

CENTRAL FLORIDA INTERGROUP OF OVEREATERS ANONYMOUS POLICIES AND PROCEDURES MANUAL

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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 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.
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, 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 mailing lists.
15. Shall stay current with OA news and OA Region 8 news to assist OACFI to stay up to date with all OA events and happenings.

2. Vice-Chairperson

Purpose 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 all pertinent information to the web managers and the newsletter editor to publicize upcoming events.
4. Shall conduct a review of the OACFI (1) Bylaws (odd years) and of the (2) OACFI Policies and Procedures Manual (even years).
5. May serve as Region 8 Rep and WSO Delegate should the chairperson be unable to attend said meetings.
6. At year end, shall prepare, submit, and present at the January meeting, a concise, written, summary of all actions and decisions agreed upon by the Intergroup in the preceding year as documented in the meeting minutes to OACFI.
 - a. Should the vice-chairperson vacate the position before the term ends, she/he will be responsible for this summary before vacating the position.
7. Shall assist the chairperson as needed to ensure the smooth operation of OACFI.
8. Will stay current with OA news and Region 8 news 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 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 and Zelle accounts.
6. Shall receive bank account(s) statements and forward copies of Retreat account statement to the Retreat committee chair, and a copy of all OACFI bank statements to the 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 (WSO) and Region 8 monthly, or as approved by OACFI.
11. Shall pay all OACFI approved monthly, annual and one-time expenses in a timely manner.
 - a. Expenses may include items such as insurance, post office box, storage locker, and State of Florida Not-for-Profit Group registration.
12. Shall file Form 990-N every January for non-profit status with the U.S. Treasury at irs.gov
13. Shall update the State of Florida Department of State corporation records and pay the fee each January.
14. Shall maintain the OACFI post office box and check the box for mail at least twice a month.
15. Shall attempt to find cost savings and propose these savings to the Board.
16. Shall annually have one non-Board member audit the Treasury record from the previous year. The reviewer will report results to Intergroup.
17. Shall submit treasurer's report to secretary by the 1st of the month or by the weekend one week prior to the OACFI meeting.

4. Secretary

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

Duties

The duties of this position may be carried out by more than one individual. However, only one individual has a vote in Intergroup matters.

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.
6. Ensure the proper use of images in OACFI documents.
7. After receiving approval from the chair to do so, shall distribute information regarding events and news from OACFI, Region 8, and OA, via email, to subscribers of the electronic OACFI News list.
8. Ensure compliance with all OA and AA regulations regarding use of their materials.

IV. PARLIAMENTARIAN

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

Purpose Shall advise as to proper parliamentary procedures for conducting the business of OACFI meetings.

Duties

1. Shall perform duties as agreed upon and assigned by the OACFI Executive Board.
2. Shall remain neutral and not have a vote.

V. WORLD SERVICE DELEGATES

Purpose 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 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 on 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 OACFI 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 OACFI group.
2. Should have three (3) months' current abstinence and be working the Twelve Steps and Twelve Traditions of Overeaters Anonymous to the best of their ability.

3. Be familiar with the (1) OACFI Bylaws and (2) OACFI Policies and Procedures.
4. Must possess good judgment, experience or willingness to learn the duties of the position, 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 of the appointment by all members present.

C. RESPONSIBILITIES AND PROCEDURES FOR SERVICE POSITIONS AND COMMITTEE CHAIRPERSONS

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 OA Twelve Traditions and the OA 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) by the first of the month or by the weekend one week prior to the OACFI meeting. 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 (1) OACFI Bylaws and (2) OACFI Policies and Procedures and make recommendations for changes to the vice-chairperson.
7. The recommended term for service positions and committee chairpersons is 2 years.

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 and Instagram pages administrator. The duties of established service positions may be carried out by more than one individual or team, whose responsibility would be to carry out the duties of the positions in the most efficient manner possible. However, only one person per committee can vote, unless a member of the committee is voting in another capacity.

1. WEB MANAGER(S)

Purpose One or more web managers shall be appointed to a service position of OACFI to update and maintain the information posted to 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 affects groups, or members of OA.
 - b. Updated OACFI links and documents include but are not limited to the following: 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 lists, treasurer's reports and committee reports.
3. Ensure the up-to-date Bylaws, and the up-to-date Policies and Procedures are posted.
4. Keep the interactive meeting list updated as changes are reported and ensure that the printable meeting list is also updated.
5. Respond to inquiries received through the "Contact Us" email on the webpage.
6. Shall prepare and present a report to OACFI monthly or as indicated in this document detailing their activities (Appendix C) by the first of the month or by the weekend one week prior to the OACFI meeting. This report shall be submitted to the secretary for inclusion in the meeting documents.

2. NEWSLETTER EDITOR

Purpose 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 two 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 information 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, location, and the 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. Region 8 Business Assemblies and Recovery Conventions.
 - c. World Service Conventions.

- d. 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. Ensure the proper use of images in the newsletter.
10. Ensure compliance with all OA and AA regulations regarding use of their material.
11. Final edit is sent to the secretary for electronic distribution and to the web manager for posting on the website.
12. When OACFI deems it appropriate, a limited number of hard copies of the newsletter may be made available.
13. Shall prepare and present a report to OACFI monthly detailing their activities (Appendix C) by the first of the month or by the weekend one week prior to the OACFI meeting. This report shall be submitted to the secretary for inclusion in the meeting documents.

3. LITERATURE COORDINATOR

Purpose 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 work with the treasurer to access the OACFI credit card for the purchase of literature.
 - c. Shall submit a monthly reconciliation report to the OACFI treasurer.
 - d. Suggest literature budget adjustments as the annual proposed budget is being developed.
5. Shall prepare and present a report to OACFI monthly detailing their activities (Appendix C) by the first of the month or by the weekend one week prior to the OACFI meeting. This report shall be submitted to the secretary for inclusion in the meeting documents.

4. MEETING LIST COORDINATOR

Purpose 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 each group's OACFI Intergroup Representative or contact person.
2. Maintain and provide the web manager with 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. Maintain and provide to the newsletter editor an up-to-date meeting list to be printed in the newsletter.
6. Shall prepare and present a report to OACFI monthly detailing their activities (Appendix C) by the first of the month or by the weekend one week prior to the OACFI meeting. This report shall be submitted to the secretary for inclusion in the meeting documents.

5. DIGITAL COMMUNICATIONS COORDINATOR

Purpose A digital communications coordinator 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.

This position is important to integrate our media. If no candidates are available within the fellowship to staff the positions, the duties may be performed by a paid worker who shall be instructed on our guidelines regarding anonymity.

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. Ensure 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. Resolution of problems (identified by our users or Intergroup members) related to the webpage, email or mailing lists.

6. FACEBOOK AND INSTAGRAM SOCIAL MEDIA COMMITTEE CHAIR

Purpose A Facebook and Instagram Social Media Committee Chair shall be appointed as a service position of OACFI to post announcements and flyers of upcoming events to the OACFI Facebook and Instagram pages and to respond to inquiries received through the pages.

Duties

1. Receive and post upcoming events and a link to the OACFI newsletter on the OACFI Facebook and Instagram pages, without including any personal information (names, phone numbers, or emails).
2. Post a link to the OACFI website, meeting list, and other OA resources on the Facebook and Instagram pages, without including any personal information (names, phone numbers, or emails).
3. Reply to inquiries about OA and OACFI that are received through the Facebook and Instagram pages, without including any personal information (names, phone numbers, or emails).

4. Ensure the anonymity of all OA members using or visiting the Facebook and Instagram pages.
5. Ensure the proper use of images on the Facebook and Instagram pages.
6. Ensure compliance with all OA and AA regulations regarding the use of their materials.
7. Follow all rules and guidelines established by Meta (the corporate owner of Facebook and Instagram).
8. Monitor usage of the Facebook page.
9. Suggest ways to increase usage of the Facebook page.
10. Work closely with the Public Information and Professional Outreach committee of OACFI.
11. Shall prepare and present a report to OACFI monthly detailing their activities (Appendix C) by the first of the month or by the weekend one week prior to the OACFI meeting. This report shall be submitted to the secretary for inclusion in the meeting documents.

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; 12th-Step-Within; Public Information Professional Outreach (PIPO); Next Generation; Bylaws, and Policies and Procedures.

1. RETREAT COMMITTEE

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

A 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, location and a budget for OACFI.
3. Once the contract is approved, the chairperson(s) will sign the contract with the chosen facility.
4. The chairperson(s) shall recruit members to chair subcommittees, which may include the following:

Registration	Literature
Decorations	Greeters
Program	Meditation
Hospitality	Entertainment
Boutique	Promotions
Clean Up	Fundraising
5. Establish a theme for the retreat, which must then be 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 the Retreat *How to Manual*.

2. TWELFTH-STEP-WITHIN COMMITTEE (TSW)

Purpose 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 within OACFI who are still suffering.

Duties

1. Promote information and literature on relapse and recovery.
2. Facilitate and promote TSW-focused OACFI events such as “Words to Live By,” holiday marathons and retreats.
3. Encourage and promote loving ways to reach out to those who still suffer.
4. Help members to break through the isolation which is part of our disease.
5. Help others develop the attitude of *Progress – Not Perfection*.
6. Shall prepare and present a report to OACFI monthly detailing their activities (Appendix C) by the first of the month or by the weekend one week prior to the OACFI meeting. This report shall be submitted to the secretary for inclusion in the meeting documents.

3. PUBLIC INFORMATION PROFESSIONAL OUTREACH (PIPO) COMMITTEE

Purpose A Public Information Professional Outreach (PIPO) coordinator shall be appointed to chair a committee of OACFI to coordinate the efforts within 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 means of communication.
2. Establish and maintain contact with other Intergroups regarding PIPO activities.
3. Encourage OACFI, groups, and members to establish OA meetings in institutions.
4. Encourage OACFI, groups, and members to attend area health fairs and self-help fairs to represent OA.
5. Recommend to the OACFI Board a plan for participation in professional conferences and/or exhibits.
6. Ensure the proper use of images on all materials distributed.
7. Ensure compliance with all OA and AA regulations regarding the use of their material.
8. Shall prepare and present a report to OACFI monthly detailing their activities (Appendix C) by the first of the month or by the weekend one week prior to the OACFI meeting. This report shall be submitted to the secretary for inclusion in the meeting documents.

4. NEXT GENERATION COMMITTEE

Purpose A Next Generation coordinator shall be appointed to chair a committee to work with groups and members within the OACFI 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 recovery activities targeting young people.
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. Shall prepare and present a report to OACFI monthly detailing their activities (Appendix C) by the first of the month or by the weekend one week prior to the OACFI meeting. This report shall be submitted to the secretary for inclusion in the meeting documents.

5. BYLAWS, POLICIES AND PROCEDURES COMMITTEE

Purpose This committee is chaired by the OACFI vice-chair to ensure, at the minimum and more often if needed, biennial reviews of (1) the OACFI Bylaws and (2) the OACFI Policies and Procedures Manual to ensure they are consistent with current practices and needs.

Duties

1. Assemble a committee to conduct a biennial review of OACFI Bylaws to ensure they are consistent with current accepted OA WSO and Region 8, requirements and current accepted requirements and practices of OACFI. (Bylaws guidelines can be found in documents on the oa.org website). Currently this review is done in odd years.
 - 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 or 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 WSO 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 to ensure that it is in alignment with current Bylaws. This is an ongoing review but should be done every two years at a minimum. Currently this review is done in even years. 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 portions of the documents as needed.
3. Coversheets of the Bylaws and the 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 or Twelve Traditions, non-attendance, etc.) by a majority vote of the OACFI members present at a regular OACFI monthly meeting.

VIII. INTERGROUP REPRESENTATIVES (IR)

Purpose Shall represent their registered group affiliated with OACFI with a voice and a vote (BYLAWS, ARTICLE III, Section 1).

Duties

1. Attend and participate in monthly OACFI business meetings.
2. Report back to their group all pertinent information discussed.

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. Since any IR who takes a service position or becomes a committee chairperson may cast only one vote, if the IR takes such a position or becomes a committee chair, the IR should advise their group to select an alternate representative.

IX. MAJOR POLICY MATTERS

- A. Matters which affect 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 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 propose amendments to the Twelve Steps and Twelve Traditions except as per OA Inc. Bylaws, Subpart B, Article XII, Section 1, (f).

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

A. SOURCE OF FUNDS

1. Voluntary contributions of the member groups or individual OA members shall be the primary source of funds. OACFI distributes contributions accepted from member groups or individual members to World Service and Region 8 monthly.
2. Secondary source of income may be such occasional projects or activities as may be authorized by the Intergroup, in accordance with 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 OACFI 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.

When submitting monthly committee report, please format filename as follows: year of IG meeting, month of IG meeting, committee name (i.e., 2024 12 Newsletter)

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:

When submitting monthly committee report, please format filename as follows: year of IG meeting, month of IG meeting, committee name (i.e., 2024 12 Newsletter)

OACFI 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:

When submitting monthly committee report, please format filename as follows: year of IG meeting, month of IG meeting, committee name (i.e., 2024 12 Newsletter)

OACFI 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: