

St. Louis Bi-state Area Policy Manual

2023 November

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Introduction

This manual is meant to complement the By-laws of Overeaters Anonymous – St. Louis Bi-State Area Intergroup (Bylaws). It is noted that all entries appearing in this summary were adopted by the group conscience of the St. Louis Bi-state Area Intergroup of Overeaters Anonymous (Intergroup). Until changed, these policies and procedures set self-imposed limits on the Intergroup and their practices. Changes can be made at the will of the Intergroup body by a simple majority at any scheduled session.

A	<p><u>Duties of the Intergroup</u></p> <ol style="list-style-type: none">1. Maintain a public listing of the Overeaters Anonymous contact information2. Maintain an answering service.3. Reply to all inquiries about OA.4. Publish regular newsletters and bulletins.5. Inform groups about upcoming Overeaters Anonymous events.6. Distribute up-to-date directories of all meetings within the Intergroup.7. Sponsor recovery events for member groups.8. Answer local news media inquiries and arrange radio and TV announcements or programs about OA.9. Arrange Overeaters Anonymous speakers for outside organizations upon request.10. Support World Service Business Conference Delegates and Region Representatives in the fulfillment of their duties.11. Maintain the stlouisoa.org website12. Maintain platform to hold virtual meetings13. Maintain electronic copy of business information in OA Intergroup Dropbox file
B	<p><u>Intergroup Calendar</u></p> <p>A calendar for the Intergroup meetings will be established by the Board before the end of each year. This will be posted on the website and distributed to all members of the Intergroup.</p>
C	<p><u>St. Louis Bi-State Area Conference</u></p> <p>The Annual Conference will be held annually in November, or on a date as the Intergroup Board may fix.</p>
D	<p><u>Meeting Dates</u></p> <p>Intergroup meets at 1:30 PM on the second Sunday of the months January, February, March, June, July, September, October and November for a duration of no more than ninety (90) minutes unless an extension is agreed to by a majority of the voting members in attendance. The meeting for the month of May is held either the first or third Sunday of the month depending on conflicting calendar events.</p>

E	<p><u>Meeting Platform</u></p> <p>The current Platform for the meetings will be posted on the Intergroup website.</p>
F	<p><u>Position Election</u></p> <p>The Intergroup Board, WSBC delegate positions, Region representative positions and committee chair positions will be filled in accordance with the bylaws.</p>
G	<p><u>Attendance at Intergroup Meeting</u></p> <p>Acceptance of any Intergroup position is with the understanding that the officeholder will be diligent and consistent in attending the Intergroup meetings. Board members and Chairs are responsible for ensuring their duties are covered when they cannot attend.</p>
H	<p><u>Reports</u></p> <p>When Intergroup Chairpersons have reports they will be submitted in electronic format to the Secretary prior to every scheduled Intergroup meeting</p>
I	<p><u>INTERGROUP Committees</u></p> <p>Intergroup committee positions may include, but are not limited to, the following:</p> <ol style="list-style-type: none"> 1. Website Chair 2. Newsletter Chair 3. Literature Chair 4. Convention Chair 5. Retreat Chair 6. Twelfth Step Within Chair <p>These positions are filled in accordance with the Bylaws Article IX: Committee Chairpersons of Intergroup.</p> <p>Ad hoc committees may be formed at any time. These committees will be led by either an elected chair or liaison Board Officer.</p>
J	<p><u>Duties of the Chair</u></p> <ol style="list-style-type: none"> 1. Serves as chairperson of the St. Louis Bi-State Area Intergroup of Overeaters Anonymous 501(c) Corporation. 2. Is a signer on all Intergroup bank accounts. 3. Maintains Intergroup credit card. 4. Manages the physical resources of the corporation, such as the laptop, printer, cell phone. 5. Following bylaws, presides at the monthly and special Intergroup meeting. 6. Prepares the monthly Intergroup agenda, using the suggested annual guidelines. 7. Acts as contact for information and suggestions concerning Intergroup.

	<ol style="list-style-type: none"> 8. Contacts Committee Chairs not attending three (3) consecutive meetings without contact, to determine if the position should be declared open. 9. Coordinates annual Business Conference. 10. Coordinates annual review of Bylaws and Policy and Procedure Manual for relevancy and accuracy for Intergroup functioning. 11. Writes article for Newsletter about the needs and health of the Intergroup.
K	<p><u>Duties of the Vice Chair</u></p> <ol style="list-style-type: none"> 1. Serves as vice chair of the St. Louis Bi-State Area Intergroup of Overeaters Anonymous 501(c) Corporation. 2. Presides at Intergroup meetings when the Chair is unavailable. 3. Assists Chair in adherence to bylaws and Intergroup functioning. 4. Coordinates and maintains a calendar of recovery events. <ul style="list-style-type: none"> o Approves flyers for recovery events according to guidelines. o Sends monthly list of upcoming events to the Newsletter. o Distributes event flyers to webmaster, Region, WSO, and other entities requested by event committees. o Serves as contact to publish/post events from Regions or WSO. 5. A registered signer on all Intergroup bank accounts, has the ability to sign checks, and maintains an Intergroup credit card. 6. Monitors the Intergroup email account info@stlouisoa.org. 7. Recruits and supports volunteers for monitoring the Intergroup cell phone. 8. Notifies the accounting/database service provider of requests to update information about meetings, Intergroup Representatives, or Intergroup service positions, researching any incomplete or confusing requests first. 9. Prepares attendance sheets for the Intergroup meetings. 10. Prepares reports on the above activities. 11. Develops a proposed budget for Vice Chair expenditures.
L	<p><u>Duties of the Secretary</u></p> <ol style="list-style-type: none"> 1. Serves as secretary of the St. Louis Bi-State Area Intergroup of Overeaters Anonymous 501(c) Corporation. 2. Keeps minutes at all BOT and Intergroup meetings. 3. Saves all minutes electronically to the Intergroup cloud file 4. Maintains the Contacts section of the Secretary’s email account at intergroupminutes@gmail.com for distribution to the Intergroup representatives and other Intergroup service positions. 5. Distributes monthly agendas, minutes and reports to Intergroup Representatives. 6. Monitors intergroupminutes@gmail.com 7. Submits all BOT and Intergroup minutes to Website Chair for posting on website. 8. Secures signatures of Intergroup Board Officers on any revised bylaws. 9. Submits electronic copy of revised Intergroup bylaws to the WSO within 60 days of Annual Conference. 10. Liaison with Newsletter Chair <ol style="list-style-type: none"> a. Proofreads monthly newsletter for accuracy including dates, names,

	<p>phone numbers and spelling</p> <p>b. Proofreads monthly newsletter to ensure that content conforms to OA principles and traditions</p>
M	<p><u>Duties of the Treasurer</u></p> <ol style="list-style-type: none"> 1. Serves as treasurer of the St. Louis Bi-State Area Intergroup of Overeaters Anonymous 501(c) Corporation. 2. Is a signer on all Intergroup bank accounts. 3. Coordinates with past Treasurer or other signer on the account to add or remove names to the bank accounts. 4. Signs checks. 5. Maintains a credit card. 6. Manages deposits, including all necessary final payments, and authorizes final expense reimbursements for conventions and retreats, in concert with relevant chairs. 7. Has online access to all accounts and reviews all accounts quarterly. 8. Handles operational business matters for the IG, such as insurance policies, cell phone account, Zoom account, PO Box and account. 9. Works with the accounting/database service provider for all financial matters. 10. Reviews monthly Income and Expense reports from the accounting/database service provider and reports on financial status at Intergroup Meetings, including collections from prior Intergroup meeting. 11. Manages relationship with the accounting/database service provider. 12. Arranges for an annual audit of the corporate books and reports the findings of the audit to the Intergroup. 13. Prepares a preliminary budget for use as a foundation at the Board of Trustees budget meeting, using information provided by the various charged chairs.
N	<p><u>Accounting/Database Service Provider</u></p> <ol style="list-style-type: none"> 1. The Intergroup Board of Trustees will make an annual determination when considering the budget as to whether to fill this position with a paid special worker as described in Tradition 8. 2. The position may or may not be filled by an OA member. 3. A detailed list of duties is maintained by Treasurer and stored in Dropbox, titled “Duties of the Accounting/Database Service Provider.” <p>Financial duties:</p> <ol style="list-style-type: none"> 1. Retrieves mail from PO Box 2. Deposits income from all sources 3. Posts all financial transactions 4. Prepares monthly financial reports 5. Creates special reports as requested 6. Maintains non-profit corporation registration, merchant license, and income tax filing exemption.

