

**Sacramento Valley Intergroup of Overeaters Anonymous**  
**Policy & Procedures**  
**SVIOA APPROVED - July 9, 2019**  
**Revisions Motivation**

**Changes 2019**

Article	Section	What Changed/Why																	
IV - Expense Policy	1 - General Policy	Combined and clarified financial policies R2 reps and WSO reps, no need for 2 separate policies																	
	2 - Authorized Travel to WSC & R2 Assemblies	Updated for consideration of our R2 and WSC reps enduring longer hours at assembly with additional travel on the same day.																	
VII - Officers' Responsibilities	3 - Secretary	Minutes to be sent prior to the monthly Inter group meeting to allow for more time to read and review the minutes, and possibly cut down on printing costs for IG. Document and retention procedure needed for clarification.																	
	4 - Treasurer	Biennial responsibilities added for Secretary of State information form to maintain SVIOA 5013c status																	
VIII - Committees	6 - Retreat Committee	Provides more detailed policies and processes for the annual Lake Tahoe retreat.																	
	All sections	<p>11 of the 14 committees were consolidated and revised to increase efficiency and decrease vacancies. Current recommendation is that each committee have 2 co-coordinators to 1) increase likelihood that people volunteer for the positions, since they won't have to do it alone, 2) provide opportunities for one experienced person to train the other, and 3) to divide duties as best suits the individuals.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">2019 Committees</th> <th style="text-align: center;">Previous committees</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>Bylaws</b></td> <td style="text-align: center;"><i>No change</i></td> </tr> <tr> <td style="text-align: center;"><b>Retreat</b></td> <td style="text-align: center;"><i>No change</i></td> </tr> <tr> <td style="text-align: center;"><b>Sponsorship</b></td> <td style="text-align: center;"><i>New – created in 2018</i></td> </tr> <tr> <td style="text-align: center;"><b>Meeting News and Publicity</b></td> <td style="text-align: center;">Answer Phone Newsletter</td> </tr> <tr> <td style="text-align: center;"><b>Events</b></td> <td style="text-align: center;">Events Media</td> </tr> <tr> <td style="text-align: center;"><b>Group Support</b></td> <td style="text-align: center;">Group Growth Literature Speaker List</td> </tr> <tr> <td style="text-align: center;"><b>Public Outreach</b></td> <td style="text-align: center;">Professional Outreach Public Info</td> </tr> <tr> <td style="text-align: center;"><b>Special Population Focus</b></td> <td style="text-align: center;">12<sup>th</sup> Step Within Young People</td> </tr> </tbody> </table>	2019 Committees	Previous committees	<b>Bylaws</b>	<i>No change</i>	<b>Retreat</b>	<i>No change</i>	<b>Sponsorship</b>	<i>New – created in 2018</i>	<b>Meeting News and Publicity</b>	Answer Phone Newsletter	<b>Events</b>	Events Media	<b>Group Support</b>	Group Growth Literature Speaker List	<b>Public Outreach</b>	Professional Outreach Public Info	<b>Special Population Focus</b>
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Appendix C - Events Checklist	Appendix C	Updated for recent responsibilities																	
Appendix D - REMOVED	Appendix D	Outdated-No longer a valid position																	

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## ARTICLE I - General

### Section 1 - Overview

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

### Section 2 - Authority

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

## ARTICLE II - Organization

### Section 1 - Board Members

A. Board Members' positions consist of Chair, Vice Chair, Secretary, Treasurer, Region 2 Representative(s), World Service Business Conference Delegate(s) and Webmaster.

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

1. Duty of Care, which requires Board members to:
  - a. Act in a reasonable and informed way consistent with the purposes of SVIOA when participating in decisions.
  - b. Be informed and exercise independent judgment to discharge their duties in good faith with the care that an ordinarily prudent person in a like position would reasonably believe appropriate under similar circumstances.
  - c. In order to exercise the duty of care, Board members shall regularly attend meetings and may not vote by proxy. See below for attendance policy.
2. Duty of Loyalty, which requires:
  - a. Exercising all powers in good faith and in the best interests of SVIOA rather than in one's own interests or the interests of another entity or person.
  - b. Refraining from use of one's position with SVIOA for personal advantage or other conflict of interest.
  - c. Maintaining confidentiality of matters affecting SVIOA.

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

### Section 2 - Meeting Attendance Policy

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

- To carry out the duties of care and loyalty, Board members and committee chairs are required to attend all scheduled meetings.
- If unable to attend, Board members shall advise the Chair, Vice Chair or Secretary in advance of the meeting (if possible).
- In accordance with the Bylaws (Article IV, Section 7a,) unexcused absence from two meetings is grounds for removal from office.

- Committee Chairs also have a duty to regularly attend Intergroup and to notify the Chair or Secretary in advance of any absence. They may delegate to other members of the committee or any other member of the Fellowship to make a report in their absence or submit a written report to the Chair or Secretary prior to the meeting.
- Those who miss a meeting for any reason have a responsibility to determine what actions occurred and whether they were assigned any actions. To do this, they may either:
  - Review the meeting minutes on the website (if available) or
  - Contact the Chair or Secretary.

## **ARTICLE III - Conducting Meetings**

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

- A. Intergroup meetings are held monthly, on the second Tuesday of the month, or such other date as Intergroup may decide. The location of the meetings is published in the *Valley Voice* newsletter, the official publication of SVIOA.
- B. Meetings are open to all members of the Fellowship. The Board may also establish other meetings when it is necessary to take action and may do so by meeting in person or by other means such as telephone or electronic communication through email. Committees, 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:

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

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

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

### **Section 5 -\_Meeting Minutes**

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

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

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

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

## **Section 7 - Amending Motions**

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

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

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

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

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

## **Section 9 - Keeping Order**

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

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

## **ARTICLE IV - Election Policy**

### **Section 1 - Introduction**

Elections are conducted annually for the following positions identified in Article IV, Section 1 of the Bylaws:

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

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

### Section 3 - Ballot

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

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

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

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

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

## ARTICLE V - Financial Policy

### Section 1 – General Policy

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

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

### Section 2 - Audit

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

### **Section 3 - Recordkeeping**

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

### **Section 4 - Budget**

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

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

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

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

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

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

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

## **ARTICLE VI - Expense Policy**

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

- SVIOA shall cover expenses necessary to conduct the business of SVIOA subject to availability of adequate funds. 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:
  - Seed money for Intergroup-sponsored events.
  - Travel of representatives to Regional Assemblies, and WSBC Delegates to the annual World Service Business Conference.
- 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 a travel expense claim 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 a travel expense report within 30 days, with receipts for any expense over \$5.00.

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

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

### **Section 1 - Chair**

- A. **General duties:** The duties of the Chair are to lead the meetings of SVIOA (see Article III - 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:
  - Shall preside at all regular and special meetings of this Intergroup and Intergroup Board.
  - Shall be responsible for establishing the agenda for all Intergroup meetings.
  - May cast the deciding vote to break a tie.
  - May attend all standing committee meetings.
  - Shall ensure that the general account of the Intergroup be audited annually.
  - Shall be designated as the official responsible for receipt of service of process as required by California law.
  - Shall be the official keeper of record for any official records of the SVIOA. Record keeping may be delegated to the Secretary for meeting minutes and to the Treasurer for any required financial or tax documents, including permits for resale.
  - Initiate the annual elections process and appoint the Vice Chair or another member to prepare the ballot.
  - Purchase any necessary supplies to facilitate conducting meetings.
  - Form ad hoc committees, such as Bylaws (bi-annual.)
  - Take action to remove officers or committee chairs who fail to attend Intergroup meetings as required, and who fail to fulfill their duties.

## Section 2 – Vice Chair

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

## Section 3 – Secretary

- A. **General duties:** The Secretary shall take the minutes of the meeting and preserve the official record of actions taken by the Intergroup. Copies of the minutes of the past Intergroup meeting shall be available for Board members, Committee Chairs and meeting representatives for their review prior to approval. Approved minutes shall be provided timely to the Webmaster for posting on the website.
- B. **Specific duties:** The Secretary is also responsible to have available at each Intergroup meeting and to maintain a record for the year with:
1. Minutes: A draft copy of the prior months meeting minutes will be emailed to all Board members, committee chairs and Intergroup reps prior to following month's meeting for review and printing.
  2. Copies of all approved meeting minutes for the year.
  3. Copies of an attendance record of each meeting.
  4. The latest version of the Bylaws.
  5. Any written reports provided by officers or committee chairs.
  6. Any correspondence received and acted upon, along with any responses.
  7. A current roster of officers and committee chairs, including email addresses, if any.
  8. All handouts and other materials as requested by the Chair.
- C. **Document Retention:** Retain all Agendas, Minutes, officer reports, sign-in sheets for 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.
- B. **Specific duties**
1. The Treasurer shall prepare a list of 7<sup>th</sup> Tradition donations by group, for publication in the August and February editions of the *Valley Voice* newsletter.
  2. The Treasurer is responsible for picking up mail from the SVIOA post office box and processing invoices or other financial claims and making payment in a timely manner. The Treasurer provides mail of a general nature to the Secretary.
  3. The Treasurer is responsible for filing any forms required by any taxing or other governmental authority, to include:
    - a. Annual IRS Nonprofit Tax Form 990-N
    - b. Annual FTB Nonprofit Tax Form 199N
    - c. Biennial (in even--numbered years) Secretary of State Statement of Information form
  4. Shall maintain such bank accounts as may be necessary for Intergroup funds.

