

**Sacramento Valley Intergroup of Overeaters Anonymous
Policy & Procedures
SVIOA APPROVED – JULY 13, 2021**

2021 SUBSTANTIVE REVISIONS MOTIVATION

Article	Section	What Changed/Why
V – Financial Policy	6 – Payment of Obligations	Added ability for Treasurer to require completion of an Expense Reimbursement Request Form.
VII – Officer's Responsibilities	1.B Specific Duties (Chair)	Added reference to Bylaws for Chair to appoint committee chairs
	2.B Specific Duties (Vice Chair)	Added oversight of Friends of Intergroup efforts
		Moved duty from Webmaster to Vice Chair to receive and respond to website “Contact Us” submissions
		Moved duty from Treasurer to Vice Chair to serves as liaison to Intergroup's Insurance agency
	3.B Specific Duties (Secretary)	Added duty to periodically review the website to ensure current meeting-related document are accurate and meet record retention guidelines.
	4.B Specific Duties (Treasurer)	Added ability for treasurer to require completion of an Expense Reimbursement Request Form.
		Added tax-related filing due dates
		Added insurance documents to retention policy.
	7. Webmaster	Added SVIOA e-mail account management and maintenance to list of responsibilities.
VIII – Committee and/or Coordinator Responsibilities	3. Group Support Committee	Added Zoom/Video Conference support
	4. Meeting News and Publicity Committee	Renamed to Answer Phones, Newsletter, and Meeting List Committee to better reflect tasks of this committee
		Added Meeting List Coordinator position
	6. Retreat Committee	Reformatted to compliment writing style and presentation of committee sections
	8. Sponsorship Committee	Reformatted to better reflect duties and resources
IX – Intergroup Representatives	A. Purpose	Further clarifies how one Intergroup Rep representing for more than one meeting can negate a group's voice or vote.

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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). 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. SVIOA is registered with World Service. The Registered Group Number is 09012.

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. 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.

Ⓔ ① 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.

Ⓜ ① 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:

1. Review the meeting minutes on the website (when available) or
2. 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, including ad-hoc committees, as described in Article VIII herein, and Article VI in the Bylaws may hold meetings at such other times and places as they deem necessary to carry out their responsibilities.

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:

- A. Calling the meeting to order with recital of the Serenity Prayer.
- B. Readings: The Chair chooses one of the following to be read: 12 Steps, 12 Traditions or 12 Concepts of Service
- C. Minutes from the prior meeting shall be provided for review and adoption.
- D. Chair to call for any New Business items.
- E. Board members and committees shall be allowed time to report (or may be requested to submit a written report.)
- F. Any continuing business from a prior meeting.
- G. New business.
- H. 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 Article IV, Section 1 of the Bylaws:

- A) Chair
- B) Vice Chair
- C) Secretary
- D) Treasurer
- E) Region 2 Representatives *
- F) WSBC Delegates *
- G) Webmaster

*Duties of these officers are described in Article IV, Section 6 of the Bylaws.

This section discusses the way that elections are conducted and the timing of elections, and are further described in the Bylaws, Article IV, Section 4.

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, Article IV, Section 5.

Section 2 - Elections Timeline

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

- A. 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.
- B. Nominations from the floor are opened at the August Intergroup meeting. A nomination form [Appendix A], subsequently prepared by the Vice Chair, shall be distributed to all meetings, and returned at the September meeting.
- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. 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:

- A. Provide room for nominated candidate(s) names and write-in candidates.
- B. 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 Appendix 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:

- A. 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.
- B. Follow relevant laws, regulations and prudent management principles established for non-profit corporations, including maintenance of a prudent financial reserve.
- C. 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. The Treasurer may require individuals seeking reimbursement to complete and sign an Expense Reimbursement Request Form prior to payment. See Appendix C for sample forms.

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. 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. Such action does not require prior Board approval. This includes, but is not limited to:

- A. Seed money for Intergroup-sponsored events,
- B. Travel of representatives to Regional Assemblies, and WSBC Delegates to the World Service Business Conference.
- C. SVIOA may approve substitutes to attend in the event that any of the elected representatives/delegates are unavailable, provided the substitutes meet the qualifications as described in Article IV, Section 3 of the SVIOA Bylaws.

Section 2 - Authorized Travel to World Service Conference and Region 2 Assemblies

- A. When Region 2 Assemblies are in northern California, SVIOA may, subject to funding availability, authorize additional delegates to attend. SVIOA will pay for all necessary and reasonable travel expenses for the elected R2 Representatives to attend Assemblies.
- 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.

- C. 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
- D. 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.
- E. All delegates to Region 2 Assemblies shall submit an Expense Reimbursement Request Form with receipts for their travel expenses as described in this Article, Section 3 below, and obtain reimbursement.
- F. 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 sub-sections A and B above. 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

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 an Expense Reimbursement Request Form 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 - Conducting Meetings,) and to 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 conscience, and this manual.
- B. Specific duties:** In addition to the general duties mentioned above, the Chair has the following specific duties:
 - 1. Shall preside at all regular and special meetings of this Intergroup and Intergroup Board.
 - 2. Shall be responsible for establishing the agenda for all Intergroup meetings.
 - 3. May cast the deciding vote to break a tie.
 - 4. May attend all standing committee meetings.
 - 5. Shall ensure that the general account of the Intergroup be audited annually.
 - 6. Shall be designated as the official responsible for receipt of service of process as required by California law.
 - 7. 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.
 - 8. Initiate the annual elections process and appoint the Vice Chair or another member to prepare the ballot.
 - 9. Purchase any necessary supplies to facilitate conducting meetings.
 - 10. Form ad hoc committees, such as Bylaws (bi-annual.)
 - 11. Appoint Committee Chairs as described in Article VI of the Bylaws.
 - 12. Take action to remove officers or committee chairs who fail to attend Intergroup meetings as required, and who fail to fulfill their duties
 - 13. Chair may, from time to time, issue general statements reiterating the intent and principles of the Steps, Traditions, and Concepts of OA, including but not limited to OA's diversity statement, adhering to local, regional and national health and safety guidelines, and refraining from promoting outside issues that may affect OA as a whole, while honoring Tradition Four's principle of autonomy at the group level.

