POLICY AND PROCEDURE MANUAL
OF
MANASOTA INTERGROUP, INC.

Overeaters Anonymous, Inc.—Region 8
Intergroup Number 09240

Adopted: December 13, 2025

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ARTICLE I. INTRODUCTION

This Policies and Procedures Manual (P&P) guides the business practices of Manasota Intergroup, Inc. (MSI), a service body duly registered with the World Service Office of Overeaters Anonymous, Inc. (OA, Inc.). Its purpose is to support MSI's trusted servants by providing clear, practical guidance on Board, Committee, and MSI Representative (IR) service duties and responsibilities; financial policies and practices related to funding and reimbursements; and the Standing Rules process.

The Policy and Procedure Manual reflects MSI's group conscience. Amendments or updates to this Manual require a majority vote of voting members present at any Regular or Special MSI Meeting. Any proposed amendment may be submitted by any MSI member at these meetings. All practices adhere to Overeaters Anonymous (OA) Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service. Formal advance notification of proposed amendments is not required.

ARTICLE II. MSI GOVERNING DOCUMENTS

MSI is subject to the policies and procedures of OA, Inc. and Region 8 (Southeastern Overeaters Anonymous Region 8). MSI shall conduct its business in accordance with the provisions of the MSI Bylaws. The policies and procedures supplement, but do not supersede, the MSI Bylaws.

While the MSI Bylaws establish the foundational legal and structural framework of MSI, the MSI Policy and Procedure Manual establishes the day-to-day operations for its trusted servants.

ARTICLE III. RESPONSIBILITY OF THE MSI BOARD

1. Adheres to the structure, qualifications, and standards outlined in MSI Bylaws, with particular attention to Article IV, Sections 1- 8 regarding the MSI Board.
2. Acts as guardians of the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service with respect to the functions of MSI.
3. Carries out the duties and responsibilities of their Board position in accordance with these MSI Policies and Procedures.
4. Provides a report on the activities, progress, and relevant updates of their position at Regular MSI Meetings, as scheduled on the agenda.
5. Maintains timely communication by responding to inquiries received related to their MSI service position.
6. Safeguards MSI budgeted funds and ensures transparency, accountability, and compliance with MSI Financial Policies (see Article VIII).
7. Provides the Treasurer with input regarding the service position's anticipated expense needs for the upcoming year, by October 1, including adjustments based on the prior year budget performance (e.g., exceeding or underspending of the service position's expense budget line allocation), to allow for inclusion in the Proposed Annual Budget.

8. Submits any funds received in connection with MSI-related service to the Treasurer as a 7th Tradition contribution in accordance with MSI Financial Policies. (See Article VIII.)
9. Submits all receipts for MSI-related expenses to the Treasurer for reimbursement in accordance with MSI Financial Policies. (See Article VIII.)
10. Supports group autonomy while serving as a resource and point of connection between MSI-affiliated groups, Region 8, OA Inc., and the World Service Office (WSO), offering guidance and communication as needed.
11. Provides a supportive space for collaboration, discussion, the exchange of ideas, and information among the Board, MSI Members, and MSI-affiliated groups, and helps carry the OA message of recovery to compulsive eaters.
12. Acts in accordance with the outcome and results of all votes decided by MSI voting members
13. Coordinates with other Members of the Board when responsibilities and duties overlap, to ensure unity of message and efficient use of resources.
14. Non-attendance at a Regular or Special MSI Meeting is to be communicated to a Member of the Board. The absent Member of the Board is to submit their report or updates prior to the meeting that they are unable to attend.
15. Recognizes that, as an OA Trusted Servant, attendance at Regular MSI Meetings is essential. A Member of the Board's inability to attend three (3) or more MSI Meetings in a year prompts a personal re-evaluation of their availability and commitment to the role.
16. Transfers all relevant knowledge, materials, and records related to their Board position to the newly elected successor to ensure continuity of service.
17. In the event of MSI's dissolution, the MSI Board shall provide governance by determining when dissolution is necessary, ensuring that proper notice and procedures comply with Article X of the MSI Bylaws and Article VIII of these MSI Policies and Procedures.
18. The MSI Board shall authorize the final distribution of the remaining funds after all debts have been satisfied. The distribution percentages to the WSO and Region 8 shall be determined by a majority vote of MSI voting members, in keeping with OA's Traditions.

ARTICLE VI. DUTIES OF THE MSI BOARD

A. Chair:

1. Upholds and promotes unity within MSI and ensures that all decisions are guided by the informed group conscience of its members.
2. Establishes, maintains, and distributes the MSI Agenda for Regular and Special MSI Meetings via the MSI Email List at least 7 days prior to the upcoming meeting.
3. Places any request for use of the MSI Annual Budget's Miscellaneous Expense line on the Agenda for consideration by MSI voting members.
4. Presides over all Regular and Special MSI Meetings, allowing time for Board, Committee, and IR reports, as well as old and new business.
5. Announces the Secretary's request to temporarily record the MSI meeting for the

purpose of taking meeting minutes, inviting any objections before proceeding with a group conscience vote to approve the audio recording.

6. Ensures that Regular and Special MSI Meetings are conducted in accordance with the MSI Bylaws, MSI Standing Rules, and the applicable sections of *Robert's Rules of Order, Newly Revised*.
7. At the Annual MSI Meeting in November, the Chair may adjust the MSI Agenda to conduct elections as the first order of business, followed by reports and remaining agenda items. If additional time is needed, they may ask the voting members present for a group conscience to extend the meeting.
8. May delegate, as deemed necessary, and may substitute for other MSI Members when absent, to ensure continuity and better serve MSI-affiliated groups.
9. Holds authorized administrative access, together with the appropriate Member of the Board or Committee Chair, to essential MSI financial accounts and digital administrative accounts, ensuring continuity of MSI operations.
10. Provides oversight of MSI's financial practices, ensuring accountability, transparency, and compliance with Article VIII, Financial Policies, of these Policies and Procedures and the Prudent Reserve, as deemed by MSI Bylaws, Article VII.
11. Serves as an authorized signer on MSI's checking account and may sign checks when the Treasurer is unavailable.
12. Conducts an Annual Year-End Audit of MSI's financial records, verifying accounts and supporting documentation, reconciling bank statements with Treasurer Reports, and presents audit results to MSI voting members at the next Regular MSI Meeting.
13. Conducts an End-of-Term Audit for the Treasurer position with one other Member of the Board, of MSI's financial records, verifying accounts and supporting documentation, reconciling bank statements with Treasurer Reports, and presents audit results to MSI voting members at the next Regular MSI Meeting.
14. Ensures the annual Florida Not-for-Profit Corporation Report is filed on time, in compliance with state requirements for maintaining MSI's active corporate status, and that the Chair, Treasurer, and MSI mailing information are listed correctly.
15. Submits the Region 8 Certificate of Eligibility to the Region 8 Secretary each January and whenever changes occur during the year, as required for the Representative's voting eligibility at the Assembly.
16. Communicates with Members of the MSI Board or Committee Chairs after more than two (2) consecutive absences without notice, and, if necessary, facilitates the process outlined in the MSI Bylaws for removal from the position.
17. Sends the new MSI Representative (IR) a Welcome Message and an IR information sheet ("A Guide for MSI Representatives") as part of the onboarding process, fostering engagement, connection, and continuity in MSI service.
18. Maintains communication with Members of the MSI Board, Committee Chairs, and MSI Representatives between meetings, as needed, to ensure effective information exchange and support for MSI-affiliated groups.
19. Shall serve as an ex officio member, without a vote, on all MSI Committees.
20. If the MSI Board does not establish a Special Bylaws Committee with an appointed Chair, the MSI Chair shall oversee the review, revision, and adoption of the updated MSI Governing Documents. This includes ensuring compliance with OA, Inc., Region 8, and MSI Bylaws; coordinating all steps from proposals through final

posting on the MSI Website, distribution via the MSI Email List; and ensuring proper archiving.
    a. Is authorized to correct typographical, grammatical, and formatting errors in MSI documents without altering the substance, meaning, or intent of the text; all such corrections shall be reported at the next Regular MSI Meeting.
21. In the event of MSI's dissolution, works with the Treasurer to ensure that all outstanding debts are paid, that remaining funds are disbursed to the WSO and Region 8 as directed by MSI voting members, closes all financial accounts, and prepares final financial reports.

B. Vice Chair:

1. Assists the Chair with any duties of that service position, as requested.
2. Acts in place of the Chair during any absence or inability to serve.
3. Serves as liaison between MSI Board, MSI Committees, and IRs; may delegate specific duties, if deemed necessary, to serve all MSI-affiliated groups better.
4. Provides a monthly phone report at Regular MSI Meetings detailing the number of calls made to the MSI Information Line.
5. Manages MSI communications, including all MSI email and phone messages received; MSI Email List sign-ups and removal requests; maintaining an up-to-date email contact list; forwarding relevant phone and email communications to appropriate MSI Members; and providing a monthly report at Regular MSI Meetings summarizing all communication interactions and changes.
6. Maintains and updates the MSI Meeting List information annually by contacting each affiliated group. Reports all meeting changes received throughout the year at Regular MSI Meetings and notifies the MSI Website Administrator of any changes.

C. Secretary:

1. Ensures that MSI Meeting Minutes reflect business-related content, including motions, decisions, and actions taken, in keeping with OA's Traditions and to protect personal anonymity. Minutes do not attribute comments to individuals or include personal recovery shares.
2. The decision to record the meeting is made at the request of the MSI Secretary to the MSI Chair to assist in accurately capturing meeting minutes. The group will approve the recording through a group conscience vote before any audio recording begins. If approved, audio recordings are for minute-taking purposes only and shall not be shared for any other purpose. The recording copy or downloaded file is permanently deleted from their personal device after the meeting minutes are approved.
3. Prepares Regular, Annual, and Special MSI Meeting Minutes and distributes the Proposed Minutes via the MSI Email List within seven (7) days of the next MSI Meeting, inviting corrections or additions.
4. At the subsequent Regular or Special MSI Meeting, the Secretary reports any corrections or additions received in advance and records any additional changes requested by those present, before approval by a majority vote of the voting members present.

5. Retains all Approved MSI Meeting Minutes as an MSI official record for five (5) years, in a secure and accessible format, regardless of storage method.
6. Maintains an up-to-date roster of all Members of the MSI Board, Committees, and MSI Representatives, including their names, telephone numbers, email addresses, the meeting they represent, or their MSI position. The roster is intended solely for use within Overeaters Anonymous.
7. Ensures all MSI records are securely backed up in at least one additional location to protect against loss.
8. Notifies WSO, Region 8, MSI Website Administrator, and the MSI Email List of any changes to MSI contact information.

D. Treasurer:

1. Serves as the primary signatory on MSI's checking account, with the Chair listed as the alternate signatory, to ensure disbursements can be made if unavailable.
2. Disburses funds only as authorized in the Adopted MSI Annual Budget, ensuring that all disbursements comply with Article VIII, Section F. Expense Reimbursements, and Section G. Funding for WSBC Delegate and Region 8 Representative(s), of these Policies and Procedures.
3. Ensures that any request for reimbursement or disbursement from the MSI Annual Budget's Miscellaneous Expense line is approved by a majority vote of MSI voting members at a Regular or Special MSI Meeting prior to releasing funds.
4. The Treasurer shall report any outstanding or unreconciled expenses, or any unreturned advances, beyond 30 days of the event or expense incurred, in the monthly Treasurer's Report.
5. Ensures that all MSI expenses are paid promptly when due.
6. Receives and records all contributions to MSI, whether by check or through the secure online contribution platform, ensuring compliance with Article VIII, Section E. 7th Tradition Contributions, of these Policies and Procedures.
7. Deposits checks promptly and verifies that all online contributions post to MSI's bank account. Sends acknowledgments and thanks, on behalf of MSI, for all check contributions and for online contributions over $100 within one (1) week of receiving the funds. (All contributions via the online platform receive an automated receipt and thank you message generated by the system.)
8. Maintains MSI's checking account and performs a monthly reconciliation to the bank statement. Reports any variances or discrepancies to the Chair and takes prompt steps to reconcile them. If a variance cannot be reconciled, it shall be reported to MSI members at the next Regular MSI Meeting.
9. Upholds the MSI 90-day check reissue policy and follows the bank's determined validity period, treating expired checks as void.
10. Prepares a monthly MSI Treasurer's Report, which includes all income, expenses, starting balance, ending balance, and the current status of the Prudent Reserve.
11. Distributes the monthly Treasurer Reports via the MSI Email List at least three (3) days before the next MSI Meeting, inviting corrections or additions.
12. Presents the MSI Treasurer's Report at each Regular Monthly MSI Meeting and provides time for questions and answers following the report.

