

POLICIES AND PROCEDURES
OF THE
SANTA CRUZ AND MONTEREY COUNTIES
INTERGROUP
OF OVEREATERS ANONYMOUS

TABLE OF CONTENTS

I.	PURPOSE	1
II.	RATIONALE	1
III.	INTERGROUP REPRESENTATIVES	1
IV.	OVERVIEW OF THE INTERGROUP BOARD	2
	THE INTERGROUP BOARD	2
	TERMS OF OFFICE	2
	QUALIFICATIONS FOR MEMBERSHIP IN INTERGROUP	2
V.	DUTIES OF INTERGROUP MEMBERS	3
	INTERGROUP REPRESENTATIVES	3
	CHAIR	3
	VICE CHAIR	3
	SECRETARY	4
	TREASURER	4
	WORLD SERVICE BUSINESS CONFERENCE DELEGATE	4
	REGION 2 REPRESENTATIVE	5
	EMAIL SUPPORT PERSON (ESP)	5
	PUBLIC INFORMATION COORDINATOR (PIC)	6
	WEBMASTER	6
	ZOOM ADMINISTRATOR.....	6
	TWELFTH STEP WITHIN (TSW) COMMITTEE CHAIR	6

VI.	QUALIFICATIONS FOR OA MEMBERS WHO CAN SPEAK ON BEHALF OF INTERGROUP	7
VII.	NOMINATIONS TO THE INTERGROUP BOARD	7
VIII.	ELECTION OF INTERGROUP BOARD MEMBERS	7
IX.	VACANCIES AND RESIGNATIONS	7
X.	AMENDMENTS TO THESE POLICIES AND PROCEDURES	8
XI.	ADOPTED POLICIES	8

I. PURPOSE

This document is meant to clarify the policies and procedures that guide and support the Santa Cruz and Monterey Counties Intergroup of Overeaters Anonymous (SCMC IG OA) No. 09267 in Region 2. It is intended to supplement, not replace, the pertinent sections in the “Bylaws of the Santa Cruz and Monterey Counties Intergroup of Overeaters Anonymous, Revised August 15, 2024.”

II. RATIONALE

Our primary purpose is to abstain from compulsive eating and compulsive food behaviors and to carry the message of recovery through the Twelve Steps of OA to those who still suffer. Service and sponsorship are two tools of recovery that help us to attain and maintain abstinence, and to carry the message of recovery.

To increase the opportunity for more members to do service at the meeting level and above, it works best when each member has the responsibility for a single position. Only one position should be held at a time, including the position of Intergroup Representative (IG Rep). When each meeting sends a different person to serve as an IG Rep, it strengthens each participating member, our Intergroup, and our fellowship as a whole.

Serving as an IG Rep can inspire members to take on other roles on the Intergroup (IG) Board. IG meetings that are joyful and build fellowship can make Intergroup attractive and comfortable for new members. We can accomplish this by putting the spiritual principles of Step Nine (*Love*), Tradition Eight (*Fellowship*) and Concept Seven (*Balance*) into practice during IG meetings.

Above all, we value the abstinence of all our members. In order for members to maintain their abstinence while serving on Intergroup, the IG meeting structure should provide support for members’ continued recovery as they give service to Intergroup. It is Honesty, the spiritual principle of Step One, that must guide individual members. Doing the work of Intergroup should be secondary to maintaining our abstinence.

Having an adequate number of sponsors to work with SCMC OA fellows is critical for achieving our primary purpose. The online OA Bookstore sells a *Sponsorship Kit* to support members who serve as sponsors. Unfortunately, many members of OA, especially those who attend only online meetings, are dependent solely on the OA Bookstore for literature and may put off ordering the *Sponsorship Kit* when faced with shipping fees that nearly triple the cost of a kit. SCMC OA IG can support all members by maintaining a supply of this kit that can be purchased at cost, without shipping fees.

III. INTERGROUP REPRESENTATIVES

- A. Terms of office: a period of time designated by the meeting they represent, but usually six months to one year.
- B. Qualifications for membership in Intergroup: two months of attendance at OA meetings.
- C. A meeting that does not have an IG Rep shall have one of their officers also serve as the IG Rep until someone volunteers for the IG Rep position.
- D. IG Reps should represent only one meeting.

