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# Policies & Procedures

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Southern Alberta  
Intergroup of Overeaters  
Anonymous (SAI)

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June 2020

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## **A. Elected Officer Positions**

All elected positions are for two (2) year terms.

<u>Elected Officer</u>	<u>Elected In</u>
1. Chair	odd-years
2. Co-Chair	odd-years
3. Secretary	even-years
4. Treasurer	even-years
5. World Service Delegate	odd-years
6. Region One Representative	odd-years
7. Literature Chair	odd-years
8. Public Information Chair	even-years
9. Web Chair	even-years
10. Retreat and Marathon Chair	even-years
11. 12 <sup>th</sup> Step Within Chair	odd-years

## **B. Committee Chairs**

All committee chairs are appointed annually for a one (1) year term.

1. Telephone Chair
2. Archivist

## **C. Group Representatives**

No term limit, but rotation of service is encouraged.

## **D. Officer Election Procedure**

1. Applications are required for all SAI elected Officer Positions and must be submitted to the Secretary a minimum of two (2) weeks prior to the next SAI meeting.
2. At the SAI meeting, the Chair will call for nominations by announcing that *“Nominations are now in order for the office of <vacant position>. <Name(s)> have pre-submitted application(s). Are there any nominations from the floor?”*
  - a. Once it appears all nominations are in, the Chair will call once more for further nominations before announcing that *“Nominations are now closed.”*
    - i. If there was a nomination from the floor and the candidate qualifies and accepts the nomination, the election of the vacant position is tabled until the next meeting.
    - ii. The new nominee(s) will then fill out an application form to be submitted to the secretary no later than two (2) weeks from the current date.
    - iii. It will be announced at meetings that if anyone else wants to run for the position, applications are due by the above mentioned two (2) week deadline.
    - iv. The Secretary will forward all applications to the board for consideration once received.
    - v. At the next SAI meeting, there will be no opportunity for nominations from the floor for the position referenced above in order to allow the election to proceed.
  - b. If there are no applications and no nominations the Chair will say: *“Seeing as there are no nominations, the position of <position> remains vacant.”*
3. Each nominee may speak to their qualifications for up to five (5) minutes.

4. After the nominees have spoken the Chair will call for questions from the floor for a maximum of ten (10) minutes per candidate.
5. When each of the nominees has had a chance to speak and answer questions, the Chair will call for the vote.
  - a. Voting is done by secret ballot.
6. Ballots are counted by the secretary and one other person for verification. If the election is for the Secretary, the Chair and one other person will do the count.
  - a. Exact results of the election will not be announced or recorded in the minutes. If a nominee wants to know this information, they can see the Secretary after the meeting.
7. The elected officer is announced by the Chair.

#### **E. Annual Budget**

A budget committee will be formed at the January SAI meeting to review the previous year's finances and propose a working budget for the coming year. The budget will be presented to the SAI Board at the February meeting for approval or revision.

#### **F. Donations**

Donations to World Service Office (WSO) and Region 1 (R1) will be made annually in February according to the budgeted amount. Monies will be split as follows: 75% to WSO and 25% to R1.

#### **G. Bylaw and Policy & Procedure Annual Review**

A Bylaw Review committee will be formed annually at the April SAI meeting to review the current bylaws and propose any necessary changes at the June AGM. The proposed changes to the Bylaws must be made available to the fellowship thirty (30) days prior to the AGM. Simple changes to grammar or spelling or clauses that are uncontroversial may be accepted as a whole as they do not necessarily change the intent or meaning of the bylaw as a 'Consent Agenda'. Certain clauses may be voted on individually if they require discussion, clarification or more information from the committee. The Board can also send individual clauses back to the committee for further review to be presented at the July SAI meeting. It is up to individual Board Members to notify the secretary prior to the AGM if they want any of the proposed changes to be voted on individually. A motion to do so will be added to the AGM agenda if required.

The Policies & Procedures are to be updated at the same time as the Bylaws to reflect changes to the Bylaws and current practices. They will be distributed to the Board in May for review and voted on at the regular June SAI meeting. If any Board Member wishes to bring any of the Policy & Procedure clauses to the group conscience of the Board as a whole, they may do so by including a motion on the regular June meeting agenda.