13. Requests budget input from the MSI Board and Committee Chairs regarding their anticipated expense needs for the upcoming year, to be submitted no later than October 1, including adjustments based on the prior year budget performance (e.g., exceeding or underspending their expense budget line allocation), to prepare the Proposed Annual Budget.
14. Prepares the Proposed Annual Budget aligned with MSI's fiscal year, including any revisions to the Prudent Reserve when applicable. May prepare the budget independently or request that the MSI Board establish a Special Budget Review Committee to assist in its preparation.
15. Reviews the Proposed Annual Budget with the Chair prior to the November Annual MSI Meeting and then distributes it to MSI voting members at least seven (7) days in advance of the Annual MSI Meeting, inviting corrections or additions.
16. Presents the Proposed Budget at the Annual MSI Meeting for discussion and vote; requires adoption by a majority vote of the voting members present.
17. Retains all Treasurer Reports—Filed for Audit and Adopted MSI Budgets—and all financial statements, records, and supporting documentation as an MSI official record for five (5) years, in a secure and accessible format, regardless of storage method.
18. Ensures all MSI financial records are securely backed up in at least one additional location to protect against loss.
19. Implements the Financial Policies outlined in Article VIII of these Policies and Procedures, including maintaining the Prudent Reserve as deemed by MSI Bylaws Article VII, preparing distributions of excess funds quarterly as directed by majority vote, when applicable, and reporting on all financial activity.
20. Meets with the Chair and provides all financial records, supporting documentation, and reconciliations needed for the Annual Year-End Audit and for the Treasurer End-of-Term Audit of MSI's financial records, and cooperates fully with the Chair and any designated auditor.
21. Facilitates updating MSI’s bank signature authorization card with the bank as needed, especially when a new Treasurer or Chair is elected, ensuring that current signatories are on file.
22. Renews the annual Florida Not-for-Profit Corporation Report on time, ensuring it is filed in compliance with state requirements for maintaining MSI's active corporate status, and that the Chair, Treasurer, and MSI mailing information are listed correctly.
23. Facilitates the prompt and secure transfer of MSI financial obligations to the newly elected Treasurer, including online banking access, debit card and check stock, secure online contribution platform account access, and all related credentials, records, and financial tools.
24. In the event of MSI's dissolution, works with the Chair to ensure that all outstanding debts are paid, that remaining funds are disbursed to the WSO and Region 8 as directed by MSI voting members, closes all financial accounts, and prepares final financial reports.

E. World Service Business Conference (WSBC) Delegate:

1. Adheres to all qualifications and requirements outlined and defined in the OA, Inc. Bylaws, Subpart B.
2. Represents MSI at the annual WSBC as a voting member, when MSI finances permit. Includes service on a Conference Committee at WSBC and ongoing committee work until the next WSBC.
3. Completes the registration form, requests the registration fee from the Treasurer, obtains the MSI Chair's signature on the form if required, and submits the form with the enclosed fee by the early registration deadline.
4. Obtains WSBC Agenda Questionnaire details from oa.org. Sends instructions and all links related to the Agenda Questionnaire process to MSI-affiliated groups via the MSI Email List. Collects and tallies the group conscience results returned from participating MSI-affiliated groups, determines the majority position among them, and submits a single MSI vote to WSO reflecting that majority on the designated WSO form by the due date.
5. Obtains and reports Agenda Questionnaire Final Results from oa.org at the next Regular MSI Meeting.
6. Prior to WSBC, the Delegate requests input from MSI voting members on the Proposed New Business Motions and Proposed Bylaw Amendments, at a Regular MSI Meeting or via email, recording the results of the vote plus any comments that may be used by the Delegate during the debates at WSBC, and then follows the majority vote at WSBC.
7. During WSBC, the Delegate shall not be bound by the majority vote of the MSI voting members. The Delegate may cast a vote contrary to this majority; if, in the Delegate's judgment, substantial amendments or new information change the meaning, scope, and intent of the original are presented on the WSBC floor, necessitating a change in vote in the best interest of OA as a whole, consistent with the Twelve Concepts of OA Service. The Delegate shall provide an explanation for this change in their subsequent report to MSI.
8. Attends all WSBC Business Meetings and participates in WSBC workshops. The Delegate may indicate their preferred Conference Committee on the registration form; however, final committee assignments are determined by the WSO. The Delegate shall serve on the committee to which they are assigned.
9. Presents information and experience gathered at WSBC Business Meetings, workshops, and Conference Committee meetings at the next Regular MSI Meeting, or a subsequent meeting if time is insufficient by the first MSI Meeting on return from WSBC. Distributes the WSBC Wrap-Up Report to the MSI Email List.
10. Informs WSO when the Delegate (or Alternate, if registered) has a change in contact information.
11. Shares correspondence received from OA, Inc. and the WSO throughout the term of service, ensuring the timely distribution of information relevant to MSI and MSI-affiliated groups.

F. Region 8 Representative(s):

1. Adheres to all qualifications and requirements outlined and defined in the Region 8 Bylaws.
2. Represents MSI at the biannual Region 8 Business Assemblies as a voting member, when MSI finances permit. Includes service on a Region 8 Committee at the Assembly and ongoing committee work until the next Region 8 Business Assembly.
3. Confirms that the MSI Chair submits the annual Certificate of Eligibility to the Region 8 Secretary each January and whenever any changes occur during the year, as required for the Representative to be eligible to vote at Assembly.
4. Completes the registration form, requests the registration fee from the Treasurer, obtains the MSI Chair's signature on the form if required, and submits the form with the enclosed fee by the early registration deadline.
5. Obtains Region 8 Assembly Packet from oaregion8.org and sends link related to New Business Motions and Proposed Bylaw Amendments information to MSI-affiliated groups via the MSI Email List.
6. Prior to the Region 8 Assembly, the Representative requests input from MSI voting members on the Proposed New Business Motions and Proposed Bylaw Amendments, at a Regular MSI Meeting or via email, recording the results of the vote plus any comments that may be used by the Representative during the debates at Assembly, and then follows the majority vote at Assembly.
7. During the Region 8 Assembly, the Representative shall not be bound by the majority vote of the MSI voting members. The Representative may cast a vote contrary to this majority; if, in the Representative's judgment, substantial amendments or new information change the meaning, scope, or intent of the original are presented on the Assembly floor, necessitating a change in vote in the best interest of OA as a whole, consistent with the Twelve Concepts of OA Service. The Representative shall provide an explanation for this change in their subsequent report to MSI.
8. Attends all Region 8 Business Meetings and participates in Region 8 Assembly workshops. The Representative may request their preferred committee to attend, or, if assigned, they shall serve on that committee.
9. Presents information and experience gathered at Region 8 Assembly Meetings, workshops, and Committee Meetings at the next Regular MSI Meeting, or a subsequent meeting if time is insufficient by the first MSI Meeting on return from Region 8 Assembly. Distributes an Assembly Report to the MSI Email List.
10. Informs Region 8 when the Representative (or Alternate, if registered) has a change in contact information.
11. Shares correspondence received from Region 8 and Region 8 Board Members throughout the term of service, ensuring the timely distribution of information relevant to MSI and MSI-affiliated groups.

