

**CENTRAL FLORIDA INTERGROUP OF
OVEREATERS ANONYMOUS
POLICIES AND
PROCEDURES MANUAL**

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TABLE OF CONTENTS

I. INTRODUCTION.....	3
II. GOVERNING DOCUMENTS	3
III. COMPOSITION OF OACFI EXECUTIVE BOARD	3
A. RESPONSIBILITIES OF THE EXECUTIVE BOARD	3
1. Chairperson.....	3
2. Vice Chairperson	4
3. Treasurer	4
4. Secretary.....	5
IV. PARLIAMENTARIAN	6
V. WORLD SERVICE DELEGATES	6
VI. REGION 8 REPRESENTATIVES.....	6
VII. SERVICE POSITIONS AND/OR COMMITTEE CHAIRPERSONS	7
A. QUALIFICATIONS FOR SERVICE POSITIONS AND COMMITTEE CHAIRPERSONS	7
B. APPOINTMENTS OF SERVICE POSITIONS AND COMMITTEE CHAIRPERSONS	7
C. SERVICE POSITIONS AND COMMITTEE CHAIRPERSONS RESPONSIBILITIES AND PROCEDURES.....	7
D . SERVICE POSITIONS.....	8
E STANDINGCOMMITTEES.....	11
F. SPECIAL (AD HOC) COMMITTEES.....	14
G. EX-OFFICIO MEMBERS.....	14
H. VACANCIES	15
I. REMOVAL OF COMMITTEE SERVICE POSITION HOLDERS OR COMMITTEE CHAIRPERSONS	15
VIII. INTERGROUP REPRESENTATIVES.....	15
IX. MAJOR POLICY MATTERS.....	15
X. FISCAL POLICIES AND PROCEDURES (BYLAWS, ARTICLE VII).....	16
A. SOURCE OF FUNDS.....	16
B. PRUDENT RESERVE	16
APPENDICES	

I. INTRODUCTION

This Policies and Procedures Manual guides the business practices of Central Florida Intergroup of Overeaters Anonymous (OACFI).

II. GOVERNING DOCUMENTS

OACFI is subject to the policies and procedures of OA-WSO and OA Region 8. OACFI will conduct its business in accordance with the provisions of the OACFI Bylaws. The policies and procedures set forth in this document are agreed upon practices that amplify the information in the OACFI Bylaws. The policies and procedures in this document may be revised at any regular or special meeting of OACFI by a simple majority of the voting members present at the time of the vote, provided there is a quorum as defined by the OACFI Bylaws.

III. COMPOSITION OF OACFI EXECUTIVE BOARD

The OACFI Executive Board is the group of trusted servants tasked with leading OACFI in carrying out its duties. The Executive Board does not govern. The Executive Board consists of the Chairperson, Vice Chairperson, Secretary, and Treasurer.

A. RESPONSIBILITIES OF THE EXECUTIVE BOARD

1. Chairperson

Purpose:

- A. Shall fulfill the qualifications and responsibilities for the Executive Board set forth in the OACFI Bylaws.

Duties:

1. Shall set the agenda and preside at all regular meetings of OACFI and OACFI Executive Board.
2. May cast the deciding vote to break a tie.
3. May attend all standing committee meetings.
4. May call special meetings with a minimum of 48 hours notice.
5. Receive and review monthly bank statements.
6. Shall be a signer on all bank accounts.
7. Shall ensure that the general account of OACFI is audited annually (refer to Webster: audit *vt* I: to examine with intent to verify).
8. Shall oversee the annual disbursement of funds in excess of the established prudent reserve to OA service bodies.
9. May attend Region 8 Business Assemblies (funds permitting).
10. May attend World Service Business Conferences (funds permitting).
11. Shall appoint a Parliamentarian with the approval of the Board to serve a two-year term.

12. Shall oversee the Retreat Committee Chair ensuring that the Retreat-Manual is updated after each retreat.
13. Shall oversee and coordinate the work of all standing committees.
14. Shall oversee the management of the oacfi.org website and mailings lists.
15. Shall stay current with OA.org and Region8.org to assist OACFI to stay up to date with all OA events and happenings.

2. Vice Chairperson

Purpose:

- A. Shall fulfill the qualifications and responsibilities for the Executive Board set forth in the OACFI Bylaws.

Duties:

1. Shall be familiar with the duties of the chairperson and serve as Chair in the absence or vacancy of the Chairperson.
2. Shall serve as facilitator as needed to all Standing Committees.
3. Shall provide pertinent information to the Web Managers and the Newsletter Editor to publicize upcoming events.
4. Shall conduct an annual review of the OACFI Bylaws and the Policies and Procedures Manual.
 - a. Refer to BYLAWS AND POLICIES AND PROCEDURES section of this manual. (VII, Section E 5)
5. May serve as Region 8 Rep and WSO Delegate should the Chairperson be unable to attend said meetings.
6. Shall prepare, submit, and present a concise written annual summary of all actions and decisions agreed upon by the Intergroup as documented in the meeting minutes to OACFI at the January meeting.
 - a. When a change in leadership occurs, this will be the responsibility of the trusted servant vacating the position.
7. Shall assist the Chairperson as needed to ensure the smooth operation of OACFI.
8. Will stay current with OA.org and Region8.org to assist OACFI to stay up to date with all OA events and happenings and forward pertinent information about upcoming events to the Web Managers and the Newsletter editor

3. Treasurer

Purpose:

- A. Shall fulfill the qualifications and responsibilities for the Executive Board set forth in the OACFI Bylaws.

Duties:

1. Shall submit a proposed budget for the fiscal year by January of each year.
2. Shall maintain bank accounts as necessary for disbursement of OACFI funds.
3. Shall be the primary signer of all bank accounts.

4. Shall monitor the Retreat account.
5. Shall monitor Paypal account.
6. Shall receive bank account(s) statements and forward copies of Retreat account statement to the Retreat Committee Chair, copy of all OACFI bank statements to Chair) with monthly financial report.
7. Shall submit and present written financial reports including status of prudent reserve each month at the OACFI meetings.
8. Shall submit Group Contributions Report to Newsletter Editor by the 1st of the month or by the weekend one week prior to the OACFI meeting.
9. Shall annually disburse funds in excess of the established prudent reserve to OA service bodies as directed by the Intergroup.
10. Shall send contributions to World Service Office and Region 8 monthly, or as approved by the Intergroup.
11. Shall pay all OACFI approved monthly, annual and one-time expenses in a timely manner.
 - a. Expenses may include items such as insurance, the post office box, storage locker, and State of Florida Not for Profit Group Registration.
13. Shall file Form 990-N every January for non-profit status with U.S. Treasury at E-postcardurban.org
14. Update the State of Florida Department of State corporation records and pay the fee each January.
15. Shall maintain the OACFI post office box and check the box for mail at least twice a month.
16. Shall attempt to find cost savings and propose these savings to the Board.
17. Shall have three non-Board members review (audit) Treasury record from previous year annually. The reviewers will report results to Intergroup.

4. Secretary

Purpose:

- A. Shall fulfill the qualifications and responsibilities for the Executive Board set forth in the OACFI Bylaws.

Duties:

1. Shall see that the minutes of all Intergroup and Intergroup Board meetings are recorded.
 - a. Shall distribute minutes to all OACFI members via email.
 - b. Shall send minutes to Web Managers for posting on oacfi.org.
2. Shall maintain a backup file of all minutes of past meetings.
3. Shall direct correspondence to the appropriate Officer or Committee Chairperson and maintain a file of outgoing correspondence.
4. Shall distribute notices and reports prior to Intergroup meetings as described in Article V, Section 4 of the OACFI Bylaws.
5. Shall distribute monthly newsletter to subscribers of the electronic newsletter list via email.

IV. PARLIAMENTARIAN

The Parliamentarian shall be appointed by the Intergroup Chairperson with the approval of the Board to serve a two-year term.

- a. The Parliamentarian shall advise as to proper parliamentary procedures for conducting the business of OACFI meetings.
- b. The Parliamentarian shall perform duties as agreed upon and assigned by the OACFI Executive Board.
- c. The Parliamentarian shall remain neutral and not have a vote.

V. WORLD SERVICE DELEGATES

Purpose:

- A. Shall fulfill the qualifications for World Service Conference Delegates set forth in the OACFI Bylaws.

Duties:

1. Shall represent OACFI at the World Service Business Conference of Overeaters Anonymous.
 - a. Should any delegate be unable to fulfill their obligations, the Chairperson must designate a qualified alternate.
 - b. Shall prepare and present a written report to the first OACFI meeting occurring after the WSBC (See Appendix A). This report will be an addendum to that meeting's minutes and be made available on the Intergroup website.

VI. REGION 8 REPRESENTATIVES

Purpose:

- A. Shall fulfill the qualifications for Region 8 Representatives set forth in the OACFI Bylaws.

Duties:

1. Shall represent OACFI at all Region 8 Assembly meetings.
 - a. Should any representatives be unable to fulfill their obligations either permanently or a one-time basis, the Chairperson must designate a qualified alternate.
 - b. Shall prepare and present a written report to the first OACFI meeting occurring after the Region 8 Assembly (See Appendix B). This report will be an addendum to that meeting's minutes and be made available on the Intergroup website.

VII. SERVICE POSITIONS AND/OR COMMITTEE CHAIRPERSONS

Purpose:

Service Positions and Committees may be established as required to carry out the work of the Intergroup in the most effective and efficient manner. (See OACFI Bylaws, ARTICLE VI)

A. QUALIFICATIONS FOR SERVICE POSITIONS AND COMMITTEE CHAIRPERSONS

1. Must be a member of a registered CFI group.
2. Should have three (3) months current abstinence and be working the Twelve Steps and Twelve Traditions of Overeaters Anonymous.
2. Be familiar with the OACFI Bylaws.
3. Must possess good judgment, experience, stability and willingness to serve.

B. APPOINTMENTS OF SERVICE POSITIONS AND COMMITTEE CHAIRPERSONS

1. The OACFI Chairperson shall appoint a qualified candidate to Service and Committee Chairperson Positions.
2. The Intergroup Chairperson may call for approval by all present members.

C. SERVICE POSITIONS AND COMMITTEE CHAIRPERSONS RESPONSIBILITIES AND PROCEDURES

1. Shall understand the purpose and the duties of the position as outlined in this Policies and Procedures Manual.
2. Shall establish procedures in alignment with the OACFI Bylaws and the Twelve Traditions and the Twelve Concepts of Service.
3. Shall prepare and present a report to OACFI monthly or as indicated in this document detailing their activities (Appendix C). This report shall be submitted to the Secretary for inclusion in the meeting documents.
4. Shall monitor and report any approved budget expenditures.
5. Shall make budgetary adjustment recommendations to be considered in the annual proposed budget.
6. Shall annually review the OACFI Bylaws and Policies and Procedures and make recommendations for changes in either to the Vice Chairperson.

D. SERVICE POSITIONS

The following Service Positions have been established to carry out the purpose of the intergroup in the most effective and efficient manner: Web Managers, Newsletter Editor, Literature Coordinator, Meeting List Coordinator, Mailing List Manager, and Facebook Page Administrator.

1. WEB MANAGER(S)

Purpose:

A. One or more Web Managers shall be appointed as a Service Position of OACFI to update and maintain the information posted the Intergroup's website (oacfi.org) in a timely manner.

Duties:

1. Post updated links and documents related to OA and OACFI on the Intergroup webpage in a timely manner.
 - a. Updated OA links and documents include but are not limited to: Step Ahead, Agenda Questionnaire, World Service Business Conference and World Service Convention updates and any other new information that affect groups, or members of OA.
 - b. Updated OACFI links and documents include but are not limited to: Intergroup Reports prior to each Intergroup Meeting, the Monthly Newsletter, flyers and announcements of upcoming Intergroup events, the listing of Service Person contacts and any other new information related to OACFI groups and members.
2. Maintain archives of documents related to OACFI which include but are not limited to: Newsletters, Meeting Minutes, Meeting Treasurer's Reports, and Committee Reports.
3. Insure that the up-to-date By-Laws and Policies and Procedures documents are posted.
4. Keep the interactive Meeting List updated as changes are reported and ensure that the printable Meeting List is also updated.

2. NEWSLETTER EDITOR

Purpose:

A. A Newsletter Editor shall be appointed as a Service Position of OACFI. The Newsletter Editor shall prepare and publish a monthly newsletter, titled "New Beginnings."

Duties:

1. The Newsletter Editor shall solicit articles with respect to the Step and Tradition corresponding to the month of the next newsletter-
2. The Newsletter editor may solicit articles with respect to any other aspect of the OA Program to be considered for publication by the last day of the month 2 months prior to publication.
3. The newsletter shall contain an updated list of all meetings of OACFI member groups. For each meeting, the meeting registration number, the day, time, city, address, format and areas of emphasis, and the meeting contact name and phone number shall be specified.
4. The newsletter shall contain a Treasurer's Report setting forth contributions to Intergroup for each OACFI member group, for the most recently concluded fiscal month as of the date of publication. This report shall identify the group number, date, and location, and amount contributed by that group in that fiscal month.
5. Shall provide notice of the date, time, and location of the next OACFI meeting.
6. Shall provide notice of and reports from the following events:
 - a. Marathons, workshops, retreats, conferences, and conventions sponsored by OACFI or by OACFI member groups.
 - b. Florida State Convention.
 - c. Region 8 Business Assemblies and Recovery Conventions.
 - d. World Service Conventions.
 - e. Any other matters directed to be published by OACFI, its Board or Chairperson.
7. May contain notices or articles with respect to any aspect of the OA Program not already specified above.
8. The newsletter shall be published electronically using hyperlinks where appropriate.
9. Final edit is sent to the Secretary for electronic distribution and to Web Manager for posting on the website.
10. When OACFI deems it appropriate a limited number of hard copies of the newsletter may made be available.

