

**POLICIES & PROCEDURES OF THE
NEW YORK STATE CAPITAL DISTRICT INTERGROUP
OF OVEREATERS ANONYMOUS
INTERGROUP 9079
REGION 6**

This document is a practical supplement to the Intergroup Bylaws. Policies & Procedures outline and detail the specifics of how Intergroup operates. It details the day-to-day operations of Intergroup including the responsibilities of the various members. It includes the nominations process, financial planning, and ongoing projects.

Any change to the Bylaws, no matter how small, entails resubmission to the World Service Office. However, the Policies & Procedures may be changed by Intergroup without the need for any submission.

It is expected that while the Bylaws will remain fairly static, the Policies & Procedures will change as needed, perhaps fairly often.

Policies & Procedures are divided into four parts:

- I. Intergroup Board of Trusted Servants
- II. Region 6 and Word Service Representatives
- III. Key Intergroup Volunteer Positions
- IV. Current Practices

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Part I: Intergroup Board of Trusted Servants

As specified in the Bylaws of the New York State Capital District Intergroup of Overeaters Anonymous, the Intergroup Board of Trusted Servants consists of the

- Chair
- Vice-Chair
- Recording Secretary
- Corresponding Secretary
- Treasurer

Qualifications and method of election for these positions are specified in the Bylaws. Election procedures for these positions are detailed in Part IV of Policies & Procedures. Each of these Intergroup Board of Trusted Servant positions carries specific responsibilities detailed in this part of the Policies & Procedures. In addition, the Board members collectively support the goals and activities of Intergroup.

Intergroup Chair

Purpose: Leads Intergroup meetings and represents Intergroup in all interactions with outside groups.

Qualifications: Qualifications for Intergroup Chair are specified in the Bylaws Article IV, Section 3.

Description of activity: The Intergroup Chair:

- Establishes the agenda for each Intergroup meeting.
- Distributes electronically the next meeting agenda, previous meeting minutes, and other related material to all the trusted servants and Intergroup representatives at least two days prior to the next meeting.
- Presides at all meetings of Intergroup, making sure they start and end in a timely manner.
- Keeps meeting discussions on track.
- Ensures traditions are maintained, e.g., all views are heard and decisions are made according to group conscience.
- Votes on all motions and in elections.
- May attend any standing committee meeting.
- Ensures that the financial records of the Intergroup are reviewed and verified in a timely manner.
- Responds to inquiries to Intergroup from outside agencies.

Proposed budget: The Chair is given an annual budget for printing and supplies. Any amount exceeding that budgeted amount needs Intergroup approval prior to expenditure. Intergroup may specify electronic distributions of materials in the interest of fiscal prudence.

Scope and limitations of decision making: Represents Intergroup in signing approved contracts between Intergroup and outside enterprises. Brings to the attention of Intergroup any issues brought up by constituent meetings.

Intergroup Vice-Chair

Purpose: Performs duties of the Chair when the Chair is not available.

Qualifications: Qualifications for Intergroup Vice-Chair are specified in the Bylaws Article IV, Section 3.

Description of activity:

- When standing in for the Chair in overseeing an Intergroup meeting, performs all the usual Chair functions. (See Chair description.)
- Votes on all motions and in elections.
- Performs additional duties as requested by the Chair.

Proposed budget: None.

Scope and limitations of decision making: As delegated by the Chair.

Recording Secretary

Purpose: Maintain a written record of all Intergroup meetings, so that decisions are documented for future reference.

Qualifications: Qualifications for Recording Secretary are specified in the Bylaws Article IV, Section 3.

Description of Activities: The Recording Secretary is responsible for:

- Attending the monthly Intergroup meeting, setting up and recording the meeting with the digital recorder, and (optionally) taking personal notes. (If the Recording Secretary cannot attend the Intergroup meeting, she/he must notify the Intergroup Chair at least a week ahead of the meeting and endeavor to find a substitute. The Recording Secretary needs also to make sure the recorder is at the meeting for use by the substitute.)
- Including a list of attendees and their affiliations in the minutes. (A sign-in sheet is passed around at each Intergroup meeting for the Recording Secretary.)
- Creating an electronic file with the minutes from the recorder using a file format created for this purpose.
- Sending the minutes file via email at least three days prior to the next Intergroup meeting to the Intergroup Chair or designate who is responsible for forwarding the minutes via email to the Intergroup Board and Reps.