G. Immediate Past Chair:

1. Acts as a resource to MSI Board Members, Committee Chairs, and MSI Representatives, when requested, and as a mentor to the current Chair, offering

background knowledge and guidance on past decisions, ongoing projects, pending issues, and established practices without exercising authority.
2. Provides continuity and historical perspective to the MSI Board, drawing on prior leadership experience to support current Board decision-making.

ARTICLE V. RESPONSIBILITIES OF THE MSI COMMITTEE CHAIRS

1. Adheres to the structure, qualifications, and standards outlined in MSI Bylaws, with particular attention to Article VI, Sections 1- 9 regarding MSI Committees.
2. Acts as guardians of the Twelve Steps, Twelve Traditions, and Twelve Concepts with respect to the functions of MSI Committees.
3. Carries out the duties and responsibilities of their Committee position in accordance with these MSI Policies and Procedures.
4. Provides a report on the activities, progress, and relevant updates of their position at Regular MSI Meetings, as scheduled on the agenda.
5. Maintains timely communication by responding to inquiries received related to their MSI service position.
6. Safeguards the MSI Committee's budgeted funds and ensures transparency, accountability, and compliance with MSI Financial Policies (see Article VIII).
7. Provides the Treasurer with input on the committee's anticipated expenses for the upcoming year by October 1, including adjustments based on the prior-year budget performance (e.g., exceeding or underspending the committee's expense budget line allocation), to allow for inclusion in the Proposed Annual Budget.
8. Submits any funds received from an MSI Committee workshop or event to the Treasurer as a 7th Tradition Contribution in accordance with MSI Financial Policies. (See Article VIII.)
9. Submits all receipts for committee-related expenses to the Treasurer for reimbursement in accordance with MSI Financial Policies. (See Article VIII.)
10. Supports group autonomy while serving as a resource and point of connection between MSI-affiliated groups, Region 8, and OA WSO, offering guidance and communication as needed.
11. Provides a supportive space for collaboration, discussion, the exchange of ideas, and information among the Committee, MSI Members, and MSI-affiliated groups, and helps carry the OA message of recovery to compulsive eaters.
12. Acts in accordance with the outcome and results of all votes decided by MSI voting members.
13. Plans, calls, and leads Regular Committee Meetings and helps establish methods to carry out the committee's work effectively.
14. Forms subcommittees as needed to support the committee's defined objectives and to effectively delegate responsibilities.
15. Coordinates with other MSI Committees (e.g., Twelfth Step Within, Public Information/Professional Outreach, Online Meeting Support) when responsibilities, duties, and events overlap, to ensure unity of message and efficient use of resources.
16. Non-attendance at a Regular or Special MSI Meeting is to be communicated to a Member of the Board. The absent Committee Chair is to submit their report or updates prior to the meeting that they are unable to attend.

17. Recognizes that, as an OA Trusted Servant, attendance at Regular MSI Meetings is essential. A Committee Chair's inability to attend three (3) or more MSI Meetings in a year prompts a personal re-evaluation of their availability and commitment to the role.
18. Transfers all relevant knowledge, materials, and records related to their Committee Chair position to the newly appointed successor to ensure continuity of service.

ARTICLE VI. DUTIES OF THE MSI COMMITTEE CHAIRS

A. Public Information/Professional Outreach (PIPO) Chair:

1. Chairs and develops MSI PIPO programs and initiatives to raise awareness of OA and carry the message of recovery to the public and the professional community. Uses print, digital, and broadcast media, as well as participation in community events, health fairs, and other public means available, always mindful of the need to observe OA Traditions and OA, Inc. PIPO guidelines.
2. Chairs and oversees committees for all MSI PIPO events.
3. Submits MSI's phone number to publications and directories, for inclusion in their "Support Group Meeting List" or similar sections as directed by voting members; maintains and updates accordingly.
4. Reminds MSI Members that it is suggested they obtain permission before placing OA literature and or flyers in public or private places.
5. Keeps up to date with and distributes OA-approved materials pertinent to the PIPO awareness and OA outreach process to the MSI Email List and at PIPO events.
6. Creates PIPO event flyers as necessary and requests review by a member of the MSI Board for accuracy before distributing to MSI-affiliated groups, the MSI Email List, the MSI website, or submitting to Region 8 and WSO event calendars.
7. For additional information on PIPO Committee guidelines and direction, refer to the Region 8 and OA Website for PIPO resources, as well as the *Public Information and Professional Outreach Service Manual,* available at the oa.org bookstore.

B. Twelfth Step Within (TSW) Chair:

1. Chairs and develops MSI TSW events that strengthen recovery from compulsive eating, address relapse, and support membership retention, offering the message of hope and encouragement to maintain recovery and prevent relapse within MSI-affiliated groups and the Fellowship of Overeaters Anonymous.
2. Chairs and oversees committees for all MSI TSW events.
3. Hosts workshops to provide personal recovery opportunities and relapse outreach strategies to break through isolation for members within the MSI-affiliated groups and surrounding areas.
4. Plans workshops in advance for the year, when possible.
5. Keeps up to date with and distributes OA-approved materials pertinent to the TSW relapse prevention and recovery process to the MSI Email List and at TSW events.
6. Creates TSW event flyers as necessary and requests review by a member of the MSI Board for accuracy before distributing to MSI-affiliated groups, the MSI Email List, the MSI website, or submitting to Region 8 and WSO event calendars.

7. For additional information on TSW Committee guidelines and direction, refer to the Region 8 and OA Websites for TSW resources, as well as the *Twelfth-Step-Within Handbook,* available at the oa.org bookstore.