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:
1. Maintaining a list of Region 2 Intergroups and other persons who have requested notification of upcoming events.
 2. Mailing or emailing event fliers and copies of the “Valley Voice” to other Intergroups and interested people who have requested notification.
 3. Developing the nomination form and election ballot, if requested by the Chair, per Article IV, Section 2.
 4. Maintaining an email list of SVIOA meetings and others to communicate SVIOA information to groups and members.
 5. Chair the Bylaws Committee as requested by the Chair and in accordance with Article VIII, Section 1 herein.
 6. Overseeing Friends of Intergroup (FIG) efforts.
 7. Preparing the annual Board Elections nomination form and ballot as requested by the Chair (see Appendices A and B) and ensure Elections Timelines are met, and nominations and voting is conducted according to Article IV herein, and Article IV of the Bylaws.
 8. Receiving and reviewing incoming website “Contact Us” Form Submissions. Either respond personally or forwarding to appropriate Board of Committee Chair(s), and ensuring timely replies.
 9. Serving as liaison between SVIOA and our Insurance agent, ensuring adequate coverage and providing Evidence of Insurance to meetings upon request.

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 as described below.
- B. Specific duties:**
1. Maintain a current list of Officers, Committee Chairs, and Intergroup Representatives, including e-mails and phone numbers, as provided by those individuals.
 2. E-mail meeting documents, including but not limited to, agenda, prior meeting's draft minutes, and officer and committee chair written reports, and any handouts or other material requested by the Chair at least two days prior to the regular monthly intergroup meeting.
 3. Shall maintain a binder containing meeting documentation (agenda, minutes, Treasurer's Reports, Officer and Committee Chair reports, attendance records, etc.) for the past twelve months, a copy of the current Bylaws, a copy of the current Policy and Procedures document, and a current roster of Intergroup members. The Secretary will bring the binder with her/him to Intergroup meetings.
 4. Periodically review the Website to ensure current meeting-related documents are accurate and meet record retention guidelines.
- C. Document Retention:** The Secretary shall retain all agendas, minutes, officer reports, sign-in sheets, and handouts for two (2) years.

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.
 4. Periodically review the Treasurer-related documents on the Website to ensure current data.
- B. Specific duties**
1. The Treasurer shall coordinate with the Newsletter Editor to prepare a list of 7th Tradition donations by group, for publication in the August and February editions of the Valley Voice newsletter.

2. The Treasurer shall reimburse members for legitimate expenses incurred as described throughout this document. The Treasurer may request members seeking reimbursement to complete an Expense Reimbursement Request Form.
 3. 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.
 4. 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 (due by May 15)
 - b. Annual FTB Nonprofit Tax Form 199N (due by May 15)
 - c. Biennial (in even--numbered years) Secretary of State Statement of Information form (due by June 30 of every even-numbered year)
 - d. Annual Sales and Use Tax Payment (due by January 31)
 5. Shall maintain such bank accounts as may be necessary for Intergroup funds.
 6. Shall be listed as a cosignatory with at least two other board members on the account(s).
 6. Shall renew insurance policy yearly
- C. **Document Retention:** Retain all Documentation as follows: Government filings- 4 years; Deposits, Bank Statements, Receipts, expenses reimbursement forms - 2 years. Insurance documents, which may include policy, binder, rider, evidence of insurance - 1 year past the policy expiration date.

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:** 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. SVIOA may amend the number of reps, while not exceeding the R2 policy, so long as funding is available to support travel and attendance at R2 Assemblies.

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

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. RR 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. Encourage others in R2 to sign up via our website to receive electronic copies of our monthly newsletter.
4. R2 also sets forth the following responsibilities:
 - a. Attend Regional Assemblies – at least one SVIOA R2 rep should be present during all business sessions.
 - b. 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). (See *Region 2 - P & P Manual Amended March 25, 2017 Pages 2-3.*)
 - c. 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.
 - d. Provide any R2 Board member with written information about upcoming events for inclusion in the R2Master Calendar or preferably by utilizing the "add an event" feature on the R2 website.
 - e. Provide the R2 publications Coordinator with Intergroup newsletters and flyers about upcoming events.
 - f. Share Intergroup newsletters and flyers with other RRs.

- g. 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.
- h. Serve on an R2 Committee and take an active part in the activities of the Regional Assemblies.
- i. 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.
- j. Know and understand the Twelve Traditions and Twelve Concepts of OA Service. Help them to be implemented in your Intergroup area. In consultation with the SVIOA Board, 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.

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. SVIOA may amend the number of delegates, in accordance with WSO policy, so long as funding is available to support travel and attendance at the World Service Business Conference.

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 typically 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 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:

1. Advising SVIOA of the timetable and when any motions need to be developed and submitted to WSO;
2. Communicating to SVIOA the matters that are going to be voted on; and
3. Seeking input from SVIOA to aid delegates to participate and vote.
4. Delegates are responsible for making their own travel arrangements and for attending and actively participating in all business functions.
5. 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 qualified replacement/alternate. All delegates to WSBC shall submit an Expense Reimbursement Request Form with receipts for their travel expenses 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

Maintenance of the SVIOA website (www.sacvalleyoa.org) is supported by a paid Web Developer. The Webmaster is the official liaison with the Web Developer, and is responsible for ensuring the Web Developer has necessary information to maintain the SVIOA website with the current information.

