

SOUTHERN ARIZONA INTERGROUP OF OA

POLICY MANUAL

SUMMARY OF CONTINUING MOTIONS **1995-2023**

Adopted by the
Southern Arizona Intergroup of OA

January 2023

Rescissions greyed out

2022 amendments/policies in bold (except Calendar)

Introduction:

It is noted that all motions appearing in this summary were adopted by the group conscience of Southeastern Arizona Intergroup of OA. 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.
02/95b Board It was adopted: Rescinded 01/02	That the Professional and Institutions Committee will be combined with the Public Information Committee.
02/95c It was adopted: Amended 01/16 Amended 08/20	That all groups will operate autonomously and donate to Intergroup, Region, and WSO at the group level. Intergroup will no longer can be responsible for sending these funds as a temporary measure by Board decision. Intergroup may donate to Region and WSO a percentage of its income (from Special Events, 7 th 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.
04/95a It was adopted: Rescinded 07/06	That obsolete literature will be inventoried and passed on to the Public Information Committee for its use.
04/95b It was adopted:	That the policy of Intergroup carrying AA literature is rescinded.
08/95a It was adopted: Rescinded 07/97	That a one-page insert for the Treasurer's report will be added to the newsletter when needed.
08/95b It was adopted: Rescinded 07/97	That the number of meeting lists printed will be decreased to 400 copies per month and the number of newsletters printed will be decreased to 300 per quarter.
09/95a It was adopted: Amended 08/17: Name change	The Intergroup's new title and address are: Southeastern 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: Remove last line Amended 03/14: Remove second line	That Intergroup Representatives will be provided with copies of the Treasurer's report. Copies not picked up at the meetings will be mailed to the meeting secretaries. The bottom of the report will have a form for donations.
04/96a It was adopted: Rescinded 07/96	That the newsletter, Desert Recovery, will be printed on 8.5X11 paper instead of folded 11X17 paper in order to lower the cost.
04/96b It was adopted: Amended 10/08: To change food to (banquet plus \$35/day) Amended 10/17: To change food to (banquet plus \$50/day)	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 \$25-\$35 \$50/day) Standard tipping Hotel expense, assuming double occupancy.
04/96c It was adopted: Rescinded 07/96	That a Telephone List Committee will be formed.

04/96d It was adopted: Rescinded 07/96	To change the method of accounting and to include the term working budget cap along with prudent reserve (retroactive to 01/96).
04/96e It was adopted: Rescinded 09/18	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 02/02: Amended 11/17 Rescinded 09/18	That a prudent reserve of at least \$300 \$700 will be set aside, enough funds to cover at least three months' fixed expenses, the recommended amount.
07/96 It was adopted: Rescinded 07/06	That the following Item 3 is added to the Standing Rules: "All motions must be submitted in writing on the new business motion form to the Intergroup Chair in order for the proposed motion to be mailed to the groups for review before the motion is presented. Exceptions must be approved by majority of Intergroup Representatives present."
08/96 It was adopted: Amended 02/02: New items added to the calendar Amended 07/06: 1 item removed and one added to the calendar Amended 01/10: *1 item moved and **3 items added to the calendar Amended 11/11: Removals/updates Amended 03/14: Annual Member Count completed Amended 10/17: Reworded, added Sponsorship Day	<p>(02/02 amendment) New agenda items added to the calendar: Jan. New year's calendar presented and reviewed, Welcome new members; Feb. Unity Day; April Board to review and update the Policy Manual; June SEAZ Inventory; Sept. Year-end contributions for next year, projected budget needs to the treasurer; Oct. Budget Committee formed; Nov. Budget discussed and sent to groups for vote, IDEA Event (International Day of Experiencing Abstinence); Dec. New budget voted on for coming year, appointment of an Audit Committee.</p> <p>(07/06 amendment) Changes to the calendar: April *Board to review and update the Policy Manual; August Announce budget requests are due to the Treasurer in Sept.</p> <p>(11/11 amendment) New agenda items added to the calendar: Jan. SEAZ membership list updated, Welcome new members, Appoint lead for Intergroup Inventory update, Audit report; Feb. Board review of website for changes needed, Intergroup Inventory to IRs; Appoint ad hoc committee for Vision and Goals update; Mar. Membership feedback from the Intergroup Inventory compiled; April. Vision and Goals update; June SEAZ Inventory; Sept. Year-end contributions for next year; Dec. Training for newly elected officers at Board meeting</p> <p>-----</p> <p>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:</p> <p>January-New year's calendar presented and reviewed; Intergroup Inventory membership feedback; Audit report presented; Plan for annual membership count; Updated Policy Manual distributed; WSBC agenda questionnaire presented; SoAZ membership list updated; Welcome new members</p> <p>February-WSBC motions vote; Vision and Goals Report; Event: Unity Day</p> <p>March-Member count report; Request for We Care updates sent to groups by IR Trainer</p> <p>April-IR's return We Care updates to done by IR Trainer</p> <p>May-We Care update; Membership feedback for the inventory compiled</p> <p>June- Appoint a committee for review of Policy Manual, Bylaws, Standing Rules, and IG Job Descriptions</p> <p>July-</p> <p>August-Announce that budget requests due to the Treasurer in Sept; Appoint Nominating Committee; Event: Sponsorship Day</p> <p>September- Year-end contributions for next year; Projected budgets due-requests submitted for to the Treasurer</p> <p>October-Present list of nominees for elections; Appoint ad hoc Budget Committee is formed; **Plan for Annual Membership Count</p> <p>November-Elections held; Budget discussed and motion sent to groups for vote; *Report of Annual Membership Count; We Care update. Event: International Day of Experiencing Abstinence (IDEA);</p> <p>December-Training for newly elected officers at Board meeting; Intergroup Inventory to IRs; New budget voted on for coming year at motion Intergroup meeting vote; Appointment of an Audit Committee; Appoint a Vision and Goals Committee; Event: **12th Step Within Day</p>

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:	That Board members and committee chairs will submit vouchers for non-cash contributions as necessary or annually.
08/98 a It was adopted:	To incorporate SEAZ Intergroup of OA.
12/02 It was adopted: Rescinded 07/20	That Board members not run for more than 2 consecutive years in the same position without taking a year break before running again for that position (except Delegates with a 2 year term).
09/03 It was adopted: Rescinded 3/16	That we add 3 mailbox extensions to the existing OA voice messaging service.
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.
03/04 It was adopted:	That we create a Twelfth Step Within ad hoc committee (and purchase a {WSBC 12 th Step Within} notebook). The ad hoc committee's purpose would be to investigate whether or not to form a permanent committee.
08/04 It was adopted:	That the current Twelfth Step Within ad hoc committee be made a standing committee.
09/04 It was adopted: Amended 9/19	That we continue to hold monthly Intergroup meetings on the 3rd Saturday of the month at 10:45 a.m., except January and 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: Amended 07/20	That the Sam Lena Library be our meeting location. That the St. James United Methodist Church be our meeting location unless the meeting is held virtually.
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: Amended 07/20	That all groups registered with SoAZ Intergroup which do not have an IR present during the meeting when they may 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 SEAZ Secretary Meeting List Chair to request an electronic SoAZ Meeting Directory from the WSO on a quarterly biannual basis, beginning in April 2009.
10/09 It was adopted: Amended 10/17: Increase rent	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 \$35 \$50 per month.
12/09 Board It was adopted: Rescinded 3/14	That the procedures and baseline count for the annual SEAZ OA membership count be adopted and added to our Policy Manual. <ul style="list-style-type: none"> ● Implementation: This procedure will be followed annually from 2009 through 2014. ● In October at the SEAZ Intergroup meeting, volunteers will be selected to count attendees at each registered OA meeting within our Intergroup. ● The count will be held during the first full week of November, Monday through Sunday.