5. Shall be listed as a cosignatory with at least two other board members on the account(s).
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.

## 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.

### B. Eligibility

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

### C. Responsibilities

1. Region 2 Representatives shall notify R2 within one week of their December installation in order to receive the Assembly information packets 30 days in advance of each Assembly. The R2 Representatives shall be responsible for making their travel arrangements to the Assemblies and for attending all Assembly business functions. They shall actively participate in the meetings, including serving on committees. Representatives bring back flyers for events throughout the Region and submit a written report for the Intergroup meeting, with copies to take back to group meetings.
2. RRs also coordinate with the Newsletter Chair to ensure that sufficient additional copies of newsletters are printed so that they can be distributed at the R2 Convention and at the Spring and Fall Assemblies.
3. R2 also sets forth the following responsibilities:
  - Attend Regional Assemblies – you or your Alternate should be present during all business sessions.
  - Verify that the Region has the correct names and addresses for RR's from your Intergroup. Inform the Region of any changes of RR, Alternate or Intergroup mailing address, and phone number(s). (See Region 2 - P & P Manual Amended March 25, 2017 Pages 2-3.
  - Notify the R2 Publications Coordinator when you are no longer an RR (at least 60 days prior to an assembly) and pass on the R2 Assembly booklet of R2 Assembly minutes, agenda, donations, etc. to your Intergroup for the new RR.
  - Provide any R2 Board member with written information about upcoming events for inclusion in the R2 Master Calendar or preferably by utilizing the "add an event" feature on the R2 website.
  - Provide the R2 publications Coordinator with Intergroup newsletters and flyers about upcoming events.
  - Share Intergroup newsletters and flyers with other RRs.
  - Keep your area informed of happenings in the Region and OA as a whole. Regional Assemblies are used as an interface between WSO and the Intergroup and Unaffiliated Groups. If the information stops at the R2 Assembly, the lines of communication are broken.
  - Serve on an R2 Committee and take an active part in the activities of the Regional Assemblies.
  - Voice the group conscience of the Intergroup you represent but know that you are responsible to the Region and OA as a whole. What works in one area may not be best for the Region as a whole.
  - Know and understand the Twelve Traditions and Twelve Concepts of OA Service. Help them to be implemented in your Intergroup area. Group problems with the Traditions and Concepts should be brought to the attention of the parties involved or to the Region 2 Trustee/Board if additional help is needed.

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

### **A. Purpose**

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

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

### **B. Eligibility**

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

### **C. Responsibilities**

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

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

### **D. Money Matters**

SVIOA will pay for all necessary and reasonable travel expenses for the Delegates to attend WSBC. No prior authorization by SVIOA is required for the elected Delegates. In the event that a Delegate is unable to attend WSBC, SVIOA may appoint a replacement/alternate. All delegates to WSBC shall submit a travel expense claim with receipts for their travel expenses as described in Chapter 1 and obtain reimbursement. When needed, a delegate may request a cash advance from the Treasurer and submit a claim and receipts that reconciles the expenses and cash advance. If the cash advance exceeded the actual expenses, the surplus shall be promptly repaid to SVIOA.

## **Section 7 – Webmaster**

### **A. General Responsibilities**

- It is the responsibility of the Webmaster to maintain the SVIOA website with current information. The website URL is [www.sacvalleyoa.org](http://www.sacvalleyoa.org). The site is hosted by Weebly Cloud. Payments for hosting are made annually by an invoice sent to the Treasurer. The domain name “sacvalleyoa.org, is maintained by GoDaddy. Biennial payment for that domain name is automatic, with advance notice of the payment due.
- The website shall be maintained by ensuring that the site is functioning properly and is easily available to users. Tests, speed of access, and improvement to loading speed are occasionally necessary.