A. General Responsibilities

1. Ensure the website is functioning properly and is easy for users to access.
2. At least annually, contact necessary Board members and Committee Chairs to determine if documents shown on the website are current and meet record retention guidelines, if any.
3. Maintain permissions for accessing accounts with GoDaddy (domain name and email accounts), Weebly (web site host), and Mailchimp (subscriber list)

B. Website Responsibilities:

1. Ensure the most current local meetings list is posted to the website in a timely manner.
2. Maintain and update the following:
 - a. Subscriber list hosted by Mailchimp
 - a. Periodic mailings to subscribers

- b. Event Announcements
 - c. SVIOA Board and Committee Chair/Co-Chair names
 - d. SVIOA meeting minutes, Bylaws, Policy & Procedures, and other documents as requested by the Board Chair
 - b. Mailings and postings of the monthly newsletter, The Valley Voice
 - c. Other modifications to the website content as needed
3. Manage and maintain links to World Service for general information about OA, Region 2 and the R2 Master
- a. Calendar
 - b. Examine and analyze site traffic
 - c. Test website to see if there are any parts that are difficult to use
 - d. Serve as liaison with site designer to maintain site's design
 - e. Fix links that don't work and pictures that are not appearing properly
 - f. Decide how site's content will be delivered to the Internet
 - g. Keep files/menus small so sites load faster
 - h. Test different browsers and ensure that users with different computers can access the website

C. E-mail Management and Maintenance Responsibilities

The Webmaster e-mail account is the admin account. The Webmaster is the keeper of the admin account and the Go Daddy login access information. The Webmaster maintains a more detailed document with this sensitive data and other, more in-depth and technical information necessary to perform his/her duties. The document is reviewed annually by the Chair and Treasurer.

- a. Provide new officers with e-mail account and password information and support as needed.
- b. Encourage Board members to routinely access and clean out their accounts, deleting junk mail, duplicate e-mails, etc.
- c. Ensure the Vice Chair email account is set up to receive the "Contact Us" Submission forms from the website.
- d. In an effort to reduce the risk of our accounts being compromised, periodically provide officers with reminders about junk e-mail, scams, etc.
- e. If any Board position is vacant, the email should be forwarded to the chair until the position is filled.

ARTICLE VIII – Committees and/or Coordinator Responsibilities

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. It is recommended that each committee have two co-chairs/coordinators who work together toward the committee goals.

Section 1 – 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. The Intergroup Bylaws shall be consistent with requirements established by World Service. In addition, the Bylaws Committee will review the Policies and Procedures every two years. Review of these documents begins in even numbered years (i.e. 2020) for updating as necessary, and approval in odd numbered years (i.e. 2021.)

C. Committee's Standard of Review Bylaws

The committee shall review World Service Sample Intergroup Bylaws at www.oa.org/documents.

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:

1. 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.
2. 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:

- a) If the recommendations are not adopted, the committee shall advise the Region 2 reviewer of the reasons.
- b) 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:

1. Voting shall be done in accordance with Article III Section 6A & 6B of these Policies and Procedures.
2. 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 2 - Events Committee

A. Focus

Besides offering opportunities to deepen OA members' experience, strength, and hope, Events are typically fundraisers. Funds are raised through registration and refreshment contributions. The Events Committee is charged with supporting groups in planning, organizing, and presenting events, including but not limited to Days in OA, Thanksgiving Thank-A-Thon, and the OA Birthday celebration.

Monthly events suggested

Month	Event	Notes
January	OA Birthday Celebration	Typically hosted by the Saturday morning (Sacramento/Sutter) meeting. Be sure the date doesn't conflict with the LA Birthday celebration.
February	Unity Day	The last Saturday in February, as established by World Service. Topic may vary.
March	Day in OA	Topic may vary. Date should not conflict with Region 2 Assembly if possible.
April	Day in OA	Topic may vary.
May	Day in OA	Topic may vary
June	Day in OA	Topic may vary
July	No Event	SVIOA supports the R2 Convention, which is typically held in July

August	No Event	SVIOA typically has its annual retreat at Lake Tahoe in August
September	Day in OA	While we often support the Oakland marathon meeting, our Rocklin/Roseville members have been known to host an event in September
October	Day in OA	Topic is usually "Abstinence Through The Holidays". Our Folsom members often host this event
November	Thank-A-Thon	Held on Thanksgiving day
December	Twelfth Step Within Day	Held on December 12, as established by World Service

B. Coordinator Roles and Responsibilities

1. Assist groups with Days in OA and other SVIOA hosted events, including planning, logistics, flyer, supplies, and recordings. Refer them to the Vice Chair for evidence of insurance for the location. See Events Planning Checklist (Appendix D), and Event Financial Report (Appendix E)..
2. Record, or find qualified volunteers to record the speakers at Days in OA and the Retreat and send to Webmaster to be posted online.
3. Provide suggested Events Script template for host groups, to include a recommendation for the Emcee to ask the Host to press the Record button before the speaker starts, and re-introduce the event name, date, and speaker's first name and where the speaker is from.
4. Recommend host groups follow Events Guidelines provided by OA World Service to vet speakers.

C. Resources

1. Money Matters
 - a. The Events Committee shall maintain a petty cash fund of \$100 to reimburse organizers for purchase of needed supplies and refreshments.
 - b. Receipts for such purchases shall be given to the Events Chair prior to reimbursement.
 - c. 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.
 - d. Attendance donations for Days in OA are generally \$5 or may be established by (the host) group conscience.
 - e. At the end of each event, the Events Chair shall complete the Events Financial Report and provide the Treasurer with all receipts. Reimbursements will be paid out of petty cash.
 - f. The Treasurer shall reimburse petty cash so that it remains at \$100.
 - g. If literature is provided at the event, any proceeds should be kept separate from other funds from the event.
2. Literature
 - a. Guidelines for OA Events that can be found on the OA website at www.oa.org (search for events, guidelines.)
3. Supplies
 - a. Literature Travel Box (held by the Group Support Chair)
 - b. Sign in sheets and pens
 - c. Name badges (may also provide stickers) and marking pens
 - d. Suggested meeting format/script
 - e. Directional signs (arrows)
 - f. Timer or timing signs for speakers
 - g. Refreshments (i.e. coffee tea, bottled water)
 - h. Baskets for donations (registration, refreshments)
 - i. Events Bag to hold signs, tape, pens, cash box, name tags, pens, etc.

4. History/Suggestions/Notes

- a. Committee formed by vote of SVIOA in 2018 to combine the Events and Media committees.
- b. Flyer guidelines
 - i. Event flyers should include basic information including topic, date and time {be sure to indicate Pacific Time}, and location. It should also indicate that the event is sponsored by SVIOA, and include the SVIOA OA logo and website (www.sacvalleyoa.org).
 - ii. 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.
 - iii. Coordinators should print enough event flyers to be distributed to all the Intergroup Representatives at in-person Intergroup meetings.
- c. It is the responsibility of the host group committee to ensure events are adequately publicized. This includes providing information about upcoming events to the SVIOA Webmaster and the Vice Chair, who will e-mail the flyer to other Region 2 Intergroups with a request that event information is posted on these websites. If additional publicity is desired, the host group committee may coordinate with the Public Information committee for assistance in developing press releases, public service announcements, etc.
- d. OA Birthday Celebration special considerations
 - i. The OA Birthday party is held on a Saturday in January each year that shall not conflict with the L.A. Birthday party.
 - ii. The SVIOA Birthday Party is typically hosted 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 in advance from Intergroup. SVIOA shall take appropriate action to reimburse for actual expenses for:
 - a) Decorations
 - b) Beverages
 - c) Speaker travel expenses (airfare or mileage, lodging and meals)
 - d) Literature (typically 2-3 books) for the person with the longest time in OA to give to the most recent newcomer(s).

Section 3 – Group Support Committee

A. Focus

To support the health and growth of OA meetings.

B. Coordinator Roles and Responsibilities

1. Speaker List

- a. Maintain and update Speaker List. This should be an electronic document containing a list of people who volunteer to be available to speak at meetings (see Speaker Requirements below.) One or both of the coordinators will take calls and emails and respond with contact info for speakers matching the request. The list may be made available to SVIOA meeting speaker-seekers with a request to respect the anonymity of those on the list. The document should not be placed in the meeting's pass-around binder or published on the website..
- b. At least twice a year, announce a request for speakers to be added to the list.
- c. Annually, email those on the Speaker List to verify their continued availability.

2. Meeting Support:

- a. Assist new meetings to register with World Service and SVIOA, including informing the Webmaster and Answer Phones, Newsletter, and Meeting List committee.
- b. Furnish new meetings with a New Group Starter Kit, including:
 - i. Sample meeting formats
 - ii. List of suggested books and pamphlets for sale
 - iii. Newcomer pamphlets
 - iv. Valley Voice newsletters
 - v. Chips, if requested
- c. When meetings close, recover materials and literature and utilize for new meetings, if possible.
- d. Review the WSO meeting listing at least quarterly, and coordinate with SVIOA Meeting List Coordinator and the IGR or other group member if no IGR is available to update, add, or remove meetings, as necessary.
- e. Contact or attend meetings and:
 - i. Encourage meetings to send a Representative to Intergroup
 - ii. Advise them of Intergroup activities and service opportunities
 - iii. Speak on healthy meeting practices

- f. Reach out to meetings that do not currently send Intergroup representatives to offer support and encourage participation
- g. Prepare articles and updates for Valley Voice regarding Intergroup meeting support.
- h. Maintain the Literature Traveling Box and make it available for events and meeting visits
- i. Purchase and maintain stock of chips and newcomer pamphlets as requested by SVIOA.
- j. Special order literature, as requested by SVIOA.
- k. At SVIOA meetings and special events, may sell newcomer pamphlets, chips, and other literature on hand.

3. Zoom/Video Conference

- a. Serve as administrator and for meetings utilizing the SVIOA Zoom account
- b. Setup and coordinate the reoccurring Zoom meetings
- c. Train new hosts on features and account settings
- d. Support Events Committee to train others to tech host and record the event speakers, and convert the recording to the necessary medium to send to the Webmaster.
- e. 4. Notify Valley Voice Editor, Answer Phone Coordinator, and Webmaster of any new meeting URL, ID, and Password, and meeting point of contact (name and phone number)
- f. Serve as "Technical Host" during monthly Intergroup meeting
 - i. Start meeting no later than 6:45pm
 - ii. Mute All as needed
 - iii. Begin "Recording" the meeting
 - iv. "Save" the Chat for the Secretary's records
 - v. Enable the Zoom "voting" capabilities and administer votes during the meeting, including roll-call of the Board, Committee Chairs, Intergroup Reps, and guests
 - vi. Assign co-hosts as needed to assist with any duties shown above as necessary

C. Resources

1. Money Matters

- a. For Literature orders, request reimbursement from Treasurer. Include shipping and sales tax when pricing for individual sale.
- b. Request funds for New Group Started Kits from SVIOA, as needed.
- c. Maintain cash box for sales. Submit excess to Treasurer for deposit.

2. Supplies

- a. Cash box
- b. Coins and newcomer pamphlets
- c. Special orders of literature
- d. Literature Traveling Boxes (2)
- e. Displays, including tables, easels, etc.
- f. New Group Starter Kit

3. History/Suggestions/Notes

- a. Committee formed by vote of SVIOA in 2018 to combine the Group Growth, Literature, and Speaker List committees.
- b. Speaker Requirements
 - i. 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 and working the Overeaters Anonymous Twelve Step program on a daily basis".)
 - ii. Currently working with a sponsor
 - iii. Currently working the Steps
- c. Speaker List Limited distribution policy
 - i. 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. The Speaker List coordinator may make the list available to out-of-area meetings on a case basis.
- d. Coordination with Other Committees and Officers
 - i. Because the Group Support 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 Meeting List Coordinator to ensure meeting information is kept current.

Section 4 - Answer Phone, Newsletter, and Meeting List Committee

A. Focus

To provide current meeting information and other general information to current and prospective members and the public, and to carry the message of recovery via a monthly newsletter

B. Roles and Responsibilities

1. Answer phone

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. Coordinator ensures that:

- a. The recorded information on the message played to callers is kept current, accurate and complete. This requires close coordination with the Group Support Committee and the Webmaster .
- b. Each year the answer phone number is correctly listed in the White Pages of area phone book(s) as determined by SVIOA. If sufficient funds are available, additional listings in other directories may be done.
- c. Upon change of committee chairs, notify the provider company of the new authorized coordinator name and contact information.

