

Policies & Procedures Manual

of

OA South Sound Intergroup

Revised: April, 2020

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Purpose of Intergroup

The primary purpose of OA South Sound Intergroup is to carry the message of recovery to those who identify as compulsive overeaters, or who have other eating disorders, by fostering the practice of the Twelve Steps and the Twelve Traditions of Overeaters Anonymous, and is guided by the Twelve Concepts of OA Service to serve and represent its member groups.

Meeting Place and Time

- Intergroup shall meet in the second floor cafeteria of St. Peter Hospital in Olympia, Washington on the first Wednesday of each month for one hour beginning at 6:45pm.

Criteria for Serving as a Region 1 Assembly Representative or WSBC Delegate

- One year of general service in OA.
- One year of continuous abstinence.
- Six months of service beyond the group level.

Seed Money for New Groups

- For persons interested in starting a new meeting, Intergroup will provide financial assistance in the form of facility rent and/or literature purchases up to a dollar amount budgeted in the annual Intergroup budget.

Recommended Steps to Closing a Group

- Donate any remaining funds to Intergroup, Region One, and/or World Service Office.
- Gather the remaining OA literature and make it available to other groups in need or donate it to Intergroup.
- Delist the group from the South Sound Intergroup website, Seattle OA Intergroup Meeting Directory, Region One, and World Service Office.

The policies and procedures for each Board member are listed below and are in addition to the responsibilities listed in the Bylaws.

Chair

- Shall distribute an electronic copy of the Intergroup meeting agenda to Intergroup members prior to each monthly meeting and will provide paper copies at the meetings.
- Meeting agendas shall include but are not limited to:
 - Serenity Prayer
 - Member introductions
 - Approval of the agenda
 - Approval of the prior month's meeting minutes
 - Step and Tradition readings
 - Board member's report
 - Old business
 - New business
 - Group updates/news
 - Good of the order
 - Serenity Prayer

- Pertinent information received from Region 1 and World Service Office shall be shared with the Intergroup.

Vice Chair

- Shall assemble and chair a committee to perform an annual audit of Intergroup's treasury. The committee shall consist of a chair and two other Intergroup members. The current Treasurer and the immediate past Treasurer are not eligible to serve on the committee. The audit shall be executed during the month of May and will examine the financial records and bank account(s) of the previous calendar year and will ensure records are being archived up to seven years.
- Shall submit a written audit report to the Intergroup at Intergroup's June meeting. The report shall include: date of the audit, names of committee members, findings of the audit, and any recommended corrective actions if discrepancies were found.
- Shall oversee the Intergroup website by working in conjunction with the Public Information Officer to ensure it is accurate and up-to-date.

Secretary

- Shall distribute an electronic copy of the meeting minutes to Intergroup members prior to each monthly meeting and provide paper copies at the meetings. The minutes shall include:
 - Date, time, and location of the meeting
 - Names of attendees
 - The official actions taken by the participants (motions made and approved or defeated)
 - Name of person who recorded the minutes
- The roster of current Intergroup members shall include their contact information.
- The roster of member groups shall include a contact person for each group and their contact info.
- Shall make all rosters available to Intergroup members.

Treasurer

- Shall distribute an electronic copy of the monthly and annual financial reports to Intergroup members prior to each monthly meeting and provide paper copies at the meetings.
- Shall maintain all records relating to Washington State Corporation and Federal Tax identification status.
- Shall make all financial and bank records available for the annual treasury audit.
- Shall assemble and chair a Budget Committee. The committee shall consist of a chair and at least two other Intergroup members. The committee shall formulate a written budget for the upcoming calendar year and present it to the Intergroup for discussion at the November Intergroup meeting.
- Shall present a final budget for approval by the Intergroup at the December Intergroup meeting.
- The budget shall include all anticipated revenues, grants, donations, and expenditures.
- Purchases and Reimbursements – There are three methods available for making an approved purchase on behalf of Intergroup. The procedures are designed to ensure purchases are accounted for, that reimbursements are made in a timely manner, and that all funds are protected for all parties concerned. Method #1 is the preferred method.

Method #1 – Making an Approved Purchase with Personal Funds.

1. Purchaser will submit a hard copy of the purchase receipt to the treasurer either in person or by U.S. Postal Service within 30 calendar days of the purchase date.
2. Treasurer will reimburse purchaser within five (5) business days of receiving the receipt(s). If the reimbursement is sent via U.S. Postal Service, it will be mailed on or before the fifth (5th) day.

3. If the Treasurer is not able to meet the reimbursement deadline, the Treasurer will make arrangements with another Intergroup Board member (Chair, Vice Chair, Secretary, or P.I.O.) to complete the transaction.

Method #2 – Making an Approved Purchase with Another OA Member’s Personal Funds (3rd party)

Same procedures as Method #1. Reimbursements will be made to the purchaser, not to the 3rd party.

Method #3 – Making an Approved Purchase with an Intergroup Cash Advancement

This method is available only if Methods #1 and #2 are not feasible for the purchaser. It requires approval by a majority vote of the Intergroup Board provided a quorum is present, and is limited to \$100.00 per request.

1. Purchaser submits a written request to the Intergroup Board listing the name of the merchant and the cost of the merchandise, including sales tax if applicable.
2. Intergroup Board reviews the request and votes to approve or decline it. If approved, the Board will determine the amount of the cash advancement, not to exceed the \$100.00 limit.
3. Purchaser submits a personal check to the Treasurer as collateral for the cash advancement. The check will be made payable to South Sound Intergroup, will be equal in value to the advancement, and will be held by the Treasurer until all receipts and excess cash are submitted.
4. Treasurer will issue the cash advancement to the purchaser in the form of a check and will provide the purchaser with a written receipt for the collateral.
5. The purchaser will submit all receipts and any excess cash to the Treasurer within 30 calendar days of receiving the cash advancement.
6. The Treasurer will return the collateral to the purchaser within five (5) business days of receiving all receipts and excess cash. If the collateral is returned via U.S. Postal Service, it will be mailed on or before the fifth (5th) day.
7. If the Treasurer is not able to meet the deadline, the Treasurer will make arrangements with another Intergroup Board member (Chair, Vice Chair, Secretary, or P.I.O.) to complete the transaction.

Public Information Officer

- Shall work in conjunction with the Vice Chair to ensure the Intergroup website is accurate and up-to-date.
- Shall order copies of the Seattle OA Intergroup meetings directories and distribute them to member groups.