

# SoAZ Policy Manual Index

<b>Date:</b>	<b>Topic:</b>
08/96	12th Step Within Day
04/95b	AA literature, Intergroup will not carry
08/96	Audit Committee appointed
08/96	Audit report
09/96	Board members names will be added to the meeting
04/96e	Budget accounting method changed
08/96	Budget Committee appointed
04/96b	Budget Committee to receive Delegate expenses
08/96	Budget motion sent to groups for vote
08/96	Budget requests due date
08/96	Bylaws review
08/96-10/17	Calendar Guide
05/10	CDs purchased by RR/Delegates at OA Assembly/Conventions be copied
10/17	Delegates Expenses submit to budget committee
06/06	Desert Recovery newsletter to be offered by e-mail
08/13	Desert Recovery newsletters will include the current Meeting List
02/95c-01/16	Donating to Intergroup, Region, and WSO at group level and Intergroup
08/96	Elections
04/96b	Expenses from delegates submitted to budget committee
07/12	Expenses processes for Intergroup
12/06	Hospitals Institutions, Professionals, and the Military (HIPM) merge to PIPO
08/96	IDEA Event: International Day of Experiencing Abstinence
08/98a	Incorporate SEAZ Intergroup of OA
08/96	Intergroup Inventory to IRs
10/95	Intergroup Representatives getting Treasurer's report
09/96	Intergroup Representatives names will be added to the meeting list
09/95a-08/17	Intergroup's new title and address
08/96	Inventory membership feedback
08/96	Job Descriptions review
09/95b	Literature Committee suspended
03/09-10/17	Meeting Directory of SEAZ from the WSO website to be printed biannually
11/03	Meeting list and newsletter consolidated
04/05-10/09	Meeting location: St. James United Methodist Church
10/17	Meeting space for IG meetings donation increased from \$35 to \$50 per month.
09/04	Meetings on the 3rd Saturday of the month at 10:45 a.m., except November
05/13	Mentorship for Committees and Committee Chairs
08/14-10/17	Mileage reimbursement adopted
11/03	Newsletter and meeting list consolidated
08/96	Nominating committee appointed
08/96	Policy Manual review
08/96	Policy Manual update
03/08	Proxy votes accepted, providing the group regularly has an IR in attendance

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<u>Date:</u>	<u>Topic:</u>
05/96-10/17	Prudent reserve to be at least three months' fixed expenses
12/06	Public Information (PI) merge to PIPO
12/06	Public Information/Professional Outreach (PIPO) committee
8/12	Retreat budget line to be created
12/11	Scholarship budget line operation
12/11	Scholarship Fund donations procedures
12/10	Scholarship Funds will have a separate budget line
03/09	Secretary to print a SEAZ Meeting Directory from the WSO website biannually
09/95a	Southeastern Arizona Intergroup of Overeaters Anonymous
05/10	Speaker CD's must be paid for by a donation to the website
05/10	Speaker CDs for individuals should purchase or download their own copy.
12/11	Special Events can request available Scholarship funds
05/06	Standing Rule #7 be amended regarding budget approvals
3/95a	Standing Rules approved
02/95a	Standing Rules established
08/96	Standing Rules review
01/97	Telephone listing added to the Sierra Vista and Green Valley phone books
01/05	Trainer ad hoc committee be made a standing committee
07/12	Treasurer duties
10/95-03/14	Treasurer's report provided to Intergroup Reps
08/04	Twelfth Step Within ad hoc committee be made a standing committee
12/11	Twelve Step Within can request available Scholarship funds
08/96	Unity Day
08/96	Vision and Goals committee appointed
08/96	Vision and Goals report
05/97	Vouchers for non-cash contributions to be submitted
03/95b	Ways and Means a subcommittee of the Special Events committee
11/03	We Care List going to a separate bi-annual publication
08/96	We Care updates
08/96	WSBC Motions presented and reviewed
08/96	WSBC Motions vote
03/16	Mailbox extension removed from Century Link service contract

# Southern Arizona Intergroup of OA

## Policy Manual 2018

### Introduction:

It is noted that all motions appearing in this summary were adopted by the group conscience of Southern Arizona Intergroup of OA (formerly Southeastern Arizona Intergroup of OA, changed in 2017). Furthermore, until changed, these motions set self-imposed limits on this Fellowship.

02/95a Board It was adopted:	That Standing Rules will be established for both the Board and Intergroup meetings.
02/95c It was adopted: Amended 1/16	That all groups will operate autonomously and donate to Intergroup, Region, and WSO at the group level. Intergroup will no longer be responsible for sending group contributions to Region and WSO. Intergroup may donate to Region and WSO a percentage of its income (from Special Events, 7 <sup>th</sup> Tradition, etc.) after all Intergroup needs are met.
03/95a Board It was adopted:	That the Standing Rules are approved and will be used for the Board and Intergroup.
03/95b Board It was adopted:	That the Ways and Means Committee is now a subcommittee of the Special Events committee.
04/95b It was adopted:	That the policy of Intergroup carrying AA literature is rescinded.
09/95a It was adopted: Amended 8/17	The Intergroup's new title and address are: Southern Arizona Intergroup of Overeaters Anonymous P O Box 43221 Tucson, AZ 85733-3221
09/95b It was adopted:	That the Intergroup Literature Committee will be suspended, and groups will be encouraged to order literature directly from the World Service Office (WSO).
10/95 It was adopted: Amended 2/02 Amended 03/14	That Intergroup Representatives will be provided with copies of the Treasurer's report.
04/96b It was adopted: Amended 10/08 Amended 10/17	That delegates are required to submit projected conference expenses to the budget committee for the upcoming year with expenses covered as follows: cost of registration, reasonable travel expenses: Food (banquet plus up to \$50/day), standard tipping, hotel expense, assuming double occupancy.
04/96e It was adopted:	That the budget accounting method is changed such that the budget is set based on the prior year's revenues rather than on projected revenues.
05/96 It was adopted: Amended 2/02 Amended 10/17	That a prudent reserve of at least \$700 will be set aside, enough funds to cover at least three months' fixed expenses, the recommended amount.
08/96 It was adopted: Amended 2/02  Amended 07/06  Amended 01/10  Amended 11/11  Amended 03/14  Amended 10/17	That the following will be used as an annual calendar guide for Intergroup, which can be changed as needed by majority of Intergroup Representatives present: <b>January</b> -New year's calendar presented and reviewed; Intergroup Inventory feedback; Audit report presented; Updated Policy Manual distributed; WSBC agenda questionnaire presented <b>February</b> -WSBC motions' vote; Unity Day; Vision and Goals Report <b>March</b> - Request for We Care updates sent to groups by IR Trainer <b>April</b> - IR's return We Care updates to IR Trainer <b>May</b> -We Care update done by IR Trainer. <b>June</b> -Appoint a committee for review of Policy Manual, Bylaws, Standing Rules, and IG Job Descriptions <b>August</b> - Announce budget requests due to the Treasurer in Sept; Appoint nominating committee; Event: Sponsorship Day <b>September</b> - Projected budget requests submitted to the Treasurer <b>October</b> -Present list of nominees for elections; Appoint ad hoc Budget Committee <b>November</b> -Elections held, budget motion sent to groups for vote; Events: International Day of Experiencing Abstinence; 12 <sup>th</sup> Step Within Day; We Care update. <b>December</b> -Intergroup Inventory to IRs; New budget motion Intergroup vote; Appoint an Audit Committee; Appoint a Vision and Goals Committee
09/96 It was adopted:	That the names of Board members and Intergroup Representatives will be added to the meeting list.