C. Online Meeting Support Chair

1. Acts as a liaison between the online meeting platform and Manasota Intergroup.
2. Shares pertinent information and updates from the online meeting platform with MSI-affiliated groups, and relays security issues or access and usage concerns from the groups to the platform.
3. Assigns new MSI-affiliated groups an online meeting ID and passcode.
4. Updates existing MSI-affiliated group IDs and passcodes as needed.
5. Supports and guides MSI Members in becoming a group's online host, troubleshoots reported security issues, and addresses meeting access issues as needed.
6. Maintains accurate, up-to-date records of all MSI online meeting IDs and passcodes. Communicates any changes to the affected group, the MSI Email List, and the MSI Vice Chair to update the MSI Meeting List.
7. The Online Support Chair (or other designated host) ensures participant access at least 10 minutes before the scheduled start of each Regular or Special MSI Meeting.
8. Ensures no permanent audio or video recordings are made of any Regular or Special MSI Meeting, in keeping with OA's Traditions and to protect personal anonymity.
9. The temporary audio recording procedure is as follows:
    a. If the Secretary requests a temporary audio recording to prepare accurate meeting minutes, they shall notify the MSI Chair before or at the start of the meeting.
    b. The MSI Chair shall announce the request, explain its purpose, and invite any objections before proceeding with a group conscience vote to approve the audio recording.
    c. The Online Support Chair (or other designated host) is then responsible for enabling the temporary recording.
    d. The recording is used solely by the Secretary for preparing accurate MSI Meeting Minutes and shall not be shared for any other purpose.
    e. Once the recording is complete, the Online Support Chair (or other designated host) promptly shares the access link or file from the meeting platform with the Secretary.
    f. After the minutes are approved:
        i. The Online Support Chair permanently deletes the recording from the meeting platform account.
        ii. The Secretary permanently deletes any copy or downloaded file of the recording from their personal device.

ARTICLE VII. DUTIES AND RESPONSIBILITIES OF THE MSI REPRESENTATIVE (IR)

The MSI Representative serves as the primary liaison between MSI and their MSI-affiliated group, carrying information both ways and voting in a manner consistent with

the OA Twelve Traditions, the Twelve Concepts of OA Service, and MSI Governing Documents.

1. Is an active member of the MSI-affiliated group they represent and is subscribed to the MSI Email List.
2. Reviews the MSI Meeting Agenda, previous MSI Meeting Minutes, and Treasurer's Report, which are distributed via the MSI Email List prior to each meeting.
3. Gathers input, concerns, or announcements from their MSI-affiliated group to bring to the MSI Meetings.
4. Attends Regular and Special MSI Meetings.
5. Participates in discussions and votes on behalf of their MSI-affiliated group.
6. Shares group updates and announcements during the IR Report portion of the MSI Meetings.
7. IR reports back to their MSI-affiliated group with relevant updates, decisions, upcoming votes or events, service opportunities, and encourages participation.
8. IRs are encouraged to participate in service at the MSI level, which may include chairing or volunteering on a committee, assisting with events and outreach, or transitioning to serving on the MSI Board.

ARTICLE VIII. MSI FINANCIAL POLICIES

A. Financial Accountability

1. MSI shall provide complete disclosure of all financial matters in its accounting procedures and financial statements.
2. Any MSI Member may examine MSI's accounting records upon request.
3. Questions concerning MSI's finances are entirely proper and shall be answered promptly by the Treasurer or Chair.
4. All financial statements, records, and supporting documentation shall be clear, concise, and retained in a secure and accessible format for a minimum of five (5) years.
5. At least two authorized signatories shall be required on MSI financial accounts, ensuring that no single individual has sole control over MSI funds.
6. A monthly MSI Treasurer's Report shall include all income, expenses, starting balance, ending balance, and the current status of the Prudent Reserve.
7. MSI funds shall be managed in accordance with the Adopted MSI Annual Budget.
8. An Annual Year-End Audit and a Treasurer's End-of-Term Audit shall be conducted.
9. In the event of dissolution, MSI shall comply with Article X of the MSI Bylaws to ensure proper deregistration and distribution of remaining funds. After all debts are satisfied, the distribution percentages to the WSO and Region 8 shall be determined by a majority vote of MSI voting members, in keeping with OA's Traditions.

B. Fiscal Year

MSI’s fiscal year begins on January 1 and ends on December 31.

C. Prudent Reserve

1. MSI shall maintain a Prudent Reserve as required in Article VII of the MSI Bylaws.
2. The Prudent Reserve amount shall be reviewed annually during the MSI Annual Budget preparation process. This ensures alignment with anticipated operational needs, including expenses for WSBC Delegate, Region 8 Representative, and, if applicable, General Liability Insurance.
3. Excess funds above the MSI Prudent Reserve shall be distributed quarterly, when applicable, to the WSO and Region 8. MSI's standard distribution formula is 60% to WSO and 40% to Region 8. These percentages shall apply unless a majority vote of MSI voting members decides otherwise at the time of distribution.
4. MSI-affiliated groups are encouraged to establish a Group Prudent Reserve and to consider it before making 7th Tradition contributions to MSI, Region 8, or WSO.

D. MSI Annual Budget

1. MSI shall maintain an Annual Budget aligned with its fiscal year.
2. The Annual Budget shall reflect MSI's anticipated income and expenses, incorporating the MSI Prudent Reserve as defined in Article VII of the MSI Bylaws.
3. All necessary budget input, anticipated service-related expense needs, and any adjustments based on the prior year's budget performance shall be submitted to the Treasurer by October 1 each year.
4. The Proposed Annual Budget shall be distributed to MSI voting members at least seven (7) days in advance of the November Annual MSI Meeting.
5. The Proposed Annual Budget shall be presented and discussed at the November Annual MSI Meeting. It requires a majority vote of the voting members present to be adopted.
6. The Adopted Annual Budget shall be recorded in the MSI Meeting Minutes and made available to MSI Members via the MSI Email List.
7. If the MSI Annual Budget is not adopted at the November Annual MSI Meeting, the prior year's budget shall remain in effect until a new budget is adopted.
8. The Annual Budget shall include a Miscellaneous Expense line item, for one-time, unforeseen, or incidental costs not otherwise allocated to a specific expense budget line.
    a. *Note:* The Miscellaneous Expense line covers small incidental costs, such as printing and copies, one-time postage, new meeting startup requests, literature support for service positions, and other minor expenses that do not currently fit into an existing expense budget line. (This list is provided as guidance and is not exhaustive; MSI voting members retain discretion to approve appropriate use of the Miscellaneous Expense line.)
    b. Expenditure requests for the Miscellaneous Expense line shall not be disbursed automatically. Each request shall be presented for approval by a majority vote of MSI voting members at a Regular or Special MSI Meeting before funds are disbursed.

c. The Miscellaneous budget expense line shall not be used for recurring or predictable expenses, nor to cover overages from any existing budget expense line.
d. Repeated Miscellaneous requests of the same type shall be evaluated for migration to a dedicated expense budget line at the following budget review.

