advise SVIOA of the need for additional delegates and to request authorization. All delegates to Region 2 Assemblies shall submit a travel expense claim with receipts for their travel expenses as described in Chapter 1 and obtain reimbursement.
3. When needed, a delegate may request a cash advance from the Treasurer and submit a claim and receipts that reconciles the expenses and cash advance. If the cash advance exceeded the actual expenses, the surplus shall be promptly repaid to SVIOA.

**Section 6 – World Service Business Conference (WSBC) Delegates**

**A. Purpose**

SVIOA has two elected delegates to attend the WSBC. Delegates serve a 2 year term and are elected in alternating years.

**NOTE:** World Service allows one delegate for an Intergroup for every 15 groups or fraction thereof.

**B. Eligibility**

The eligibility requirements to serve at WSBC are established by World Service. [“Each delegate/alternate shall have at least one year of current abstinence and at least two years of service beyond the group level.”] The WSBC takes place in Albuquerque, NM for one week in the spring of each year. Thus delegates shall be available to travel. See the [www.oa.org](http://www.oa.org) for additional information.

**C. Responsibilities**

WSBC delegates shall notify the World Service Office (WSO) following election in order to receive the information packets in advance of each WSBC. Important responsibilities are as follows:

- Advising SVIOA of the timetable and when any motions need to be developed and submitted to WSO;
- Communicating to SVIOA the matters that are going to be voted on; and
- Seeking input from SVIOA to aid delegates to participate and vote.
- Delegates are responsible for making their own travel arrangements and for attending and actively participating in all business functions.
- Delegates shall deliver a written report to the Intergroup meeting with copies to take back to group meetings and posted on the Website.

**D. Money Matters**

SVIOA will pay for all necessary and reasonable travel expenses for the Delegates to attend WSBC. No prior authorization by SVIOA is required for the elected Delegates. In the event that a

Delegate is unable to attend WSBC, SVIOA may appoint a replacement/alternate. All delegates to WSBC shall submit a travel expense claim with receipts for their travel expenses as described in Chapter 1 and obtain reimbursement. When needed, a delegate may request a cash advance from the Treasurer and submit a claim and receipts that reconciles the expenses and cash advance. If the cash advance exceeded the actual expenses, the surplus shall be promptly repaid to SVIOA.

## **Section 7 – Webmaster**

### **A. General Responsibilities**

- It is the responsibility of the Webmaster to maintain the SVIOA website with current information. The website URL is [www.sacvalleyoa.org](http://www.sacvalleyoa.org). The site is hosted by Sacramento Business Directory. The Sacramento Business Directory also provides an online users guide at <http://www.sacbusiness.com/userguide.html>. Payments for hosting are done annually by an invoice sent to the Treasurer. The domain name "sacvalleyoa.org, is maintained by GoDaddy. Biennial payment for that domain name is automatic, with advance notice of the payment due.
- The website shall be maintained by ensuring that the site is functioning properly and is easily available to users. Tests, speed of access, and improvement to loading speed are occasionally necessary.

### **B. Specific Responsibilities:**

- Maintain the local meeting list, including links to Google Maps
- Update SVIOA calendar of local, regional and World Service events such as Days in OA, the annual Retreat, Conventions, etc.;
- Maintain an accurate list of trusted servants in SVIOA, such as Intergroup officers and committee chairs (with email links to them);
- Post Intergroup meeting minutes and any written reports distributed at the Intergroup meetings timely;
- Post a digital copy of the latest *Valley Voice*, maintaining a newsletter archive for up to three years;
- Manage workflow notifications from web forms that have been submitted through the website's "Contact Us" page;
- Manage and maintain links to World Service for general information about OA, Region 2 and the R2 Master Calendar;
- Examine and analyze site traffic;
- Test website to see if there are any parts that are difficult to use;
- Serve as liaison with site designer to maintain site's design;
- Fix links that don't work and pictures that are not appearing properly;
- Decide how site's content will be delivered to the Internet;
- Keep files/menus small so sites load faster; and
- Test different browsers and ensure that users with different computers can access the website.

## **Article VIII – Committee Responsibilities**

### **Overview**

Committees are vital to the work that OA and SVIOA do to help carry the message of recovery to the still suffering compulsive overeater both inside and outside the Fellowship. Active committees are an

indicator of the health of our Fellowship in the Sacramento Valley. This Article addresses the responsibilities of standing and ad hoc committees established by the Board.

## **Section 1 – Answer Phone**

### **A. Introduction**

SVIOA maintains a local phone number with a detailed recorded message to help newcomers and visiting members locate meetings in the area and find local members who can handle outreach calls. Information is also provided to assist Spanish-speaking callers.

### **B. Phone number**

The answer phone number is: (916) 786-0330

### **C. Provider**

The service provider for the answer phone is Consolidated Communications. They may be contacted at (916) 780-8000 for business support and (916) 786-6181 for technical support

### **D. Responsibilities**

The Answer Phone committee ensures that:

- The recorded information on the message played to callers is kept current, accurate and complete. This requires close coordination with the Newsletter Chair, Webmaster and Group Growth Committee to ensure that meeting information is accurate.
- Each year the answer phone number is correctly listed in area phone book(s) as determined by SVIOA. This typically is the White Pages. If sufficient funds are available, additional listings in other directories may be done.
- Upon change of committee chairs, the provider company is notified of the correct authorized SVIOA Answer Phone chair's name and contact information.
- The provider company submits correct invoices to the Treasurer at the Intergroup's post office box or by other method approved by the Treasurer.

## **Section 2 – Bylaws (Ad Hoc Committee)**

### **A. Responsibility**

It is the responsibility of the Chair to establish an ad hoc committee of experienced members of the Fellowship to review and update the Bylaws, and the Policies and Procedures. It is important that committee members include those with experience with the operations of the Intergroup, including the Treasurer, as well as members who may be newer to the fellowship. The Chair shall also be responsible for ensuring that the committee completes its responsibilities in a timely manner.

### **B. Bylaws Policy**

In accordance with SVIOA Bylaws, Region 2 and World Service, SVIOA shall review its Bylaws at least every two years (beginning in odd numbered years) and update them as necessary. The Intergroup Bylaws shall be consistent with requirements established by World Service. Once the Bylaws have been approved, the committee will proceed to review and update the Policies and Procedures, if needed.

### **C. Committee's Standard of Review Bylaws**

The committee shall review World Service guidelines on Intergroup Bylaws and any samples of good Bylaws that may be available. The Checklist developed by WSO to review the Bylaws is attached as Attachment D.

### **D. Adoption of Bylaws Changes**

Upon completion of the Bylaws Committee's work, it shall recommend adoption of the revised Bylaws at a regular meeting of the Intergroup using the following criteria:

- Substantive changes shall require time for Intergroup Representatives to be apprised of the purpose of the change and to notify their meetings prior to taking a vote. The draft shall be posted on the website and a notice placed in the *Valley Voice*. Voting shall be done in accordance with the Bylaws.
- If the changes are technical, grammatical, stylistic or merely to correct typographical or format errors, no notification is required prior to a vote.

### **E. Distribution and Review of Revised Bylaws**

Following approval of any changes, the revised Bylaws shall be posted on the website and the revised copy of the Bylaws shall be transmitted to the Region 2 Trustee for review and comment. Transmission may be done electronically (email). In the event that the Region 2 Trustee recommends changes, the Committee Chair shall reconvene the committee to address them and consider these actions:

- If the recommendations are not adopted, the committee shall advise the Region 2 reviewer of the reasons.
- If the recommendation are adopted, the Intergroup will be advised of the changes and the Bylaws will be updated.

### **F. Adoption and Distribution of Changes to Policies and Procedures**

Upon completion of the Bylaws Committee's work on the Policies and Procedures, the Committee shall recommend adoption of any substantive changes to the Policies and Procedures at a regular meeting of the Intergroup. If the changes are technical, grammatical, stylistic or merely to correct typographical or format errors, no vote is necessary. The guidelines for adoption are:

- Voting shall be done in accordance with Article III Section 6A & 6B of these Policies and Procedures.
- Following approval of any changes, the revised Policies and Procedures shall be posted on the website and replaces prior revisions.

### **G. Archives**

All versions of the P&P's and Bylaws will be kept by the Chair on a portable data device to provide a historical record of changes.

## **Section 3 – Designated Downloader**

### **Qualifications:**

- Must have access to the internet

### **Responsibilities:**

- Monitor content on Region 2 website ([www.oar2.org](http://www.oar2.org)) and download content related to new events, policies or business.



- Monitor content on WSO website (<http://www.oa.org/downloadablefiles.html> ) and download content related to new events, polices or business.
- Bring this information to the monthly Intergroup meeting and notify the SVIOA website webmaster of interesting links to be included on the SVIOA website ([www.sacvalleyoa.org](http://www.sacvalleyoa.org) )

**NOTE:** The source for this description is the Region 6 website ([www.oaregion6.org](http://www.oaregion6.org) )

## Section 4 – Events

### A. Responsibilities

The Events committee is responsible for planning, organizing and presenting events approved by SVIOA to help carry the message of recovery to other compulsive eaters. These may include events such as “Days in OA” and the annual birthday celebration.

It is the responsibility of the committee to:

- Use the Guidelines for OA Events that can be found on the [www.oa.org](http://www.oa.org) website (search for events, guidelines.)
- Identify a group or meeting to sponsor the event. That group or meeting does the following:
  - Select the dates, locations and topics for events
  - Reserve meeting space and make arrangements for the room’s configuration
  - Prepare a flyer prior to the event, bring copies for distribution to SVIOA groups and other Intergroups and interested people who have requested notification (see Vice Chair’s duties for mailing information).
  - Obtain volunteers to perform service at the meetings for set-up, registration, speakers, readers, audio-taping (if any), timer, refreshments and clean-up.
  - Arrange space for a clothing exchange, if any. Any clothes remaining at the end of the event may be claimed by the donor or donated to charity. The 2011 Events Checklist is attached here as Attachment C.

### B. Event supplies

The Committee shall maintain the supplies used at the event. These include:

- Sign in sheets and pens
- Name badges (may also provide stickers) and marking pens
- Posters showing the 12 Steps and 12 Traditions
- Suggested meeting format/script
- Directional signs (arrows)
- Timer or timing signs for speakers
- Refreshments (coffee tea, bottled water)
- Baskets for donations (registration, refreshments, drawings)
- Drawing tickets (available at party supply stores)
- Plastic storage crates and coolers
- Luggage wheels/carts

**NOTE:** Literature provided at Days in OA is furnished by the SVIOA Literature chair, or the sponsoring group or meeting.

### C. Monthly Event Considerations

The following are suggestions based on previous Day in OA Activities:

- January: OA Birthday party co-sponsored with the Saturday morning meeting. See below for

special considerations.

- February: The last Saturday is Unity Day as established by World Service. Topic may vary.
- March: Day in OA on topic "to be decided". Date selected should not conflict with Region 2 Assembly, if to be held in Sacramento.
- April Day in OA Day in OA on topic "to be decided".
- May Day in OA Day in OA on topic "to be decided".
- June Day in OA Day in OA on topic "to be decided".
- July: No Event [SVIOA supports the R2 Convention instead, which is typically held in July.]
- August: No Day in OA, as we don't compete with our SVIOA Lake Tahoe retreat.
- September: We support the Oakland marathon meeting, although an SVIOA meeting may choose to sponsor an event in September.
- October Day in OA Day in OA on topic "to be decided". Date selected should not conflict with Region 2 Assembly, if to be held in Sacramento.
- November: Day in OA focusing on Abstinence through the holidays; [The third Saturday is the International Day Experiencing Abstinence (IDEA) established by World Service]; and on Thanksgiving, a Thank-a-thon.
- December: Day in OA shall be held on December 12<sup>th</sup>, which is Twelfth Step Within Day, established by World Service.

#### **D. Holiday Celebration**

It is the tradition of SVIOA to have an open house at the December meeting following the installation of officers and conduct of any business. Flyers are prepared to announce the event and invite all members of the Fellowship. At the celebration, a gift exchange may be conducted.

#### **E. Fundraising**

Days in OA are fundraising events. Funds are raised through donations at registration, sale of refreshments and through any drawings, such as 50-50 drawings where the winner receives half of the proceeds.

#### **F. Donations**

Donations for Days in OA are generally \$5 or as may be established by group conscience of SVIOA.

#### **H. Literature**

Until the Literature Committee position is ended, Literature shall be available at Days in OA. This service is provided by the SVIOA Literature committee or sponsoring group or meeting. Proceeds are handled in accordance with Literature Committee policies (see Section 7) and not commingled with other funds from the event.

#### **I. Downloadable Recordings**

The Media Chair shall record the event and obtain written consent from the speakers.

#### **J. Clothing Exchange**

Days in OA may be a time when members can exchange clothing at no cost. Clothes should be clean and in good condition. There shall be no charge for taking clothes. Any clothes not taken by the end of the event may be collected by the donor or donated to charity.