Once the minutes have been approved, the recording may be deleted from the digital recorder. The written report is saved on the secretary's computer and on an Intergroup flash drive. A hard copy will also be kept.

The Recording Secretary maintains a binder and flash drive with the approved meeting minutes in paper and electronic forms and turns them over to the Archivist at the end of his/her term. The recording secretary should make sure that up-to-date contact information is stored with these materials indicating to whom they should be given in the case that Recording Secretary is incapacitated in some way.

Budget: None.

Scope and limitations of decision making: The secretary must bring any requests for materials or ideas for changes to Intergroup for a vote.

Corresponding Secretary

Purpose: Intergroup is committed to keeping informed the meetings unable to send representatives to Intergroup.

Qualifications: Qualifications for Corresponding Secretary are specified in the Bylaws Article IV, Section 3.

Description of Activities: To keep the meeting contacts informed of Intergroup business including the bullets from each Intergroup meeting, the Corresponding Secretary will:

- Distribute meeting lists, new pamphlets and newcomer packets to those meetings whose Intergroup reps are not in attendance at Intergroup meetings.
- Send monthly information from the Intergroup meeting to the Answerphone Messages Updates Coordinator and to the Webmaster after each Intergroup meeting.
- Keep an up-to-date listing of e-mail and US Mail addresses and phone numbers of all the meetings' contact people. This list may also include Intergroup reps and other OA members who have asked to be added to the list.
- Promptly delete from the list anyone who requests such an action.
- Inform the Chair of Intergroup of any changes to contact list, including deletions.
- Use e-mail when possible for the purposes stated above to save Intergroup on postage and mailing supplies.
- When items such as newcomer packets, meeting lists, and pamphlets need to be sent, put them in the mail within a week of the Intergroup meeting. Enlist Intergroup reps who attend multiple meetings to carry these items to meetings not represented at Intergroup to save on postage.
- Forward to everyone on the e-mail list any correspondence from committee chairs. Send such correspondence by US mail to the meetings that can't provide an e-mail address.

Budget: The Corresponding Secretary is given an annual budget for postage, copying, and mailing supplies and is expected to be fiscally prudent.

Scope and Limitations of Spending: The activities described above will not be exceeded without prior approval of Intergroup. If the money spent nears the amount encumbered, the Corresponding Secretary will ask Intergroup to consider increasing the budgeted amount.

Intergroup Treasurer

Purpose: Manage Intergroup finances

Qualifications: Qualifications for Intergroup Treasurer are specified in the Bylaws Article IV, Section 3.

Description of activity: The Intergroup Treasurer

- Manages Intergroup income and expenses and maintains its checkbook
- Pays Intergroup bills (e.g., rent, Answerphone) and reimbursements (e.g., printing)
- Maintains files with account deposit and bill receipts
- Produces monthly reports for Intergroup meetings

At the end of his/her service term, the outgoing Treasurer:

- turns over all records from their service time for financial review. These records are then held by the Archivist for seven (7) years.
- turns over bank account information and online password access to his/her successor.
- turns over the checking book, deposit slips, account stamp, and all supplies (e.g., postage stamps and envelopes) to his/her successor.
- goes to the bank with the incoming Treasurer to change signatories.

The Treasurer holds the checkbook and other materials in a business case provided by Intergroup. The Treasurer should make sure that up-to-date contact information is stored in the case indicating to whom the case should be given in case the Treasurer is incapacitated in some way.

Proposed budget: The Treasurer may pay for postage and envelopes without Intergroup approval. Occasionally, new bank checks or deposit slips will be needed. If Intergroup wishes to make a change in the current banking arrangements, the Treasurer will inform Intergroup of any financial repercussions.

Scope and limitations of decision making: Treasurer routinely pays regular expenses such as rent, Answerphone, the web site hosting, and the P.O. Box, as well as previously approved expenditures such as printing reimbursements, postage, and literature. Other payments require Intergroup approval and receipts.

Part II: Region 6 and World Service Representatives

The New York State Capital District Intergroup is part of Overeaters Anonymous' Region 6. Intergroup is entitled to send one Region 6 Representative for each ten meetings in Intergroup to the Region 6 Assemblies. For example, if Intergroup currently comprises 20 meetings it is entitled to two Region 6 Representatives; if it comprises 23 meetings, it is entitled to three Region 6 Representatives. Intergroup may also specify Region 6 Alternates who may step in to serve when a regular representative cannot attend a particular Region 6 Assembly. The current list of recovery meetings is Appendix II.

