

OVEREATERS ANONYMOUS® CENTRAL FLORIDA INTERGROUP

POLICIES & PROCEDURES MANUAL

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Article 1 - INTRODUCTION

1. This Policies and Procedures Manual outlines the business practices of the Central Florida Intergroup of Overeaters Anonymous (OACFI), also known as the “Intergroup.”
2. This manual applies to all Intergroup activities, service positions, and committees.
3. All governing and operational documents (including [Bylaws](#), Policies and Procedures, Standing Rules, meeting procedures, and forms) are maintained on the Intergroup website.
4. The Intergroup is composed of all registered meetings (groups) that choose to affiliate with the Intergroup.

Article 2 - LOGO

1. The Intergroup maintains an official logo for use in the Intergroup communications and materials.
2. The logo must be approved by the Overeaters Anonymous World Service Office, as required.
3. Use of the logo is limited to the Executive Board, Committees, and Service positions for Intergroup-related purposes.
4. The Intergroup logo may not be altered without approval of the Board.

Article 3 - FINANCIAL POLICIES AND PROCEDURES

Section 1 - Source of Funds

1. Voluntary monetary contributions from member groups and Overeaters Anonymous members are the primary source of the Intergroup funds.
2. The Intergroup may support Overeaters Anonymous service bodies through regular contributions, as directed by the Intergroup.
3. Additional income may be generated through intergroup-approved activities, in accordance with Tradition Six.
4. Contributions may be accepted only from Overeaters Anonymous members or groups, in keeping with Overeaters Anonymous practices.
5. Donations or bequests from outside sources are not accepted.
6. The Intergroup shall not assume responsibility for funds or financial arrangements external to Overeaters Anonymous.

Section 2 - Prudent Reserve

1. The Intergroup shall maintain a prudent reserve sufficient to support continuity of operations.
2. The prudent reserve shall be maintained within a range of forty percent (40%) to sixty percent (60%) of the annual budget.
3. Funds in excess of the prudent reserve shall be distributed to Overeaters Anonymous service bodies, as directed by the Intergroup.

Section 3 - Budget

1. The Intergroup shall adopt an annual budget.
2. The fiscal year shall be January 1st through December 31st.
3. The proposed budget shall be presented for approval prior to the start of the fiscal year.
4. Expenses shall align with the approved budget unless otherwise authorized by the Intergroup.

Section 4 - Expenditures and Reimbursements

1. Expenses incurred in the course of approved service work may be reimbursed.
2. Reimbursement requests must be submitted in writing with appropriate documentation.
3. All expenditures involving Intergroup funds, including unbudgeted or unexpected expenses, require Board review and approval consistent with approved financial procedures and fiduciary responsibilities.
4. Financial practices shall remain consistent with principles of accountability, transparency, and prudence.

Section 5 - Financial Oversight

1. Financial records shall be maintained in accordance with accepted accounting practices.
2. An annual financial review or audit shall be conducted and reported to Intergroup.
3. Authorized signatories for financial accounts shall be established by the Intergroup.
4. The Treasurer shall report regularly on the financial position of the Intergroup.

Article 4 - EXECUTIVE BOARD

Section 1 - Composition

1. The Executive Board is composed of trusted servants responsible for supporting the work of the Intergroup in carrying out its primary purpose.
2. The Executive Board does not govern.
3. The Executive Board consists of the Chairperson, Vice Chairperson, Secretary, and Treasurer.

Section 2 - Duties & Responsibilities

All Executive Board members shall:

1. serve as guardians of the Overeaters Anonymous Twelve Steps, Twelve Traditions, and Twelve Concepts with respect to the function of the Intergroup.
2. carry out the duties of their office in alignment with the [Intergroup Bylaws manual](#), and Policies and Procedures manual.
3. safeguard Intergroup funds and participate in the annual financial review.
4. act in the best interests of the Intergroup and report actions taken.
5. serve as liaison to committees or special workers, as assigned.
6. maintain familiarity with relevant Overeaters Anonymous service documents.
7. respond to communications in a timely manner.
8. attend meetings regularly; continued absence may result in removal.
9. support the maintenance of communication systems within the Intergroup.
10. shall oversee the operational manuals of the Intergroup, ensuring that they are updated regularly.

11. to ensure continuity, the board shall maintain and regularly update their own operational manual listing:
 - a. regular tasks
 - b. important details
 - c. access information
 - d. as well as sub-manuals for each of the individual board positions, documenting individual duties and practices for their successors.
12. provide a forum for exchange of ideas and information among the Intergroup members and groups.
13. other duties as required.

Section 3 - Officers

1. Chairperson

The Chairperson shall:

- a. support unity and facilitate the group conscience of the Intergroup.
- b. preside over Intergroup and Executive Board meetings.
- c. cast a deciding vote in the case of a tie.

2. Vice Chairperson

The Vice Chairperson shall:

- a. support the chairperson and ensure continuity of leadership and committee function.
- b. serve in place of the Chairperson when needed.

3. Treasurer

The Treasurer shall:

- a. manage the financial resources of the Intergroup in accordance with established policies, and maintain its fiscal integrity.
- b. provide regular financial reports, including prudent reserve status.

4. Secretary

The Secretary shall support the record-keeping and communication functions of the Intergroup.

Section 4 - Nominations of Executive Board Members

1. Nominations shall be taken at the regular October and November Intergroup meetings prior to election.
2. Nominations may be made:
 - a. in the form of an oral motion and
 - b. must be seconded by another Overeaters Anonymous member after the motion is recognized by the Chairperson.
3. Candidates for Executive Board Member positions must meet all qualifications as defined in the [Intergroup Bylaws manual](#) and understand responsibilities as defined in [ARTICLE 4, Section 2](#) of the Policies and Procedures manual.
4. In the absence of qualified nominees, the chairperson may appoint qualified alternates and persons to fill the vacancy and serve for the remainder of the unexpired term.

Article 5 - WORLD SERVICE DELEGATES

1. World Service Delegates shall:
 - a. represent the Intergroup at the World Service Business Conference.
 - b. attend and participate in the World Service Business Conference.
 - c. present a written report to Intergroup following the conference.

2. The Chairperson may serve as the World Service Delegate;
 - a. the Vice Chairperson may serve in their absence.
 - b. qualified alternate[s] may be designated if needed.

Article 6 - REGION 8 ASSEMBLY REPRESENTATIVES

1. Region 8 Representatives shall:
 - a. represent the Intergroup at Region 8 Assemblies.
 - b. Attend and participate in Region 8 Assemblies.
 - c. Present a written report to Intergroup following the assembly.

2. The Chairperson may serve as the Region 8 Representative;
 - a. the Vice Chairperson may serve in their absence.
 - b. qualified alternate[s] may be designated if needed.

Article 7 - INTERGROUP REPRESENTATIVES

1. Intergroup Representatives shall:
 - a. Serve as the link between member groups and the Intergroup.
 - b. Attend and participate in the Intergroup business meetings.
 - c. Communicate information, motions, and decisions between Intergroup and their group.
 - d. Ensure their group's meeting information is accurate and current.
 - e. Support Intergroup service through committee participation, where possible.
 - f. Be selected by the group conscience of the meeting they represent.
 - g. Appoint an alternate who may serve in their absence.

Article 8 - PARLIAMENTARIAN

1. The Parliamentarian shall:
 - a. Support orderly and consistent meeting procedures.
 - b. Advise on parliamentary procedure during meetings.
 - c. Support adherence to agreed-upon rules of order.
 - d. Perform duties as assigned by the Executive Board.
 - e. Be appointed by the Chairperson with Executive Board approval.
 - f. Shall serve a two-year term.
 - g. Maintain and update an operational manual, that might include a listing of regular tasks, important details and access information.

Article 9 – STANDING COMMITTEES AND SERVICE POSITIONS

Section 1 - General Policy

1. The Intergroup may establish standing committees and established service positions as needed
 - a. to support the work of the Intergroup,
 - b. and the primary purpose of the Intergroup in an effective and efficient manner.
2. The Executive 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.
3. Committees and service positions operate under the oversight of the Executive Board between intergroup meetings, remain accountable to the Intergroup, and carry out their responsibilities consistent with Intergroup decisions.

Section 2 - Qualification

1. Must be a member of a registered intergroup group.
2. Must be working the Twelve Steps and Twelve Traditions to the best of their ability.
3. Must be familiar with the [Intergroup Bylaws](#) and Policies and Procedures.
4. Should demonstrate willingness, stability, and ability to serve.

Section 3 - Appointments

1. Service positions and committee chairs are appointed by the chairperson.
2. Appointments may be duly elected and formally confirmed by the Intergroup.
3. Roles may be fulfilled by more than one individual or a team; however, each committee or position holds one vote.

Section 4 - Duties and Responsibilities

1. All service positions and committee chairs:
 - a. understands and carries out the purpose of the role.
 - b. operates in alignment with the [Intergroup Bylaws](#), Policies and Procedures, Twelve Traditions, and Twelve Concepts of Service.
 - c. be accountable and provide regular monthly reports to Intergroup, or as otherwise specified.
 - d. prepare and submit an annual budget at the appropriate time of year.
 - e. monitor and report any approved budget expenditures.
 - f. bring forward recommendations related to budgeting or operations as needed.
 - g. maintain and update an operational manual for the committee or service position to support continuity of service, document procedures approved by the Intergroup and Executive Board, and support compliance with governing decisions. This manual might include a listing of regular tasks, important details and access information.
 - h. participate in periodic review of the Intergroup's Policies and Procedures and suggest updates.
 - i. have a willingness to learn how to use current technology.
 - j. other duties as required.

Section 5 - Term

The recommended term of service for all committee chairs and service positions is two (2) years.

Section 6 - Ex-officio

1. The Intergroup Chairperson is an ex-officio member of all committees except the nominating committee.
2. Past Intergroup Chairperson may serve in an ex-officio capacity at Intergroup activities.
3. Past committee Chairs may serve in an ex-officio capacity on their respective committees.

Section 7 - Standing Committees

1. Retreat Committee

The Retreat Committee shall plan and coordinate retreat experiences and events that support recovery and fellowship.

2. Twelfth-Step-Within Committee (TSW)

The Twelfth-Step-Within Committee shall support recovery within the fellowship by reaching members who still suffer.

3. Public Information / Professional Outreach (PIPO) Committee

The Public Information / Professional Outreach (PIPO) Committee shall carry the Overeaters Anonymous message to the public and professional community and support efforts to increase public awareness of Overeaters Anonymous.

4. Next Generation Committee

The Next Generation Committee shall support outreach and engagement with younger people in Overeaters Anonymous.

5. Bylaws Committee

Chaired by the Vice Chairperson, the Bylaws Committee shall:

- a. ensure that the Intergroup governing documents remain current, accurate, and aligned with Overeaters Anonymous principles and practice.
- b. conduct regular review cycles of governing documents as required..
- c. facilitate the amendment process in accordance with governing requirements.
- d. ensures governing documents reflect current practice and are properly maintained and published.
- e. gather and incorporate input from service positions, committees, and the Intergroup.

Section 8 - Established Service Positions

1. Web & Digital Manager

One or more Web & Digital Manager[s] shall be appointed to oversee coordination of the Intergroup's website and digital communication systems.

2. Newsletter Editor

A Newsletter Editor[s] shall be appointed to produce the Intergroup newsletter in support of communication and recovery.

3. Calendar & Meetings List Coordinator

A Calendar & Meeting List Coordinator shall be appointed to maintain and update the Intergroup meeting listings information.

4. Social Media Coordinator

A Social Media Coordinator shall be appointed to manage the Intergroup social media platforms in support of carrying the message of recovery.

ARTICLE 10 - MEETINGS

Section 1 - Method of Notification

1. Notification of all meetings shall consist of notices prepared by the Intergroup Secretary and distributed to all regular attendees at least ten (10) days prior to the date and time of the meeting.

Section 2 – Meetings by Virtual Conference

1. Members may participate in a meeting through the use of electronic means, so long as all members can hear one another and have a way to participate in the voting process.
2. Materials presented during the meeting shall be made available prior to those participating virtually.
3. Participation by members virtually constitutes presence in person at such meetings.

Section 3 - Quorum

1. The quorum for voting purposes shall be, at a minimum, two elected Executive Board members and any combination of five: Intergroup Representatives, Service Position holders and/or Committee Chairs.
2. The Parliamentarian shall advise the meeting Chairperson of the presence of a quorum.
3. In the absence of the Parliamentarian, the meeting Chairperson shall determine the presence of a quorum.
4. In the absence of a quorum, no voting shall take place at the meeting .

Section 4 - Voting

1. Voting will be conducted:
 - a. in an in-person meeting by written ballot or
 - b. in a virtual meeting in a manner that allows for the greatest voter confidentiality.
2. Votes will be counted by the Parliamentarian and announced immediately.

ARTICLE 11 – VACANCIES AND REMOVAL OF SERVICE

1. Vacancies

1. In the event of a vacancy due to resignation, removal, or inability to serve, all pertinent information, records, and materials shall be transferred to the Intergroup Chairperson in a timely manner.
2. The Chairperson shall facilitate the filling of the vacancy in accordance with the [Bylaws](#).
3. The qualified individual shall fill the position for the remainder of the unexpired term.

2. Removal of Service

- a. Any individual holding a service position may be removed for due cause, including but not limited to non-attendance, failure to perform duties, or actions inconsistent with the Twelve Steps, Twelve Traditions, or Twelve Concepts of Service.
- b. Removal shall be conducted in accordance as defined in the [Bylaws](#).

ARTICLE 12 – MAJOR POLICY MATTERS

1. Intergroup Matters

- a. Matters affecting the Intergroup and/or groups within its service area shall be referred to the Executive Board for support as needed.

2. World Service Office Matters

- a. Matters affecting Overeaters Anonymous as a whole, including those related to [Subpart A of the Bylaws of Overeaters Anonymous, Inc.](#), shall be referred to the World Service Office Board of Trustees.
- b. Members, groups, or the Intergroup may submit proposed motions for consideration by the World Service Business Conference.

3. World Service Business Conference Matters

- a. Matters affecting [Subpart B of the Bylaws of Overeaters Anonymous, Inc.](#), or relating to the Twelve Steps, Twelve Traditions, or Twelve Concepts of Service, shall be referred to the World Service Business Conference.

4. Limitations

The Intergroup may not propose amendments to the Twelve Steps or Twelve Traditions except as permitted under [Overeaters Anonymous Inc. Bylaws, Subpart B, Article XII, Section 1\(f\)](#).

ARTICLE 13 – AMENDMENTS

1. Amendments to this Policies and Procedures Manual, or the creation of new business motions, may be proposed by any registered meeting, the Executive Board, a committee or service position.
2. Upon receipt of a motion, the Executive Board shall determine whether the matter requires immediate consideration or should be scheduled for a future meeting.

3. Proposed revisions or amendments to the Policies and Procedures Manual shall be:
 - a. submitted in writing no less than thirty (30) days prior to the meeting at which action is to be taken.
 - b. shall be posted to all Intergroup members no less than ten (10) days prior to the meeting at which action is to be taken.
4. Amendments shall be submitted in a format determined by the Executive Board.
5. Proposed amendments and motions may be adopted by a simple majority vote of the Intergroup.
6. The Secretary and/or the Bylaws Committee may correct typographical, grammatical, formatting, numbering, and cross-reference errors, provided such corrections do not alter the intent or substance of the document.
7. Any required changes resulting from updates to World Service Office or Region 8 Bylaws or Policy Manuals shall be incorporated into this document and communicated at the next Intergroup meeting.