	<ul style="list-style-type: none"> • SEAZ Board members will call the volunteers the day before their count is to take place and remind them to make the count at the meeting that week. They will also be asked to email the number of the count to the designated Intergroup Board member for compiling purposes. • The designated Intergroup Board member will compile the counts from each meeting in an Excel spreadsheet created for this purpose. • The total from the member count will be announced at the November Intergroup meeting. • The result of each annual count will be used to help SEAZ determine whether it is meeting its goal of growth in the fellowship and help in planning outreach strategies for the coming year.
05/10 Board It was adopted:	<ul style="list-style-type: none"> • 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. • 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.
12/10 Board It was adopted:	To create a separate budget line for Scholarship Funds in the SEAZ Intergroup monthly financial statement.
12/11 It was adopted: Amended 03/14: Remove last line	Propose that the Scholarship budget line operate as follows: collections will be accepted throughout the year, however 3 weeks before an event, the committee chair of TSW or Special Events can request the available funds minus a prudent reserve of \$100. One check will be issued per event; personal donations will remain anonymous unless otherwise indicated; all cash donations will have a receipt issued by the treasurer. In addition, the donation form will have an additional section for scholarship fund donations and the checks will be made out to SEAZ Intergroup OA without specification for particular event. The treasurer will track all donations on a separate donations' form, which includes income and expenses. A scholarship donation form will be the third sheet on the electronic report and a footnote of availability will be made on the monthly treasurer's report.
07/12 It was adopted:	<p>That the following processes be followed for handling SEAZ Intergroup expenses.</p> <ol style="list-style-type: none"> 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 expensed to the OA member or vendor. 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. 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. 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. SEAZ Intergroup Board recommends that personal checks submitted for an event are 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.
08/12 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: Rescinded 07/20	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 twenty five 0.54 cents 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.
09/18 It was adopted: Amended: 12/20 Amended 6/22	Rescind Policy 04/96e and Policy 05/96, amended 02/02, amended 10/17. Each year's <u>proposed Budget</u> will be based on the previous calendar year's income amount. One-Half that amount will be kept in the checkbook as the initial <u>Operating Reserve</u> for the current year. After final figures for the year-end are completed accounted for , all monies above the needed current year's <u>Operating Reserve</u> will be disbursed by a mechanism identified and approved to be determined by the Fellowship by March 31. Disbursement should be done as soon as possible and must be completed by current year's end. (donating or spending). This should happen by the end of January March when final year-end figures can be determined.
10/18 It was adopted:	To revise Standing Rules 02/95A, 05/06 5. All motions must be submitted in writing to the Intergroup Chair (on the new business motions form, by snail mail or email one week prior to the next Intergroup meeting in order for the proposed motion to be put on the agenda. Exceptions must be approved by majority of Intergroup Representatives present. IR's present can request the exception to vote on a motion presented but not yet sent to the membership at large. 6. Debate and discussion (to be done on motion presentation and/or when the IRs return with the membership votes and before the IG vote is tallied):
12/20 It was adopted:	To change the status of the Diversity and Inclusion ad hoc committee so that it is a standing committee and its chair will be an Intergroup standing committee chair. (renamed IDEA Community, Inclusion, Diversity, Equity, and Access Community)
12/21a It was adopted:	That the Google Drive contain the official files of record for all Intergroup documents, including but not limited to draft and approved meeting minutes and committee reports, motions, Bylaws and Policy documents. A new folder will be created for each calendar year and subfolders will be created for each month within that year. Other folders will be created as needed. Approved minutes will be placed in the folder for the month of approval. For example, approved March minutes will go into the April folder since they were approved in April.
12/21b It was adopted:	That the SoAZ physical assets be marked accordingly and be safeguarded, maintained and used only for SoAZ business by the current Secretary and Treasurer. Transfer of all physical and virtual assets will be arranged by the outgoing service person. Need for updated/new assets will be determined by the board and built into the next year's budget. Definitions: Physical assets are tangible, physical items which have been purchased by the Southern Arizona Intergroup for the use of the Intergroup. Physical assets include but are not limited to laptop computers, flash drives, software, mice and cases. Virtual assets are items that exist electronically. They include but are not limited to e-mail addresses of Board members and committee chairs, website content, electronic copies of documents and access to email accounts, websites and any applicable financial funds transfer sites.
12/22	To add language to the annual slate motion to include Corporation Commission Titles for Chair (President) and Treasurer (acting Secretary) required by banks.

The Secretary of the Southeastern Arizona Intergroup of Overeaters Anonymous shall review the Intergroup's minutes annually after the December meeting in order to update this summary with any motions, which have a continuing effect. This includes new, revised, or rescinded motions adopted by the Southeastern Arizona Intergroup of Overeaters Anonymous. The updated Policy Manual shall be distributed at the January Intergroup meeting. (SEAZ 1995-2017, SoAZ 2017-present)