

Sacramento Valley Intergroup of Overeaters Anonymous

Policy and Procedure Manual

First Edition

December 2004

Policy and Procedure Manual

Overview

Introduction This policy and procedure manual was created to assist in the operation of the Sacramento Valley Intergroup of Overeaters Anonymous (SVIOA). It will be maintained on the Intergroup’s web site (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.

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 policies of the World Service Organization of Overeaters Anonymous (WSO). It may be amended from time to time as deemed necessary in the discretion of the SVIOA Board and Committees, and is subject to the group conscience of the Sacramento OA Fellowship as a whole.

Order of precedence In the event of a conflict between anything contained in this manual and the Bylaws of SVIOA or guidelines established by WSO, the following shall be the order of precedence:

- SVIOA Bylaws unless superseded by WSO;
- WSO guidelines shall be the final authority as established by the group conscience of OA as a whole.

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Chapter 1 – Organization Issues

Overview

Introduction This chapter addresses the organization of SVIOA and policies and procedures relating to its operations as a whole.

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**Sacramento Valley Intergroup of Overeaters
Anonymous
PO Box 25-5085, Sacramento, CA 95865**

200__ Elections Ballot (Sample)

Ballots must be returned by mail or in person to the November Intergroup Meeting to be counted. Members may vote only once per group, but may vote at each different group they attend. To vote for a nominated candidate, enter a tally or hash mark next to the name of the candidate. Or enter the name of a write-in candidate and a vote. Write-in candidates must meet eligibility requirements. Each group's ballot counts as one vote.

Office	Nominees/Write- In Candidates	Y
Chairperson	First Name/Initial	
	Second Name/Initial	
(Write-In)		
Vice-Chairperson	First Name/Initial	
	Second Name/Initial	
(Write-In)		
Treasurer	First Name/Initial	
	Second Name/Initial	
(Write-In)		
Recording Secretary	First Name/Initial	
	Second Name/Initial	
(Write-In)		
WSBC Delegate(s) (vote for no more than 2)	First Name/Initial	
	Second Name/Initial	
(Write-In)		
Region 2 Assembly Representative(s) (vote for no more than 2).	First Name/Initial	
	Second Name/Initial	
(Write-In)		
Webmaster	First Name/Initial	
	Second Name/Initial	
(Write-In)		

Service Eligibility Requirements: All officers (except Recording Secretary) shall have a minimum of 2 years of active OA membership. Secretary shall have a minimum of 6 months of active OA membership. WSBC Delegates and R2 Representatives must also meet the requirements of WSO and Region 2 respectively. Section 4 – Financial Policy

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Section 1 – General Information

Service structure

SVIOA has a service structure as established by the Bylaws made up of:

- Elected officers (the “Board”)
- Appointed standing committees (chairs and committee members)
- Representatives from area meetings (delegates)

Elected officers and committee chairs serve for one year, beginning in January of each year.

Board officers

The elected officers who constitute the Board are:

- Chairperson
- Vice Chairperson
- Recording Secretary
- Treasurer
- Region 2 Representative(s)
- World Service Organization Business Conference (WSBC) Delegate(s)
- Webmaster

For information about their respective duties, see the Bylaws and Chapter 2.

Standing Committees

The Board regularly appoints chairs for the following committees:

- Answer Phone
 - Events
 - Group Growth
 - Historian
 - Lifeline
 - Literature
 - Newsletter
 - Public Information
 - Retreat
 - Speaker List
 - Twelfth Step Within
 - Young People
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Ad hoc committees

The Chair may appoint additional ad hoc committees as needed. Examples of ad hoc committees are:

- Bylaws Committee
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Section 1 – General Information, Continued

General duties and responsibilities

Board members are fiduciaries with duties established by law and the Bylaws, and, as trusted servants of the Fellowship of OA, they must act in accordance with the Traditions and Concepts of Service. These duties include:

- Duty of Care
- Duty of Loyalty

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

Duty of Care

The Duty of Care requires Board members to:

- Act in a reasonable and informed way consistent with the purposes of SVIOA when participating in decisions.
- 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.

