

**Central Colorado  
Intergroup  
Of  
Overeaters Anonymous**

**Policy and  
Procedures Manual**

**Updated August 4, 2009**

## **I. INTRODUCTION AND PURPOSE**

The primary purpose of this organization is to aid those who have the problem of compulsive overeating through the Twelve Steps of Overeaters Anonymous and to serve and represent the OA groups which form the Central Colorado Intergroup. To assist in achieving this goal, this manual is intended to serve as a guide to those policies and procedures adopted by the Central Colorado Intergroup and to assist in their function.

## **II. STATEMENT**

The Central Colorado Intergroup recognizes the existence of many concepts of working the OA Program of Recovery and that we are united in our common purpose, not our differences. The Intergroup is accepting of the individual and group rights to affiliate with a particular concept of recovery as adopting a specific concept of recovery as an individual and group conscience matter. The Intergroup accepts each duly registered OA group within its geographic boundaries and encourages other groups in the intergroup to be similarly accepting.

## **III. OPEN/CLOSED GROUPS**

The Overeaters Anonymous, Inc. Business Conference Policy Manual, A Summary of Continuing Effect Motions, Adopted by the World Service Business Conference of Overeaters Anonymous, Inc., Revised May 2007, states on page 3:

“1982c Amended 1989. A definition of open and closed groups was adopted.

Open group is a group which is open to anyone.

Closed group is a group that is open to anyone with the desire to stop eating compulsively, or anyone who thinks they may have a problem with compulsive overeating.”

Groups registered with Central Colorado Intergroup (hereafter CCI) may be either an open group or closed group. If the CCI Group Directory indicates whether a group is an open group or a closed group, the CCI Group Directory will include the aforementioned definition of an open group and a closed group. If a CCI registered group does not contact the Newsletter Editor stating whether the group is an open group or a closed group, the group will be presumed to be an open group. The Newsletter Editor may include verbiage in the CCI Group Directory such as “any group not indicated as an open group or a closed group is presumed to be an open group.”

## **IV. NEWCOMER PACKET OUTREACH**

Central Colorado Intergroup (hereafter Intergroup) will make newcomer packets available at their monthly meetings as an outreach service to groups that are new, struggling or in need of assistance. Intergroup will keep a written record of each group requesting newcomer packets and the number of packets they receive.

Any group that lacks sufficient Seventh Tradition funds to purchase newcomer packets may send their elected Intergroup Representative to a regularly scheduled meeting of Intergroup to pick up a small supply of newcomer packets to help carry the message.

Intergroup representatives may sign for and obtain five (5) packets at three (3) month intervals up to a maximum lifetime limit of fifteen (15) packets per group.

Any group that is able to purchase newcomer packets with their Seventh Tradition funds is considered to be self supporting and is not eligible for this assistance.

In addition to newcomer packet assistance through Intergroup, documents can be downloaded from the [www.OA.org](http://www.OA.org) as a supplemental literature resource. (*See Appendix I*)

## **V. SUGGESTED GUIDELINES FOR OA FUNCTIONS**

Keeping within the spirit of the Twelve Traditions of Overeaters Anonymous, particularly Traditions Two (2), Four (4), Six (6), Nine (9) and Ten (10), the following are suggested guidelines for events sponsored by Central Colorado Intergroup or when a group (or groups) wish to stage a non-intergroup sponsored function when the group (or groups) wishes the event to be supported by Central Colorado Intergroup. For a group (or groups) hosting a non-intergroup sponsored event and desiring to have the support of the Intergroup, the function must be based on the Twelve Steps, Twelve Traditions or Twelve Concepts of OA, the tools of the OA program, an OA related topic or OA Conference Approved Literature.

### *Speakers/Leaders/Facilitators*

It is suggested that the speakers/leaders/facilitators of an OA function sponsored by the Intergroup of an OA group (or groups) staging a non-intergroup sponsored function supported by the Intergroup be recovering members of either OA or a recognized Twelve Step program. It is suggested that the planning committees for these functions keep in mind and follow the wisdom of Traditions Four (4), Six (6) and Ten (10) when making their selection. It is also suggested that when the speaker shares her/his strength, hope and experience and cites specific quotations, only OA Conference Approved literature be used.

## **V. SUGGESTED GUIDELINES FOR OA FUNCTIONS (continued)**

### Literature

Only OA Conference approved literature may be sold at the function. A listing of OA Conference Approved literature may be obtained by contacting the OA World Service Office.