9. All amendments to the Adopted Annual Budget, i.e., budget override requests during the fiscal year, or the creation of a new Expense Budget Line item, require approval by a majority vote of MSI voting members at a Regular or Special MSI Meeting.
   a. For approval, a funding source for the budget revision shall be identified—i.e., a reallocation from another budget line or the use of funds in excess of the Prudent Reserve.
10. The Treasurer may disburse funds as authorized in the Adopted MSI Annual Budget, provided such disbursements comply with Article VIII, Section D. Expense Reimbursements, and Section G., Funding for WSBC Delegate and Region 8 Representative(s), of these Policies and Procedures.

E. 7th Tradition Contributions

1. MSI shall be fully self-supporting, primarily through voluntary 7th Tradition contributions from its members and MSI-affiliated groups, and shall neither solicit nor accept outside donations.
2. Contributions may be sent to MSI at any time during the year, either by using the secure online contribution platform or by check. Current contribution information, options, and the ability to make online donations can be found on the MSI Website at oamanasota.org.
3. Seventh Tradition contributions are suggested at all MSI workshops and events. For retreats, a registration fee shall be charged to cover room, meal, and related expenses.
4. All funds collected at MSI events or retreats, whether by 7th Tradition contributions or fees, shall be recorded as income. Amounts up to the cost of the event shall be applied to related expenses, with any surplus considered a contribution to MSI.
5. All funds received by any MSI Member in connection with MSI-related services, including workshops, events, retreats, or other activities, shall be submitted to the Treasurer at the next Regular MSI Meeting or within thirty (30) days after collecting the funds.
6. MSI-affiliated groups are encouraged to support service at all levels by sending 7th Tradition contributions to MSI, WSO, and Region 8; the group conscience of the individual group shall determine the percentage or amount allocated to each. See oa.org for guidelines.
7. Manasota Intergroup, Inc. (MSI) is a Florida Not-for-Profit Corporation and is not a 501(c)(3) Federal Tax-Exempt organization. Seventh Tradition contributions to MSI are therefore not tax-deductible.

F. Expense Reimbursements

1. MSI affirms that it shall not cost a trusted servant to serve. Any expenses reasonably incurred by the MSI Board or Committee Chairs in fulfilling the duties and

responsibilities of their position shall be reimbursed, provided the request is submitted in accordance with these Financial Policies.

2. For expense advances or reimbursement to be funded, service actions, activities, or events shall have been discussed and approved by MSI voting members and be within the committee's or service position's approved budgeted expense line as adopted in the Annual Budget.
3. An MSI Member may request that approved expenses be paid directly by an authorized MSI cardholder on the MSI bank card, rather than paying from their personal account.
4. Expenses for MSI workshops, events, and retreats are expected to be offset by suggested 7th Tradition contributions and, when applicable, retreat or event fees. These funds shall be recorded and applied directly to the related event costs, with the goal of the event breaking even rather than operating at a loss.
5. Facilities provided at no charge for MSI workshops, events, and retreats shall be given a donation amount, determined by the majority vote of MSI voting members, in accordance with OA Traditions.
6. Requests for expense advances shall follow these guidelines prior to the disbursement of funds:
    a. Advance requests with proper documentation shall be submitted to the Treasurer at least fourteen (14) days prior to the payment due date.
    b. Documentation for requested advances for expenses may include invoices, fee pages showing the amount, fare quotes, itineraries, or reservation confirmations —including the rate, taxes, fees, and dates.
        i. If the expense is fully documented and within the Adopted MSI Annual Budget expense line, the Treasurer may proceed with the advance.
        ii. If any part of the request is undocumented, unclear, unbudgeted, exceeds the budget expense line, or would place the remaining Prudent Reserve needs at risk, the advance requires approval by a majority vote of MSI voting members at a Regular or Special MSI Meeting before disbursement.
    c. Final receipts for all advanced funding shall be submitted to the Treasurer for reconciliation at the next Regular MSI Meeting or within thirty (30) days after the expense was incurred.
        i. Additional eligible expenses not covered by the advance may be reimbursed in accordance with the Expense Reimbursement policy.
        ii. Any unused advanced funds shall be returned to MSI upon reconciliation.
        iii. Final receipts submitted after thirty (30) days require approval by majority vote of MSI voting members at a Regular or Special MSI Meeting, before reimbursement may be made.
    d. The Treasurer shall report any outstanding or unreconciled expenses, or any unreturned advances, beyond 30 days of the event or expense incurred, in the monthly Treasurer's Report.
7. Requests for expense reimbursements shall follow these guidelines prior to the disbursement of funds:
    a. Reimbursement requests with proper documentation shall be submitted to the Treasurer at the next Regular MSI Meeting or within thirty (30) days after the date the expense was incurred.

i. Requests submitted after thirty (30) days require approval by majority vote of MSI voting members at a Regular or Special MSI Meeting, before reimbursement may be made.

b. Documentation for requested reimbursement of expenses may include itemized receipts, paid invoices, credit card or bank statements clearly tied to the expense, or other proof of payment that verifies the actual expense incurred, including the rate, taxes, fees, and dates. Quotes, estimates, or unpaid invoices are not sufficient documentation.
   i. If the expense is fully documented and within the Adopted MSI Annual Budget expense line, the Treasurer may proceed with the reimbursement.
   ii. If any part of the request is undocumented, unclear, unbudgeted, exceeds the budget expense line, or would place the remaining Prudent Reserve needs at risk, reimbursement requires approval by a majority vote of MSI voting members at a Regular or Special MSI Meeting before disbursement.

c. The Treasurer shall report any outstanding or unreconciled expenses, beyond thirty (30) days of the event or expense incurred, in the monthly Treasurer's Report.

8. Requests for Miscellaneous expense budget line funding shall follow these guidelines prior to the disbursement of funds:
   a. Miscellaneous expense budget line funding may be requested by Members of the MSI Board not in funded service positions, MSI-affiliated groups, or MSI Members if it shall result in a specific benefit for MSI, MSI-affiliated groups, or OA as a whole.
   b. Consideration is contingent on sufficient available funds in the Miscellaneous expense budget line at the time of the vote.
   c. When feasible, the MSI Member or MSI-affiliated group shall be self-supporting, in the spirit of the 7th Tradition, and provide a portion of the requested funding from their group treasury, or personal funds, as applicable.
   d. Each request shall be presented to MSI voting members for approval by a majority vote at a Regular or Special Meeting before funds are disbursed.
   e. Miscellaneous expense budget line funding shall be determined as follows:
      i. One-time, time-sensitive, service-related expense needed to keep MSI or its MSI-affiliated groups operating or to satisfy a required obligation, resulting in a clear benefit to MSI members.
      ii. New meeting start-up essentials for minimal one-time needs, enabling a new group to launch its first meetings.
      iii. An individual MSI Member's request may be considered when the expense is MSI-sanctioned and service-oriented. Funding is limited to registration and required OA-approved materials only; no travel, lodging, or per diem is funded.
   f. The MSI-affiliated group or MSI Members requesting MSI Miscellaneous expense funding shall be prioritized as follows:
      i. First-time requesters, requests from small MSI-affiliated groups with low attendance, requests from MSI-affiliated groups that do not have a Prudent Reserve, and, if previous requests were made, the period between requests shall be considered.

   g. Receipients shall submit final receipts for all Miscellaneous expense funding to the Treasurer for reconciliation at the next Regular MSI Meeting or within thirty (30) days after the expense was incurred.
   h. Recipients are encouraged to provide a brief follow-up share or update at a Regular MSI Meeting on the benefits and recovery impact from the Miscellaneous expense funding received.
9. Missing or unreceived reimbursement checks shall not be reissued until ninety (90) days have elapsed, unless an earlier reissue is approved by a majority of voting members at a Regular or Special MSI Meeting.
10. The bank states the validity period on the reimbursement check; upon expiration, MSI follows the bank's determination and treats the check as void.

G. Funding for WSBC Delegate and Region 8 Representative(s)

Funding for the World Service Business Conference (WSBC) Delegate and Region 8 Representative(s), hereinafter referred to as "members," shall be provided, based on available MSI funds, for expenses incurred in attending the WSBC or Region 8 Assembly(ies), hereinafter referred to as "Business Meetings."

1. A member traveling on behalf of MSI is a trusted servant and shall use MSI funds prudently, choosing the most economical options reasonably available, consistent with safety and timely fulfillment of service.
2. Funded expenses are limited to registration, transportation, lodging, meals, and reasonable customary gratuities.
3. Any variation from these policies requires prior approval by a majority vote at a Regular or Special MSI Meeting; unavoidable exceptions will be reviewed after the member's return.
4. Expenses that can be reserved or purchased in advance—such as airfare, rail or bus tickets, lodging, registration, and any event-hosted meals—shall be booked at least thirty (30) days prior to the Business Meetings.
   a. Any additional costs attributable to late booking—including higher prices, rush, reissue, or penalty fees shall not be funded without prior approval by a majority vote of MSI voting members at a Regular or Special MSI Meeting.
   b. Changes or cancellation fees are funded only if due to circumstances beyond the member's control, or if medically necessary and approved by a majority vote of MSI voting members at a Regular or Special MSI Meeting.
5. The Member shall submit final, itemized receipts or proof of payment for all advance-funded items and all expense reimbursement requests to the Treasurer for reconciliation at the next Regular MSI Meeting or within thirty (30) days after the Business Meetings. Original confirmation emails alone are insufficient.
6. The member requests the registration fee from the Treasurer and submits the form, along with the enclosed fee, by the early registration deadline.
7. The member shall submit a request to the Treasurer for an advance or reimbursement of transportation-related expenses.
   a. Travel by air shall be booked at least thirty (30) days prior to the Business Meetings at the lowest reasonable total cost, including the base fare, mandatory

taxes, carrier-imposed surcharges, and, when reasonably necessary, fees for one checked bag.

i. If the Business Meeting location is within two hundred (200) miles of a member's home, approval to fund airfare must be obtained by a majority vote of MSI voting members at a Regular or Special MSI Meeting, based on a documented lower total cost or on accessibility and safety needs.
ii. Seating upgrades, extra-legroom, and priority boarding are not funded unless medically necessary and pre-approved by a majority vote of MSI voting members at a Regular or Special MSI Meeting.
iii. A member may choose to use personal frequent-flyer miles or reward points; however, MSI shall fund only actual out-of-pocket taxes and fees not covered. Redeemed points or miles have no cash value for reimbursement purposes. MSI shall not pay a cash equivalent for the value of points, miles, or other loyalty benefits used.

b. Travel by ground transportation between home and Business Meetings shall be booked at least thirty (30) days prior to the Business Meetings at the lowest reasonable total cost option, consistent with safety, accessibility needs, and timely arrival.
   i. On-demand services, such as taxis, rideshares, public transit, or shuttle services, used for travel between the airport and business meetings are not subject to the 30-day requirement.
   ii. When practicable, members traveling on similar itineraries shall share rides to reduce cost.
   iii. Personal side trips, premium services, priority pickup, and valet parking are not funded unless they are due to a medical necessity or an accessibility and safety need; pre-approval is required by a majority vote of MSI voting members at a Regular or Special MSI Meeting.
c. Travel by the member's personal vehicle is funded at the Internal Revenue Service's standard mileage rate for charitable purposes; no separate fuel or EV charging reimbursement is provided.
   i. Tolls and economy lot parking are funded as necessary.
   ii. Traffic or parking fines and violations are not funded.
   iii. Member shall provide a travel mileage log detailing the dates, origins, and destinations, along with the miles driven, and. receipts for tolls and parking.
   iv. If Business Meetings and personal miles are combined, members shall exclude the personal mileage.
d. Travel by a rental car shall be booked at least thirty (30) days prior to the Business Meetings; pre-approval is required by a majority vote of MSI voting members at a Regular or Special MSI Meeting.
   i. Rental car usage may be considered when it is clearly more economical than other modes of travel, operationally necessary due to limited transit or service to venues, the member is transporting materials or equipment; a personal vehicle is unavailable or not feasible; or accessibility or safety considerations warrant it.
   ii. If approved, the base rental rate, mandatory taxes and fees, tolls, and economy lot parking will be funded as necessary.

iii. If required by the rental agency, the vehicle shall be refueled or charged at the lowest reasonable local retail rate near the return location prior to return to avoid rental agency refueling surcharges.
    (a) Rental-agency refueling, unless unavoidable, including per-gallon penalties or surcharges, is not reimbursable.
    (b) EV charging, unless unavoidable, shall be at public-network charging stations at standard rates; idle fees, nor premium, or expedited charging are reimbursable.
iv. Traffic or parking fines and violations, premium vehicles, upgrades or optional add-ons, additional-driver fees, and duplicate insurance add-ons when coverage is already in place are not funded.
v. Member shall provide the rental car's final receipt, showing the dates and charges, as well as any additional fees, including fuel, EV charging, tolls, and parking.
vi. If Business Meetings and personal driving are combined, members shall cover the personal portion of fuel or charging costs.

