

**POLICY & PROCEDURE MANUAL OF
MANASOTA INTERGROUP OF OVEREATERS ANONYMOUS
SOUTHEASTERN OVEREATERS ANONYMOUS REGION 8
INTERGROUP No. 09240
Adopted: September 11, 2021**

Contents

I. Introduction	2
II. Governing Documents	2
III. MSI Intergroup Meeting	2
IV. Composition of MSI Executive Board	2
V. Responsibility of the Intergroup Board	2
VI. Duties of the Intergroup Board:	3
A. Chair:	3
B. Vice Chair:	3
C. Secretary:.....	3
D. Treasurer:	4
E. World Service Business Conference (WSBC) Delegate:	4
F. Region 8 Representative:.....	5
VII. Responsibilities of the Intergroup Committees	7
A. Newsletter Chair:	7
B. Public Information (PI) Chair:.....	8
C. Twelfth Step Within (TSW) Committee Chair:.....	9
D. Florida State Convention Committee.....	9
VIII. Funding for WSBC Delegate(s), Region 8 Representative(s); Florida State Convention Committee Member(s)	9
IX. Standing Rules for Intergroup Meetings	10

I. Introduction

This Policies and Procedures Manual (P&P) guides the business practices of the Manasota Intergroup (MSI) of Overeaters Anonymous.

II. Governing Documents

MSI is subject to the policies and procedures of Overeaters Anonymous (OA) and Southeastern Overeaters Anonymous Region 8 (SOAR8). MSI will conduct its business in accordance with the provisions of the MSI Bylaws. The policies and procedures set forth in this P&P supplement do not supersede the MSI Bylaws.

III. MSI Intergroup Meeting

The MSI business meeting will be held monthly. The meeting time and place will be announced in the newsletter and on the MSI webpage.

IV. Composition of MSI Executive Board

The MSI Executive Board is a group of trusted servants tasked with leading MSI and carrying out their perspective duties. The Executive Board does not govern. The Executive Board consists of the Chair, Vice Chair, Secretary, Treasurer, Region Representative(s) and World Service Business Conference Delegate(s). The immediate past Chair shall serve as ex-officio member of the Intergroup Board for a period of one (1) year. Each member, except the chair, of this board shall be entitled to voice and one (1) vote.

V. Responsibility of the Intergroup Board

1. Adheres to all duties outlined in Manasota Intergroup's Bylaws, Article IV Section 1 - 8.
2. Is directed by the outcome and results of all votes put before voting members.
3. Non-attendance at an IG meeting is to be communicated to a Board Member or via the MSI email loop. The absent member is to supply their report details prior to the upcoming IG meeting that the member plans to miss.
4. If absent from an IG meeting more than two (2) times in a row without prior notification, he/she may be removed from the position by a majority vote of the ballots cast either at a Regular IG Meeting or a meeting announced for that purpose.
5. As an OA Trusted Servant, attendance at IG meetings is critical. A member's inability to attend three (3) IG meetings annually should prompt the re-evaluation of a member's commitment by that member.
6. Transfers knowledge of Board position to the newly elected Board Member.
7. Any miscellaneous expenses that are needed to fulfill the duties of the office will be reimbursed by the Intergroup (postage, envelopes, printing, general office supplies,

and gratuities, when and where appropriate). It should not cost the member to serve as an officer.

VI. Duties of the Intergroup Board

A. Chair:

1. Ensures the IG meeting place is unlocked and set up for the meeting by the scheduled time. Ensures the meeting place is left in order after each IG meeting.
2. Distributes the agenda to the MSI membership via the MSI email loop at least 7 days prior to the meeting.
3. Presides over IG meetings and any special meetings, once membership has passed a motion calling for one.
4. Conducts all meetings according to established agenda, allowing time for Board and Committee reports, old business, and new business.
5. May delegate, as deemed necessary, and may substitute for other Officers when absent, in order to better serve all member groups.
6. Is listed on MSI's checking account in order to sign checks when Treasurer is unavailable.
7. Communicates with the specific Board Members or Committee Members after two (2) times absent without notice that member may be replaced.
8. Transfer knowledge of Board position to the newly elected Board Member.

B. Vice Chair:

1. Shall assist Chair with any duties as described in the Chair's responsibilities, at the request of the Chair.
2. Serves as liaison between MSI Board and MSI Committees and IRs and may delegate duties if deemed necessary in order to better serve all member groups.
3. Provides Phone Report of the number of calls made to the Manasota Information Line at monthly IG meeting.
4. Serves as point person for MSI email loop. (Sign up, clean up/keeping current, passing information to IG website, etc.).
5. Along with Newsletter Chair, cleans up and keeps current the MSI Meeting List information each quarter before the next Newsletter is published and notifies MSI Webmaster of any changes.

C. Secretary:

1. Records minutes at all MSI meetings and distributes them via the MSI email loop to membership within seven (7) days of the last IG meeting.
2. Brings one printed copy of sign-in sheet of attendees and minutes to next monthly MSI meeting.
3. Retains a hard copy of all MSI meeting minutes for five (5) years.
4. Keeps the monthly attendance sign-in sheets of names, telephone numbers, meetings represented, emails and positions in MSI.
5. Receives all mailed & electronic MSI correspondence from WSO, Region 8, MSI members, MSI Website "Email: Contact" (oamanasota@gmail.com) etc. Presents highlights at monthly IG meeting.

6. Notifies WSO, Region 8, Newsletter Chair, MSI Webmaster, MSI email loop, etc. of any changes to MSI mailing address, and other information required.
7. Quarterly requests and prints a hard copy of the MSI Meeting List from WSO. Passes list around at IG meeting for review & corrections by members present. Notifies WSO of any changes noted.

D. Treasurer:

1. Serves as Signatory on MSI checking account, along with Chair as back up, in order that Chair may disburse checks in absence.
2. Disperses money over \$100 only after approval by the MSI Board.
3. Ensures that all bills directed to MSI (e.g., telephone, location rent, etc.) are paid promptly when due.
4. Receives and counts all contributions; deposits them weekly into the MSI checking account. Sends acknowledgement and receipt to the contributing group within a week of receiving contribution.
5. Maintains Checking account and balances checkbook monthly against bank's monthly statement. Reports any variances or imbalances to Chair and reconciles it. If irreconcilable, reports that to MSI members.
6. Prepares monthly MSI Treasurer's Report that includes all income, expenses, starting balance & ending balance.
7. Prints a hard copy of monthly & annual reports; places electronic version on MSI email loop at least 3 days before IG meeting.
8. Brings checkbook and MSI Treasurer's Report to all MSI meetings; disburses any payments to other MSI members if needed.
9. Maintains Prudent Reserve as deemed by Bylaws Article VII. Funds in excess of the Prudent Reserve shall be sent quarterly to Region 8 (40%) and WSO (60%) service structures after voted on at IG meeting.
10. Retains a hard copy of monthly and annual reports for five (5) years.
11. Meets with Chair annually for audit of MSI's bank account.
12. Updates signature card with bank as necessary, especially when new Treasurer or Chair is elected.
13. Renews non-profit status yearly, ensuring all is filed and up to regulations.
14. Promptly transfers responsibility of checking account with bank at the time a new Treasurer is elected.
15. At the end of the service term, an audit is to be held by Chair and one other Board Member before all money, account supplies, records and any other property of MSI is turned over to successor or Chair.

E. World Service Business Conference (WSBC) Delegate:

1. Adheres to all requirements issued by OA, Inc. Bylaws for said position:
 - a. Qualifications for selection of World Service delegates/alternates shall be set by each intergroup, region (in the case of region delegates) or service board provided that each delegate/alternate shall have at least one year of current abstinence and at least two years of service beyond the group level. (Permission for any exception in qualifications for valid reasons, if deemed credible by the trustees, may be received by application to the World Service Office.)

- b. Each intergroup or service board shall be entitled to have one qualified delegate for up to the first fifteen groups it represents and one for each additional fifteen groups or any fraction thereof, except that the service board shall not represent the same groups as intergroups represent. A group shall be recognized as registered and represented by an intergroup or service board.
2. Shall complete WSBC registration form, submit request for registration fee to Treasurer, have MSI Chair sign form as required, and then submit form with fee enclosed to WSO by the reduced-price submission date.
3. Obtains WSBC Agenda Questionnaire details from www.oa.org website, emails instructions & all links related to the Agenda Questionnaire process to each group via the MSI email loop. Collects and tallies results from each group and submits majority result using the correct WSO form by the due date.
4. Obtains final Agenda Questionnaire results from www.oa.org website & presents to MSI. Prior to WSBC, obtains MSI's group conscience/majority vote on Proposed New Business Motions and Proposed Bylaw Amendments.
5. Represents MSI at the annual WSBC; follows MSI's group conscience/majority vote on Proposed New Business Motions and Proposed Bylaw Amendments.
6. Makes decisions and recommendations and is a voting member at WSBC on business, new motions and policy matters at the conference.
7. Shall not be bound by MSI's group conscience/majority vote. If delegate votes against the MSI majority vote it shall be because a situation has arisen on the floor at the WSBC in which the delegate decides a vote change is necessary in the best interest of OA as a whole. (Delegate will state the reason for the change in vote in their report to MSI.)
8. Attends all Business Meeting Sessions. Delegate may decide which Committee and/or Workshops they would like to participate in.
9. Completes written report and presents information gathered at annual WSBC meetings, workshops, committees, etc. at next regular MSI meeting. (May present at subsequent meeting if time is not sufficient by first MSI meeting on return from WSBC). Sends report on MSI email loop as well.
10. Expenses to attend the World Service Business Conference are to be paid by MSI Intergroup according to the policies set forth in Section VIII.
11. Informs WSO when delegate (or alternate, if registered) has a change of address.
12. Shares all correspondence received from WSO or OA, Inc., throughout term of service, including yearly WSBC Final Report and conference binder at MSI meetings.

F. Region 8 Representative:

1. Adheres to all requirements issued by Region 8 Bylaws for said position:
 - a. Region 8 Representatives shall be selected by the group conscience of the Intergroup or National/Language Service Board

they represent. Each Region 8 Representative shall serve for a period designated by their Intergroup or National/Language Board always subject to recall by those whom they represent. Each Service Body shall be free to designate an Alternate to serve as Representative when the necessity arises.

- b. Region 8 Representatives should be selected for sound judgment, experience, stability, willingness to serve and for faithful adherence to the program of the Twelve Steps of Overeaters Anonymous and the Twelve Traditions. A Region 8 Representative should have a minimum of 6 month's current continuous abstinence as defined by OA, while practicing the 12 Steps and 12 Traditions of OA.
 - c. The primary responsibility of the Region 8 Representative or Alternate is:
 - i. to represent their local Service Body at all meetings of the Region 8 Business Assembly.
 - ii. to act as liaison between the Region 8 Business Assembly and their respective Service Body.
 - iii. to ensure that all communications pertaining to SOAR 8 are made available and where requested, read aloud to their Service Body.
2. Shall complete Region 8 registration form, submit request for registration fee to Treasurer, have MSI Chair sign form as required, and then submit form with fee enclosed to the Region 8 Treasurer by the reduced-price submission date.
 3. Obtains finalized Region 8 Assembly Agenda from www.oaregion8.org website and places New Business Motions and Proposed Bylaw Amendments on MSI email loop. Prior to Region 8 Assembly, obtains MSI's group conscience/majority vote on Proposed New Business Motions and Proposed Bylaw Amendments.
 4. Represents MSI at the Region 8 Assembly; follows MSI's group conscience/majority vote on Proposed New Business Motions and Proposed Bylaw Amendments.
 5. Makes decisions and recommendations and is a voting member at the Region 8 Assembly on business, new motions and policy matters at the conference.
 6. Shall not be bound by MSI's group conscience/majority vote. If representative votes against the MSI majority vote, it shall be because a situation has arisen on the floor at the Region 8 Assembly in which the representative decides a vote change is necessary in the best interest of OA as a whole. (Representative will state the reason for the change in vote in their report to MSI.)
 7. Attends all Business Meeting Sessions. Representative may decide which Committee and/or Workshops they would like to participate in.
 8. Completes written report and presents information gathered at Region 8 Assembly, meetings, workshops, committees, etc. at next regular MSI meeting. (May present at subsequent meetings if time is not sufficient by first MSI meeting on return from the Region 8 Assembly). Distributes report on MSI email loop as well.
 9. Expenses to attend the Region 8 Assemblies are to be paid by MSI

- Intergroup according to the policies set forth in Section VIII.
10. Informs Region 8 when representative (or alternate, if registered) has a change of address.
 11. Shares all correspondence received from Region 8 and Region 8 Board members, throughout term of service, including Assembly reports and conference binder at MSI meetings.

VII. Responsibilities of the Intergroup Committees

The following reflects the responsibilities of the various committees of MSI:

1. Adheres to all duties outlined in the MSI Bylaws, Article VI, Section 1 - 7.
2. Non-attendance at an IG meeting is to be communicated to a Board Member or via the MSI email loop. The absent member is to supply their report details prior to the upcoming IG meeting that the member plans to miss.
3. If absent from an IG meeting more than two (2) times in a row without prior notification, he/she may be removed from the position by a majority vote of the ballots cast either at a Regular IG Meeting or a meeting announced for that purpose. (Bylaws Article VI, Section 7)
4. As an OA Trusted Servant, attendance at IG meetings is critical. A member's inability to attend three (3) IG meetings annually should prompt the re-evaluation of a member's commitment by that member.
5. Transfers knowledge of Committee position to the newly appointed Committee member.
6. Miscellaneous expenses (postage, envelopes, printing, general office supplies) that are needed to fulfill the duties of the committee chair will be reimbursed by the Intergroup.

A. Newsletter Chair:

1. Requests for newsletter articles will be sent via the MSI email loop two months before printing.
2. The Newsletter includes information about:
 - a. All upcoming MSI events; may include Region 8 and World Service events.
 - b. All MSI items of interest submitted by groups or individuals.
 - c. Occupied service positions.
 - d. Service positions that are available.
 - e. Feature articles submitted by Board or Committee Chairs regarding their position/service/reports.
 - f. Letters or words of encouragement from other OA sources, where allowed and permission is noted, of experience, strength and hope within OA.
 - g. Updated MSI Meeting List obtained from Vice Chair, including time, date, location, type of meeting and group contact person with phone number. In addition, announces opening, closing or changes to meetings.
 - h. Includes MSI Treasurers address, Region 8 and WSO mailing addresses for 7th Tradition contributions.

- i. Poetry, cartoons, quotations and clip art as appropriate and needed.
 - j. Time & location of the monthly MSI meeting.
 - k. Newsletter Chair's contact information for article submission.
 - l. Year & quarter newsletter published.
3. Issues are reviewed for non-observance of Traditions. Traditions Six and Ten guide us to select only material from within the OA Fellowship, adding a disclaimer that the personal stories express the experience of the individual member and not of OA as a whole. (Do not print copyrighted material or the OA logo without permission. Check OA's website or contact the WSO for more information on OA's copyright policy.)
 4. Submits draft copy of Newsletter to Vice Chair to ensure accuracy and compliance to the 12 Steps and 12 Traditions.
 5. Publishes quarterly MSI Newsletter, which is prepared, assembled and printed prior to the next regular meeting of MSI.
 6. Distributes newsletter as follows:
 - a. Ensures placement on the MSI website.
 - b. Emails via the MSI email loop.
 - c. Brings sufficient copies of newsletter (enough for all groups that meet in the area) to MSI meeting quarterly.
 7. Submits Newsletter printing receipts to MSI Treasurer for reimbursement.
 8. If printing costs increase, performs a price-comparison of several vendors to ensure the most cost-effective printing services are used.

B. Public Information (PI) Chair:

1. Submits MSI's phone number to local publications for printing in their "Support Group Meeting List" section.
2. Notifies all appropriate print contacts of phone number change, or meeting changes if included.
3. Distributes Bulletin Board Attraction Cards to MSI members and group members to post in their area.
4. Verifies MSI's phone listing is in local telephone directories as directed by voting members.
5. Ensures methods used to notify the public of group locations on MSI Meeting List contains accurate information and carries the OA message within the spirit of Tradition Eleven.
6. Adheres to WSO's Public Information Service Manual, especially in regards to PSA's, magazines, radio, TV or personal speaking events.
7. Seeks, develops and advises MSI of ways to inform the Public of our program of recovery.
8. Chairs and oversees committees on all MSI PI events.
9. Distributes OA approved materials pertinent to the PI process.
10. Creates workshop flyer as necessary; must be approved by MSI majority vote before disbursing hard printed copies to MSI groups & before placing copy on MSI email loop, MSI Website, MSI Newsletter, Region 8 & WSO calendars etc.
11. Submits PI program/event receipts to MSI Treasurer for reimbursement.
12. Any money received from a PI program/event should be submitted to the MSI Treasurer before or at the next MSI meeting.

13. For additional information on PI Committee Guidelines, see Region 8 and WSO websites.
14. May delegate duties as deemed necessary in order to better serve all member groups.

C. Twelfth Step Within (TSW) Committee Chair:

1. Focus is to chair and develop events that strengthen recovery from compulsive eating by sharing information and ideas that generate recovery within the Fellowship of Overeaters Anonymous.
2. Invites and welcomes ideas and suggestions to carry the message of recovery to those suffering within the Fellowship.
3. Chairs and oversees committees on all MSI TSW events.
4. Maintains a speaker list.
5. Maintains a sponsor list.
6. Maintains written and/or telephone contact with committee members when appropriate.
7. Maintains written and/or telephone contact with Region 8 Twelve Step Within Committee Chair when appropriate.
8. Hosts workshops to provide personal recovery opportunities to members within the IG and surrounding areas.
9. Ideally, plans workshops in advance for the year.
10. Provides dates for scheduled upcoming workshops/events to Newsletter Chair for publication in next newsletter.
11. Keeps abreast of and distributes to individual members and groups OA approved materials pertinent to the TSW recovery process.
12. Creates workshop flyer as necessary; must be approved by MSI majority vote before disbursing hard printed copies to MSI groups & before placing copy on MSI email loop, MSI Website, MSI Newsletter, Region 8 & WSO calendars etc.
13. Submits TSW receipts for events/programs to MSI Treasurer for reimbursement.
14. Any money received from a TSW program/event should be submitted to the MSI Treasurer before or at the next MSI meeting.
15. For additional information on TSW Committee Guidelines, see Region 8 and WSO website.

D. Florida State Convention Committee

MSI members on the Florida State Convention Committee (up to 3) will be reimbursed for expenses to attend the Florida State Convention Committee meetings and the Florida State Convention according to the policies set forth in Section VIII.

VIII. Funding for WSBC Delegate(s), Region 8 Representative(s); Florida State Convention Committee Member(s)

Expenses for WSBC Delegate(s), Region 8 Representative(s) and Florida State Convention committee members (hereinafter referred to as "member") will be reimbursed as set for in the following policies:

1. Registration: The member completes the registration form, submits request for registration fee to Treasurer, has MSI Chair sign form if required and then submits form with fee enclosed by the early registration date.
2. Submits request to Treasurer in advance or as a reimbursement request for
 - a) Airfare: most cost-effective airfare at least 30 days in advance of Conference or Assembly
 - b) transportation to and from airport/hotel,
 - c) hotel charges for single/double room rate (Note: if traveling with a companion, MSI pays only half the room rate)
 - i. WSBC delegate will be reimbursed for 5 nights
 - ii. Region Representative will be reimbursed for 2 nights
 - iii. Florida State Convention Committee Member will be reimbursed for 1 night
 - d) Meal expenses up to \$60 per day.
3. Intergroup will provide individual rooms with the provision that, when possible and appropriate, the member will share the room with another person who will be responsible for one-half the room cost and personal incidentals.
4. If member travels by personal car to a Region 8 Assembly or the Florida State Convention Committee meeting location, Internal Revenue Service guidelines for charitable mileage reimbursement plus tolls and parking fees will be reimbursed.
5. The member may use a rental vehicle to attend a Region 8 Assembly or the Florida State Convention Committee meetings or convention and will be reimbursed for the rental, tolls and parking fees.
6. If the Region 8 Assembly is within 200 miles from representative's home, approval to reimburse airfare must be passed by MSI majority vote.
7. Receipts must be provided for reimbursement and submitted to the Treasurer within 30 days of return.

IX. Standing Rules for Intergroup Meetings

1. Items can be brought up without a motion, but if action is needed, a motion needs to be put before the intergroup.
2. Motions are presented, then seconded, and then discussed.
3. Agreed upon discussion time will be established (e.g., 5 or 10 minutes).
4. Raise hand and wait to be "recognized by the chair" before speaking.
5. Chair keeps focus on the current motion if members start to get off track.
6. Each member should have the opportunity to speak once before sharing again or cross talking on what another member has shared.
7. Group may decide to "table" motion for another time or vote to extend discussion time.