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

- Maintain the local meeting list, including links to Google Maps
- Update SVIOA calendar of local, regional and World Service events such as Days in OA, the annual Retreat, Conventions, etc.;
- Maintain an accurate list of trusted servants in SVIOA, such as Intergroup officers and committee chairs (with email links to them);
- Post Intergroup meeting minutes and any written reports distributed at the Intergroup meetings timely;
- Post a digital copy of the latest *Valley Voice*, maintaining a newsletter archive for up to three years;
- Manage workflow notifications from web forms that have been submitted through the website’s “Contact Us” page;

- Manage and maintain links to World Service for general information about OA, Region 2 and the R2 Master Calendar;
- Examine and analyze site traffic;
- Test website to see if there are any parts that are difficult to use;
- Serve as liaison with site designer to maintain site's design;
- Fix links that don't work and pictures that are not appearing properly;
- Decide how site's content will be delivered to the Internet;
- Keep files/menus small so sites load faster; and
- Test different browsers and ensure that users with different computers can access the website.

## **ARTICLE VIII – 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](http://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:

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

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

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

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

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

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

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

## **G. Archives**

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

## **Section 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.

### **B. Coordinator Roles and Responsibilities**

1. Assist groups with Days in OA, including planning, logistics, flyer, supplies, and recordings. Refer them to the treasurer for insurance information for the location. See Events Checklist (Attachment C).
2. Record the speakers at Days in OA and the Retreat and send to webmaster to be posted online.

### **C. Resources**

#### **1. Money Matters**

- a. The Events Committee shall maintain a petty cash fund of \$200 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 group conscience.
- e. At the end of each event, the Events Chair shall turn in to the Treasurer all receipts for cash reimbursements out of petty cash.
- f. The Treasurer shall reimburse petty cash so that it remains at \$200.
- 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 [www.oa.org](http://www.oa.org) website (search for events, guidelines.)

#### **3. Supplies**

- a. Literature (see above)
- b. Sign in sheets and pens
- c. Name badges (may also provide stickers) and marking pens
- d. Posters showing the 12 Steps and 12 Traditions
- e. Suggested meeting format/script
- f. Directional signs (arrows)
- g. Timer or timing signs for speakers
- h. Refreshments (coffee tea, bottled water)
- i. Baskets for donations (registration, refreshments)
- j. Plastic storage crates and coolers
- k. Luggage wheels/carts
- l. Tables

#### 4. History/Suggestions/Notes

- a. Committee formed by vote of SVIOA in 2018 to combine the Events and Media committees.
- b. Days in OA are fundraising events. Funds are raised through donations at registration and sale of refreshments.
- c. Monthly Event Suggestions

Month	Event	Notes
January	OA Birthday Celebration	Co-sponsored with the Saturday morning meeting. See below for special considerations.
February	Unity Day	The last Saturday, as established by World Service. Topic may vary.
March	Day in OA on unspecified topic	Date selected should not conflict with Region 2 Assembly, if held in Sacramento.
April	Day in OA on unspecified topic	
May	Day in OA on unspecified topic	
June	Day in OA on unspecified topic	
July	NO EVENT	SVIOA supports the R2 Convention instead, which is typically held in July.
August	NO EVENT	So as not to compete with our SVIOA Lake Tahoe retreat.
September		We support the Oakland marathon meeting, although an SVIOA meeting may choose to sponsor an event in September.
October	Day in OA on unspecified topic	Date selected should not conflict with Region 2 Assembly, if held in Sacramento.
November	Day in OA: "Abstinence through the Holidays" AND Thank-a-thon on Thanksgiving	The third Saturday is the International Day Experiencing Abstinence (IDEA) established by World Service.
December	Day in OA: "Twelfth Step Within"	Held on December 12, as established by World Service.

- d. It is the tradition of SVIOA to have an open house at the December meeting following the installation of officers and conduct of any business. Flyers are prepared to announce the event and invite all members of the Fellowship.
- e. Flyer guidelines
  - i. Event flyers should include basic information (topic, date and time, location) and should indicate that the event is sponsored by SVIOA and include the SVIOA website ([www.sacvalleyoa.org](http://www.sacvalleyoa.org)). Flyers may be emailed to other California intergroups, so identify the city when specifying the location. The flyer shall be posted to the website.
  - 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 Intergroup.
- f. It is the responsibility of the committee to ensure events are adequately publicized. This includes providing information about upcoming events to the SVIOA Webmaster and the Region 2 Representatives to ensure that event information is posted on these websites. If additional publicity is desired, the committee may coordinate with the Public Information committee for assistance in developing press releases, public service announcements, etc.
- g. 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 co-sponsored by the Saturday morning Sutter Hospital meeting. The meeting will provide all volunteers and obtain the keynote speaker. The planning committee shall determine the length of the program and the program content and any

special activities to celebrate OA's anniversary. Funding for costs is requested from Intergroup. SVIOA shall take appropriate action to reimburse for actual expenses for:

- a) Decorations
- b) Speaker travel expenses (airfare or mileage, lodging and meals)
- c) 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 document should not be published in hard copy or on the website, due to anonymity requirements.
- b. At least twice a year, publish 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 Meeting News and Publicity chairs.
- 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 update, add, or remove meetings, as necessary.
- e. Contact or attend meetings and:
  - i. Encourage meetings to send delegates 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.
- j. Special order literature, as requested by SVIOA.
- k. At SVIOA meetings and special events, sell newcomer pamphlets, chips, and other literature on hand.