The Policies & Procedures include instructions on how the board implements the Bylaws and common practices. They are the group conscience of the committee as described in Concept 9.

#### **H. Travel**

SAI Board Members may be reimbursed for travel to Board Meetings up to four (4) times per year at a rate of fifteen (15) cents per kilometer. Kilometers are calculated from the member's residence directly to the meeting location. Board Members must reside at least forty-five (45) minutes from Calgary city

limits to be eligible. The member may opt for reimbursement based on the amount of gas used as long as this does not exceed the rate of fifteen (15) cents per kilometer.

## **I. New Meeting Support**

SAI will provide a one-time loan of up to \$100.00 worth of literature to a new group which is to be paid back once the material has sold. The Co-Chair will also maintain a bin of donated material that can be given to a new group. (Co-Chair: Policy 4, Procedure D)

## **J. General Responsibilities of All Board Members**

1. Serve as a guardian of the Twelve Traditions and Twelve Concepts of OA Service at all service levels. It is their responsibility to speak up when they see the traditions and concepts being overlooked.
2. Attend all regularly scheduled Board Meetings, special meetings and the AGM as called. They are to contact the Secretary or Chair if they are unable to attend for an excused absence.
3. Submit a Monthly Report detailing the previous month's activities in relation to their position prior to each Board Meeting. This report is due approximately one (1) week prior to the next meeting.
4. Come prepared to SAI meetings having read the agenda and reports.
5. Submit any motions, including an estimated amount of time required for discussion, to the Secretary prior to the meeting so they can be added to the agenda and Board Members have time to review them prior to voting.
6. Submit an Annual Report summarizing the previous year's activities in relation to their position. This report is to be presented at the AGM in June.
7. Annually review your position's Policies & Procedures before the June AGM. This will help ensure continuity when a new person is elected/appointed to the position.

## **K. Chair**

The Chair shall:

1. preside over all regular and special Board Meetings and the AGM of SAI;
2. consult with the Secretary regarding SAI meeting agendas prior to them being disseminated to the Board;
3. appoint Committee Chairs, including a Nomination Committee, as deemed necessary;
4. attend all standing committee meetings, if desired;
5. coordinate committees involved in SAI business and activities;
6. have operational authority in emergencies in the intervals between SAI meetings to speak on the organization's behalf in consultation with one (1) other Executive Board Member;
7. ensure that the general account of SAI is audited annually;
8. be a co-signer for the SAI bank account in conjunction with a minimum of three (3) of the following other members: Co-Chair, Secretary, Treasurer and/or Literature Chair;
9. be familiar with *Robert's Rules of Order, Newly Revised*, and;
10. maintain two-way communication with the Region One Liaison assigned to SAI and other Region One Board Members.

## **L. Co-Chair**

The Co-Chair shall:

1. serve as Chair in their absence;
2. ensure SAI group registrations and meeting information is current with WSO;

3. compile and distribute an SAI Contact List to all member groups;
4. maintain a bin of materials for new meetings, and;
5. be a co-signer for the SAI bank account in conjunction with a minimum of 3 other members: Co-Chair, Secretary, Treasurer and/or Literature Chair.

#### **M. Secretary**

The Secretary shall:

1. record and distribute minutes from all regular and special Board Meetings and the AGM of SAI;
2. inform the Board of upcoming meetings according to the schedule in the SAI Bylaws Article V; Section 4- Method of Notification;
3. establish the meeting agenda in conjunction with the Chair for all SAI meetings;
4. request, compile and distribute all Board Member reports prior to any SAI meeting;
5. ensure that motions and policy & procedure changes are incorporated yearly into the Policy & Procedure Manual prior to the AGM;
6. maintain a file of all past meeting minutes for a period of seven (7) years;
7. work closely with the Chair to handle any correspondence as deemed necessary;
8. be a co-signer for the SAI bank account in conjunction with a minimum of three (3) of the following other members: Co-Chair, Secretary, Treasurer and/or Literature Chair, and;
9. maintain an accurate SAI Board Member Contact List.