The New York State Capital District Intergroup is also entitled to representation with Overeaters Anonymous' World Service Organization. The World Service Representative is a delegate elected to attend the annual World Service Business Conference.

The Region 6 Representative(s) and World Service Representative are elected positions, but they are not part of the Intergroup Board of Trusted Servants. These representatives are elected during the same election cycle, but have different service terms.

Details about Region 6 Representatives are given in Article V of the Intergroup Bylaws.

Details about the World Service Representative (Delegate) are given in Article VI of the Bylaws.

Region 6 Representative

Purpose: Bring the group conscience of and represent Intergroup at the Region 6 Assemblies held twice annually (spring and fall). Communicate news and announcements from Region 6 for dissemination to local meetings within Intergroup.

Qualifications: Qualifications for Region 6 Representative and Alternate are specified in the Bylaws Article V.

Description of Activities: An Intergroup Region 6 Representative:

- Keeps apprised of Region 6 activities through mailings and its web site.
- Attends all Assembly meetings.
- Brings decisions of our vote on motions to Assembly, and reports the activities of the meeting to Intergroup.
- Brings information to Assembly from Intergroup.
- Brings information from Assembly to Intergroup for dissemination to meetings within our Intergroup.
- Votes during election of Region 6 officers.
- Forwards Region 6 motions to the Intergroup Chair for inclusion in the next Intergroup agenda for voting. This is done within five days of receipt from Region.
- Participates in Region 6 committee work and activities, attending appropriate meetings

Budget: None. Usually, the Region 6 Assembly is held in Albany. In the event it is held elsewhere, a Region 6 Representative may request travel funding from Intergroup.

Scope and Limitations of Decision Making: Region 6 Representatives bring our Intergroup's group conscience on motions to Assembly for voting rather than making voting decisions on their own.

World Service Business Conference Representative

Purpose: Bring the group conscience of and represent Intergroup at the World Service Business Conference (WSBC). Communicate news and announcements from the WSBC for dissemination to local meetings within Intergroup.

Qualifications: Qualifications for World Service Business Conference Representative are specified in the Bylaws Article VI.

Description of Activities: A World Service Business Conference Representative:

- attends the World Service Business Conference usually in held in late spring in Albuquerque, New Mexico.
- brings decisions of our vote on motions to the WSBC.
- brings information from WSBC to Intergroup for dissemination to meetings within our Intergroup.

To maximize the benefits to all OA members served by Intergroup, upon returning the representative must:

- submit a comprehensive written report to Intergroup within 30 days
- provide a brief oral report to an Intergroup meeting within three months
- provide an oral report at an open OA event within one year
- visit at least three meetings and provide a brief oral report

Candidates for this service, submit an application form no later than the October meeting prior to the conference.

Budget: None. Depending on its financial situation, Intergroup may provide some or all the funding necessary for expenses to attend this conference. Candidates are encouraged to apply for funding from Region 6 and World Service.

Scope and Limitations of Decision Making: World Service Business Conference Representatives bring our Intergroup's group conscience any motions up for voting rather than making voting decisions on their own.

World Service Business Conference Representative Application

Fill out the following information completely. Answer all questions.

Name, Phone Number, Email Address:

What meeting(s) do you usually attend? _____

1. Do you now meet the abstinence and service criteria? If not, do you anticipate meeting the criteria by April 2013? If not, explain why we should seek an exception for you to be our delegate.
2. If chosen as delegate, do you agree to perform the reporting services detailed in the position description in our Policies and Procedures when you return?
3. The estimated cost of this travel is \$1200-\$1500. If you are chosen as delegate and Intergroup cannot fund the entire amount, how much financial support are you willing to offer? Include ways you may reduce the cost to Intergroup. For example, will you apply for scholarship money from Region 6 or WSO?
4. Describe why you want to attend this conference. What do you hope to accomplish? Are there any WSO issues that are particularly “burning” for you? How do you see yourself representing the Capital District Intergroup?
5. If there are multiple applicants for this service, describe why Intergroup should send you. What do you offer that makes you the best candidate?

Part III: Key Intergroup Volunteer Positions

As specified in the Intergroup Bylaws Article IX, Intergroup recognizes key service positions that are filled by volunteers rather than through the Board nomination and election process. A list of these volunteer positions is in the current Intergroup Brochure, Appendix I. It includes committee chair positions as well as stand-alone responsibilities such as the Archivist and Webmaster. Detailed descriptions of the responsibilities and functions of each of these positions are provided in this part of the Policies & Procedures.

Answerphone Messages Coordinator

Purpose: To ensure that messages left on the Intergroup Answerphone are heard and responded to promptly.

Description of Activities: The Answerphone Messages Coordinator:

- Enlists volunteers to check the messages on Answerphone.
- Creates a schedule for those volunteers to ensure coverage.
- Trains volunteers in how to check for messages.
- Maintains the confidential file with directions for volunteers including Answerphone password.
- Requests password changes when needed from the Answerphone Updates Editor

Budget: None.

Scope and Limitations of Decision Making: The Answerphone Messages Coordinator makes coverage assignments at his/her discretion and may refuse to assign any individual who has proven inadequate for this important service in the past.

Answerphone Updates Editor

Purpose: To ensure information on the Intergroup Answerphone is up to date.

Description of Activities: The Answerphone Updates Editor:

- Updates the various messages on Answerphone. For example, when there is a change in a meeting's information, the Answerphone Updates Editor updates both the city and day listings for that meeting.
- Maintains the current messages script.
- Maintains a log of changes made to the script.
- Coordinates between Answerphone personnel and Intergroup (technical matters, troubleshooting, and requesting statistics requested by Intergroup).
- Send a back-up copy of the script to the Archivist after any changes.
- Provides orientation as needed to a new Editor.

The procedure for making the Answerphone updates is detailed in the confidential file for the Answerphone Updates Editor which includes password information. This information is passed from the outgoing Editor to the new incoming Editor when the position changes hands.

Answerphone Technical Assistance

Our contact person at Answerphone is Stephanie Lewinski. She can be reached at 489-1552. If she is not available, there will likely be someone else who can. Stephanie assists with technical issues. She can also provide usage statistics.

Budget: None.

Scope and Limitations of Decision Making: The Answerphone Updates Coordinator makes changes to the messages based on information from Intergroup and specifically from the Meeting List Coordinator.

Archivist

Purpose: To maintain Intergroup records over time.

Description of Activities: The Archivist maintains and stores appropriately in print and electronic formats Intergroup records including:

- Five years of Intergroup meeting approved minutes, including the treasurer's reports and copies of any handouts
- Seven years of Intergroup financial records
- Event reports
- Records from Intergroup Committee projects and reports
- Five years of meeting lists
- Current and past bylaws
- Policies and Procedures

The Archivist holds the Intergroup trove of materials. The Archivist should make sure that up-to-date contact information is stored with the materials indicating to whom the materials should be given in case the Archivist is incapacitated in some way.

Budget: Incidental expenses for items such as a flash drive or folders.

Scope and Limitations of Decision Making: Intergroup determines what should be kept, as detailed above, but the Archivist is responsible for the organization of the records. Members of the Intergroup Board may request specific back records from the Archivist related to current issues under discussion.

Bylaws Committee Chair

Purpose: To maintain and facilitate the updating of the Intergroup (Intergroup) bylaws and associated policies and procedures to ensure continuity in service positions and activities.

Description of Activities: The Bylaws Committee Chair assembles a committee whose responsibilities include:

- Assessing NYSCD Intergroup current bylaws, policies and procedures, and (when applicable) submitting recommendations for updating same.
- Assisting in language and format for implementation as warranted, for any other changes proposed.
- Reviewing any changes suggested by Intergroup members for changes to the Policies and Procedures.

Changes: When the Bylaws are changed:

- Any amendments approved by Intergroup (Intergroup) will be incorporated into the bylaws and updates provided at the next Intergroup meeting.
- The bylaws and policies and procedures will be posted on the Intergroup website and copies will be provided to all groups and Intergroup officers.
- The Bylaws Chair will send a copy of the newly approved version to WSO.

Budget: The bylaws committee is given an annual budget for printing and supplies. Any amount exceeding that budgeted amount needs Intergroup approval prior to expenditure.

Scope and Limitations of Decision Making: No changes may be made to the bylaws without sufficient time for questions and discussion from the fellowship and a vote by the Intergroup.

Any member of Intergroup may suggest changes in the Policies and Procedures to the Bylaws Chair.

The Bylaws Committee may update the Policies and Procedures to reflect current information and practices without formal approval of Intergroup. Through Intergroup, all its member groups will be notified of any changes.

Event Chair

Purpose: To ensure Intergroup-sponsored events are well organized, on purpose, and within budget.