### Registration Fees

It is up to the decision of the planning committee whether or not to charge a registration fee. If a fee is to be charged for an Intergroup sponsored event, all monies collected will be given to the Intergroup Treasurer. Monies collected from a non-intergroup sponsored event but supported by the Intergroup may be distributed to any OA service body at the discretion of the group (or groups) hosting the event.

## **VI. INTERGROUP PUBLICATIONS/PUBLICATIONS EDITOR**

A monthly newsletter containing information and events pertinent to the Intergroup shall be published. The newsletter may contain recap reports from Board members and/or World Service Business Conference Delegate(s) and Region Representative(s), articles regarding individual recovery, listing of the Intergroup's trusted servants or other OA information. The newsletter content will be determined by the Publications Editor and/or Publications Committee.

A group directory listing all groups registered with the Central Colorado Intergroup shall be published at least quarterly (suggested publication dates in January, April, July and October).

Other publications may be produced as necessary following the WSO guidelines for intergroup produced literature.

Flyers prepared by someone other than the Publications Editor for Intergroup sponsored events or an OA group (or groups) non-intergroup sponsored events supported by Intergroup (see *IV. Suggested Guidelines for OA Functions* of the CCI Policy and Procedures Manual) shall require the approval of any three (3) CCI Board members (see *Article IV. Intergroup Board, Section 1: Intergroup Board* of the Bylaws of Central Colorado Intergroup of Overeaters Anonymous for listing of Board members).

Newsletters, group directories and other Intergroup publications may be published and distributed in any manner deemed appropriate by the Publications Editor. The Publications Editor may delegate the updating and production of any CCI publication to a

## **VI. INTERGROUP PUBLICATIONS/PUBLICATIONS EDITOR (continued)**

member (or members) of the Publications Committee or OA member. The Publications Editor shall attend the monthly Intergroup meeting with full voice and voting privileges.

## **VII. STANDING COMMITTEES**

Standing committees may be formed to carry out the purposes of Intergroup in the most effective and efficient manner. Standing committees may include but not be limited to:

1. Literature Committee
2. Special Events Committee
3. 12<sup>th</sup> Step Within Committee
4. Ways and Means Committee
5. Ad hoc Audit Committee
6. Professional, Institutions and Professional Outreach Committee
7. Public Information Committee
8. Publications Committee
9. Ad hoc Budget Committee
10. Bylaws/Policy Manual Committee

See the Central Colorado Intergroup Bylaws, Article VII – Committees, Section 1 – 8 regarding the responsibilities and functions of standing committees.

## **VIII. WORLD SERVICE BUSINESS CONFERENCE DELEGATE/REGION REPRESENTATIVE TRAVEL EXPENSES**

The intergroup shall pay and/or reimburse the World Service Business Conference Delegate(s) and Region Representative(s) for the following expenses:

### *Registration Fees/Banquet Fees*

The Intergroup shall pay for the registration fee and banquet fees (if applicable) for the World Service Business Conference Delegate(s).

The Intergroup will pay for the Region III Assembly/Convention fee and Saturday evening banquet for Region Representative(s). The Saturday evening banquet fee will not be used in the calculation for meals for that day.

## **VIII. WORLD SERVICE BUSINESS CONFERENCE DELEGATE/REGION REPRESENTATIVE TRAVEL EXPENSES (continued)**

### Hotel Room

The cost of a hotel room is not to exceed one-half (1/2) of a shared room cost plus applicable taxes.

### Meals

The World Service Business Conference Delegate(s) and Region Representative(s) shall receive a \$40/day meal allowance. Receipts are required for reimbursement.

### Travel

#### **Air Travel**

Airline tickets are to be purchased as reasonably as possible. Other reimbursable expenses are, but not limited to, round-trip mileage from the World Service Business Delegate's/Region Representative's home to the airport at the mileage allowance determined by the Intergroup (1); economy parking at the airport for the duration of the conference or assembly; and round-trip shuttle fees from the airport to the site of the conference/assembly (if applicable). The Intergroup may choose, at its discretion, to set a travel cap for air travel.

#### **Automobile Travel**

If the World Service Business Conference Delegate or Region Representative chooses to drive their personal automobile to the annual World Service Business Conference or a Region III Assembly, the individual will be reimbursed at the mileage allowance determined by the Intergroup. (1) Tolls and parking fees will be reimbursed; receipts for tolls and parking are required for reimbursement. The Intergroup may choose, at its discretion, to set a travel cap for individual automobile travel.

#### **Automobile Rental**

If the World Service Business Conference Delegate or Region Representative chooses to rent an automobile to drive to the annual World Service Business Conference or Region III Assembly, the individual will be reimbursed for the car rental and gasoline expenses up to the amount if the individual had drive their own automobile and reimbursed at the mileage allowance determined by the Intergroup. (1) The Intergroup may choose, at its discretion, to set a travel cap for automobile rental and gasoline expense. The Intergroup shall not pay for any insurance costs for automobile rental.

## **VIII. WORLD SERVICE BUSINESS CONFERENCE DELEGATE/REGION REPRESENTATIVE TRAVEL EXPENSES (continued)**

*(1) The Intergroup had determined the automobile reimbursement rate as follows: The average of the amount currently allowed by the IRS for charitable deductions and the amount currently allowed by the IRS for business deductions. [In 2009, the amount is calculated as follows:*

*Charitable deductible rate = \$0.14/mile*

*Business deductible rate = \$0.55/mile*

*\$0.14/mile + \$0.55/mile = \$0.69/mile*

*\$0.69/mile /2 = \$0.345/mile.]*

## **IX. FISCAL MATTERS**

### **Fiscal Year**

The fiscal year shall be from October 1 to September 30.

### **Expense Reimbursement**

Receipts are required to be reimbursed for expenses incurred on behalf of the Intergroup. A list of such expenses are, but not limited to: copying costs for Intergroup minutes, flyers for events, committee reports, board reports and/or World Service Business Conference Delegate/Region Representative reports; long-distance telephone calls made on behalf of the Intergroup for contacting speakers/leaders/facilitators for Intergroup sponsored events; supplies for Intergroup sponsored events; room and/or hall rental space for Intergroup sponsored events; meals for speakers/leaders/facilitators and planning committee members servings as hosts for speakers/leaders/facilitators and mileage allowance for planning committee members at an amount determined by the Intergroup (1) for Intergroup sponsored events. The Intergroup may choose, at its discretion, to set a cap on any expense.

### **Prudent Reserve**

If possible, the prudent reserved for the Intergroup shall be equal to six months budgeted expenses.

## **X. ELECTION PROCESS**

To be elected a Board member or World Service Business Conference Delegate/Region Representative the nominee must receive a majority of the votes cast by written ballot. The Chairperson shall appoint a Teller Committee consisting of a Chairman and at least one other Intergroup Representative who is not a candidate for any of the offices being filled.

## **XI. POLICY AND PROCEDURES MANUAL REVISIONS**

The Policy and Procedures Manual may be revised at any time by a member of the Intergroup as defined in CCI Bylaws Article III – Intergroup Membership, Section 1. – Membership, A-D. It is suggested to have the proposed revision(s) in writing and have sufficient copies of the proposed revision(s) available for those attending the monthly intergroup meeting. The proposed revision(s) must be approved by a majority of the votes cast by those authorized to vote according to Central Colorado Intergroup Bylaws and Central Colorado Intergroup Policy and Procedures Manual (see CCI Bylaws Article III – Intergroup Membership, Section 2: Qualifications for Membership in the Intergroup, C; CCI Bylaws Article IV – The Intergroup Board, Section 5: Term of Office, D.; CCI Bylaws Article VII – Committees, Section 2: Committee Appointments and CCI Policy and Procedures Manual, Section V – Intergroup Newsletter). The revision(s) will take effect at the close of the meeting when approved and updated copies of the Policy and Procedures Manual will be made available at the Intergroup meeting following the revision(s) approval.

Appendix 1.

### Newcomer Packet Outreach Form

The Intergroup Policy & Procedures Manual states in IV. Newcomer Packet Outreach

"Any group that lacks sufficient Seventh Tradition funds to purchase newcomer packets may send their elected Intergroup Representative to a regularly scheduled meeting of the Central Colorado Intergroup to pick up a small supply of newcomer packets to help carry the message.

Intergroup representatives may sign for and obtain five (5) packets at three (3) month intervals up to a maximum lifetime limit of fifteen (15) packets per group."

Group \_\_\_\_\_

Date received packets 1 – 5 \_\_\_\_\_

\_\_\_\_\_  
Intergroup Representative

\_\_\_\_\_  
Board Representative

-----  
-----

Date received packets 6 – 10 \_\_\_\_\_

\_\_\_\_\_  
Intergroup Representative

\_\_\_\_\_  
Board Representative

-----  
-----

Date received packets 11 – 15 \_\_\_\_\_

\_\_\_\_\_  
Intergroup Representative

\_\_\_\_\_  
Board Representative