3. LITERATURE COORDINATOR

Purpose:

A. A Literature Coordinator shall be appointed as a Service Position of OACFI to make conference-approved literature available to its members.

Duties:

1. Shall be aware of new conference-approved publications.
2. Determine and maintain an adequate literature inventory.
3. Shall submit a monthly report (See Appendix C) to OACFI.
4. Fiscal Responsibilities:
 - a. Shall be aware of and monitor the annual budget for literature.
 - b. Shall assume all responsibilities of the OACFI credit card to purchase literature as needed.

- c. Submit a monthly reconciliation report to the OACFI Treasurer.
- d. Suggest literature budget adjustments as the annual proposed budget is being developed.

4. MEETING LIST COORDINATOR

Purpose:

A. A Meeting List Coordinator shall be appointed as a Service Position of OACFI to maintain an accurate, up-to-date schedule of all meetings registered with said Intergroup.

Duties:

1. Receive newly registered and/or updated meeting information from the each group's contact person.
2. Maintain and provide to the Web Manager an up-to-date, downloadable meeting schedule to be posted in the meetings section of the OACFI website.
3. Provide the Web Manager with information regarding newly registered meetings or meeting changes for timely posting on the interactive meeting calendar on OACFI.org.
4. Reach out annually to the contact person listed for each meeting to verify meeting information.
5. Submit a report to OACFI (See Appendix C) as changes occur.

5. ELECTRONIC INTERFACE ADMINISTRATOR

Purpose:

A. An Electronic Interface Administrator shall be appointed as a Service Position of OACFI to troubleshoot and coordinate oversight of the Intergroup's website, email, and mailing list accounts with the hosting body.

Duties:

1. Receive notifications of updates, changes, and billings from the hosting service and respond and/or forward them if needed to the appropriate Board Officer or Committee Chair.
2. Insure that contacts and mailing lists are up to date and set up email forwards as requested.
3. Oversee the updating and maintenance of the Intergroup webpage functionality (e.g.plugins, Meta tags, broken links) as needed.
4. Create and oversee the resolution of "tickets" (problems identified by our users) with the hosting service as needed to troubleshoot issues related to the webpage, email, or mailing lists.

6. FACEBOOK PAGE ADMINISTRATOR

Purpose:

A. A Facebook Page Administrator shall be appointed as a Service Position of OACFI to post announcements and flyers of upcoming events to the CFI Facebook page.

Duties:

1. Receive and post upcoming events and newsletters on the CFI Facebook page.
2. Monitor usage of the Facebook Page.
3. Suggest ways to increase usage of the Facebook Page.
4. Submit a report to OACFI (See Appendix C) as deemed appropriate.

E. STANDING COMMITTEES

The following Standing Committees have been established to carry out the purpose of the intergroup in the most effective and efficient manner: Retreat Committee, 12th Step Within Committee, Public Information Professional Outreach (PIPO), Next Generation Committee, and Bylaws, Policies and Procedures.

1. RETREAT COMMITTEE

Purpose:

A. A Retreat Committee shall be established to plan an extended event which provides members with a recovery experience and an opportunity for fellowship in a relaxing and restorative setting.

1. Retreat Committee Chairperson(s) shall be appointed to coordinate the work of this Committee.

Duties:

1. Use the Retreat How To Manual as a resource.
2. Propose a timeframe, a location and a budget to OACFI.
3. Once approved, the Chairperson(s) sign a contract with the chosen facility.
4. The Chairperson(s) shall recruit members to chair subcommittees which may include the following:

Registration
Decorations
Program
Hospitality
Boutique

Clean Up
Literature
Greeters
Meditation
Entertainment
Promotions
Fundraising

5. Establish a theme for the retreat which is approved by OACFI.
6. Provide monthly reports to OACFI regarding the progress in planning the retreat.
7. Fiscal responsibilities:
 - a. Monitor and manage the separate retreat bank account (See How To Manual).
 - b. Submit a monthly reconciliation report to the OACFI Treasurer.
8. Wrap-up:
 - a. Submit and present a final report to OACFI.
 - b. Update to Retreat How To Manual.