Description of Activities: An Event Chair coordinates all aspects of an event including recruiting an appropriate team of volunteers for the event committee. The committee is responsible for:

- Acquiring and arranging appropriate space for the event
- Arranging speakers and accommodating their needs
- Event promotion, e.g., flyer development and electronic announcements
- Budget
- Registrations
- On-site delivery of the event
- Clean Up
- Follow-Up
 - evaluation
 - report to Intergroup on the event
 - paying all bills
 - turning net to the Intergroup treasurer for deposit or distribution as determined by Intergroup

Budget: Varies. Events such as “sharathons” should be self-sustaining through 7th tradition contributions or included activities such as auctions. Workshops may be funded directly by Intergroup without participant sharing in the costs

Scope and Limitations of Decision Making: All events requiring any Intergroup funding must be pre-approved by Intergroup.

Getting Started Contact List Coordinator

Purpose: To ensure that newcomers have someone they can talk to and get answers to their questions even before they have sponsors.

Description of Activities: Intergroup keeps a list of volunteers willing to take calls from newcomers and to assist them with their questions or finding a sponsor. The Getting Started Contact List Coordinator:

- Puts together a team of volunteers for the list
- Edits and produces a new list annually
- Ensures that Intergroup reproduces and distributes the list at least twice a year. Intergroup agreed to provide sheet protectors for the contact sheets.

Budget: None.

Scope and Limitations of Decision Making: The List Coordinator may choose not to include any volunteer they deem unsuitable for interacting appropriately with newcomers.

Literature Coordinator

Purpose: To ensure that meetings are aware of new literature published by WSO and that all meetings have supplies of key publications.

Description of Activities: Intergroup provides certain literature items to all its constituent meetings free of charge. The current list of these items is provided in the Policies and Procedures Literature List and is updated as changes are made by Intergroup. The literature coordinator has responsibility for:

- Keeping up-to-date on any new or updated literature published by WSO and informing Intergroup of these items.
- Proposing purchase of new titles or standard literature as need dictates.
- Ordering and distributing literature from WSO.

Budget: The Literature Coordinator is given an annual budget. The Literature Coordinator may choose to be reimbursed by the Intergroup Treasurer for literature orders purchased, receive an advance for purchases, or use other means decided by Intergroup.

Scope and Limitations of Decision Making: Within the annual literature budget, the Literature Coordinator routinely orders supplies of those items on the Policies and Procedures Literature List. Orders for any other literature need to be pre-approved by Intergroup.

Literature List

As of 8/15/15

Intergroup regularly provides the following items free of charge to its constituent meetings:

- Newcomer Packets
- Focus on Anorexia and Bulimia Packets
- “Is Food a Problem for You” pamphlets

Intergroup provides the following item free of charge to medical practitioners:

- “Is Food a Problem for You” pamphlet

Mailbox Key Holder

Purpose: To ensure Intergroup mail is picked up from its P.O. Box on a regular basis and distributed appropriately.

Description of Activities: The Mailbox Key Holder picks up Intergroup mail from the P.O. Box located as of 8/15/15 in the Stuyvesant Plaza Post Office in Guilderland. The box number is 38125.

Intergroup mailing address is:

P.O. Box 38125
Albany NY 12203

The Holder may request from the Post Office electronic notification of mail arrival to minimize unneeded trips to the post office to check for mail.

A second key is held as backup in emergencies by one of the trusted servants or Intergroup designee.

Budget: None.

Scope and Limitations of Decision Making: Mail should be reviewed and distributed to the Intergroup Chair, Treasurer, Region 6 Representative, or others as appropriate.

Meeting List Coordinator

Purpose: To provide up-to-date written lists of all the meetings in Intergroup.

Description of Activities: The Meeting List Coordinator produces up-to-date meeting lists on a schedule approved by Intergroup by:

- Regularly soliciting updates to meeting information
- Announcing deadlines for updates through Intergroup
- Editing the meeting list file
- Ordering print copies of the latest meeting list in varying and distinct colors
- Providing the webmaster with the latest file copy
- Informing the Answerphone Updates Editor of all changes
- Ensures that Intergroup meeting times and locations are provided on the list

The Meeting List Coordinator is expected to be fiscally prudent in searching out “good deals” for copying.

The Meeting List Coordinator places the latest copy of the list in the Policies and Procedures Appendix II and gives a copy of the list to the Archivist. Each individual meetings is responsible for updating its copy of Policies & Procedures with the latest meeting list.

Budget: The Meeting List Coordinator is given an annual budget for printing that takes into account both the frequency of printing and the number of copies printed.

Scope and Limitations of Decision Making: The Meeting List Coordinator makes updates regularly according to the schedule agreed to by Intergroup and makes the number of copies designated by Intergroup.

Newsletter Editor

Purpose: The Intergroup newsletter *Together We Can* provides an outlet for members to share their experience, strength, and hope to encourage the newcomer and each other. In addition, the newsletter communicates news and events to our members.

Description of activity:

The Newsletter Editor is responsible for:

- Selecting topics for the newsletter.
- Recruiting writers and setting appropriate deadlines for submissions.
- Editing articles.
- Ensuring that both the topics and content of the articles are in keeping with the Traditions and maintain an atmosphere of recovery. In particular, care should be taken to maintain the spirit of having no opinion on outside issues, attraction rather than promotion, and anonymity as dictated by Traditions 10 through 12.
- Sending electronic copy of each newsletter to the Webmaster to be placed on the Intergroup Website.

Budget: None. Newsletter is online.

Scope and limitations of decision making: The Newsletter Editor and others with direct responsibility for its production are solely responsible for the content of the Newsletter and may make decisions in keeping with this policy.

Nominations Committee Chair

Purpose: To garner candidates to serve as Intergroup trusted servants, delegates, representatives, committee chairs and members, and key volunteer position holders.

Description of Activities: The Nominations Committee Chair assembles a committee whose responsibilities include:

- Contacting members of the fellowship and discussing possibilities for service
- Interviewing candidates for Intergroup board positions to detail qualifications
- Presenting to Intergroup a list of candidates who have expressed interest in the various positions,

Budget: None.

Scope and Limitations of Decision Making:

Outreach Visit Committee Chair

Purpose: To extend Intergroup contact to meetings outside the immediate Albany area where Intergroup meetings are held.

Description of Activities: The Outreach Visit Coordinator recruits a team of volunteers that form the Outreach Committee. The Coordinator:

- contacts various meetings and makes arrangements for appropriate visit dates
- calls committee members to form a visit group
- designates a visit team leader who assembles all materials for the visit (see Outreach Visit Coordinator Appendix: Outreach Visit Checklist) and completes the follow-up report
- designates the driver who is responsible for having accurate directions, coordinating when/where the members get together, and ensuring that visit team members arrive for the meeting on time
- reports to Intergroup on the results of the visits

Budget: None.

Scope and Limitations of Decision Making: The Outreach Chair considers requests for visits and makes decisions as to when and where visits are made.

Outreach Visit Committee Chair

Appendix: Outreach Visit Checklist

Meeting Day/Time	
Visit Date	
Visit Team Leader	
Driver	
Other Visit Team Members	
Materials to Bring	
Message(s) to be Delivered	
Follow Up/ Results	
Comments	

Public Information Committee Chair

Purpose: Develop projects to inform the public and to carry the message of recovery to compulsive eaters who still suffer.

Description of Activity:

The Chair of the Public Information Committee will coordinate a team of volunteers who will develop and participate in activities such as:

- Sending postal mailings to select professionals (e.g., social workers, EAP Coordinators, and medical professionals)
- Creating public posters for display (e.g., on benches, busses, movie screens)
- Providing a booth at appropriate health fairs and activities
- Giving guest lectures to groups as requested
- Arranging for public service announcements on local TV and radio
- Placing OA fliers in public places and on community bulletin boards (e.g., “Is Food a Problem for You?” listing the OA local Answerphone number)
- Donating OA books to local libraries

The Committee will ensure that all activities conform to the Traditions and Concepts.

When a project is conceived, the Committee will investigate funding from various sources: not only Intergroup, but also from Region 6 and World Service. In keeping with Tradition 7, no outside support will be solicited or accepted. The Chair will report on its plans and the progress of the Committee’s activities to Intergroup.

Proposed Budget: Determined each fiscal year.

Scope and Limitations of Decision Making: The Committee is free to spend money on its projects within its annual budget. If the Committee determines additional funds are needed, the Chair will approach Intergroup regarding the feasibility of additional funding before proceeding.

Webmaster

Purpose: To provide online access to information about the local OA meetings and Intergroup.

Description of Activities: The Webmaster maintains and updates the Intergroup webpages and coordinates with the internet service provider. The Webmaster:

- provides links to the current meeting list and to special event and activity announcements
- regularly checks that the web site is up and operating
- communicates as needed with the internet service provider
- ensures that the service provider is paid in a prompt fashion.