2. Newsletter Editor

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

- a. Upcoming events
- b. Announcements
- c. Election information (see Article IV, section 2).
- d. Contact information for WSO, Region 2, and SVIOA Board members
- e. Other information to aid in recovery, including links and original articles

To ensure the *Valley Voice* is published each month, the Editor:

- a. Updates electronic document with current month's information and creating PDF version.
- b. Emails the PDF file to the printer in sufficient time to have copies printed before the regular Intergroup meeting. Note that additional time may be required due to holidays. Ensures there are sufficient copies at face-to-face Intergroup meetings so Intergroup Reps can distribute at meetings.
- b. Emails the PDF file to the Webmaster for posting online.
- c. Coordinates with the R2 Representatives so that additional copies are available for distribution at the Spring and Fall Regional Assemblies and at the annual R2 Convention.

3. Meeting List Coordinator

To ensure all meeting information and data is up-to-date in the newsletter, answer phone, and on the website, the Meeting List Coordinator:

- a. Keeps a running list (in WORD) of all current meetings, including days of the week, times, focus, WSO# for contribution purposes, and physical location for face-to-face meetings, and Zoom meeting ULR, meeting ID, password, phone-in number and phone password, if applicable,
- b. The list should have the CURRENT DATE at the top of the document.
- c. Make a PDF and send to the Webmaster as soon as any change is made so the information is published in a timely manner.
- d. Send the Valley Voice Editor and Answer Phone coordinator the most current listing in WORD so the information properly published in a timely manner.
- e. Remind the group whose meeting information has changed to go to OA.org and update the information for World Service

C. Resources

1. Money Matters

- a. Contact Treasurer if invoice issues arise with the answer phone provider or newsletter printer.

2. Literature

none

3. Supplies

- a. Electronic template for newsletter
- b. Script for answer phone

4. History/Suggestions/Notes

- a. Committee formed by vote of SVIOA in 2018 to combine the Answer Phone and Newsletter committees.
- b. Answer phone number is: (916) 786-0330.

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.

- c. The printer is: Graphic Arts at the McClaskey Adult Center, 5241 J Street, Sacramento. Phone (916) 395-5795.

Note: The printer is closed in first two weeks of July, and on all major holidays plus certain other days during the year.

- d. The title of the committee changed in 2021 at the recommendation of current committee chairs to better reflect the scope of the committee duties.
- e. A new, separate duty, Meeting List Coordinator, was identified and added by the committee in 2021.

Section 5 - Public Outreach Committee

A. Focus

To carry the OA 12-Step message to:

1. The general public, to reach compulsive overeaters who are still suffering; and
2. Medical and mental health practitioners who have access to those who may have a problem with compulsive eating and food behaviors.

B. Coordinator Roles and Responsibilities

1. Look for opportunities to publicize OA (if funding is needed, request from SVIOA)
2. Post flyers/posters on public bulletin boards
3. Coordinate with Webmaster to provide clear information and links for public and professionals
4. Present to meetings about what Public Outreach does
5. Serve as a resource for fellows and meetings interested in doing outreach to the public or health professionals
6. Look for WSO approved materials to use in outreach
7. Order additional materials through WSO as needed
8. Identify opportunities to speak to health professionals about OA (universities, medical facilities staff, etc.). 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.
2. Recruit volunteers from a variety of cities that SVIOA represents who are willing to distribute information in their communities, and respond to professionals when we get a request.

C. Resources

1. Money Matters

- a. Request funding from SVIOA for literature or other expenditures

2. Literature

- a. Public Information Service Manual
- b. Professional Outreach Manual
- c. OA Preamble
- d. *Valley Voice*
- e. *Courier* (OA professional outreach newsletter)
- g. Packages of Information (OA professional outreach package, SVIOA cover letter, multiple copies of four one-page flyers)

3. Supplies

- a. Electronic files of SVIOA-prepared documents
- b. Literature (see above)

4. History/Suggestions/Notes

- a. Committee formed by vote of SVIOA in 2018 to combine the Professional Outreach and Public Information committees.
- b. Potential professional target audience
 - i. Chiropractors
 - ii. Doctors
 - iii. Dentists
 - iv. Therapists/Psychologists/Psychiatrists
 - v. Bariatric Surgeons
 - vi. Rehab/Residential Treatment, Hospitals, Mental Inpatient Facilities
 - vii. Skilled Nursing/Convalescent Facilities
 - viii. School Nurses
 - ix. Health Fairs
 - x. Health Educators/Nutritionists, University Nursing and Psychology Students/Programs

- Directors
 - c. Historical publicity
 - i. In 1999, SVIOA advertised in the Sacramento Bee's "Neighbors" section for a cost of \$1,300.
 - ii. In 2002 and 2003, SVIOA was one of the first intergroups in OA to advertise in area theaters at the end of the year. These ads cost approximately \$2,000 a year. Special fund- raising efforts may be needed for this purpose.
 - iii. In 2004, SVIOA advertised in the Mountain Democrat at a cost of about \$80.
- Region 2 shares best practices at regional assemblies

Section 6 - Retreat Committee

A. Focus

Share recovery from the disease of compulsive overeating and encourage unity among OA members. Serves as SVIOA's major annual fundraiser.

B. Coordinator Roles and Responsibilities

1. Chairperson

- a. Holds, follow guidelines within, and make any necessary updates to the Master Retreat Binder.
This binder is available for any member to review upon request.
- b. Communicate with membership and committee members.
- c. Liaise with event center staff.
- d. Coordinate with the Webmaster and Web Designer to update the Registration website.
- e. Request SVIOA ask meetings for fundraising gift cards.
- f. Serve as spokesperson and point of contact during retreat.
- g. Request checks from SVIOA Treasurer for event.
- h. Provide event and financial reporting to SVIOA. Financial reports are sent to the SVIOA Treasurer and Chair for review within 45 days after the retreat.