IV. OVERVIEW OF THE INTERGROUP BOARD

The Intergroup Board

- A. Executive Officers
 - 1. Chair
 - 2. Vice Chair
 - 3. Secretary
 - 4. Treasurer
- B. World Service Business Conference (WSBC) Delegate(s)
- C. Region 2 (R2) Representative(s)
- D. Email Support Person (ESP)
- E. Public Information Coordinator (PIC)
- F. Webmaster
- G. Zoom Administrator
- H. Committee Chairs, e.g., Twelfth Step Within

Terms of Office

- A. Executive Officers: two years
- B. WSBC Delegate: two years
- C. R2 Rep: two years
- D. Other IG Board members: one year
- E. Committee Chairs for events: the time it takes to carry out their duties
- F. When serving as an IG Board member, a person may not also serve as an IG Rep.

Qualifications for Membership on the Intergroup Board

- A. Be working the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service to the best of their ability.
- B. Be a regular member of an affiliated group.
- C. Have six months of current abstinence. (Each person shall be the sole judge of their own abstinence.)
- D. WSBC Delegate
 - 1. One year of current abstinence.
 - 2. At least two years of service beyond the meeting level.
- E. R2 Rep
 - 1. Six months of current abstinence.
 - 2. Have attended at least six IG meetings in the past 12 months.

V. DUTIES OF INTERGROUP MEMBERS

If a Board member is unable to complete a related duty, they will get help from the Executive Officers and possibly others in the fellowship to complete that job in a timely manner.

Intergroup Representatives

- A. Represent their meeting at all IG meetings.
- B. Share information or concerns from their meeting at the IG meetings.
- C. Share all communications pertaining to IG with the members of their meeting.
- D. Make an oral report on the status of their meeting at the IG meeting. The report could include information on their meeting's donations to IG (60%), World Service Office (30%), and Region 2 (10%). The report could also include the average number of meeting attendees, and which service positions are unfilled.

Chair

- A. Sign on to the IG bank account as cosignatory with the Treasurer unless there are already two cosigners.
- B. Establish an agenda for each IG meeting that includes reading "Santa Cruz and Monterey Counties OA Intergroup Agreements" (located in the IG Document folder within the SCMC OA IG folders on Google Drive). The reading of "Santa Cruz and Monterey Counties OA Intergroup Agreements" immediately follows the reading of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the introductions. It includes information on the abstinence requirement for IG Board members, as well as information to dispel the stigma of relapse (from the OA pamphlet, *Welcome Back: Suggestions for Members in Relapse and for Those Who Care*).
- C. Ensure that each IG meeting lasts no longer than 90 minutes.
- D. Preside at all regular and special meetings of IG, and use the current edition of *Robert's Rules of Order* for meeting protocols.
- E. Ensure that each new member of IG has a copy of the Policies and Procedures, as well as any relevant manual or Memorandum of Understanding (MOU) in which the new member's duties are defined.
- F. Help new IG Reps understand their duties and feel welcome at their first meetings.
- G. Clarify goals for IG at the end of the fiscal year e.g., workshops, outreach, etc., and create a timeline for accomplishing those goals.
- H. Send the agenda for the upcoming IG meeting to the Vice Chair seven to ten days before each IG meeting.
- I. As necessary, meet with SCMC Executive Officers.

Vice Chair

- A. Maintain a current phone and email address list of IG Board members and IG Reps.
- B. Serve in the absence of the Chair.

- C. Uphold the Bylaws at IG meetings and make updates to the Bylaws as needed to align with changes made at the World Service Business Conference.
- D. Enforce policies and procedures and make updates to the Policies and Procedures document after the IG Board has voted to make changes.
- E. Confer with the Chair to ensure that the agenda for each IG meeting is aligned with the monthly goals on the established timeline.
- F. Provide notification to IG Board members and IG Reps of all IG meetings at least one week before any meeting.
- G. Send the information packet for IG meetings (including the Treasurer's reports, agenda, minutes, timeline, etc.) three to four days before the IG meeting.
- H. Serve as timekeeper during IG meetings.
- I. As necessary, meet with SCMC Executive Officers.

Secretary

- A. Record minutes of all IG meetings, including pertinent information that will support the Chair in creating an agenda for the next meeting.
- B. Send written minutes from the most recent IG meeting to the Chair and Vice Chair at least two weeks before the upcoming IG meeting. As implied by the written minutes, include a list of proposed topics for the upcoming IG meeting.
- C. In the absence of a Twelfth Step Within Committee Chair, coordinate the acquisition of *Sponsorship Kits* from OA World Service (bookstore.oa.org) and their distribution to SCMC OA members.
- D. As necessary, update the Treasurer's Manual found in the SCMC OA IG folders on Google Drive.
- E. Upload all approved minutes to the SCMC OA IG folders on Google Drive.
- F. As necessary, meet with SCMC Executive Officers.

Treasurer

- A. Sign on to the IG bank account as cosignatory with two other OA members who are serving or have served as an IG Executive Officer.
- B. Perform the duties listed in the Treasurer's Manual found in the IG Document folder within the SCMC OA IG folders on Google Drive.
- C. Make deposits and disburse funds in a timely manner.
- D. Send the Treasurer's Summary report to the Vice Chair one week before each IG meeting.
- E. As necessary, meet with SCMC Executive Officers.

World Service Business Conference Delegate

- A. Review and understand the WSBC Agenda Questionnaire published each January.

- B. Educate the SCMC OA fellowship regarding the issues on the Questionnaire, so that members can provide meaningful input into the upcoming WSBC agenda.
- C. Return SCMC OA IG's response to the Questionnaire to World Service by the deadline.
- D. Participate in the annual WSBC and represent concerns of SCMC OA IG at the conference.
- E. Serve on a WSBC Committee and take an active part in the activities of World Service.
- F. Write a summary of events at the WSBC and report on the pertinent information at an IG meeting following the conference.
- G. After the WSBC Final Report becomes available, share the link at an IG meeting so that the information contained in the report can serve as a reference when conducting IG business.
- H. Report pertinent WSBC information at IG meetings.

Region 2 Representative (R2 Rep)

IG is entitled to one R2 Rep for every ten meetings (or portion of) affiliated with IG.

- A. Take an active part in the R2 Assemblies and represent the interests and concerns of IG. Be present during all business sessions.
- B. Obtain and review the Assembly packet for use during the Assembly.
- C. If registered but unable to attend, IG can select an alternate to attend in their place.
- D. Serve on an R2 Committee.
- E. Report at IG meetings on the information received during the Assembly in order to keep IG informed of happenings in R2 and OA as a whole.
- F. Verify and inform R2 of name and email changes for the R2 Rep or Alternate R2 Rep, and IG's mailing address and email address.
- G. Provide R2 with upcoming events for inclusion in the R2 Event Calendar, and share same with other Region Representatives. (A list of RRs can be requested.)
- H. Review and understand the Twelve Traditions and Twelve Concepts of OA Service. Intergroup problems with the Traditions and Concepts should be brought to the attention of the R2 Trustee/Board if help is needed.

Email Support Person (ESP)

- A. Coordinate with the Webmaster to connect personal email to IGinfo@santacruzmontereyoa.org.
- B. Respond within 48 hours to all emails received at IGinfo@santacruzmontereyoa.org (excluding those from Zoom and BMO Bank).
- C. To ensure anonymity, safety and privacy, use only IGinfo@santacruzmontereyoa.org for all ESP-related correspondence.
- D. If additional information is needed to respond to emails, use santacruzmontereyoa.org as a resource and/or consult with current IG members.

- E. When appropriate, encourage the correspondent to attend an OA meeting as soon as possible, and to try out at least three different meetings in order to experience which ones fit their needs.
- F. Email the meeting schedule for SCMC OA and the links for "Find a Meeting" at santacruzmontereyoa.org and oa.org when needed.
- G. Forward emails regarding OA events to the Webmaster to post on the SCMC OA website.
- H. Forward all IG-related emails to the appropriate IG member(s).
- I. Report the number of email messages received and give a brief summary of their content at each IG meeting.