8. The member shall submit a request to the Treasurer for an advance or for reimbursement of lodging-related expenses.
    a. Lodging shall be booked at least thirty (30) days prior to the Business Meetings at the official Business Meetings host hotel using the provided group rate if it's the lowest reasonable total cost.
    b. Funding is limited to standard-room lodging for the minimum nights necessary to attend the required Business Meeting sessions and assigned Committee Meetings.
        i. The WSBC Delegate shall be funded for up to five (5) nights.
        ii. The Region 8 Representative(s) shall be funded for up to two (2) nights.
        iii. Unless otherwise approved, MSI funds lodging for Business Meetings according to the following:
            (a) Lodging funding begins on the first night of arrival, typically on the afternoon before the first day's morning business session, or on the same day of arrival if the first day's business session begins that evening.
            (b) Followed by lodging funds for the actual Business Meeting days, with check-out no later than the morning after the last business session when it has a late ending, the member is attending the Business Meeting's hosted banquet, or when same-day return scheduling is impracticable or unsafe due to distance.
            (c) Members may depart on the same day as the business sessions conclude, when feasible and preferred.
        iv. ADA-accessible rooms with a rate differential are funded when needed for accessibility, as an exception to the standard room lodging.
        v. In addition, funding includes mandatory taxes, lodging fees, and internet service, if not included and needed for service work.
        vi. Members are to place a personal card on file for lodging incidentals, if required; MSI does not reimburse personal incidentals.
        vii. A member may choose to use personal hotel rewards or points; however, MSI shall fund only actual out-of-pocket taxes and fees not covered. Redeemed

hotel rewards or points have no cash value for reimbursement purposes. MSI shall not pay a cash equivalent for the value of hotel rewards or points, or other loyalty benefits used.

viii. Lodging upgrades for premium room types or views, facilities access, in-room entertainment, minibar, or personal amenities are not funded.

ix. Additional nights, early check-in, or late check-out to accommodate the Business Meetings' schedule or accessibility needs require prior approval by a majority vote of MSI voting members at a Regular or Special MSI Meeting.

x. The member submits the final itemized lodging receipts, which show the nightly room rate, taxes, fees, dates, and the total marked paid. Original confirmation emails alone are insufficient.

c. Room sharing is encouraged when practicable to reduce cost, but no member is required to share.
   i. A member may decline to share a room and may be accompanied by a companion or family member when necessary to safeguard their recovery and well-being, due to accessibility, scheduling, or other personal considerations. Such decisions shall be respected as the prudent judgment of a trusted servant, and the member's room will be covered under MSI lodging.
   ii. When one or more MSI members share a room with an MSI-funded Member, MSI reimburses the cost of one standard room, including mandatory taxes and fees.
   iii. If a member elects to share a room with a non-MSI-funded Business Meeting member, MSI shall reimburse 50% of the standard room cost and 50% of mandatory taxes and fees.

9. The member shall submit a request to the Treasurer for an advance or reimbursement of meal-related expenses.
   a. Meal expenses are funded up to $75 per day, including taxes, based on that day's business session scheduling and participation.
      i. On days with a full Business Meeting schedule, meals are reimbursable up to $75 per day for breakfast, lunch, and dinner combined.
      ii. On travel-in days before the first session or travel-out days after the final session, only one meal is reimbursable at a reasonable cost; the $75 daily total limit does not apply on these partial days. Typically, dinner is funded on the travel-in day to the Business Meetings, and breakfast is funded on the travel-out day for the return home.
   b. In some instances, the Business Meetings may offer optional event-hosted meals, such as meal packages through the hosting venue, a hosted luncheon, or an evening banquet, that exceed the daily meal funding. Event-hosted meal options are considered exceptions to the $75-per-day limit.
      i. Members may choose to participate in these event-hosted meals, provided funding is available, to support their full participation in the Business Meetings. If they do, the daily $75 meal limit will be adjusted accordingly, as their meals may exceed the limit.
      ii. MSI shall fund the full cost of these event-hosted meals provided:
         (a) The event-hosted meals are listed on the registration form or event materials.

(b) The member notifies the Treasurer in advance of intent to participate in these event-hosted meals for budgeting purposes.
(c) The event-hosted meals are booked with registration at least thirty (30) days in advance; thereafter, pre-approval is required by a majority vote of MSI voting members at a Regular or Special MSI Meeting.
(d) When an event-hosted meal is funded, no additional funding for that meal period is reimbursable. The full daily $75 meal limit is reduced proportionally to the number of remaining meals; only those remaining meals are eligible.
(e) If a meal is included in the Business Meeting registration or in the lodging rate, such as a complimentary breakfast or a hosted lunch, that meal period is not reimbursable, unless approved by a majority vote of MSI voting members at a Regular or Special MSI Meeting.

c. Meals purchased during travel or at the Business Meeting are exempt from the 30-day booking requirement.

10. All expense receipts and documentation are to be submitted in accordance with Article VIII, Section F. of these Policies and Procedures.
11. When a Business Meeting offers both virtual and in-person participation options, the member's attendance method shall be discussed and determined by a majority vote of MSI voting members at a Regular or Special Meeting.
    a. Default to virtual attendance for that Business Meeting shall be considered if MSI's bank balance does not sufficiently cover its Adopted MSI Annual Budget, the remaining expense budget line is insufficient to cover in-person costs, or if funding in-person would place the remaining Prudent Reserve needs at risk.

H. Audits

1. An Annual Year-End Audit of MSI's bank account and financial records shall be conducted to verify accuracy, ensure accountability, and promote transparency.
2. An End-of-Term Audit of MSI's bank account and financial records shall be conducted whenever a Treasurer's term concludes or when a Treasurer resigns mid-term, to ensure the accurate transfer of financial responsibility and accountability at the point of transition, and the continuity of MSI operations.

ARTICLE IX. STANDING RULES FOR MSI MEETINGS

A. Motions and Debate

1. Members may raise discussion items informally; however, any action requires a motion.
2. When motions are presented, a second is required.
3. Agreed-upon discussion time may be established, e.g., 5 or 10 minutes.
4. The maker of the motion speaks first; the Chair then alternates recognition between pro and con speakers, including clarifying questions through the Chair, before putting the question to a vote.
5. Members raise their hands and wait to be recognized by the Chair before speaking.

6. The Chair maintains the focus on the current motion and keeps the speaker queue in order.
7. Each member shall have the opportunity to speak once; they may share their remarks again, if time permits, after all who wish to speak have already done so.
8. The Chair shall handle any amendments that arise.
9. MSI may decide to postpone the motion for another time or vote to extend the discussion time, provided that a majority vote of MSI voting members present approves it.