2. Registrar

- a. Manage the registration process.
- b. Process payments.
- c. Manage number of attendees to room availability.
- d. Establish and maintain wait list.
- e. Track volunteers.
- f. Oversee automatic email distribution; send emails as required.
- g. Manage and track room assignments.
- h. Process cancellations and notify Treasurer.
- i. Generate attendee list for Name Badge Coordinator.

3. Registration Desk Coordinator

Provide assistance to arriving fellows, including handing out name badges and room keys.

4. Shuttle Coordinator

Manage volunteers providing shuttle services.

5. Name Badge Coordinator

Manage volunteers preparing name badges.

6. Retreat Committee

- a. Select speakers/leaders for event by following the Events Guidelines provided by OA World Service.
- b. Along with the SVIOA chair, determine number of scholarships to be awarded

X. Resources

1. Money Matters

- a. Payments are collected via the Website and deposited directly into the SVIOA bank account.
- b. Refunds for cancellation (minus \$25 fee) are processed by the Registrar with a notification to the Treasurer
- c. Checks for venue are requested by Retreat Committee Chair
- d. Scholarships

- i. 50% reduction in full registration is awarded to the number of recipients established by the Committee based on their group conscience, room availability, and number of applicants.
 - ii. The Committee strives to accept as many applications as possible.
 - iii. Three to five scholarships are typically awarded.
 - iv. Applicants provide a reason for the request on the registration form which is confidential and only discussed with Registrar.
- e. Raffle
 - i. A 50/50 raffle is held which typically generates \$300 to \$500 additional revenue offsetting costs associated with scholarships.
 - ii. Everyone who registers gets one free ticket.
 - iii. Meetings are asked if they would like to contribute a gift card. Participation by meetings is 100% optional.
 - iv.

2. Literature

Literature is NOT sold at the retreat. Everyone is encouraged to bring their copy of OA approved literature (i.e. AA Big Book, OA Twelve Steps and Twelve Traditions, etc.) as desired.

3. Supplies

Name tags and raffle tickets are purchased by the retreat committee member who has volunteered to prepare the name tags and coordinate the raffle. They are reimbursed for expenses by submitting a request for reimbursement to the SVIOA Treasurer.

History/Suggestions/Notes

- The retreat is a complex event requiring many positions and steps. These are fully documented in the Master Retreat Binder which is reviewed and revised as necessary by the Retreat Committee Chair.
- Changes to the Master Retreat Binder are reviewed by the Bylaws Chair, SVIOA Chair, and SVIOA Treasurer, and is held by the current Retreat Committee Chair. The binder is available for any member to review upon request.

Section 7 - Special Population Focus Committee

A. Focus

Support and reach out to those in the Fellowship with specific needs or areas of interest. The coordinator(s) should choose one or two areas to focus on each year. These can include (but are not limited to):

1. young people
2. newcomers
3. atheists and/or agnostics
4. fellows with anorexia or bulimia or other restrictive eating patterns
5. HOW members
6. fellows in relapse
7. fellows who have had or are considering bariatric surgery
8. fellows who have lost or want to lose more than 100 pounds

B. Coordinator Roles and Responsibilities

The coordinator(s) is responsible for:

1. Working with the Events Committee, organize events, such as Days in OA, to address special populations, including the annual 12th Step Within Day focusing on recovery from relapse on or near December 12.
2. Look for WSO approved materials addressing special populations on oa.org and Region 2 website to share in Valley Voice and SVIOA website.
3. Act as a resource to meetings and fellows as related to special populations focus.
4. Coordinate with other committees, such as Events, Group Support, and Public Outreach.

C. Resources

1. Money Matters

- a. Days in OA – see Events.
- b. Request funding from SVIOA for literature

2. Literature

- a. World Service's Twelfth Step Within Handbook

- b. OA literature including pamphlets and packets
- c. Valley Voice
- 3. Supplies**
 - a. Literature - see above
- 4. History/Suggestions/Notes**
 - a. Committee formed by vote of SVIOA in 2018 to combine the 12th Step Within and Young People committees.

Section 8 - Sponsorship Committee

A. Focus:

To support and strengthen sponsorship throughout the fellowship. It is suggested that the coordinators have experience as a sponsee and as a sponsor.

B. Coordinator(s) Roles and Responsibilities

To support and strengthen sponsorship

- 1. Sponsorship Bank**
 - a. Maintain and update an electronic “sponsorship bank.”
This should be an electronic document containing a list of active sponsors who agree to be on the list.
 - b. This will serve as a resource for sponsees seeking a sponsor and for new sponsors seeking support from experienced sponsors.
 - c. One or both of the Sponsorship Coordinators will take calls and email or respond with contact info for sponsors matching the request.
 - d. The document should not be published in hard copy or on the website, to maintain anonymity of those on the list
- 2. Sponsorship Resources**
 - a. Maintain a list of sponsorship resources and coordinate with the Webmaster to publish the information on the SVIOA website.
- 3. Present an Annual Sponsorship in OA Workshop**

Working with the Events Committee and a host group, consider coordinating a sponsorship-related Day in OA or Workshop. Suggestions include:

 - a. Benefits of working with a sponsor.
 - b. How and when to find a sponsor
 - c. How and when to become a sponsor
 - d. Variety of sponsorship methods and tools.
- 4. Documentation**

Maintain documentation of key decisions, actions and processes for future reference.

C. Resources

- 1. Money Matters**
 - a. For Workshops: see EVENTS
 - b. Request funding from SVIOA for additional printed Sponsorship Guides
- 2. Locally-Produced Literature**

Sponsorship: A Getting Started Guide

 - a. Maintain an electronic version of Sponsorship Guide on the SVIOA website.
- 3. Supplies**
 - a. Maintain stock of printed Sponsorship Guides to be made available (free of charge) to face-to-face meetings and at other face-to-face OA events.
- 4. History / Suggestions/ Notes**
 - a. Committee formed by vote of SVIOA in 2018.