Public Information Coordinator (PIC)

- A. Create ways of reaching out with information about OA to the public, including to healthcare providers. Utilize the Public Information and Professional Outreach Service Manual, available at bookstore.oa.org.
- B. Regularly provide information about OA to young adults throughout Santa Cruz and Monterey Counties, including students at local colleges and universities.
- C. Establish a PIC committee in charge of carrying out PIC-related tasks.
- D. Attend and present a progress report at each IG meeting.

Webmaster

- A. Maintain an updated meeting schedule on the SCMC OA website.
- B. Manage the santacruzmontereyoa.org website to increase its ease of use, and to increase traffic to the site.
- C. Provide the Chair and Email Support Person (ESP) with domain-related email support.
- D. Coordinate the volunteer(s) who update the website's events page.

Zoom Administrator

- A. Manage the SCMC OA IG Zoom accounts.

Twelfth Step Within (TSW) Committee Chair

- A. Access the TSW guide, "The Message is Hope," on the Region 2 website for ideas and support.
- B. Borrow the Twelfth Step Within Handbook from an IG Executive Officer for additional ideas and support.
- C. With the support of a committee, put on a workshop for the members of SCMC OA that addresses the issues of abstinence, and recovery from relapse.
- D. Distribute *Sponsorship Kits* to members wishing to purchase a kit.
- E. Compile a list, including contact information, of meetings that have Newcomer Greeters. Encourage and support Newcomer Greeters to:

1. Identify the names and phone numbers of members who have not recently attended meetings, and make outreach calls to them.
 2. Welcome newcomers and anyone who identifies as returning from relapse, offering support such as literature, assistance getting a sponsor, or simply talking.
- F. Contact each Newcomer Greeter once a month to determine whether they need support in helping their fellows find relief from struggles with relapse.

VI. QUALIFICATIONS FOR OA MEMBERS WHO CAN SPEAK ON BEHALF OF INTERGROUP

- A. Have six months of current abstinence. (Each person shall be the sole judge of their own abstinence.)
- B. Be a regular member of an affiliated group.

VII. NOMINATIONS TO THE INTERGROUP BOARD

- A. Nominations to the IG Board shall be made at the December IG meeting, and may include the nomination of oneself.
- B. IG Board members are encouraged to bring nominee(s) for their position to the December meeting, after determining that their nominee(s) meet the qualifications as defined in this Policies & Procedures document.

VIII. ELECTION OF INTERGROUP BOARD MEMBERS

- A. Elections shall be held annually at the December IG meeting.
- B. To be eligible for election to the IG Board, a nominee must:
 1. Meet all qualifications as defined in the Policies and Procedures document.
 2. Understand the duties of the position as defined in the Policies and Procedures document.
 3. Be present at the election meeting (unless they have indicated prior willingness to accept a position).

IX. VACANCIES AND RESIGNATIONS

- A. IG Board members shall email the rest of the IG Board if they are in relapse for four (4) weeks. This email will serve as their resignation from the IG Board.
- B. The IG Board will search for up to two months for an abstinent volunteer to take the place of a Board member who has resigned.
- C. If an Executive Officer's position is unfilled for two months, one of the remaining Executive Officers (Chair, Vice Chair, Secretary or Treasurer) will email the entire fellowship, noting the following actions to be taken:
 1. The upcoming IG meeting will be the opportunity for a current IG Board member or a member from the fellowship at large to volunteer to serve in the unfilled position for the remainder of the unexpired term.
 2. If no one is willing and qualified to serve in the unfilled position, a member who is willing and has a current abstinence closest to six months can be elected.
 3. If no one with at least two months of abstinence is willing to serve in the unfilled position, a vote will be taken to proceed in one of two ways:

- a) Take the steps to dissolve IG as defined in the Bylaws and join a different Intergroup.
- b) Take the steps to dissolve IG as defined in the Bylaws.

X. AMENDMENTS TO THESE POLICIES AND PROCEDURES

- A. These Policies and Procedures may be amended at any time by a majority vote of the voting members present and voting at any regular or special meeting of IG.
- B. The proposed amendment must be included in the information packet that is sent to each IG Board member three to four days prior to the voting meeting.

XI. ADOPTED POLICIES

[List here the policy and the date it was adopted if it doesn't merit its own section.]