### **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. Literature**

See Section 2 above.

### 3. 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

### 4. 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 act of refraining from compulsive eating and compulsive food behaviors while working towards or maintaining a healthy body weight. Spiritual, emotional, and physical recovery is the result of living the Overeaters Anonymous Twelve Step program”.)
  - 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.
- d. Coordination with Other Committees and Officers
  - i. 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 and Meeting News and Publicity committee to ensure meeting information is kept current.

## 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

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

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:

- Upcoming events
- Announcements
- Election information (see Article IV, section 2).
- Contact information for WSO, Region 2, and SVIOA Board members

- Other information to aid in recovery, including links and original articles

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

- Updates electronic document with current month's information and creating PDF version.
  - Emails the PDF file to the printer in sufficient time to have copies printed before the regular SVIOA meeting. Note that additional time may be required due to holidays. Ensure there are sufficient copies to distribute to meetings.
- Emails the PDF file to the Webmaster for posting online.
- 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.

### C. Resources

#### 1. Money Matters

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

#### 2. Literature

none

#### 3. Supplies

- Electronic template for newsletter
- Script for answer phone

#### 4. History/Suggestions/Notes

- Committee formed by vote of SVIOA in 2018 to combine the Answer Phone and Newsletter committees.
- 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.
- 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.

## Section 5 - Public Outreach Committee

### A. Focus

To carry the OA 12-Step message to:

- The general public, to reach compulsive overeaters who are still suffering; and
- 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.

9. Maintain a list of volunteers who are willing to 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)
- f. *Lifeline*
- 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
  - Chiropractors
  - Doctors
  - Dentists
  - Therapists/Psychologists/Psychiatrists
  - Bariatric Surgeons
  - Rehab/Residential Treatment, Hospitals, Mental Inpatient Facilities
  - Skilled Nursing/Convalescent Facilities
  - School Nurses
  - Health Fairs
  - Health Educators/Nutritionists, University Nursing and Psychology Students/Programs Directors
- 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 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.
  - iii. In 2004, SVIOA advertised in the Mountain Democrat at a cost of about \$80.
- d. Region 2 shares best practices at regional assemblies

## **Section 6 - Retreat Committee**

### **A. Purpose**

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

### **B. Retreat center**

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

## **C. Key Committee Positions**

### **1. Tahoe Retreat Chair**

#### **a. Keeping the Membership Informed**

- Attends intergroup meetings to keep the fellowship up to date.
- Works with Webmaster to ensure the website is fully operational by the end of January.
- Ensures the flyer is printed and presented at the OA Birthday Party in January.
- Provides Intergroup a Financial Report by the end of October.

#### **b. Coordinates with Committee Members**

- Works with all committee members to ensure the retreat is on track.
- Sets agenda for the 3 or 4 planning meetings needed to prepare for each retreat.

#### **c. Liaison With Zephyr Point Retreat Center**

- Signs the contract with Zephyr Point each year.
- Works with the Intergroup Treasurer to ensure check is available.
- Communicates with Retreat Center to address any concerns.
- 10 days prior to the Retreat, ensures coffee is set up, weekend meals, Sunday Lunch, white boards, and box of supplies are confirmed with the Retreat Center.
- Makes final payment at the end of the Retreat. Check is needed from the Treasurer.
- Ensures the deposit is paid for the next year. This is done at the retreat and the reservation for the next year is confirmed.

#### **d. Spokesperson and Point of Contact During Retreat**

- During the retreat, makes all announcements, reviews the agenda, and provides a cell phone number for anyone to call if they have questions.
- Liaison with the Retreat Center over the weekend to address any concerns.

### **2. Zephyr Point Tahoe Registration Desk Coordinator**

- This person coordinates the volunteers who hand out name badges, room keys, and meal wrist bands Friday night, starting at 4:00pm.
- Typically 4 people work at the registration desk.
- The Chair has binder that provides more detail and provides training if necessary.

### **3. Zephyr Point Shuttle Coordinator**

- This person coordinates the volunteers who shuttle attendees from the upper parking lot down to the main entrance of the hotel on Friday night, starting at 4:00pm.
- Typically 4 people volunteer as shuttle drivers.
- The Chair has a binder that provides more detail and provides training if necessary.

### **4. Name Badge Coordinator**

- This person coordinates the volunteers who prepare name badges.
- Typically 2 people volunteer to assist with name badge preparation.

### **5. Registrar**

This person coordinates the registration process for the Tahoe Retreat.

#### **a. Web Based Registration**

- In 2019, we created a new web based registration website.
- The website is managed by Mary H. who also manages the SVIOA website.
- From this website, members can register, pay, and make donations.

#### **b. Process Payments and Registration on the Website**

- The payments will start coming in after the birthday party (late January) on the website.
- Get a copy of the contract from the Retreat Chair to determine which rooms we have, which ones are 3-person rooms and which ones are lake view rooms. Fill out the room tab on the Retreat

Matrix to detail which rooms we have and how many people we can accommodate. It is critical to keep very close tabs on the counts to make sure not to overbook the rooms. The Retreat Committee usually allow up to 2 single rooms, since that restricts how many people can attend. Our final count may be off with the contract depending on how many single rooms we have.

- Fill out the Retreat Matrix as the payments are received. There are formulas in the spreadsheet to total things and to calculate balance dues. The formulas don't work for scholarships, so the formulas may have to be overridden in some cases. Fill out all columns that (e.g. requested roommate, address, phone, email, volunteer info, any special requests.)
- Retreat committee will decide how many scholarships are to be awarded and how many single occupancy rooms we'll allow.
- Keep a waitlist if you fill up. We can get 10 or more cancellations. If you don't have a waitlist toward the end, talk the retreat up at meetings to let people know to still sign up.
- in 2018, everybody on the wait list got in.

c. **Volunteers**

- The Registration person keeps track of people who are volunteering to do service. Update that information on the Retreat Matrix as you process the registrations, and also update the Volunteer tab.
- Provide a summary of this info to the person who is coordinating the volunteers a month or two before the retreat.

d. **Email Reminders and Confirmations**

- The Registration website software will send email confirmations as people register and pay.
- When people pay their balance, the website software will send an email confirmation.
- Ask Mary H. to send balance due reminders a few weeks before the Early Bird Deadline and again before the final payment due date.
- There are columns on the Retreat Matrix to list when reminders are sent.
- Keep the Retreat Matrix up to date as balances are paid.
- The registration and payment software will generate a report of payments made.
- Contact Mary H. for details.

e. **Room Assignments**

- Room assignments are done by lottery after July 1.
- Fill out the Retreat Matrix with this info on the main spreadsheet as well as on the Rooms tab.
- Cross check everything to make sure that all room assignments/roommates are correct and that the counts come out ok.

f. **Deposits**

- The SVIOA Registration and Payment software will deposit the money directly into the SVIOA bank account.
- A spreadsheet is generated by the software and you can request it from Mary H.
- The website does permit checks. They must call the registrar to get the mailing address.

g. **Cancellations**

- As people cancel, send them an acknowledgement email (Email RESPONSE DRAFTS 2018.doc has this verbiage too.)
- Note that we do withhold \$25 when people cancel.
- There should be a cutoff date, after which NO refund is applied.
- Follow the rules posted on the Retreat flyer.
- Send the SVIOA Treasurer a refund request via email.
- Keep track of the refund requests sent to the Treasure to be able to confirm that he/she has received all such requests. Optionally, a paper backup can be sent to the Treasurer as well, but discuss it with him/her to determine preference.

h. **Registration Table**

- When requested, provide the Nametag person with a list of all attendees and what name they want on their nametag. Also indicate whether they are staying for Sunday lunch and if they are requesting vegetarian meals. Recommended ways to accomplish this include just copying and pasting from the Retreat Matrix to a WORD table or EXCEL.
- For the Registration table person, provide a list of attendees, room number, Sunday lunch Y/N and Vegetarian Y/N.
- Provide a Contact list for the Registration table person listing all attendees' full name, email, phone number, and room number. This is in case of emergencies.

i. **Final Email - Sent Out By Webmaster**

- About 2 weeks prior to the Retreat, send out a final email giving all attendees (and the speaker) a welcome letter and some handouts from the facility. All of these documents are in the *Final docs to e-mail - 2018* folder on the zip drive. Edit the Final email to send.docx file to put the correct dates and update the Retreat Leader and Registration Person Info.
- The committee should review the email to make sure that no other changes are required. Copy and paste the letter text into an email and then attach the other docs. The webmaster can sent this out.

**D. The Vetting Process For Speakers**

- The Retreat Committee looks for speakers based on the experience of other retreats.
- Each speaker will have a recording of past retreats that the Committee listens to.
- Each speaker must provide references that the Committee can call.
- Each speaker provides years of abstinence, years in program, and weight loss.
- The speaker also provides an agenda of the topics to be covered.
- As always, it is the Committee's decision to review the speaker's agenda, references, and audio files before a final decision is made.

**E. Scholarships**

The Retreat Committee determines the number of scholarships to be awarded. There are typically 3 to 5 scholarships awarded each year. A scholarship is a 50% reduction in the full registration fee.

- The number of scholarships is based on the committee's group conscience, room availability, and the number of applications. The Retreat Committee strives to accept as many applications as possible.
- The Web Site and registration information should reflect that a scholarship recipient must pay 50% of the total cost.
- A reason for requesting the scholarship must be provided on the registration form. The request is completely confidential and only discussed with the Registrar.

#### **F. The Use of Raffle Money for Scholarships**

- The raffle typically provides \$300 to \$500 in additional revenue that is used to offset the loss associated with providing scholarships.
- Starting in 2019, everyone who registers will get 1 free ticket for the 50/50 raffle.
- The Retreat Chair will ask SVIOA to ask meetings to donate a gift card, if they choose, that will be part of the 50/50 raffle. This is a 100% optional donation for the raffle made by each meeting.
- The Master Binder has a suggested draft of the request to be sent to the meetings.

#### **G. The Location of the Master Binder With Relevant Documents and Contracts**

- The Retreat Chair has a Master Retreat Binder that has hard copies of all the required documents, forms, and contracts. This is available for anyone to review at any time.

### **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 coordinators should choose one or two areas to focus on each year. These can include (but are not limited to):

- young people
- newcomers
- atheists and/or agnostics
- fellows with anorexia or bulimia or other restrictive eating patterns
- HOW members
- fellows in relapse
- fellows who have had or are considering bariatric surgery
- fellows who have lost or want to lose more than 100 pounds

#### **B. Coordinator Roles and Responsibilities**

The coordinators are responsible for:

- Organizing events, such as Days in OA, to address special populations
- Coordinate an annual 12th Step Within Day in OA with a focus on recovery from relapse (on or near December 12th).
- Look for WSO approved materials addressing special populations to share in Valley Voice and SVIOA website.
- Act as a resource to meetings and fellows as related to special populations focus.
- Coordinate with other committees, for example:
  - Events: Days in OA
  - Group Growth: provide support to meetings
  - Public Outreach: provide resources for community events

#### **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
- c. *Valley Voice*
- d. *Lifeline* magazine
- e. Packets such as:
  - Newcomers
  - Anorexia/Bulimia

- Welcome Back
  - Young Persons
- f. Pamphlets  
Please see World Service and Region 2 websites for resources ([www.oa.org](http://www.oa.org) and [www.oar2.org](http://www.oar2.org)).

### 3. Supplies

- a. Literature - see above

### 4. History/Suggestions/Notes

- a. Committee formed by vote of SVIOA in 2018 to combine the 12<sup>th</sup> 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 Roles and Responsibilities

1. Maintain and update "sponsor bank." This should be an electronic document containing a list of active sponsors who agree to be on the list with contact information and some details on the type and style of their sponsorship. This can be a resource for sponsees seeking a sponsor and for new sponsors seeking support from experienced sponsors. One or both of the coordinators will take calls and emails and respond with contact info for sponsors matching the request. The document should not be published in hard copy or on the website, due to anonymity requirements.
2. Maintain a list of resources to be published online.
3. Present an annual workshop on sponsorship. Potential areas of focus:
  - a. Benefits of working with a sponsor – How and when to find a sponsor
  - b. How and when to become a sponsor
  - c. Variety of sponsorship methodologies and tools
4. Research resources in the larger OA community (Regions and World Service).
5. Maintain stock of Sponsorship Packets, to be made available at workshop and other times.
6. Maintain documentation of key decisions, actions, and processes for future reference.

### C. Resources

#### 1. Money Matters:

- a. For workshop, see Events.
- b. Request funding from SVIOA for Sponsorship Packets.

#### 2. Literature

- a. Twelfth-Step Within Handbook
  - Planning a Sponsorship Workshop
- b. See online resource list.

#### 3. Supplies

- a. Sponsorship Packets

#### 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. The role of the IR is to keep the meeting informed of actions of SVIOA and to raise issues and concerns to SVIOA for assistance. (Members who seek to represent multiple meetings have only one vote at SVIOA.) We are all responsible for contributing the service needed to sustain our groups and service bodies, per Tradition 7.

### **B. Responsibilities**

Each Intergroup Representative shall:

Attend and actively participate in SVIOA meetings

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

**APPENDIX A**  
**Sacramento Valley Intergroup of Overeaters Anonymous**  
**20xx Board Member Nominations**

**Meeting location/day submitting this form:** \_\_\_\_\_

In preparation for the fall elections of next year's SVOIA Board, we are seeking nominations. Now is the time to nominate a fellow or yourself! Use this form to make nominations at meetings in August and early September. **This form must be returned by your Intergroup Representative on or before the September Intergroup meeting.**

✓ All names being nominated must include the nominee's phone number.

\*\*\*\*\***SEE REVERSE SIDE FOR QUALIFICATIONS FOR THE INTERGROUP BOARD**\*\*\*\*\*

<b>Chair (1 year term)</b>	<b>Vice Chair (1 yr term)</b>	<b>Secretary (1 year term)</b>	<b>Treasurer (1 year term)</b>
<i>Name</i> <i>Phone Number</i>	<i>Name</i> <i>Phone Number</i>	<i>Name</i> <i>Phone Number</i>	<i>Name</i> <i>Phone Number</i>
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4

<b>Webmaster (1 yr term)</b>	<b>Region 2 Rep (2 yr term) (1 of 2 openings)</b>	<b>Region 2 Rep (2 yr term) (2 of 2 openings)</b>
1	1	1
2	2	2
3	3	3
4	4	4

<b>World Service Delegate (2 yr term) (1 of 2 openings)</b>	<b>World Service Delegate (2 yr term) (1 of 2 openings)</b>
1	1
2	2
3	3
4	4

SVIOA NOMINATION FORM  
Side 2

**Excerpt from SVIOA Bylaws - Article IV, Section 3 - Qualifications for Intergroup Board**

- A. Active membership in OA for at least one year, with the exception of the Secretary who must be an active member for at least six (6) months.
- B. Be working the 12 Steps, 12 Traditions and 12 Concepts of OA Service to the best of their abilities.
- C. Regular attendee of an active group for a period of one year and to have been an IR one year, with the exception of the Secretary who must have attendance in an active group for at least six (6) months.
- D. The World Service Business Conference Delegate/alternate (whether or not a member of the Intergroup Board) shall have at least one (1) year of current abstinence and at least two (2) years of service beyond the group level and such qualifications as required for election to the Intergroup Board by Article IV, Section 4, of these bylaws. Permission for an exception in qualifications for valid reasons, if deemed credible by the trustees, may be received by application to the World Service Office, except that the trustees cannot grant exceptions to those qualifications required solely for election to the Intergroup board.
- E. The regional representative/alternative (whether or not a member of the Intergroup Board) shall meet qualifications and requirements as outlined and defined in Section 3 A above.

End

**Please feel free to add nominee names/phone numbers here if space is not sufficient on the front of this Nomination Form. Be sure to indicate what position for which the member is being nominated.**

Questions may be submitted to the SVIOA Vice Chair via e-mail at [oavicechair@sacvalley.org](mailto:oavicechair@sacvalley.org) or phone or text the Vice Chair (name and phone number can be found in the Valley Voice.)

## APPENDIX B



### 20XX Board Election Ballot

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

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

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

Continued next page

<b>World Service Business Conference Delegate (2-Year Term) –</b>	
<b>Webmaster –</b>	
<b>(Write-In →)</b>	

## APPENDIX C

### SVIOA EVENTS CHECKLIST (Updated December 2019)

1. Select a person to lead a planning committee through the process.
  - Determine meeting days and times
  - Intergroup will reimburse up to \$50 reasonable expenses. Over that amount, must receive pre-approval
  - Pay rent or make donation to facility for rental
  - Contact Treasurer if certificate of Insurance is needed
2. Determine a theme
3. Select a date and time
4. Determine location and assign someone to make contact
5. Contact Literature Chair to assure availability
6. Contact Recorder to assure availability
7. Create a flyer
  - You should have major format decisions made to advertise
  - The flyer should be at Intergroup two months before the event
8. Decide upon a format
  - Readers
  - Number of speakers – identify a person to contact them
  - Ask-It Basket
  - Panel Discussion
  - Individual Shares
  - Time Schedule
  - Clothing Exchange
  - You may have other ideas
9. Ask volunteers for help
  - Leader for the Day
  - Readers
  - Registration Table/(2) Greeters – Intergroup to supply material
  - Refreshments – Intergroup Events Chair to supply coffee and tea
  - □ Set Up – 4+
  - Clean up – 4+

## 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 July 8, 2019"  
(Note: This (four page) document will be passed on from the 2018 committee to the 2020 committee.)