The Intergroup web site as of 8/15/15 is: oanyscd.org

It is hosted by Raymond Frye who does not send bills. The last annual fee was paid by Intergroup in April 2015. Marcia paid in 2016.

Budget: \$20 for the web hosting fee.

Scope and Limitations of Decision Making: Routinely installs the most current meeting list provided by the Meeting List Coordinator. Installs other materials as approved and requested by Intergroup.

Part IV: Current Practices

This section of the Policies & Procedures details various practices that have received Intergroup approval over the years. It is the “institutional memory” of Intergroup. Included are:

- nominations and elections process
- schedule of Intergroup meetings
- financial practices
- most recent financial report and recommendation
- literature support for meetings
- 100 calls outreach project
- annual share-a-thon

Nominations and Elections Process

Purpose: To garner candidates and elect them to serve as Intergroup trusted servants, delegates, and representatives. To accept volunteers for the Key Intergroup Positions, e.g., committee chairs. To enlist participants in Intergroup activities and committees.

Description of Process: The schedule of elections is as follows:

1. In the late spring, a Nominations Committee Chair is chosen who assembles a committee.
2. During the late spring and summer, the committee works to assemble a slate of candidates for the Trusted Servant positions in the fall.
3. The proposed candidates are presented at the September Intergroup meeting. Additional nominations may be put forth from the floor.
4. At the October Intergroup meeting additional nominations may be made from the floor. All candidates need to be present to answer any questions the membership may have or send an acceptable written statement of intent. Elections take place by written ballot.
5. At the same meeting, a list of volunteers for the Key Intergroup Positions is presented and acceptance is voted on.
6. Between October and November any transition operations take place (e.g., changing signatories at the bank, transferring files, financial review if the Treasure position is changing).
7. At the November meeting the new Board of Trusted Servants and Key Volunteers begin their duties.

Budget: None.

Scope and Limitations of Decision Making:

Intergroup Meeting Schedule

Purpose: To ensure all members know when Intergroup will be meeting and any variations in the meeting schedule.

Description of Process: The schedule of meetings is set and posted on the Intergroup web site and in the current listing of area recovery meetings.

1. Intergroup usually meets on the second Saturday of the month following the regular Saturday meeting.
2. If the second Saturday is part of a national holiday weekend (e.g., in February or October), Intergroup meets the third Saturday of that month.
3. The usual time for Intergroup meetings is 10:10am to 11:30am.
4. Twice a year Intergroup holds a workshop in its *Actions in Recovery* series. On these months (November and April), the start of the Intergroup meeting is 10:50am.

Intergroup's current meeting location is the Delmar Reformed Church at 386 Delaware Avenue in Delmar NY 12054.

Budget: None.

Scope and Limitations of Decision Making: The meeting times may only be changed by Intergroup according to group consensus.

Financial Practices

Purpose: To detail the financial operations and provide specific details and schedules referenced in the Intergroup Bylaws.

Practices:

1. The treasurer, in consultation with the financial committee if there is one, produces a Financial Plan for the upcoming year (November-October) including:
 - A list of required expenses (e.g., rent)
 - A list of previously approved routine expenditures (e.g., postage)
 - A recommendation for encumbrances for the active Intergroup committees

A copy of this plan is included in the Intergroup Policies and Procedures

2. Individual (personal) donations to Intergroup are capped at \$1000 annually.
3. Individual bequests to Intergroup are capped at \$5000.

Budget: None.

Scope and Limitations of Decision Making: The financial plan must be approved by Intergroup and then becomes operational for the year. Changes are made only with Intergroup approval.

**NEW YORK STATE CAPITAL DISTRICT INTERGROUP
FINANCIAL PLANNING
2015-16**

As the outgoing treasurer, based on my knowledge of our cash flow, I submit the following financial plan for 2015-16 that:

- Assumes our income will be similar to the past two years
- Includes continuing our current expenses
- Encumbering available end of year funds for active committees to use in the coming year.

Specifically:

1. Continue meeting required expenses for:
 - Rent
 - Answerphone
 - P.O. Box
 - Web site hosting
 - Quarterly printing of the meeting lists
2. Continue routine (previously approved) expenditures for:
 - Chair printing expenses
 - Corresponding Secretary materials and postage costs
 - Treasurer postage cost
 - Literature for meetings (newcomer packets, bulimia packets, and intro pamphlets)
 - Literature (pamphlets) requested for medical offices
3. Encumber funds for active committees:
 - Public Information \$300
 - Bylaws \$100
 - Other \$0
4. Any other new projects or expenses would need Intergroup approval before funding, e.g., literature request from a new or struggling meeting.

-- Submitted by outgoing treasurer Kathy T
-- Approved by Intergroup October 2015

Literature Support for Meetings

Purpose: To assist new or struggling meetings by providing financial support for the purpose of purchasing literature.

Practices:

A new or struggling meeting may apply for financial support from Intergroup to purchase literature for the meeting. The application form (next two pages) details the financial condition of the meeting as well as explains how the literature will be used (e.g., to support the meeting format by providing “group copies” or to provide start-up literature for purchase).

Budget: None. Funds are allocated from those currently available (if any) for Intergroup projects.

Scope and Limitations of Decision Making: Applications are evaluated by at least two Intergroup members. The Intergroup Treasurer advises Intergroup as to the viability of the request, given the current Intergroup financial condition.

Capital Region Intergroup

Application for Meeting Assistance

Your intergroup is committed to supporting any of its individual meetings that may be struggling by offering funds to purchase OA-approved literature. Please review this form at your business meeting and bring the completed form to the next intergroup meeting. Intergroup will review each request for support on a case by case basis. You are encouraged to have a representative from your meeting attend the intergroup meeting to submit the request in person, but it is not required. You do need to provide the name (**) and contact information for a person who can answer any questions there may be about the application.

Intergroup meetings are held on the second Saturday of the month.

All OA members are welcome to attend.

Intergroup meetings are held **Albany** (Delmar) after the 9:00am meeting at the Delmar Reformed Church, 386 Delaware Ave., Delmar, from 10:10am-11:30am.

Please let Intergroup's chair know that you have an application to present so that you are on the planned agenda. Provide the information listed on the next page as well as your specific dollar request and how it was calculated.

In general, Intergroup reviewers are expecting that the meeting demonstrates need as well as applicability of the literature planned for purchase or reasoning behind the request. For example, a small step meeting might wish to purchase group copies of the *12 Steps and 12 Traditions of OA*. Another meeting might like to provide literature for purchase and needs start-up money reasoning that once the start-up copies are sold, they will have funds to make future purchases on their own.

Please note: Intergroup decisions on what literature requests are funded are based on the level of need, number of requests, and the overall availability of funds. If you have any questions, please contact the Intergroup literature coordinator or one of the trusted servants

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**Capital Region Intergroup
Application for Meeting Assistance**

1. Meeting City/Day of the Week/Time: _____
2. Meeting number (can be found at ww.oa.org): _____
3. General format(s) of your meeting (including literature used most regularly)
4. Intergroup Rep. Name & Contact Phone Number:
- ** 5. Application Contact Name & Number: _____
6. Scheduled business meeting day and time: _____
7. Average weekly meeting attendance: _____
8. Amount of monthly rent or donation for meeting space: _____
9. Amount in the prudent reserve? _____
10. List the literature your meeting would like to purchase and how this literature will be used. Include exact titles, World Service item numbers, and quantities. Calculate the total dollar need. Include shipping costs.
11. Amount of request: _____

Date Submitted: _____ Signature: _____ Phone Number: _____
Date Reviewed: _____ Comments: _____

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Intergroup Outreach Project: 100 Calls

Purpose: In 2010 Intergroup initiated an outreach project titled “100 Calls,” the objective of which was to reach out to people who had not been seen “recently” at meetings.

Practices:

The 100 Calls Project included reporting and statistics that were later deemed unnecessary. The Project has evolved into an annual October to December time of special emphasis on making outreach calls.

All OA members are encouraged to participate by making a phone call to someone they used to see at OA meetings, but have not seen “in a while.” Actually talking to the person (not just leaving a message) is encouraged.

Individuals who participate by making calls do not need to report their calls, but ask themselves: “*Did you benefit from making this call?*”

Budget: None.

Scope and Limitations of Decision Making: Individuals decide on their personal participation and reap the benefits accordingly.

Annual Share-a-thon

After the winter 2016 Share-a-thon, Intergroup decided to make it an annual event at roughly the same time of year: end of January, start of February. See also Event Chair in Part III of Policies & Procedures.

Appendix I: Meeting List

Appendix II: Intergroup Brochure