2. TWELFTH STEP WITHIN COMMITTEE

Purpose:

- A. A Twelfth Step Within Coordinator shall be appointed to chair a committee of OACFI to generate membership retention and recovery within the Fellowship by carrying the OA message to members and groups within the Central Florida Intergroup who are still suffering.

Duties:

1. Promote information and literature on relapse and recovery.
2. Facilitate and promote TSW-focused events such as Angel Card, Words to Live By, Holiday Marathon and Retreats.
4. Encourage and promote loving ways to reach out to those who still suffer.
5. Help members to break through the isolation which is part of our disease.
6. Help others develop the attitude of *Progress – Not Perfection*.
8. Submit a monthly report to OACFI (See Appendix C).

3. PUBLIC INFORMATION PROFESSIONAL OUTREACH (PIPO) COMMITTEE

Purpose:

- A. A Public Information Professional Outreach (PIPO) Coordinator shall be appointed to chair a committee of OACFI to coordinate the efforts within the Central Florida Intergroup (OACFI)

and groups to raise public awareness and to carry the message of recovery to the public and the professional community

Duties:

1. To encourage OACFI and its member groups to explore and implement ways to make the public aware of Overeaters Anonymous through print, media, community events and other emerging means of communication.
2. Establish and maintain contact with other Intergroups regarding PI/PO activities.
3. Encourage OACFI, groups, and members to establish OA meetings in institutions.
4. Encourage CFI, groups, and members to attend area health fairs and self-help fairs.
6. Recommend to the CFI Board a plan for participation in professional conferences and/or exhibits.
9. Submit a monthly report to OACFI (See Appendix C).

4. NEXT GENERATION COMMITTEE

Purpose:

- A. A Next Generation Coordinator shall be appointed to chair a committee of OACFI to work with groups and members within the Central Florida Intergroup (CFI), to share the message of recovery with young people in OA.

Duties:

1. Receive, share, and assimilate information from other Intergroups, Regions, and WSO regarding Young People's work.
2. Encourage groups to welcome young people who come to OA; reach out to them with the message of recovery, and help them find a sponsor.
3. Assist groups and members within the CFI with Twelve Step Young People's work.
4. Send a copy of the sub-committee monthly report to CFI Board.

5. BYLAWS, POLICIES AND PROCEDURES COMMITTEE

Purpose:

This committee is chaired by the OACFI Vice-Chair to assure an annual review of the OACFI BYLAWS and POLICIES and PROCEDURES MANUAL to ensure they are consistent with current practices and needs

Duties:

1. Assemble a committee to conduct an annual review of OACFI Bylaws to see that they are consistent with current OA.org/and Region 8 BYLAWS and current accepted requirements and practices of OACFI. (Bylaws guidelines can be found in documents on the OA.org website).

- a. Proposed revisions and/or amendments to the OACFI BYLAWS shall be made in accordance with ARTICLE IX of the BYLAWS.
 - b. Proposed revisions and/or amendments will be presented and become available for members to review at least one month prior to any expected action. Proposed revisions will be shared with members in their meetings and feedback suggestions for further modifications will be considered by the committee.
 - c. After a period of discernment (not less than one month) proposed revisions and/or amendments will be proposed at a meeting of the Intergroup. If a motion is made, seconded and voted to accept by a 2/3 majority, the updated BYLAWS will be:
 - i. submitted to the Region 8 Trustee for review. Once approved by the Trustee, the BYLAWS are submitted to the World Service Office of Overeaters Anonymous. (Current BYLAWS need to be submitted along with World Service Business Conference Delegate registrations in December.)
 - ii. Approved Bylaws are submitted to the Web Manager for posting on the OACFI website.
2. Review and Maintain the Policy and Procedure Manual to reflect current practices of OACFI and that it is in alignment with current Bylaws: This is an ongoing review, but should be done annually at a minimum. All issues and concerns will come to the body of OACFI for approval.
 - a. Proposed revisions and/or amendments to the Policies and Procedures Manual shall be made in accordance with section II GOVERNING DOCUMENTS in this manual.
 - b. Changes to the Policies and Procedures Manual will be adopted by a simple majority vote.
 - c. Officers, Delegates, Representatives, those holding Service Positions and Committee Chairs shall review and suggest amendments to their documents as needed.
 3. Coversheets of the Bylaws and policies and Procedures Manual shall contain the current approval dates.

