

**POLICIES OF THE NORTH JERSEY INTERGROUP OF OVEREATERS ANONYMOUS  
(INTERGROUP NUMBER 07-09057)**

***Date Adopted or Revised***

***Policy # 1 – Meeting Procedures***

At the beginning of every NJIOA meeting, OA's Twelve Steps and Twelve Traditions be read. In addition, the Concept of the month from the Twelve Concepts of OA Service will be read.

***Policy # 2 – Reimbursement Policies***

**A. Region 7 Representatives:**

- a. One half the daily room rate per representative in a double occupancy room.
- b. \$50 per day for meals. (10 for breakfast, 15 for lunch and 25 for dinner)
  1. Saturday's budget shall be reduced by \$15 as lunch is included as part of registration.
- c. The current IRS non-profit volunteer rate for mileage (\$.14 per mile).

**B. World Service Delegates:**

- a. One half the daily room rate per Delegate in a double occupancy room.
- b. \$50 per day for meals. (10 for breakfast, 15 for lunch and 25 for dinner)
  1. Budget shall be reduced by \$10 for each day when WSBC is held at a hotel that provides breakfast.
  2. Saturday's budget shall be reduced by \$25 as dinner is included in registration.
- c. Lowest available coach airfare to and from WSBC. (If there is a significant savings the body may elect to fly delegate in a day earlier and pay additional night)
- d. The current IRS figure for non-profit volunteers mileage to/from airport and the lowest available daily parking rate.

**C. Miscellaneous:**

- a. Will be approved on a case-by-case basis by the NJIOA Board if not included in annual budget.

***Policy # 3 – Service Board Responsibilities***

- A) All Board Members are responsible for organizing their respective materials and passing on any and all essential information and/or records to their successors at the end of their service term or after the December NJIOA elections, whichever applies.
- B) All Board Members are required to attend the regular monthly NJIOA Meetings unless excused by the Chair.
  - a. An absence is unexcused when a Board Member does not contact the NJIOA Chair prior to the NJIOA Meeting that he/she cannot attend.
  - b. Any 2 unexcused absences in one year will mandate dismissal of the person from their Board position.
- C) Board Members may appoint a committee to assist in fulfilling responsibilities.
- D) The NJIOA Chair shall serve as liaison to committees where there is a vacancy on the NJIOA Board.
- E) The immediate past Chair and Treasurer may serve as advisors to the board.
- F) Board Responsibilities:
  - a. Chair:
    - i. Presides at all regular and special meetings of the NJIOA and NJIOA Board.

- ii. Establishes the agenda for all NJIOA meetings.
  - iii. Submits a concisely written report at all NJIOA Meetings to the Recording Secretary.
  - iv. Coordinates all activities of the NJIOA.
  - v. Serves as an ex-officio member of all committees, except nominating committee
  - vi. Serves as a Regional Representative and Alternate World Service Delegate
  - vii. Ensures that the general account of the Intergroup be audited annually
  - viii. May cast the deciding vote to break a tie.
  - ix. May attend all Standing Committee meetings.
  - x. Ensures that all NJIOA Board Members and Committee Chairs have a copy of the NJIOA By-Laws and are aware of their responsibilities.
  - xi. Serves as co-signatory on financial accounts with the Treasurer.
- b. Vice Chair:
- i. In the absence of the Chair, presides at regular and special meetings of the NJIOA and NJIOA Board.
  - ii. Assists the Chair at the NJIOA meetings.
  - iii. Submits a concisely written report at all NJIOA Meetings to the Recording Secretary.
  - iv. Perform outreach to non-attending/participating NJIOA-affiliated meetings.
  - v. Assists groups upon request and as needed.\
  - vi. Conducts an annual group inventory for NJIOA
  - vii. Maintains and distributes Bylaws as necessary at NJIOA meetings.
  - viii. Responsible for distributing newcomers' kits (including Welcome to Intergroup) and the link to the bylaws (<http://www.njioa.org/intergroup/bylaws>).
  - ix. Serves as liaison to committee(s) as assigned by the Chair.
- c. Recording Secretary:
- i. Records minutes of NJIOA general meetings and NJIOA Board meetings
  - ii. Types and distributes minutes and NJIOA attendance lists.
  - iii. Serves as archivist, ensuring copies of minutes and other NJIOA records are forwarded to the webmaster.
  - iv. Submits approved minutes to the Web Administrator for posting.
  - v. Serves as liaison to committee(s) as assigned by the Chair.
- d. Corresponding Secretary:
- i. Checks mailbox bi-monthly.
  - ii. Distributes mail to appropriate Board members or Committee Chairs within 5 days of receipt.
  - iii. Opens any mail not clearly addressed to another Board member or Committee Chair.
  - iv. Submits a concisely written report at all NJIOA Meetings to the Recording Secretary.
  - v. Works with the Intergroup Secretary and Oasis Editor to maintain a current database of meeting information.
  - vi. Serves as liaison to committee(s) as assigned by the Chair.
- e. Intergroup Secretary
- i. Registers, updates and/or deletes all OA meetings that come under NJIOA jurisdiction with the WSO (World Service Office) of Overeaters Anonymous
  - ii. Serves as liaison to committee(s) as assigned by the Chair.
  - iii. Advises the Newsletter Chair, Webmaster and Telephone Chair of any updates.
  - iv. Sends each newly registered meeting a welcome email with the Welcome to Intergroup.

- v. Works with the Corresponding Secretary and the Oasis Editor to maintain a current database of meeting information.
- vi. Keeps the Web Administrator and the volunteers informed of any changes to the meeting list.
- vii. Submits a concisely written report at all NJIOA Meetings to the Recording Secretary.
- f. Treasurer
  - i. Maintains records of all financial accounts
  - ii. Submits monthly written reports including all receivables and payable amounts at NJIOA meetings.
  - iii. Submits an annual financial report to the NJIOA Board.
  - iv. Maintains a checking account for the dispersal of NJIOA funds.
  - v. Submits a yearly report to the IRS (if applicable).
  - vi. Serves a co-signatory with the Intergroup Chair or other appointed Board member.
  - vii. Reimbursement checks are to be issued no later than two weeks after receipts are received. Any discrepancy shall be reviewed with the Intergroup Chair or another designated board member and resolved as soon as possible.
    - 1. Should the resolution take more than two weeks, the Chair and Treasurer will notify the submitter of the issue and the steps being taken to resolve the issue.
  - viii. Develops and submits an annual NJIOA budget at the October meeting (to be approved at the November meeting) for the Fiscal year starting the following January 1.
  - ix. Deposits all funds in a timely manner in the NJIOA bank account.
  - x. Serves as liaison to committee(s) as assigned by the Chair.
- g. Region Representatives
  - i. Attends Region Assemblies as scheduled by Region 7.
  - ii. Participates on a Region Committee as assigned by Region 7.
  - iii. Submits a concisely written report at all NJIOA Meetings to the Recording Secretary.
  - iv. Serves as liaison to committee(s) as assigned by the Chair.
- h. World Service Delegate
  - i. Attends the annual World Service Business Conference (WSBC).
  - ii. Participates in their assigned WSBC Committee(s).
  - iii. Submits a written report to the Recording Secretary following attendance at WSBC and regular reports regarding ongoing activities throughout the year.
  - iv. Serves as liaison to committee(s) as assigned by the Chair.
- i. General (not position-specific):
  - i. Any two board members have the responsibility of holding a key to the NJIOA mailbox.

#### **Policy #4 – Committees**

The current Standing Committees are:

- A) Telephone (Hotline)
- B) Special Events
- C) Newsletter
- D) Outreach (Public Information/ Professional Outreach)
- F) Inreach (12-Step Within/Newcomers/Young People)
- G) Fundraiser

## H) Website

The elected Chairs of the NJIOA Committees are encouraged to form their respective committees from the NJIOA Membership and to guide their Committees in the performance of the following responsibilities:

### A) Telephone (Hotline) Chair

- 1) Responsible for the operation of the NJIOA Hotline, speaking to the callers of the Hotline and/or returning the calls of those seeking OA information.
- 2) Has current meeting information including times, places, and meeting contact persons who may be able to provide direction to the location of the group meetings.
- 3) Reports monthly at NJIOA meetings as to the activity of the Hotline either in person, by written report.
- 4) Submits expenses to treasurer at monthly intergroup meeting as needed.

### B) Special Events Chair

- 1) Responsible for organizing lists of NJIOA Speakers and Sponsors.
- 2) Reports current event activity at the monthly NJIOA Meeting.
- 3) Ensures that NJIOA events do not coincide with scheduled WSO or Region events
- 4) Responsible for establishing a yearly calendar of events for the NJIOA.
- 5) Helps organize and find Chairs to run the events of the NJIOA.
- 6) Reports monthly on Program activities at the NJIOA Meetings.
- 7) Submits expenses to treasurer at monthly intergroup meeting as needed.

### C) Newsletter Chair

- 1) Responsible for quarterly publication of the NJIOA Newsletter (currently known as The OAsis). The newsletter contents shall include:
  - a. Written contributions of Overeaters Anonymous members
  - b. OA-related announcements
  - c. The current NJIOA Meeting List.
- 2) Submits monthly reports on Newsletter activity at the NJIOA Meetings.
- 3) Works with the Corresponding and Intergroup Secretaries to maintain a current database of meeting information.
- 4) Submits expenses to treasurer at monthly intergroup meeting as needed.

### D) Outreach (Public Information/Professional Outreach) Chair

- 1) Responsible for outreach to public media officials, acts as a resource person for OA members contacted by the media and suggest appropriate written material to be sent to the media.
- 2) Maintains an archive of all newspaper or other written media articles concerning Overeaters Anonymous in the NJIOA area.
- 3) Reports monthly on Public Information Activities at the NJIOA Meetings.
- 4) Responsible for contacting hospitals, institutions, professionals, and the military in the NJIOA geographic region for the purpose of educating these entities about the Overeaters Anonymous Program.
- 5) Reports monthly on Professional Outreach activities at the NJIOA Meetings.
- 6) Submits expenses to treasurer at monthly intergroup meeting as needed.

E) Inreach (12 Step Within/Newcomers/Young People) Chair

- 1) Responsible for organizing and maintaining a committee for the sole purpose of strengthening Overeaters Anonymous through the sharing of information and ideas that generate recovery and interpersonal kindness within the NJIOA OA Fellowship.
- 2) Reports monthly on Inreach activities at the NJIOA Meetings.
- 3) Schedules Relapse and Recovery meetings, utilizing the OA 12 Step Within handbook.
- 4) Schedules Newcomers and Young People meetings
- 5) Submits expenses to treasurer at monthly intergroup meeting as needed.

F) Fundraiser Chair

- 1) Re responsible for the coordination of NJIOA Fundraisers.
- 2) Reports monthly on Fundraising activities at the NJIOA Meetings.
- 3) Submits expenses to treasurer at monthly intergroup meeting as needed.

G) Website Chair

- 1) Responsible to upgrade and maintain the NJIOA Website with current information about the NJIOA and the NJIOA group meetings.
- 2) Reports monthly on Website activity at the NJIOA Meetings.
- 3) Submits expenses to treasurer at monthly intergroup meeting as needed.

***Policy#5 – Alternate Representatives or Delegates***

1. Alternate Region Representatives

- a. If a Region Representative cannot attend a Region 7 Assembly, an Alternate Representative shall attend in lieu of the Representative. The Alternate shall assume the responsibilities of the Representative in his/her absence and shall serve in that capacity through the period between assemblies.
- b. If the number of elected representatives exceeds the allocation of representatives from Region 7, a selection process shall be established by the NJIOA Chair. Those representatives not selected shall serve as alternates.
- c. If the cost of sending full representation to a Region Assembly exceeds the annual budgeted amount, a selection process shall be established by the NJIOA Chair. Those representatives not selected shall serve as alternates.
- d. The Chair and Vice Chair shall serve as Alternate Representatives if they are not elected representatives in their own right. They shall be the first and second alternate unless items b and c have occurred.
- e. No person may serve as an Alternate Representative if they do not meet current Region Representative requirements (6 months current abstinence).

2. Alternate WSBC Delegates

- a. If a WSBC delegate cannot attend the WSBC, an Alternate Delegate shall attend in lieu of the Delegate. The Alternate shall assume the responsibilities of the Delegate in his/her absence and shall serve in that capacity through the period between Business Conferences.
- b. If the number of elected delegates exceeds the allocation of delegates to WSBC, a selection process shall be established by the NJIOA Chair. Those delegates not selected shall serve as alternates.

- c. If the cost of sending a full delegation to a WSBC exceeds the annual budgeted amount, a selection process shall be established by the NJIOA Chair. Those delegates not selected shall serve as alternates.
- d. The Chair and Vice Chair may serve as Alternate Delegates if they are not elected delegates in their own right. They shall be the first and second alternate unless items b and c have occurred.
- e. No person may serve as Delegate unless he/she has attended at least two Region Assemblies as a Representative or Alternate.

***Policy # 6 – Intergroup Communications and Events***

- 1. Information presented at NJIOA-sponsored events, in NJIOA publications and the NJIOA website shall be related to recovery from compulsive overeating through the Twelve Steps and Twelve Traditions of Overeaters Anonymous. Any topic outside these guidelines must be brought before the NJIOA board for decision at least two months before the event or publication.
- 2. The Oasis will be distributed generally electronically with copies available at the intergroup meeting immediately following publication. In addition, the meeting list will be included as a page of the Oasis, not as a separate sheet.
- 3. When an OA member performs service for an NJIOA function, travel and other expenses will be covered by Intergroup.
- 4. Any leftover event items will be sold at Region or WSO or used at other events.
- 5. A workshop leader at any NJIOA event must have a minimum of thirty (30) days current abstinence.
- 6. The design of fliers for events shall be the responsibility of the person running the event. The flyer shall be submitted for approval no fewer than 90 days before the event to the NJIOA Board. Once approved, the Oasis editor will include it in the next mailing and it will be posted on the NJIOA website under events.
- 7. NJIOA only supports and announces events sponsored by OA service bodies. It does not endorse nor promote events sponsored by other 12-Step programs.
- 8. Notification of changes to the meeting list may be sent in writing to the NJIOA mailbox or by e-mail to the Intergroup Secretary.

***Policy # 7 – Financial Policies***

- 1. Source of funds:
  - a. Voluntary contributions of the NJIOA member groups (primary)
  - b. Occasional projects or activities as may be authorized by NJIOA according to Tradition Six (secondary).
  - c. Direct contributions by OA members.
- 2. The maximum annual contribution by OA members is limited to the amount allowable by OA, Inc.
- 3. The maximum bequest by OA members is limited to the amount allowable by OA, Inc.

4. A newly registered NJIOA affiliated meeting may request a one-time allowance of \$50 to be used for the purchase of literature only. The meeting shall have been in existence for at least four weeks before the request may be made and shall have up to six months from its starting date to make the request. A member of that meeting must make the request in person at an NJIOA monthly meeting.
5. All receipts for reimbursements from NJIOA must be submitted within 90 days or they will not be reimbursed.
6. NJIOA shall not accept the responsibility for trusteeship over, or enter the distribution or allocation of, funds set up outside of Overeaters Anonymous.