	<p>Database duties</p> <ol style="list-style-type: none"> 1. Maintains database of OA meetings, Intergroup representatives, and service positions 2. Prepares the Where and When meeting list. After approval by the Vice Chair, sends it to the Website Chair for posting and to the Secretary for distribution. 3. Creates reports as requested.
O	<p><u>Duties of Region Representative(s)</u></p> <ol style="list-style-type: none"> 1. Represents the needs and desires of the Intergroup at the Region 4-Assemblies 2. Informs the Intergroup and member groups of the actions of the Region and items of interest regarding other groups and Intergroups throughout the Region 3. Provides a full report to Intergroup and a shorter version for the Newsletter after each Assembly emphasizing new policies and bylaws impacting our Region, goals of the Region, workshops attended, and committee work in which they are involved 4. Completes any committee commitments made at the Region level 5. Develops proposed annual budget for Region travel expenses Submits expense report and reimbursement request with all documentation and receipts within 30 days of event
P	<p><u>Duties of World Service Delegate(s)</u></p> <ol style="list-style-type: none"> 1. Represents the needs and desires of the Intergroup at the World Service Business Conference (WSBC) 2. Annually presents to the Intergroup all motions on the WSBC Agenda Questionnaire and collects comments and concerns which are then submitted to the WSO by the deadline 3. Informs Intergroup and member groups of the actions of WSBC and items of interest regarding other groups and Intergroups throughout the world 4. Submits motions at the Annual Conference to ensure Intergroup Bylaws are in compliance with OA Inc., Subpart B, based on any new policies or bylaws adopted at the WSBC 5. Provides a full report to the Intergroup and a shorter version for the Newsletter after each Conference emphasizing new policies and bylaws that will impact OA, goals of the WSBC, workshops attended, and committee work in which they are involved 6. Completes any committee commitments made at the World Service level 7. Develops proposed annual budget for WSBC travel expenses 8. Submits expense report and reimbursement request with all documentation and receipts within 30 days of event
Q	<p><u>Duties of the Convention Chair</u></p> <ol style="list-style-type: none"> 1. Maintains the <u>Convention Committee Guidelines</u> and uses same for planning event. 2. Recruits committee members to support annual event

	<ol style="list-style-type: none"> 3. Chairs all committee planning meetings 4. Reviews and analyzes evaluation forms from prior events 5. Develops proposed annual budget for committee. 6. Maintains communication with event committee chairs and supports them in finding and organizing volunteers for their committees along with any back-up groups that are needed 7. Works in partnership with vice chair to widely publicize convention 8. Reports activities at Intergroup meetings throughout the preparation months and a final report after the convention 9. Maintains records of all income and expenditures for the Convention for submission to the Treasurer 10. Acquires authorization for all payments through Treasurer. 11. Produces wrap-up report within 30 days of the event and reports at next Intergroup meeting
R	<p><u>Duties of Newsletter Chair</u></p> <ol style="list-style-type: none"> 1. May recruit committee members willing to assist with newsletter creation and production. 2. Provides a draft to designated Board of Trustees officer for approval prior to distribution to members. 3. Solicits articles for inclusion in monthly publications 4. Coordinates layout and distribution of issues 5. Maintains portfolio/file of all newsletters editor prepares during their tenure for use by succeeding editor(s) 6. Maintains file of unused articles/graphics for use by future editor(s) 7. Complies with newsletter guidelines provided by WSO 8. Ensures all Newsletters are stored electronically 9. Provides electronic copy of newsletter to Website Chair 10. Provides electronic copy of newsletter to secretary for distribution to representatives. 11. Develops proposed annual budget for committee
S	<p><u>Duties of Retreat Chair</u></p> <ol style="list-style-type: none"> 1. Reviews <u>Planning a Retreat Guidelines</u> for planning the event. 2. Recruits committee members to support and produce the event 3. Plans and organizes the retreat program content, including recruitment of speaker or leader as determined by the committee 4. Solicits and chooses retreat site for the following year's event 5. Reviews and analyzes evaluation forms from prior events 6. Ensures both retreat facility and OA adhere to respective contractual duties 7. Selects menu in accordance with OA principles and consensus from the committee 8. Works in partnership with vice chair to widely publicize event. 9. Reports activities at Intergroup meetings 10. Maintains records of all income and expenditures for the Retreat for submission to the treasurer.

	<ol style="list-style-type: none"> 11. Collects all receipts of expenditures ensuring event committee chairs complete an expense report with documented receipts 12. Acquires authorization for all payments through Treasurer 13. Produces wrap-up report within 30 days of the event and reports at next Intergroup meeting.
T	<p><u>Duties of Website Chair</u></p> <ol style="list-style-type: none"> 1. Posts all items on the website as requested and authorized by the Intergroup Board of Trustees, including notices, policies and by-laws, newsletters, meetings and other OA recovery event material 2. Coordinates with other resources about website changes, including volunteer helpers in the program and outsourced web consultants. These other resources provide assistance with updates, changes in design, and maintenance of the Website 3. Provides a budget at the end of the year for these activities
U	<p><u>We Care Fund</u></p> <ol style="list-style-type: none"> 1. This fund is established to provide scholarships to those in financial need who wish to attend either the convention or the retreat. 2. Contributions to the fund may be made in one of two ways: 3. A cash donation will be accepted and added to the general We Care fund. In that event, the recipient may request whatever portion of the registration, meal and/or hotel costs and, if available a sum will be donated. 4. In the second case, a member may also pledge an amount in donation so that, when a request for funds for a room/meal is made, the donor and the recipient will be anonymously connected. The funds will be requested to fulfill the pledge and the recipient will be registered as paid. In either event, the donor and recipient will remain anonymous. 5. No documentation or explanation is required to receive this scholarship 6. Should the fund be depleted, members are still welcome to attend the event <p><u>Any unused portion of the money from one event will be passed to the next event</u></p>
V	<p><u>Travel Expenses</u></p> <ol style="list-style-type: none"> 1. Travel to and from Intergroup or local events is not reimbursable. 2. Expenses incurred by members traveling on behalf of the Intergroup or Region to out-of-town destinations are based on prior approval of Treasurer. 3. All expenses are to be submitted to the Treasurer on the Reimbursement Form with receipts.
W	<p><u>Reimbursement of Authorized Expenses</u></p> <p>To receive reimbursement the members must provide to the Treasurer an original or copy of their receipt and a signed reimbursement form which lists the purpose of the expense.</p>

X	<p><u>Virtual Ballots</u></p> <p>In Intergroup meetings, where written ballots are requested, those attending virtually may vote by sending a text or email to the number or email address announced during the meeting.</p>
Y	<p><u>Bylaw Change Process</u></p> <ol style="list-style-type: none"> 1. A change may be proposed by any member or group affiliated with the Intergroup 2. A proposed motion form is available from the website, or upon request to the Chair or Secretary 3. The proposed change must be submitted in writing to the Chair and/or Secretary at least forty-five (45) days in advance of the annual conference or at least thirty (30) days in advance of any Intergroup meeting (electronic submission preferred). 4. The proposed motion is posted on the website and distributed to all Intergroup reps at least thirty (30) days in advance of the annual conference or Intergroup meeting in which the motion will be presented. 5. Two-thirds (2/3) vote is required to pass bylaw changes (as specified in Bylaws XVIII). If adopted, the bylaw document will be updated by the Secretary 6. Signatures will be obtained from all Officers 7. Each year, the updated bylaws will be submitted to the WSO, who will forward to the Region Trustee for review. 8. Should the bylaw be in conflict with OA Inc., Subpart B, the Intergroup reps will be informed and thirty (30) day notice will be given before the next deliberation <p>If changes to OA Inc., Subpart B, impact these Bylaws, they will be submitted by the WSBC Delegate for inclusion in the following annual conference. (Bylaws must be updated within twelve months of such a change.)</p>
Z	<p><u>Policy and Procedure Manual Changes</u></p> <p>The Board of Trustees will conduct an annual review of the Policy & Procedure Manual. The Secretary will create a draft of proposed changes, which will be incorporated into the manual, and will be available electronically, in its entirety, for all voting Members of the Intergroup to review and share with their group members. The secretary will highlight the proposed changes. Any discussion or questions will be addressed and resolved at the Annual Business Conference. The Policy and Procedure manual can be edited anytime throughout the calendar year to readily reflect new practices by the Intergroup. Edits done throughout the year will be presented to the Intergroup body for review and discussion. No prior notification of members is needed prior to the meeting where updates are presented. A simple majority Intergroup vote is required to implement updates to this manual.</p>

Appendix A

ANNUAL ST LOUIS BI-STATE CONFERENCE
BUSINESS PROPOSALS AND MOTIONS

PROPOSAL

circle one : BYLAW CHANGE or POLICY AND PROCEDURES CHANGE

MOTION:

<u>CURRENT WORDING</u>	<u>PROPOSED WORDING</u>

SUBMITTED BY:

INTENT:

IMPLEMENTATION:

COST:

RATIONALE

Appendix B

Timeline of Events for St. Louis Bi-State Area Intergroup Annual

Intergroup meets at 1:30pm on the second Sunday of:

- January
- February
- March
- May (will be adjusted by BOT due to Mother's Day being the second Sunday)
- June
- July
- September
- October
- November (Annual Business Conference)

All service nominations require **15 days advance notice** of the Intergroup meeting in which the election will be held

Annual Business Conference:

- **60 days advance notice** required to all BOT, intergroup members, committee chairs, region representatives, WSO delegates
- **45 days** in advance of the Conference to propose a bylaw change. Submit to secretary. Secretary to notify all members and post to website 30 days prior to conference. (as is listed in policy/procedure manual Z. Bylaw Change Process)
- **30 days** prior to conference to all IG members and service to IG. Written notice of intention to alter, amend, or repeal or to adopt new bylaws.
- **60 days** after conference, the Bylaws submitted to WSO for review and approval

7 days advance notice of Annual budget meeting to all members