01/97 It was adopted:	That the SEAZ OA telephone number will be listed in the Sierra Vista and Green Valley telephone books.
05/97 It was adopted:	It was adopted: That Board members and committee chairs will submit vouchers for non-cash contributions as necessary or annually.
08/98a It was adopted:	To incorporate SEAZ Intergroup of OA.
11/03 It was adopted:	That we consolidate the newsletter and meeting list, with the We Care list going to a separate bi-annual publication.
08/04 It was adopted:	That the current Twelfth Step Within ad hoc committee be made a standing committee.
09/04 It was adopted:	That we continue to hold monthly Intergroup meetings on the 3rd Saturday of the month at 10:45 a.m., except November, when it will be the 2nd Saturday.
01/05 It was adopted:	That the current Intergroup Trainer ad hoc committee be made a standing committee.
04/05 It was adopted: Amended 10/09	That the <b>St. James United Methodist Church</b> be our meeting location
05/06 It was adopted:	That Standing Rule #7 be amended to state that all Committee Chairs are responsible for meeting their committees' budgets and that the Chair and Treasurer (or, if not available, another Board member) must approve any overage.
06/06 It was adopted:	That the Desert Recovery newsletter be offered by e-mail for those members who wish to receive it that way.
12/06 It was adopted:	That the Hospitals Institutions, Professionals, and the Military (HIPM) committee and the Public Information (PI) committee merge as a single committee under the name Public Information/Professional Outreach (PIPO) committee.
03/08 It was adopted:	That groups which do not have an IR present during the meeting when the vote for the proposed WSBC motions takes place may vote by a proxy, providing those groups have an IR in attendance on a regular basis at Intergroup.
03/09 It was adopted: Amended 3/14 Amended 10/17	To direct the Meeting List Chair to print a SoAZ Meeting Directory from the WSO website on a biannual basis, to review and facilitate group meeting updates.
10/09 It was adopted: Amended 10/17	That SoAZ Intergroup increase the amount of its monthly donation for the use of meeting space for intergroup business meetings from \$20 per month (which is the current donation) to \$50 per month.
5/10 Board It was adopted:	<ul style="list-style-type: none"> <li>• That CD's purchased for SEAZ Intergroup by RR/Delegates at OA Assembly/Conventions be copied with discretion as to the quality of the individual CD's and that the copies be made at the specific requests of the groups within SEAZ.</li> <li>• That OA websites be sent appropriate donations for speaker CD's downloaded from those sites. That individuals within SEAZ wishing to have their own copies of speaker CD's be directed, whenever possible to the original source of the CD to purchase or download their own copy.</li> </ul>
12/10 Board It was adopted:	To create a separate budget line for Scholarship Funds in the SEAZ Intergroup monthly financial statement.
07/12 It was adopted:	<p>That the following processes be followed for handling SEAZ Intergroup expenses.</p> <ol style="list-style-type: none"> <li>1. The standard and recommended way for paying expenses is that the Treasurer, upon receipt of a completed expense form with appropriate receipt(s) attached, will issue a check for the amount expended to the OA member or vendor.</li> <li>2. If an Intergroup committee or member needs money in advance of payment, the expense form will need to be completed with the words "In Advance" shown at the top and the estimated costs shown on the form by expense item (what the purchased item(s) will be) and a total amount. The Treasurer will issue a check for the estimated amount. A new completed expense form with receipts needs to be given to the Treasurer no later than at the first Intergroup meeting following the event, along with any money in excess of the expenses, if applicable. Both forms should be filed together by the Treasurer for audit purposes.</li> <li>3. An Intergroup committee or member may present a motion to the Intergroup to establish a separate bank account with a specific amount of money from the SEAZ budget. The motion needs to include the rationale to open a separate account and a timeline for closing of the account or the need for its permanence. The Intergroup, after discussing the value and need for another account, votes whether or not to pass the motion. All SEAZ accounts are to be audited annually.</li> </ol>

	<p>4. The SEAZ Treasurer, as a trusted servant, oversees the management of the SEAZ Intergroup funds and verifies that requests and payment of funds are reasonable and appropriate for our Intergroup. The Treasurer may refer any situation to the Intergroup for discussion and review.</p> <p>SEAZ Intergroup Board recommends that personal checks submitted for an event be held until one week prior to the event. Cancellations can then be handled by destroying the check. Cancellations after the checks have been deposited are considered donations to the event, unless the cancellation date was not published.</p>
8/12 It was adopted:	That a budget line be created on the SEAZ Treasurer's Report for the annual retreat with a starting amount of \$800 for 2012 and that checks for the retreat and checks paying retreat expenses be deposited into and paid from the existing main SEAZ account. This line could be replenished annually through the existing SEAZ budget process.
05/13 It was adopted:	That a structure of Committee and Committee Chair mentorship be implemented whereby each board member is a co-chair of each committee. Structure and committee assignments are flexible.
08/13 It was adopted:	That the SEAZ "Desert Recovery" newsletters include the current version of the SEAZ Meeting List as prepared by the Meeting List chairperson. The Newsletter Chairperson will obtain the current Meeting List from the Meeting List Chairperson when preparing to publish each issue of the newsletter. The complete content of the SEAZ Meeting List will be published in the newsletter, but the Newsletter Chairperson has the discretion to change the formatting of the list (for example font style and size) to comply with the format of the newsletter.
08/14 It was adopted: Amended 10/17	That a mileage reimbursement of \$0.54 a mile be instituted for SoAZ Intergroup when automobile travel has been approved by the committee chair or designated member of the committee whose budget line is affected.

The Secretary of the Southern Arizona Intergroup of Overeaters Anonymous shall review the Intergroup's minutes annually after the December meeting to update this summary with any motions, which have a continuing effect. This includes new or amended motions adopted by the Southern Arizona Intergroup of Overeaters Anonymous. (Rescinded motions are deleted during the annual update.) The updated Policy Manual shall be distributed at the January Intergroup meeting.