In order to exercise the duty of care, Board members must regularly attend meetings and may not vote by proxy. See below for attendance policy.

Duty of Loyalty

The duty of loyalty requires:

- 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.
 - Refraining from use of one's position with SVIOA for personal advantage or other conflict of interest.
 - Maintaining confidentiality of matters affecting SVIOA.
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Section 1 – General Information, Continued

Meeting attendance policy

The following is the SVIOA policy on meeting attendance:

- 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 must advise the Chair or Secretary in advance of the meeting (if possible) and get approval for absences.
- In accordance with the Bylaws, 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.
- In the event that a person misses a meeting for any reason, it is their responsibility to determine what actions occurred and whether they were assigned any actions. To do this, they may:
 - Review the preliminary meeting minutes on the website (if available) or
 - Contact the Chair or Secretary by phone (as listed in the *Valley Voice*) or
 - Contact the Chair or Secretary by email (directly or through the website).

Continued on next page

Section 2 – Conducting Meetings

Intergroup meetings

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. 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 they may agree to carry out assigned tasks.

Operation of meetings

The Chair shall prepare (or have someone prepare) an agenda for each meeting. The agenda is announced at the beginning of the meeting and any officer, committee chair or member of the Fellowship may add items to the agenda. It shall be up to the Chair to determine whether agenda items are in order and to choose how they will be addressed most efficiently.

Agenda

The agenda shall include time for:

- Calling the meeting to order with recital of the Serenity Prayer,
 - Readings: 12 Steps, 12 Traditions and 12 Concepts of Service,
 - Minutes from the prior meeting shall be provided for review and adoption.
 - 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
-

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 below).

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 and may be published on the web prior to approval if marked as "preliminary" or "draft" at the discretion of the Secretary and Webmaster with approval of the Chair.

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Section 2 – Conducting Meetings, Continued

- 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 discussion has ended (or at the end of pre-established limits on debate), the Chair shall conduct the vote.
- Most actions are approved by majority vote of all members in attendance unless the Bylaws require a greater percentage.
 - Most votes are taken by voice vote, but the Chair may request a show of hands. Members may also request a vote by show of hands.
 - The Chair shall declare the vote to have passed or failed.
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- Amending motions** Any motion may be amended during discussion and the motion to amend must be seconded.
- 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.
 - 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.
-

- Special types of motions** “Privileged” motions may be made that take precedence over other business:
- Point of Order – used to inform that the topic is out of order
 - Point of Clarification – used to request clarification
 - Motion to Table – used to cut off debate; requires 2/3 votes to pass
 - Motion to Adjourn – non-debatable motion that is always in order
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- 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.
- Any member may call for the Serenity Prayer at any time.
 - The Chair may identify a parliamentarian if procedural questions arise.
 - The Chair may also name someone to serve as Sargent at Arms to remove any member who may be disturbing the group or violating Traditions, consistent with the Concepts of Service.
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Section 3 -- Election Policy

Introduction

Elections are conducted annually for officers 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 each have two positions each and they each serve two year terms. For each position, they are elected in alternating years in accordance with the Bylaws.

Elections timeline

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

- Nominations are opened at the **August** meeting. The Chair will direct that an article be published in the *Valley Voice* and posted on the website about duties of the Board members and seeking nominations.
 - Nominations close at the **September** meeting (or such date as the Chair may establish to allow adequate time to prepare the ballot).
 - Copies of the ballot are provided at the **October** Intergroup meeting and delegates present the ballot to their groups for voting in **October**.
 - 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 ballots and announce the winners who are recorded in the meeting minutes. The ballots are then destroyed.
 - Elected officers are installed at the **December** meeting in order to begin their term at the start of the year at the January SVIOA meeting
-

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/group to identify itself to ensure that multiple votes from the same meeting are not submitted.
 - A sample ballot is shown at the end of this section.
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Section 3 -- Election Policy, Continued

Voting

Each group/meeting is entitled to return one ballot. They may choose how often to present the ballot during October.

Members may vote at each meeting they attend, but may only vote once at any one meeting.

Example: Sue attends the Monday and Wednesday commuter meetings and Saturday morning meeting regularly each week; she also happens to attend the Friday meditation meeting during the time that voting is occurring. If the Monday meeting keeps the ballot out for several weeks to allow people the maximum opportunity to vote, Sue may only vote once at the Monday meeting, but she may also vote once at the Wednesday, Saturday and Friday meetings.

Transition to newly elected Board members and committee chairs

Newly elected incoming officers and committee chairs must coordinate with the persons they replace to ensure an orderly transition of knowledge and materials prior to (or soon after) they take office. All transition should occur by the end of January each year at the latest.

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Office	Nominees/Write- In Candidates	Yes Votes	No Votes
Chairperson	First Name/Initial		
	Second Name/Initial		
(Write-In)			
Vice-Chairperson	First Name/Initial		
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Service Eligibility Requirements: All officers (except Recording Secretary) shall have a minimum of 2 years of active OA membership. Secretary shall have a minimum of 6 months of active OA membership. WSBC Delegates and R2 Representatives must also meet the requirements of WSO and Region 2 respectively.

Section 4 – Financial Policy

- 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 and by using sound financial policies, SVIOA shall:
- Abide by the 7th Tradition to be fully self-supporting and contribute to Region and WSO as needed consistent with sound fiscal policy.
 - Follow prudent management principles established for non-profit corporations, including maintenance of a prudent financial reserve.
 - Operate in accordance with WSO guidelines, the Traditions and the Concepts of Service.
-
- Audit** Upon transition to a new Treasurer, the new Treasurer together with an objective member of the Fellowship with financial experience shall conduct an audit of the accounts of the Intergroup. The former Treasurer shall support requests for information and release of 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 Treasurer may recommend further investigation by a trained financial analyst or if the issues are clear, work with the Board to develop appropriate corrective actions.
-
- Record keeping** It shall be the responsibility of the Treasurer to maintain 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 maintain backup copies of SVIOA’s electronic financial data on a regular basis. The Treasurer shall maintain a duplicate copy of the electronic backup data to use in the event of a disaster at a separate location (such as with the Chair). Upon expiration of the required records retention period, the records shall be destroyed.
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- 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 expenses. Periodically, the Treasurer shall report on SVIOA’s financial condition and actual experience as compared to the Budget. In the event that expenses may exceed resources, the Treasurer shall identify a need to make budgetary or spending adjustments and seek approval of the Board.
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Section 4 – Financial Policy, Continued

Emergency powers

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

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.

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 and to coordinate as necessary with WSO to obtain required filing information. The Treasurer shall report to SVIOA following the completion of any actions with any tax authorities.

Section 5 -- Travel Policy

Policy

SVIOA shall pay for travel necessary to conduct the business of SVIOA subject to availability of adequate funds. Such action does not require prior Board approval. This includes:

- Region 2 representatives to attend Assemblies and
- WSO Delegates to attend the annual WSO Business Conference (WSBC);
- Seed money for Event Committee – See Chapter 3, Section 7.

SVIOA may approve substitutes to attend in the event that any of the elected representatives are not available, provided the substitutes qualify 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 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. Otherwise separate rooms will be required.

Authorized travel to Region 2 Assemblies

When Region 2 Assemblies are in the north, SVIOA may, subject to funding availability, authorize additional delegates to attend. The number of delegates is determined in accordance with Region 2 policy of one delegate for every 15 meetings registered with WSO, as that policy may be amended.

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.

Money matters

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

****Chapter 2 – Officers’ Responsibilities**

Overview

Introduction This Chapter will address duties and responsibilities of elected officers in addition to information contained in the Bylaws

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Section 1 -- Chair

General duties The duties of the Chair are to lead the meetings of SVIOA (see the section in Chapter 1 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.

Specific duties In addition to the general duties mentioned above, the Chair has some very specific duties:

- Prepare meeting agendas
- Purchase any necessary supplies to facilitate conducting meetings
- Form ad hoc committees, such as Bylaws (bi-annual)
- Approve absences of officers/committee chairs or take action to remove those who fail to attend as required
- Initiate the annual elections process and appoint the Vice Chair or another member to prepare the ballot

Section 2 – Vice Chair

General duties The Vice Chair shall assume the duties of the President in the event the President is absent or otherwise unable to serve.

Specific duties The Vice Chair is responsible for:

- Maintaining a mailing list of Region 2 intergroups and other persons who have requested receiving notification of upcoming events.
- Mailing event flyers and copies of the “Valley Voice” to other intergroups and interested people who have requested notification.
- Developing the election ballot, if requested by the Chair

Section 3 -- Secretary

General duties The Secretary shall take the minutes of the meeting and preserve the official record of actions taken by the Intergroup. Minutes shall be provided to the Webmaster for posting on the website.

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 (corrected) 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.
- Any forms required to be filed with any taxing or other civic authority
- A current roster of officers and committee chairs, including email addresses, if any
- Other materials as requested by the Chair

Section 4 -- Treasurer

- General duties** The Treasurer is responsible for all financial matters affecting SVIOA. The Treasurer:
- 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.
 - At the beginning of the program year, the Treasurer analyzes the prior year's expenses and establishes a budget that is presented at the February meeting for approval, following discussion and a vote.
 - Throughout the year, the Treasurer presents monthly reports on the fiscal condition of SVIOA. As requested by a member, 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.
 - Periodically, as directed by the Board, the Treasurer prepares a list of 7th Tradition donations by group, for publication in the *Valley Voice*.
 - 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.
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**See Chapter 1, Sacramento Valley Intergroup of
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Section 5 – Region 2 Representatives

Purpose	SVIOA has two elected representatives to attend Region 2 assemblies. Each serves a two year term and are elected in alternating years.
Eligibility	The eligibility requirements to serve at Region assemblies are established by Region. The assemblies are offered in the north and the south each year so the representatives must be available to travel. See the website at www.oar2.org
Responsibilities	Region 2 Representatives are responsible to notify R2 following election in order to receive the Assembly information packets at least 30 days in advance of each Assembly. The R2 Representatives are responsible for making their travel arrangements to the Assemblies and for attending all Assembly business functions. They are also responsible to actively participate in the meetings, including serving on committees. Representatives bring back flyers for events throughout the Region and are responsible to create a written report which is delivered at SVIOA with copies to take back to group meetings.
Money matters	<p>SVIOA will pay for all necessary and reasonable travel expenses for the two elected R2 Representatives to attend Assemblies. No prior authorization by SVIOA is required for the elected representatives.</p> <p>However, when the Assembly is in the North (or 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 must 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.</p> <p>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.</p> <p>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.</p>

Section 6 – WSO Business Conference (BC) Delegates

Purpose SVIOA has 2 elected delegates to attend the WSO Business Conference (BC). Each serves a 2 year term and are elected in alternating years.

Eligibility The eligibility requirements to serve at WSO BC are established by WSO. The BC takes place near WSO in Albuquerque, NM for one week in the Spring of each year so the delegates must be available to travel. See the website at www.oa.org for additional information.

Responsibilities WSO BC delegates must notify WSO following election in order to receive the information packets in advance of each BC. Important responsibilities are:

- 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 are responsible to create a written report that is delivered at SVIOA with copies to take back to group meetings and posted on the Website.

Money matters SVIOA will pay for all necessary and reasonable travel expenses for the two Delegates to attend WSO BC. No prior authorization by SVIOA is required for the elected Delegates.

In the event that a Delegate is unable to attend WSO BC, SVIOA may appoint a replacement.

All delegates to WSO BC 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

General information

It is the responsibility of the Webmaster to maintain the SVIOA website with current information. The website URL is www.sacvalleyoa.org

The site is hosted by Sacramento Business Directory. A detailed Webmaster manual details all the information needed to maintain the site with the features existing as of March 2004. Sacramento Business Directory also provides an online users guide at <http://www.sacbusiness.com/userguide.html>

Payment for hosting services and registration of the domain name “sacvalleyoa.org” are done annually by an invoice sent to the Treasurer.

Features

The website has a number of features that must be maintained:

- Interactive meeting list that allows selection of meetings by day or city
 - SVIOA calendar listing events such as Days in OA, the annual Retreat, etc.
 - Intergroup officers and committee chairs (with email links to them)
 - Intergroup meeting minutes and any written reports distributed
 - Lead articles from the *Valley Voice*
 - Items of special interest under a “What’s New” button
 - A discussion board where members can raise issues and post items
 - Links to WSO for general information about OA, Region 2 and the R2 Master Calendar as well as other Intergroups
 - In 2004, the site also hosted the 2004 Convention site (although this will be transitioned to the R2 site or another host after the convention is over)
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Responsibilities

The Webmaster reports at SVIOA meetings on various **web statistics**, such as the number of “hits.” The Webmaster must be proactive to coordinate with other SVIOA members to obtain necessary information. For example:

- **Meeting changes** are discussed at SVIOA meetings. Use the latest *Valley Voice* to keep the web at least as current as the newsletter.
 - The ***Valley Voice* lead article** is coordinated with the Newsletter editor.
 - Obtain copies of **events** flyers when they are distributed at Intergroup.
 - The Secretary may provide preliminary copies of the **minutes** in advance of them being approved. Once approved, they should be posted on the web.
 - The Webmaster is responsible to monitor the **discussion board** and to exercise discretion to delete profanities or anything that could subject SVIOA to legal action for slander or other crimes. The Webmaster should seek approval by the Board if in doubt.
-

Chapter 3 – Committee Responsibilities

Overview

Introduction This chapter will address the responsibilities of standing and ad hoc committees established by the Board.

Importance of Committees 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.

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Section 1 – Answer Phone

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.

Responsibilities The Answer Phone committee is responsible for ensuring:

- The recorded information on the message played to callers is kept current, accurate and complete. This requires close coordination with the Newsletter Editor, Webmaster and Group Growth Committee to ensure that meeting information is accurate.
- They ensure that 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.
- They ensure that upon change of committee chairs, the provider company is notified of the correct authorized SVIOA chair's name and contact information.
- They ensure that the provider company submits correct invoices to the Treasurer at the Intergroup's post office box or by other method approved by the Treasurer.

Phone number The answer phone number is: (916) 349-7144

Provider The service provider for the answer phone is: [Gary to provide] They may be contacted at >>>>>>>>>>

Special requirements [Gary to provide any other helpful information or references to how to do the job.]

Section 2 – Bylaws (Ad Hoc Committee)

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. The Chair shall also be responsible to ensure that the committee meets and completes its responsibilities in a timely manner.
Policy	In accordance with SVIOA Bylaws, Region 2 and WSO, SVIOA must review its Bylaws at least every two years and update them as necessary. The Intergroup Bylaws must be consistent with requirements established by WSO.
Committee’s standard of review	The committee shall review WSO guidelines on Intergroup Bylaws and any samples of good Bylaws that may be available. The committee shall use the Checklist developed by WSO to review the Bylaws and make any other necessary changes to conform the Bylaws to current practices. A copy of the checklist is shown at the end of this section.
Adoption of Changes	Upon completion of the Bylaws Committee’s work, they shall recommend adoption of the revised Bylaws at a regular meeting of the Intergroup. <ul style="list-style-type: none">• 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 <i>Valley Voice</i>. Voting shall be done in accordance with the Bylaws.• If the changes are technical, grammatical, stylistic or merely correct typographical or format errors, no notification is required prior to a vote.
Distribution of Revised Bylaws	Following approval of any changes, the revised Bylaws shall be posted on the website and the Secretary shall transmit copies of the Bylaws to the Region 2 Trustee and to WSO for review and comment. Transmission may be done electronically (email).
Region 2 and/or WSO review	In the event that Region 2 or WSO recommend changes, the Secretary shall advise the Chair who will reconvene the committee to address them. <ul style="list-style-type: none">• If the recommendations are not adopted, the committee shall advise the requester of the reasons.• If the changes are made, the process to obtain Intergroup approval and distribute the updated Bylaws to Region 2 and WSO will be repeated.

Insert scanned copy of checklist from Assembly

Section 3 -- Events

Introduction This section describes the responsibilities of the Events committee.

Responsibilities The Events committee is responsible to plan, organize and present events approved by SVIOA to help carry the message of recovery to other compulsive overeaters. These events are commonly known as “Days in OA”. It is the responsibility of the committee to:

- Select the dates, locations and topics for events
- Reserve meeting space and make arrangements for the room’s configuration
- Prepare a flyer to announce all events for the year and prior to each event, bring copies of a flyer for the event for distribution to SVIOA delegates and mailing to intergroups throughout Region 2 (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.
- Facilities for a clothing exchange. Any clothes remaining at the end of the event may be claimed by their owner or donated to charity.

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
- Meeting format/script
- Directional signs (arrows)
- Electronic timer or timing signs for speakers
- Refreshments (coffee makers with regular and decaffeinated coffee with hot water for tea, creamer, sweetener, cups, stir sticks, 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.

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Section 3 -- Events, Continued

Events Flyer for Days in OA At the beginning of the program year, the Events committee shall develop a flyer listing all of the SVIOA-sponsored events for the year. These include:

Month	Event	Considerations
January	OA Birthday party	Co-sponsored with the Saturday night 100 Pound Emphasis meeting on the last Saturday of the month. See below for special considerations.
February	Day in OA	Recommend offering a Day in OA relating to Unity Day as established by WSO. Topic may vary.
March	Day in OA	Day in OA on topic "to be decided". Date selected should not conflict with Region 2 Assembly.
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 Event	The SVIOA Lake Tahoe retreat is held and we don't hold events that compete with that.
September	Optional Event	We support the Oakland marathon meeting or the Roseville meeting may sponsor a Public Information night.
October	Day in OA	Day in OA on topic "to be decided". Date selected should not conflict with Region 2 Assembly.
November	Day in OA	The Roseville Saturday meeting usually sponsors an event to coincide with International Day of Experiencing Abstinence (IDEA Day).
December	Day in OA	Topic may be "gifts of the program" or "abstinence through the holidays" or other topic to be decided.

Continued on next page

Section 3 – Travel Policy, Continued

Holiday celebration

It is the tradition of SVIOA to have a party 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 “white elephant gift exchange” is done. Members who wish to participate bring a wrapped gift which is put into a “pile”. The gift can be a gag item or something of less than \$10 value. Numbers are drawn and the person with number 1 selects a gift from the pile. As successive numbers are drawn, the person may take an unopened gift from the pile or to take one from another member (called “stealing”). The person who had a gift stolen selects another one (from the pile or “steals” from another person). A gift can only be “stolen” three times.

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.

Donations

Donations for Days in OA are generally \$4 or as may be established by group conscience of SVIOA. For events co-sponsored with other meetings, there is no established donation amount.

Literature

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

Audio Tapes

If a member volunteers to tape a Day in OA, they shall obtain written consent from the speakers. Tapes may be made available for purchase at cost. Tapes are not an SVIOA service and funds generated are not for fundraising purposes. SVIOA shall have no financial responsibility with audio tapes.

Clothing Exchange

Days in OA shall 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 shall be collected by the person that brought them or they may be donated to charity.

Continued on next page

Section 3 – Travel Policy, Continued

Money matters The Events committee shall maintain a small fund of money for purchase of supplies, refreshments and copies of flyers. Any overage shall be given to the Treasurer. Receipts shall be given to the Treasurer. 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 the year, the committee shall turn in to the Treasurer adequate records showing the amounts spent for supplies, refreshments, copies and other expenses and the proceeds from events.

Flyer guidelines The Events committee develops flyers for each Day in OA. 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, location and availability of the clothing exchange.
- The flyer will indicate the event is sponsored by SVIOA. Flyers are mailed to intergroups all over California, 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)
- In accordance with WSO 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.

Distribution of event flyers It is the responsibility of the committee to print enough event flyers to be distributed to delegates at Intergroup (at least 50) and to provide sufficient copies to be mailed to other intergroups and interested members. Mailing shall be done by the Vice Chair (see Chapter 2).

Other publicity It is the responsibility of the committee to ensure events are adequately publicized. This includes providing information about upcoming events with the SVIOA Webmaster and the Region 2 Vice Chair to ensure that information about events is available 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.

Continued on next page

Section 3 – Travel Policy, Continued

OA Birthday Party special considerations

The OA Birthday party is held the last Saturday in January each year and is cosponsored by the Saturday Night 100 Pound Emphasis meeting. The Chair shall appoint an ad hoc planning committee in November to ensure smooth planning for the event without interruption by the turn over of the Board in January. The meeting will provide all volunteers and speakers.

The planning committee shall determine the length of the program and the program content and any special activities to celebrate OA's anniversary. Working with the Saturday Night Meeting's Speaker Seeker, they shall coordinate to obtain the keynote speaker.

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 and meals)
 - Literature (typically 2-3 books) to donate to the most recent newcomer and the person with the longest time in OA.
-

Section 4 – Group Growth

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

Responsibilities It is the responsibility of the Group Growth committee to:

- Assist new meetings in becoming properly registered with WSO
- Furnish new meetings with a new meeting kit provided free from SVIOA (as funding permits)
- Assist meetings, if necessary, in updating information with WSO
- Encourage meetings to send delegates to Intergroup that do not
- Visit different meetings to advise them of Intergroup activities
- Review and update the quarterly meeting listing that is distributed by WSO

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 Editor to ensure meeting information is kept current.

Section 5 -- Historian

Purpose

It is the role of the Historian to maintain the history of SVIOA.

Information collected

Working in conjunction with the Secretary, the Historian collects information such as:

- Meeting Minutes and committee reports
- Flyers of SVIOA events
- Other pertinent information

And assembles the documents into a historical record of the program year.

Storage

The Historian is the keeper of the history memorialized by prior historians and shall store the collection of albums.

Display

From time to time, the Historian shall bring a memory album to an event to show the work of SVIOA. The Historian shall make the information available to any member on request.

Section 6 -- Lifeline

**What is
Lifeline?**

Lifeline is the official magazine of OA published by WSO. SVIOA supports the development and maintenance of Lifeline as a valued program tool with this committee. The committee is an advocate for the magazine.

**Committee
functions**

The function of the Committee is to:

- Visit meetings and speak at SVIOA about the importance of Lifeline and encourage members to subscribe to it.
 - Encourage members to submit articles for publication.
 - Aid with public information, by encouraging meetings to order Lifeline subscriptions for health facilities and practitioners and other places to help carry the message to the compulsive overeater who still suffers.
 - Provide assistance to members on request for how to subscribe (using a form or on-line at www.oa.org)
-

Section 7 -- Literature

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 a reduced prices than if members purchased the literature directly from WSO in small quantities. Literature is also made available for purchase at SVIOA events.

Committee responsibilities It is the responsibility of the Literature committee to 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.

Sales Literature is made available one-half hour prior to the regular SVIOA meeting. The Literature chair accepts cash and checks made payable to "OA". Receipts are provided.

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.

Money matters It is the custom of the Literature committee that the chair orders literature using a personal credit card. The chair may submit receipts to the Treasurer for reimbursement or use the proceeds of sales, provided that records are kept of literature sales and provided to the Treasurer at the end of the year.

Section 8 -- Newsletter

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
 - Members' abstinence birthdays
 - Announcements
 - 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.
-

Publication

Newsletters are published each month. The Newsletter Editor shall publish the schedule for submission of information to print in the newsletter.

The Editor provides the camera-ready newsletter (or electronic file) to the printer in sufficient time to have copies at the regular SVIOA meeting.

The Editor shall ensure there are sufficient copies to distribute to meetings, and that additional copies are available for distribution at regional assemblies (in March and November) and the annual Region 2 convention (in July).

Printer

The printer is _____. Because the printer closes in the summer, the Editor must coordinate the summer editions carefully with the printer to ensure that they are available in time.

Money matters

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

Newsletters on the web

The SVIOA website shall post copies of the newsletter lead articles. Therefore, the Editor must submit articles to the Webmaster on a regular basis. The Newsletter Editor will coordinate with the Webmaster and the Answer Phone committee when there are changes to meeting information.

Section 9 – Public Information

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 and health care professions can really make a difference!

WSO Resources

WSO publishes a public information manual that has many suggestions of public information, including samples of press releases. SVIOA has a copy of this manual that should be made available to the committee. SVIOA also has 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 "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, SVOIA continued advertising in the Mountain Democrat at a cost of about \$80
- Previously, mail campaigns to area health care professionals sending OA brochures have been done.
- Region 2 shares best practices at regional assemblies and SVIOA representatives in attendance return with more good ideas that just take dedicated volunteers to implement.

Section 10 -- Retreat

Purpose	The Lake Tahoe Retreat is SVIOA's major annual fundraiser. [Ask Val for input]
Retreat center	The retreat is located on the shores of Lake Tahoe at the _____.
Reserving the facility	Reservations must 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 along with the payment of the deposit for the following year.
Planning committee	The 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, the price of the retreat must be approved, along with any price increases, by a formal action of SVIOA.
Registration policy	The committee establishes the policies relating to the retreat and reports them to SVIOA. This includes: <ul style="list-style-type: none">• The method and timing by which flyers will be distributed,• Policies regarding requesting facilities, payment, cancellation and refunds• Others????

Section 11 – Speaker List

What is a speaker list?

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 abstinence requirements established by SVIOA.

Abstinence requirements

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

- Length of abstinence (as defined by the member)
 - Currently working with a sponsor
 - Currently working the Steps
-

Seeking volunteers

Twice annually, the committee develops a form for people to volunteer to be on the speaker list. Copies are distributed at SVIOA to meeting delegates. The form shall indicate the abstinence requirements and the date by which it must 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.

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. The list shall also state the limited distribution policy, below.

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.

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 12 – Twelfth Step Within

Purpose The purpose of the Twelfth Step Within committee is to help carry the message of recovery to compulsive eaters within the fellowship, particularly those who are in relapse. This is done by committee members ensuring this topic is discussed at meetings, at SVIOA and that an event is planned with this emphasis.

Resources Material may be available from Region 2 or WSO to assist in developing ideas to help carry the message. Roseville meetings have also periodically sponsored a 12th Step Within event.

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. Additional coordination with the Webmaster and Newsletter editor to announce the event may be required.

Section 13 – Young People

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.

Resources WSO has limited literature available for young people, so the committee may need to develop materials or use information from other 12 Step groups to develop a program. Region 2 may also be able to provide assistance. Young people seeking others to discuss their recovery can contact the Region 2 young people's committee chair at youngpeople@oar2.org

Challenges In addition to a lack of resources, in recent years, efforts to offer a young people's meeting have met with limited success. One of the challenges is keeping the young people's interest over the long term it takes to establish a successful meeting that is self-sufficient and able to fill service positions.

Chapter 4 – Intergroup Representatives

Purpose

SVIOA is a service body to assist meeting needs of groups in the area to better carry the message of recovery. It is important that all groups have an Intergroup Representative to keep them informed of actions of SVIOA and to raise issues and concerns to SVIOA for assistance.

Responsibilities

Intergroup Representatives are responsible to:

- 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 meetings
 - report on Intergroup activities to their groups, including announcing events and other items as requested.
-