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. IRs who represent multiple meetings have only one vote at SVIOA, thus may not adequately represent one of the group's voice if it differs from the other group(s) the individual represents.. 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. 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

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

Sacramento Valley Intergroup of Overeaters Anonymous (SVIOA) 2021 Board Member Nominations

Now is the time to nominate a fellow OA member (or yourself!!) to serve on next year's SVIOA Board. It is suggested that whomever is nominated be approached in advance, and if possible, please include the person's phone number.

Since most groups are not meeting in person these days, feel free to e-mail this form to folks who normally attend your meeting. **All nominations must be submitted via e-mail to oavicechair@sacvalleyoa.org no later than 8:00pm Tuesday, September 8 for nominee names to go on the ballot.**

Board Member 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
- Region 2 rep has no additional qualification requirements other than what is already required by this Intergroup
- 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

Please note: Current Board Members may be nominated or nominate themselves for a second term in the same position.

Board Members "terming out" of their current positions this year include:

Nancy Mc, Chair, Jan H., Vice Chair, Grace A., Treasurer

CHAIRPERSON (1-year term)	VICE CHAIR (1-year term)	SECRETARY (1-year term)	TREASURER (1-year term)
World Service Delegate (2 year term)			

WEBMASTER (1-year term)

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)

Please direct any questions to the current Vice Chair, at oavicechair@sacvalleyoa.org or call or text (916) xxx-xxxx.

Rev 07-07-2020

2021 Board Election Ballot

Meeting Day: _____ Time: _____ Location: _____

SPECIAL ELECTION PROCEDURES TO COMPLY WITH PANDEMIC PROTOCOLS WHICH MAY PRECLUDE MEETING MEMBERS FROM GATHERING IN PERSON

- ✓ Each Intergroup Rep will receive this ballot via e-mail prior to the October 13, 2020 SVIOA Intergroup Meeting.
- ✓ Because there are no candidates vying for the same positions, the Intergroup Rep can **simply ask group members if they are willing to accept the nominees as shown on the ballot, or if there are any Write In candidates they wish to vote for.**
 - If Write In candidates are recommended, the Intergroup Rep needs to poll the meeting members and submit a number of members who vote for the nominee as shown on the ballot, and the number of members who vote for the write in candidate.
 - Members may vote once at each *different* meeting attended (e.g. Member votes once at Monday evening, Thursday noon, and Saturday morning meetings.)
 - Write In candidates must meet SVIOA eligibility requirements as posted at www.sacvalleyoa.org.
- ✓ **Intergroup Reps will be polled at the November 10, 2020 Intergroup meeting, to determine if their group accepts the nominees as shown on the ballot or if there are any write ins. If the Intergroup Rep is unable to attend the November 10, 2020 Intergroup meeting, he/she may ask a group member to attend in his/her place to share the group conscience. Ballots do not need to be returned.**

Position	Nominee (in alpha order)	Votes (Tally marks)	Position	Nominee (in alpha order)	Votes (Tally marks)
Chair (Incumbent is <i>Nancy Mc</i>)	Jan H.		Region 2 Rep (*1 of 3) *VOTE FOR 3 R2 REPS (Incumbent is <i>Chandra</i>)	Curt B.	
Chair - Write In			Region 2 Rep (1 of 3) Write In		
Vice Chair (Incumbent is <i>Jan H.</i>)	Grace A.		Region 2 Rep (*2 of 3) (Vacant)	Kathryn K.	
Vice Chair - Write In			Region 2 Rep (2 of 3) Write In		
Secretary (Incumbent is <i>Robyn K.</i>)	Robyn K.		Region 2 Rep (*3 of 3) (Vacant)	Nancy Mc	
Secretary - Write In			Region 2 Rep (3 of 3) Write In		
Treasurer (Incumbent is <i>Grace A.</i>)	Joel W.		World Service Delegate (1 of 2) <i>Michelle K.</i>	N/A - Term not yet expired	N/A
Treasurer - Write In			World Service Delegate (1 of 2) Write In	N/A	
Webmaster Liaison (Incumbent is <i>Marganne</i>)	Marganne		World Service Delegate (2 of 2) <i>Barbara M.</i>	Barbara M.	
Webmaster - Write In			World Service Delegate (2 of 2) Write In		

- ✓ For each elected office, the qualified candidate with the most votes wins.

SVIOA BOARD ELECTION BALLOT INFORMATION

****INTERGROUP REPS: PLEASE SHARE WITH YOUR GROUP MEMBERS****

Committee Chair Positions That Will Be Available January 2021!!

Interested members are encouraged to contact the SVIOA Chair to make their desire to be of service known.

Excerpts from SVOIA Policy & Procedures

- **ARTICLE VIII – Committees and/or Coordinator Responsibilities**

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. It is recommended that each committee have two co-chairs/coordinators who work together toward the committee goals.

- **Section 1 – Bylaws (Ad Hoc Committee)**

A. **Focus:** 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.

- **Section 2 - Events Committee**

A. **Focus:** To support groups in planning, organizing, and presenting events, which may include events such as Days in OA and the annual birthday celebration.

- **Section 3 – Group Support Committee**

A. **Focus:** To support the health and growth of OA meetings

B. Coordinator Roles

1. **Speaker List**

2. **Meeting Support:**

- **Section 4 - Meeting News and Publicity Committee**

A. **Focus:** To provide current meeting information and other general information to current and prospective members and the public.

B. Coordinator Roles and Responsibilities

1. **Answer phone**

2. **Newsletter**

- **Section 5 - Public Outreach Committee**

Focus: To carry the OA 12-Step message to the general public, to reach compulsive overeaters who are still suffering; and the medical and mental health practitioners who have access to those who may have a problem with compulsive eating and food behaviors.

- **Section 6 - Retreat Committee**

A. **Focus:** The Lake Tahoe Retreat is SVIOA's major annual fundraiser.

- **Section 8 - Sponsorship Committee**

A. **Focus:** To support and strengthen sponsorship throughout the fellowship. It is suggested that the coordinators have experience as a sponsee and as a sponsor.

For details, please go to the SVIOA website - www.sacvalleyoa.org. - Click on "Intergroup" on the top of the page, then go to "Documents" and then to "SVIOA Policy & Procedure.