#### **K. Money Matters**

The following policies outline money handling at events:

- The Events Committee shall maintain a petty cash fund of \$200 to reimburse organizers for purchase of needed supplies and refreshments
- Receipts for such purchases shall be given to the Events Chair prior to reimbursement.
- If additional funds are needed, the committee shall request funding at Intergroup. The committee shall report to SVIOA the number of attendees at each event and the proceeds collected.
- At the end of each event, the Events Chair shall turn in to the Treasurer all receipts for cash reimbursements out of petty cash.
- The Treasurer shall reimburse petty cash so that it remains at \$200.

#### **L. Flyer guidelines**

The following guidelines will be followed in preparation of flyers advertising events:

- The flyer will include basic information about the type of event (i.e., Day in OA or other); topic, date and time, location and availability of any clothing exchange.
- The flyer will indicate that the event is sponsored by SVIOA. Flyers may be mailed to other California intergroups, so when specifying the location, the city will be identified. Where possible, directions should be included. The flyer shall also include the SVIOA website ([www.sacvalleyoa.org](http://www.sacvalleyoa.org)) and shall be posted to the website.
- In accordance with the principle of anonymity and World Service guidelines, flyers shall not mention the name of the speaker(s). The flyer may show general information about the speaker's experience in OA, including length of abstinence, weight loss, etc.

#### **M. Distribution of Event Flyers**

It is the responsibility of the committee to print enough event flyers to be distributed to Intergroup Representatives at Intergroup (at least 200, which may be split between monthly Intergroup meetings) and to provide sufficient copies to be mailed to other intergroups and interested members. For the Birthday Celebration, flyers serve as invitations. Thus a quantity of more than 600 is needed, so that Intergroup representatives will have copies for each person attending that meeting. Mailing shall be done by the Vice Chair (see Chapter 2).

#### **N. Other publicity**

It is the responsibility of the committee to ensure events are adequately publicized. This includes providing information about upcoming events to the SVIOA Webmaster and the Region 2 Representatives to ensure that event information is posted on these websites. If additional publicity is desired, the committee may coordinate with the Public Information committee for assistance in developing press releases, public service announcements, etc.

#### **O. OA Birthday Party special considerations**

The OA Birthday party is held on a Saturday in January each year that shall not conflict with the L.A. Birthday party. The SVIOA Birthday Party is cosponsored by the Saturday morning Sutter Hospital meeting. The meeting will provide all volunteers and obtain the keynote speaker. The planning committee shall determine the length of the program and the program content and any special activities to celebrate OA's anniversary. Funding for costs is requested from Intergroup. SVIOA shall take appropriate action to reimburse for actual expenses for:

- Decorations (e.g., balloon bouquets and a happy birthday sign),
- Speaker travel expenses (airfare or mileage, lodging and meals)
- Literature (typically 2-3 books) for the person with the longest time in OA to give to the most recent newcomer(s).

## **Section 5 – Group Growth**

### **A. Purpose**

The Group Growth committee exists to support the growth of meetings.

### **B. Responsibilities**

It is the responsibility of the Group Growth committee to:

- Assist new meetings in becoming properly registered with World Service
- Furnish new meetings with a New Group Starter Kit
- Assist meetings, if necessary, in updating information with World Service
- Encourage meetings to send delegates to Intergroup
- Visit different meetings to advise them of Intergroup activities
- Review and update the quarterly meeting listing that is distributed by WSO

### **C. Coordination with Other Committees and Officers**

Because the Group Growth committee should have the most current information about meetings, when they know of changes to information about meetings (new or existing), they shall coordinate with the Webmaster, Answer Phone and Newsletter Chair to ensure meeting information is kept current.

## **Section 6 - Literature**

**[NOTE:** At the November 10, 2015 meeting, SVIOA voted to sell down the existing literature stock and to abolish the position of Literature Chair when that is accomplished. Section 5 will remain in effect until then. The Literature Chairs for individual meetings will then be responsible for securing needed literature.]

### **A. Purpose**

Literature is an important tool of the Program and SVIOA supports this by making OA approved literature available for purchase at cost at SVIOA meetings. By ordering in bulk, SVIOA is able to obtain literature at reduced prices directly from WSO. Literature is also made available for purchase at SVIOA events.

### **B. Responsibilities**

It is the responsibility of the Literature committee to:

1. Order sufficient literature to have a good supply on hand for sale at SVIOA meetings and Days in OA. Only approved OA literature and materials will be purchased and sold.
2. Make sure that literature is made available one-half hour prior to the regular SVIOA meeting. The Literature chair accepts cash and checks made payable to "SVIOA". Receipts are provided.

### **C. Determining price**

The Literature committee shall mark literature with the sales price. This price is the actual cost of the literature, including any tax and shipping costs.

### **D. Money matters**

It is the custom of the Literature committee that the chair orders literature using a personal credit card. The chair shall submit receipts to the Treasurer for reimbursement.

## Section 7 - Media

### Responsibilities

The Media Coordinator is responsible for the following:

- Recording speakers at Days in OA, the annual Retreat and the OA Birthday Celebration
- Making CD's available for sale with Literature Committee.
- Coordinating with the Webmaster to make recordings available on the website.

## Section 8 - Newsletter

### A. Introduction

The *Valley Voice* is the official monthly newsletter of SVIOA. The newsletter is an important program tool as it provides members and newcomers the latest meeting schedule information and other helpful information such as:

- Upcoming events
- Announcements, including election information, beginning in the July newsletter. See Article IV, section 2.
- Contact information for WSO, Region 2 and SVIOA
- Contact information for the SVIOA Board members and committee chairs
- Other information to aid in recovery, including original articles.

### B. Publication

Newsletters are published each month. The Newsletter Chair may publish the schedule for submission of information to print in the newsletter. The Chair emails a PDF file to the printer in sufficient time to have copies printed before the regular SVIOA meeting. The Chair shall ensure there are sufficient copies to distribute to meetings, and coordinate with the R2 Representatives so that additional copies are available for distribution at the Spring and Fall regional assemblies and at the annual Region 2 convention.

### C. Printer

The printer is Graphic Arts at the McClaskey Adult Center, 5241 J Street, Sacramento. Phone 916.277.6625. Note: the printer is affiliated with Sacramento City Unified School District and is closed in the summer, and on all major holidays. The Chair shall coordinate the summer editions carefully with the printer to ensure that they are available in time.

### D. Money Matters

The Chair shall ensure that the printer submits invoices to SVIOA at the established PO Box and shall assist the Treasurer in the event of an invoice dispute.

### E. Newsletters on the Web

The SVIOA website shall post copies of the newsletter. Therefore, the Chair shall submit a PDF file to the Webmaster on a timely basis. The Newsletter Chair will coordinate with the Webmaster and the Answer Phone committee when there are changes to meeting information.

## Section 9 – Professional Outreach

### A. Mission and Vision

The mission of the Professional Outreach committee is to carry the OA 12-Step message to medical and mental health practitioners who have access to those who may have a problem with compulsive eating and food behaviors. The committee aims to educate professionals on the scope of OA (binge eating, anorexia and bulimia) and the difference between someone who is overweight and someone who is a compulsive eater.

**B. The roles and responsibilities of the committee**

1. Committee Chair

- Attend SVIOA Intergroup Meetings, request funding as needed
- Respond to calls and emails directed to the PO Committee Chair (infrequent)
- Schedule committee meetings (monthly or bi-monthly (every other month))
- Facilitate meetings and either take minutes or delegate to another member
- Publish committee minutes and maintain the history of meeting minutes

2. Committee Members (including the Chair)

- Sell packages to OA Members at Intergroup or at individual meetings
- Follow-up with members after they meet with their professionals
- Maintain a list of volunteers who are willing to respond to professionals, if/when we get a request
- Short presentation or Q&A with professionals' peers
- Order additional professional materials through WSO as needed

**C. Target Audience (Who)**

- Chiropractors, Doctors
- Dentists
- Bariatric Surgeons
- Rehab/Residential Treatment, Hospitals, Mental Inpatient Facilities
- Skilled Nursing/Convalescent Facilities
- School Nurses
- Health Fairs
- Health Educators/Nutritionists, University Nursing and Psychology Students/Programs Directors

**D. Message (What):**

- OA Preamble (emphasis on free and not religious)
- Online and phone meeting information
- Some of the 15 questions
- Courier (OA professional outreach newsletter)
- People sharing their experience, strength and hope
- People willing to be a 'buddy,' to attend a meeting with someone for their first time

**E. Tactical Strategy (How)**

- Packages of Information (OA professional outreach package, SVIOA cover letter, multiple copies of four one-page flyers)
- 1-on-1 for OA members' personal care medical practitioners
- Speaking Opportunities (Universities, medical facilities staff, etc.)

## **Section 10 - Public Information**

### **A. Importance**

The Public Information committee is critical for SVIOA to carry out its primary purpose of carrying the message of recovery to other compulsive overeaters. The Sacramento region is very active and has the budget to conduct significant outreach actions by use of good public information. An active committee with volunteers willing to send out communications to the media can really make a difference!

### **B. WSO Resources**

WSO publishes a public information manual that has many suggestions of public information, including samples of press releases. SVIOA should have a copy of this manual for the committee. The World Service website has public information suggestions and video tapes of public service announcements and other resources that can be used to aid in outreach efforts.

### **Past Public Information Successes**

It is hard to measure the success of advertising in bringing new members to OA. Since we don't survey newcomers to ask how they heard about OA, all we can do is plant the seed by doing innovative things to get the word out.

- In 1999, SVIOA advertised in the Sacramento Bee's "Neighbors" section for a cost of \$1,300.
- In 2002 and 2003, SVIOA was one of the first intergroups in OA to advertise in area theatres at the end of the year. These ads cost approximately \$2,000 a year. Special fund raising efforts may be needed for this purpose.
- In 2004, SVIOA continued advertising in the Mountain Democrat at a cost of about \$80
- Region 2 shares best practices at regional assemblies and SVIOA representatives in attendance return with more good ideas that need dedicated volunteers to implement.

## **Section 11 - Retreat**

### **A. Purpose**

The Lake Tahoe Retreat is SVIOA's major annual fundraiser.

### **B. Retreat center**

The retreat is located on the shores of Lake Tahoe at the Zephyr Point Presbyterian Conference Center.

### **C. Reserving the facility**

Reservations shall be made one year in advance and require payment of a deposit. The Retreat Committee Chair coordinates with the Treasurer to pay the retreat center for the costs of the retreat at the conclusion of the event. The payment of the deposit for the following year is made upon receipt of an invoice.

### **D. Planning committee**

The Retreat Planning committee is responsible for obtaining the retreat leader and selecting the focus of the retreat. The committee is responsible for setting policies as further described below. However, any increase in the price of the retreat shall be approved by a formal action of SVIOA.

### **E. Registration policy**

The committee establishes the policies relating to the retreat and reports them to SVIOA. This

includes:

- The method and timing by which flyers will be distributed,
- Policies regarding requesting facilities, payment, cancellation and refunds

## Section 12 – Speaker List

### A. Purpose

SVIOA provides a service to meetings by compiling a list of members of the SVIOA area fellowship who volunteer to be speakers at meetings and share their experience, strength and hope. By volunteering, they acknowledge that they meet the Speaker Requirements established by SVIOA.

### B. Speaker Requirements

SVIOA has established the following requirements for being listed on the speaker list:

- Currently abstinent (defined by OA as “the action of refraining from compulsive eating and compulsive food behaviors while working towards or maintaining a healthy body weight. Spiritual, emotional, and physical recovery is the result of living the Overeaters Anonymous Twelve Step program”.)
- Currently working with a sponsor
- Currently working the Steps

### C. Seeking volunteers

Twice annually, the committee distributes a form for people to volunteer to be on the speaker list. Copies are distributed at SVIOA to meeting representatives. [Reference the limited publication policy below.] The form shall indicate the Speaker Requirements and the date by which the form shall be returned to SVIOA. The committee also contacts prior volunteers to determine if they are eligible and wish to continue to be on the list.

### D. Publishing the list

Twice annually, the committee compiles the results and publishes the speaker list and brings sufficient copies to meetings. *The list shall indicate the date it was published and shall also state the limited distribution policy, below.*

### E. Limited distribution policy

**The list is to be used by meeting Secretaries or speaker seekers ONLY!** It is not a list of people willing to receive program calls and therefore it should not be distributed with other information to meeting members. Any member who sees a speaker list in a meeting folder with other information of a general nature should remove it and bring it to the attention of the Secretary and explain this policy.

### F. Obtaining the list

Due to the limited distribution policy, the list is not made available on the web. Additional copies may be obtained from the Committee Chair.

## Section 13 – Twelfth Step Within

### A. Purpose

The purpose of the Twelfth Step Within committee is to reach out to those in the Fellowship who still suffer and to address the relapse and recovery of our members. This is done by committee



members ensuring this topic is discussed at meetings, at SVIOA and that an event is planned with this emphasis. A Twelfth Step Within Day in OA is often held on the International Twelfth Step Within Day on December 12<sup>th</sup> (12.12) each year.

**B. Resources**

World Service's Twelfth Step Within Handbook is provided by SVIOA. Additional material may also be available from Region 2 or WSO to assist in developing ideas to help carry the message.

**C. Coordination with other committees**

The committee coordinates with the Events committee and Public Information to plan at least one event annually that focuses on recovery from relapse. The committee shall coordinate with the Webmaster and Newsletter Chair to announce the event.

## **Section 14 – Young People**

**A. Purpose**

The purpose of the Young People committee is to help find ways to carry the message to young people who suffer from compulsive overeating and who may not feel comfortable in meetings where there are older people. The committee helps to deal with the special problems of obesity, eating disorders such as anorexia and bulimia and how they affect children, teens and young adults.

**B. Resources**

Please see World Service and Region 2 websites for resources. [[www.oa.org](http://www.oa.org), and [www.oar2.org](http://www.oar2.org)]

## **Article IX – Intergroup Representatives (IR)**

**A. Purpose**

SVIOA is a service body that assists meetings to better carry the message of recovery. IRs are selected in accordance with the Bylaws, Article III, Section 3. It is important that each group have an Intergroup Representative who represents only that meeting. The role of the IR is to keep the meeting informed of actions of SVIOA and to raise issues and concerns to SVIOA for assistance. (Members who seek to represent multiple meetings have only one vote at SVIOA.) We are all responsible for contributing the service needed to sustain our groups and service bodies, per Tradition 7.

**B. Responsibilities**

Each Intergroup Representative shall:

- Attend and actively participate in SVIOA meetings
- Understand how meetings are conducted (see Chapter 1) in order to participate in decisions
- Collect flyers and other information to take back to their meeting
- Report on Intergroup activities to their groups, including announcing events and other items as requested.

## APPENDIX A

### Sacramento Valley Intergroup of Overeaters Anonymous 2016 Board Member Nominations

In preparation for the fall elections, we hold nominations for the open Board Member positions. Now is the time to nominate a fellow or vice versa (*you may make nominations at the August and September meeting*)! All nominations must include a phone number and be returned to your Intergroup Rep prior to the September (9/8) Intergroup meeting. Nominations will officially close on that date. Please ask if you need help getting your nominations submitted or send an e-mail to [oavicechair@sacvalleyoa.org](mailto:oavicechair@sacvalleyoa.org)

Here are the requirements:

- Active membership in OA for at least one year; six months for secretary
- Familiarity with the Twelve Traditions of OA and the Twelve Concepts of OA Service
- Regular attendee of an active group for one year and an intergroup rep for one year
- The World Service Business Conference delegate/alternate shall have at least one year of current abstinence and at least two years' service above the group level, and such qualifications as required for election to the Intergroup
- Region 2 rep has no additional qualification requirements other than what is already required by this Intergroup.

**\*\*\* Please note you have the option to run a second term if you are a current Board Member\*\*\***

CHAIRPERSON (1-year term)	VICE CHAIR (1-year term)	SECRETARY (1-year term)
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
TREASURER (1-year term)		
1.		
2.		
3.		
4.		
REGION 2 REP-1 of 3 (2-year term)	REGION 2 REP- 2 of 3 (2-year term)	REGION 2 REP-3 of 3 (2-year term)
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
WORLD SERVICE DELEGATE 1 of 2 reps (2-year term)	WORLD SERVICE DELEGATE 2 of 2 reps. (2-year term)	WEBMASTER (1- year term)
1.	1.	1.
2.	2.	2.
		3.
		4.

## APPENDIX B



### 20XX Board Election Ballot

Meeting Day: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

- Each SVIOA meeting returns a single ballot.
- Ballots must be returned in person at the [DATE] Intergroup meeting *OR, if mailed, received by [DATE]* at SVIOA, PO Box 25-5085, Sacramento, CA 95865.
- Members may vote only once at each *different* meeting attended (e.g. Member votes *once* at Monday evening, Wednesday evening and Saturday morning meetings.)
- To vote for a nominee, enter a "tally" mark next to the name of the candidate in the "Votes" column.
- In lieu of voting for a nominee, you may write in a candidate in the "Write-In→" space. Anyone may vote for that person.
- Write-in candidates must meet SVIOA eligibility requirements as posted at [www.sacvalleyoa.org](http://www.sacvalleyoa.org).
- For each elected office, the qualified candidate with the most votes wins.

Current Board Member	Nominations for Candidate	Votes (Tally Marks)
Chair –		
(Write-In→)		
Vice Chair –		
(Write-In→)		
Secretary –		
(Write-In→)		
Treasurer –		
(Write In→)		
Region 2 Representative (2-Year Term) –		
(Write-In →)		
World Service Business Conference Delegate (2-Year Term) –		
(Write-In →)		
World Service Business Conference Delegate (2-Year Term) –		
Webmaster –		

**APPENDIX C**  
**SVIOA**  
**EVENTS CHECKLIST**  
(Updated March 2011)

Select a person to lead a planning committee through the process.

- Determine meeting days and times
- Intergroup will reimburse up to \$50 reasonable expenses. Over that amount, must receive pre-approval

Determine a theme

Select a date and time

Determine location and assign someone to make contact

Contact Literature Chair to assure availability

Contact Recorder to assure availability

Create a flyer

- You should have major format decisions made to advertise
- The flyer should be at Intergroup two months before the event

Decide upon a format

- Readers
- Number of speakers – identify a person to contact them
- Ask-It Basket
- Panel Discussion
- Individual Shares
- Time Schedule
- Clothing Exchange
- You may have other ideas

Ask volunteers for help

- Leader for the Day
- Readers
- Registration Table/(2) Greeters – Intergroup to supply material
- Refreshments – Intergroup Events Chair to supply coffee and tea
- Set Up – 4+
- Clean up – 4+

## APPENDIX D

### **Introduction to the Sample Intergroup/Service Board Bylaws**

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The Sample Intergroup/Service Board Bylaws are intended as a guide to help new service bodies develop bylaws or to assist existing service bodies in the revision of their bylaws.

#### **OA, Inc. Bylaws Subpart B, Article VI, Section 2 - Registration**

- a) Each intergroup shall be duly registered with the World Service Office of Overeaters Anonymous by submitting:
- 1) a completed intergroup registration form;
  - 2) bylaws and/or a summary of its purpose and operating procedures, neither of which shall be in conflict with OA, Inc. Bylaws. At a minimum, such bylaws or summary of purpose shall include a statement indicating that its primary purpose is to aid those with the problems of compulsive eating, through the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service, and to serve and represent the OA groups from which it is formed; and
  - 3) complete registration information on each of its affiliated groups.

#### ***(For Service Boards, see OA, Inc. Bylaws, Subpart B, Article VIII, Section 3a)***

As guardians of the Twelve Traditions and Twelve Concepts, trustees review bylaws. This affirms Tradition One, that our personal recovery depends upon OA unity. Review is required as per the article above: Section 2b. Each intergroup shall submit a copy of its bylaws and/or summary of purpose to the WSO whenever either is updated or revised. (\*) ***(For Service Boards, see Article VIII, Section 3b)***

Region/virtual service trustees may use the following questions to determine whether or not service body bylaws are in conflict with OA, Inc. Bylaws, Subpart B. They are included here to further assist service bodies:

- 1) If intergroup bylaws, are the registration requirements of Article VI, Section 2a met?
- 2) If service board bylaws, are the registration requirements of Article VIII, Section 3a met?
- 3) If region bylaws, are the registration requirements of Article VII, Section 3 met?
- 4) Are the Twelve Steps included or referred to as in OA, Inc. Bylaws, Subpart B?
- 5) Are the Twelve Traditions included or referred to as in OA, Inc. Bylaws, Subpart B?
- 6) Are the Twelve Concepts included or referred to as in OA, Inc. Bylaws, Subpart B?
- 7) Is the definition of a group the same as referenced in OA, Inc. Bylaws, Subpart B, Article V, Section 1? (Note the definition must be accurately and completely included, or referenced as per OA, Inc. Bylaws, Subpart A, Article V, or both.)
- 8) Does the article on amendments to the bylaws acknowledge that service bodies may not make amendments to the Twelve Steps, Twelve Traditions and Twelve Concepts except as per OA, Inc. Bylaws, Subpart B, Article XIV, Section 1?
- 9) Does mention of qualifications of delegates to WSBC meet the minimum requirements of OA, Inc. Bylaws, Subpart B, Article X, Section 3c 1?

## 2015 COMMITTEE RECOMMENDATIONS FOR FUTURE ACTIONS

1. Develop a document retention policy (see Carmen resources)
2. Consult with someone knowledgeable about CA Corporations Code, to see if we are in compliance.
3. Find original Articles and organizational documents, make sure name on all accounts is the same as our incorporated name.
4. Consider reviewing travel and expenses guidelines for R2 and WSBC in separate sections and consolidating them into one section