#### **N. Treasurer**

The Treasurer shall:

1. be responsible for the proper accounting of SAI's finances;
2. submit reconciled financial reports to the Board each month;
3. maintain a chequing and savings account for the safekeeping of SAI funds;
4. deposit funds as soon as possible after receiving them;
5. help Board Members complete expense reports and ensure expenses are paid in a timely fashion;
6. ensure all bills are paid on time to avoid late fees and interest charges;
7. be the holder of a deposit-only debit card;
8. be a co-signer for the SAI bank account in conjunction with a minimum of three (3) of the following other members: Co-Chair, Secretary, Treasurer and/or Literature Chair;
9. submit yearly tax returns to both the provincial and federal governments as required,
10. book the board meeting room a minimum of three (3) months in advance, and;
11. ensure rent donation is paid quarterly.

#### **O. World Service Delegate & Region One Representative**

The World Service Delegate and Region One Representative shall:

1. attend and represent SAI at the World Service Business Conference/Region One Assembly and Convention;
2. be familiar with and willing to explain the Twelve Traditions and Twelve Concepts of OA Service and their practical uses;
3. present an oral and written report to SAI upon their return from WSBC/Assembly and Convention including relevant motions and information as well as receipts and final accounting;
4. promote understanding of all levels of service at meetings and SAI;
5. serve on the Bylaw and Policy & Procedure review committees if able;
6. report on news, information and correspondence from World Service/Region One at SAI meetings;

7. serve on a committee at WSBC/Region One and maintain the commitment until the next conference/assembly unless otherwise specified by the committee or WSBC/Region One, and;
8. adhere to additional abstinence requirements for a service position at the World Service level. See [oa.org](http://oa.org) for updated requirements.

#### **P. Literature Chair**

The Literature Chair shall:

1. supply member groups with OA Approved OA & AA Literature and keep a record of all sales and purchases;
2. maintain an up-to-date price list;
3. keep an accurate inventory count at all times and provide this information to the Treasurer at SAI's fiscal year end, and;
4. be a co-signer for the SAI bank account in conjunction with a minimum of three (3) other members: Co-Chair, Secretary, and/or Treasurer.

#### **Q. Retreat and Marathon Chair**

The Retreat and Marathon Chair shall:

1. encourage and facilitate the organization of marathons;
2. encourage and facilitate the organization of retreats,
3. serve as a liaison between retreat and marathon organizers and SAI;
4. provide guidance on WSO and SAI retreat policies, and;
5. assist in the circulation of retreat and marathon information to the fellowship.

#### **R. Public Information Chair**

The Public Information Chair shall:

1. handle requests for information about OA from professional groups, local media and the general public;
2. arrange for volunteers to speak to the public and non-OA organizations while observing the Twelve Traditions, and;
3. inform health professionals and the general public about OA while observing the Twelve Traditions.

#### **S. Web Chair**

The Web Chair shall:

1. maintain the SAI website to allow SAI and member groups to communicate events and news as well as provide newcomers with information regarding local meetings and the program of Overeaters Anonymous;
2. compile a list of all SAI groups and post on the website in an easy to read and printable format;
3. inform the fellowship about the website and the Group Resources and Events pages at meetings, marathons and retreats;
4. ensure website hosting and domain are kept current;
5. keep a back-up copy of the website, and;
6. respond to requests for information from members, newcomers and the public within forty-eight (48) hours.

## **T. 12<sup>th</sup> Step Within Chair**

The 12<sup>th</sup> Step Within Chair shall:

1. arrange workshops and step studies to help members connect, recover and to foster fellowship;
2. coordinate volunteers as required to do 12<sup>th</sup> Step work within the SAI fellowship, and;
3. liaise with isolated members and member groups and help them to connect with the SAI fellowship in conjunction with the Co-Chair.

## **U. Telephone Chair**

The Telephone Chair shall:

1. be responsible for managing the OA telephone line;
2. be responsible for the daily retrieval of voicemail messages and responding to inquiries, and;
3. update the voicemail greeting as needed.

## **V. Archivist**

The Archivist shall:

1. build, maintain and safeguard a collection of material which is deemed to preserve the history of SAI, and;
2. bring the archives in whole or in part to SAI events such as retreats and marathons at their discretion or at the request of the event organizer.

## **W. Group Representative**

The Group Representative shall:

1. be the liaison between the Board and the group they represent, and;
2. inform their group of SAI, Region One and World Service activities, events and news.