Overeaters Anonymous of Sacramento, Inc.

Intergroup serving the counties of Amador, Butte, Calaveras, Colusa, El Dorado, Nevada, Placer, Sacramento, San Joaquin, Solano, Stanislaus, Sutter, Yolo and Yuba

EXPENSE REIMBURSEMENT REQUEST FORM

Intergroup Budget Category:

Requester's Name: Cellphone # (preferred):

Date	Expense Description and/or Purpose	Vendor Name	Payment Type	Amount
Total:				

If a Travel Expense Claim, itemize cost totals for transportation, lodging, meals, and incidentals. Also, please note the following:

Start Date & Time:		End Date & Time:	
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Attach all required receipts over \$5 to this document and send to: This form is available on the Intergroup website:

Overeaters Anonymous of Sacramento, Inc.
 PO Box 255085 (go to Intergroup, then Documents)
 Sacramento, CA 95865

www.sacvalleyoa.org

Questions? Send email inquiry to: otreasurer@sacvalley.org

Sacramento Valley Intergroup of Overeaters Anonymous

EVENT PLANNING CHECKLIST

3-6 MONTHS IN ADVANCE, EVENT CHAIR ENCOURAGES GROUPS TO HOST AN EVENT

THE COMMITTED HOST GROUP, WITH HELP FROM SVIOA EVENTS:

___ **Select a person to lead a planning committee through this process**

The Intergroup Event Chair can help with all of this:

___ **Determine a meeting date and times**

___ **Determine a Program Theme/Topic**

___ **Choose a location and assign someone to make contact OR Choose Zoom**

___ **FINANCIAL CONSIDERATIONS**

*Face to Face: Intergroup will reimburse up to \$100 for reasonable expenses (for example rent, fliers, handouts etc.) Anything over \$100 must receive pre-approval

*Contact Intergroup Treasurer 6 weeks in advance if you need to prepay rent

*Contact Intergroup Treasurer if your facility requires Proof of Insurance

* Zoom Format: Uses SVIOA account. Contact SVIOA Zoom Chair to set up links.

Contact Intergroup Treasurer if you anticipate over 100 attendees

___ **RECORDING**

*Face to Face: Contact Media Intergroup person to record and send to Webmaster

* Zoom Format: Contact SVIOA Zoom Chair to record the event and send to Webmaster

___ **Create a Flyer with all information and SVIOA on it as the sponsor and include logo**

The flyer should be at Intergroup 2 months prior to the event

A pdf of the flyer should be sent to the Webmaster of sacvalleyoa.org & Vice Chair

___ **FORMAT: Decide on the parts you wish to use. Choices include:**

Time Schedules (For example Saturday 10:30 am to noon OR Saturday 1:00 pm to 2:30 pm)

Number of Speakers---Identify a person to contact them

Individual Shares

Panel Discussion

Writing

Ask it Basket

Scripts: ask Event Chair or Co-Chair for samples

___ **Ask Volunteers for service (THIS IS HOW WE STRENGTHEN A HOST MEETING'S RECOVERY)**

Leader for the day to Moderate/Introduce Speakers/Closing

Readers for 12 Steps and 12 Traditions

Face to Face: Registration Table 2-3

Intergroup supplies name tags/pens/sign in forms/cashbox/tape

Greeters (optional)

Waters or Hot Drinks (optional)

Set up (suggested 4+) and Clean Up (suggested 4+) - Attendees can help

Zoom: Team to Monitor gallery and Chat if open

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SVIOA EVENT FINANCIAL REPORT FOR FACE TO FACE MEETING

Please fill out this form after the 7th Tradition is collected at check in. If expenses are paid from the money collected, please indicate amounts below and attach receipts. This form, with receipts and net money, should be given to the Intergroup Treasurer or Events Chair. Rather than sending cash, we suggest your meeting Treasurer write a check to SVIOA and deposit this cash in meeting's account. (Your Intergroup Representative can also take it to the next Intergroup Meeting)

INCOME (7th Tradition collected at check in table) _____

Other Income (Selling coffee etc.) _____

Petty Cash (suggest \$50 in \$5 bills) _____

TOTAL INCOME _____

Paid by Intergroup

Paid from 7th Tradition

EXPENSES (Mark NA for any that don't apply)

(Attach Receipts)

Fliers/Amount _____

Rent/Amount _____

Coffee/Amount _____

Petty Cash Reimbursement _____

Other/Amount _____

NET COLLECTED AT EVENT TO TURN INTO INTERGROUP _____

Less above expenses **PAID BY INTERGROUP** - _____

Circle one: **NET PROFIT/LOSS OF EVENT** _____

EVENT DATE/LOCATION _____

HOSTED BY (GROUP) _____

SUBMITTED BY _____ **PHONE** _____

RECOMMENDATIONS FOR NEXT COMMITTEE

RECOMMENDATIONS FOR 2018 COMMITTEE

1. Add Retreat Procedures – **DONE 2019**
2. Update all committee and coordinator responsibilities in Article VIII – **DONE 2019**

RECOMMENDATIONS FOR 2020 COMMITTEE

1. Review and consider adoption of some or all suggestions in the document entitled, “Comments re Draft OA Retreat Policies and Procedures dated June 8, 2019” - **DONE 2021**

RECOMMENDATIONS FOR 2022 COMMITTEE

1. Consider need to expand the Friends of Intergroup (FIG) concept introduced in 2021
2. Review Article V – Financial Policy, Section 6 – Payment of Obligations and all “Money Matters” sections in the document for consistency
3. Review WSBC 2021 Policy Changes Affect OA as a Whole as shown on the OA.org website - <https://oa.org/a-step-ahead/a-step-ahead-3/> - to ensure consistency for SVIOA committees– for example, the special focuses recognized and supported by the newly formed Special Focus Service Boards service body, and the Annual Events Policy.
4. Review and consider adoption of suggestions in an email entitled, “Re the AA speaker at the May OA event and discussion at May IG meeting” dated July 2, 2021.