F. SPECIAL (AD HOC) COMMITTEES

The Intergroup Board shall designate such Special (Ad Hoc) Committees to carry out specific projects or duties as are deemed necessary for the welfare and operation of the Intergroup. Examples of such committees are: Web Design Committee and Nominating Committee.

G. EX-OFFICIO MEMBERS

1. Past committee chairs may serve in an ex-officio capacity on their respective committees.
2. The Intergroup Chairperson is an ex-officio member of all committees except the Nominating Committee.

H. VACANCIES

1. Should a vacancy, resignation or removal of any Service Position holder or Committee Chairperson occur, all pertinent information, materials, etc. shall be turned over to the OACFI Chairperson.
2. The OACFI Chairperson shall appoint a new Service Person or Committee Chairperson to serve the remainder of the unexpired term.

I. REMOVAL OF COMMITTEE SERVICE POSITION HOLDERS OR COMMITTEE CHAIRPERSONS

Any person holding a Service Position or Committee Chairperson may be removed from office for due cause (e.g., not practicing the Twelve Steps, non-attendance, etc.) by a majority vote of the OACFI members present at a regular OACFI monthly meeting.

VIII. INTERGROUP REPRESENTATIVES

Purpose:

- A. Shall represent their registered group affiliated with Central Florida Intergroup with a voice and a vote. (BYLAWS, ARTICLE III, Section 1)

Duties:

1. Attend and participate in monthly OACFI business meetings.
2. Report all pertinent information discussed back to their groups.
3. Check to ensure that their group meeting information is recorded correctly at both oa.org and oacfi.org. and see that needed corrections are reported.
4. Practice the Twelve Steps and Twelve Traditions of Overeaters Anonymous.
5. Become familiar with the oacfi.org website.
6. Recognizing that any IR who takes a Service Position or becomes a Committee Chairperson may cast only one vote, the IR should advise their group to select an alternate representative.

IX. MAJOR POLICY MATTERS

- A. Matters which affect this OACFI and/or groups within its service area shall be referred to the OACFI Board.
- B. Matters which relate to Overeaters Anonymous as a whole, which affect Subpart A of the Bylaws of Overeaters Anonymous, Inc., shall be referred to the World Service Office (WSO) Board of Trustees.
 1. Members, groups or OACFI may submit proposed motions to be considered by the World Service Business Conference.

- C. Matters which affect Subpart B of the Bylaws of Overeaters Anonymous, Inc., or which relate to the Twelve Steps, Twelve Traditions, or the Twelve Concepts shall be referred to the World Service Business Conference.
- D. OACFI may not make amendments to the Twelve Steps and Twelve Traditions except as per OA Inc. Bylaws, Subpart B, Article XIV, Section 1E.

X. FISCAL POLICIES AND PROCEDURES (BYLAWS, ARTICLE VII)

A. SOURCE OF FUNDS

- 1. Voluntary contributions of the member groups shall be the primary source of funds. OACFI distributes contributions accepted from member groups to World Service and Region 8 on a monthly basis.
- 2. Secondary source of income may be such occasional projects or activities as may be authorized by the Intergroup according to Tradition Six.
- 3. OACFI may accept donations from OA members, conforming to the general practices of OA.
- 4. The acceptance of bequests or donations from any outside source is prohibited.
- 5. Intergroup shall not accept the responsibility for trusteeship over, or enter into the distribution or allocation of funds set up outside of Overeaters Anonymous.

B. PRUDENT RESERVE

- 1. There shall be no accumulation of funds beyond current necessities, with retention of only a prudent reserve for contingencies.
- 2. OACFI shall maintain a prudent reserve, equal to 40%-60% of the CFI annual budget.
- 3. Funds in excess of the established prudent reserve will be donated to OA service bodies at the end of the fiscal year as directed by OACFI.

OA CFI Monthly Committee Report

Committee Name:

Committee Chairperson:

Highlights of reporting period:

Activities:

Any financial decisions to bring to the Board:

Anything worthy of an article in New Beginnings:

OA CFI WSBC Delegate Report

Dates Attended:

Delegates in attendance:

Synopsis of business meeting:

Any decisions/motions were approved that affect OA CFI and meetings:

Report Submitted by:

OA CFI Region 8 Representatives Report

Dates Attended:

Representatives in attendance:

Synopsis of business meeting:

Any decisions/motions were approved that affect OA CFI and meetings:

Report Submitted by: