

**GREATER SEATTLE INTERGROUP
OF OVEREATERS ANONYMOUS**

POLICIES & PROCEDURES

Last Amended September 6, 2023

I. DELEGATES/REPRESENTATIVES

- A. Delegates/Representatives (hereinafter “D/Rs”) shall be in contact with meetings on a regular basis during their term as Delegate or, for Representatives, during the year following their attendance at the Region One Assembly.
- B. The Intergroup will determine the number of D/Rs it sends to the World Service Business Conference/Region One Assembly annually, based on available funds.
- C. Delegates shall meet eligibility requirements as set forth in the GSI Bylaws. Representatives shall be abstaining from compulsive eating at the time of selection to the Region One Assembly.
- D. Funding – Travel and Lodging Expenses
 - 1. World Service Business Conference (WSBC)
 - a. The delegate will make every effort to obtain reasonable flights at the lowest possible cost to GSI. GSI will reimburse the delegate (or provide in advance at the delegate’s request) for the following air travel expenses to/from the WSBC: baggage fees (1 bag), shuttle/cab rides to/from the airport and hotel, mileage to/from the airport at the IRS business mileage rate, and airport parking fees.
 - 2. Region One Assembly
 - a. Mode of transportation shall be determined each year depending on site of Assembly.
 - i. Air Travel: The Representative will make every effort to obtain reasonable flights at the lowest possible cost to GSI. GSI will reimburse the Representative (or provide in advance at the Representative’s request) for the following air travel expenses to/from the Region One Assembly: baggage fees (1 bag), shuttle/cab rides to/from the airport and hotel, mileage to/from the airport at the IRS business mileage rate, and airport parking fees.
 - ii. Automobile: GSI will reimburse the Representative (or provide in advance at the Representative’s request) for mileage at the IRS business mileage rate and for parking at the hotel site.

- b. Lodging shall be at the hotel where Assembly is held, payable at one-half the double occupancy rate.

Upon the D/R's return, receipts for travel and lodging expenses must be submitted to the Treasurer prior to or at the next GSI meeting. In the event of extenuating circumstances where the D/R's actual travel and lodging expenses exceed the allowance, a request for additional funds can be brought before the Intergroup in the form of a motion. If a D/R's actual expenses are below the allowance, a reimbursement shall be made to the Delegate's fund through the GSI Treasurer.

3. Funding – Per Diem Allowance

A per diem allowance, for a set amount and number of days, will be determined at least ninety days prior to the WSBC or Region One Assembly and will be allocated prior to the D/R's departure. In the event of extenuating circumstances, where an emergency situation necessitated additional monies, the D/R may request reimbursement in the form of a motion before the Intergroup. In that case, receipts would be required to substantiate the request.

4. Funding - Region One Convention [as amended 4-2-19]

If a Representative chooses to attend the Convention which immediately follows the Assembly at which they are representing GSI, GSI will reimburse the Representative for lodging (up to and including Friday and Saturday night), per diem allowance (up to and including Friday and Saturday), and the Convention Registration fee.

5. Delegate/Representative Report

D/Rs shall give an oral report of the WSBC or Region One Assembly at the Intergroup meeting immediately after the event and shall submit a written report to the Intergroup by the following Intergroup meeting.

II. **EVENTS (See also RETREATS, Section V)**

- A. All flyers of GSI sponsored events shall have the words "Overeaters Anonymous" appear on the flyer.
- B. The Events Committee shall be composed of the Events Coordinator (Vice Chair), serving as the committee chair, and other members appointed by the Intergroup chair.
- C. Speakers for marathons may be from any 12-step program.
- D. If a donation amount is suggested on a marathon flyer, the following statement must appear on the flyer:

- a. There are no dues or fees required to attend this event. A suggested donation is indicated as a guideline for those who wish to contribute. All donations will go to carry the message to the compulsive overeater who still suffers. All who think that they may be a compulsive eater are welcome.
- E. Fund-raising monies from events will be allocated to the GSI general fund.
- F. Event organizers shall be cognizant of Tradition 10 when organizing raffle tables. For example, business cards may be placed in envelopes with a general description of the service provided on the outside.

III. INTERGROUP

A. Minutes

- 1. Attendees shall be listed in the monthly minutes, including board position held or meeting which is represented, and board members who are absent shall be noted.
- 2. Treasurer's report in minutes shall be reported as sum of monthly income and expenses and the balance in accounts. Profits or losses from special events may also be noted separately here. The summary of group contributions shall be attached to the minutes.

B. Group Contributions – (As Amended 9-5-23) Unless otherwise indicated by individual groups, group contributions will be distributed as follows:

- 1. 60% to GSI. Each group's Representative or Treasurer will contact the GSI Treasurer through email at treasurer@seattleoa.org, giving written instructions on how its funds in the GSI PayPal Account should be distributed monthly.
- 2. Groups may contact the GSI Treasurer to learn of their donation balance.
- 3. Groups will contact the GSI Chair or GSI Treasurer whenever it changes its instructions on the distribution of its funds.
- 4. Funds will be disbursed monthly.
- 5. If an active group fails to provide GSI with contact information, its ability to receive donations into the account may be suspended until such time that it provides the information.
- 6. If after a full calendar year there are unclaimed funds in a groups' account, the GSI Treasurer will disburse the funds in accordance with the recommended OA guidelines of 60% to GSI, 30% to WSO, and 10% to Region One.

C. Treasurer's Report: the treasurer's report shall include a detailed description of each

group's monthly contributions through the calendar year.

- D. Prudent Reserve (*as amended 4-2-19*): A Prudent Reserve shall be maintained in an amount determined during the annual budget approval process. The treasurer shall include that so-determined prudent reserve amount in the treasurer's monthly financial report. Annually, the treasurer shall distribute to WSO an amount reflecting the difference between the GSI current balance and the Prudent Reserve.

IV. **LITERATURE** (*as amended 2-4-20*)

A. Operational Scope

- 1. GSI provides literature to two sets of customers, the OA groups served by GSI and individuals who attend GSI events.
- 2. GSI provides only OA-approved literature.

B. Gifting

- 1. A literature package will be provided free of charge to each newly started meeting consisting of the current edition of the following materials:
 - 1. Alcoholics Anonymous (the Big Book)
 - 2. Overeaters Anonymous
 - 3. The Twelve Steps and Twelve Traditions of Overeaters Anonymous
 - 4. WSO New Group Starter Kit
 - 5. AA's Twelve Steps and Twelve Traditions
 - 6. Five (5) Newcomer Pamphlets
- 2. GSI will provide free of charge all "Introducing Overeaters Anonymous" pamphlets, and the wallet cards whose purpose is to attract new members.
- 3. GSI will offer a newcomer pamphlet free of charge to any newcomer who attends a GSI meeting or event.

C. Operational Costs

- 1. GSI minimizes the costs associated with maintaining inventory by maintaining as little of it as possible while still serving its customers well.
- 2. GSI will avoid incurring shipping charges in the sale of literature by requiring sold items to be picked up in person.

3. If there is no clear benefit to groups for GSI to provide an item, GSI does not provide it.

D. Items Stocked and Sold

1. Items provided free of charge are continuously stocked and purchased at bulk discount rates as much as possible when such rates are available.
2. The only other continuously stocked items are those for which there is a truly outstanding savings when purchased at a bulk discount rate. These items are purchased at the bulk discount rate.
3. Only the continuously stocked items are available for sale at every GSI meetings (providing the venue allows for sales activity).
4. Any literature item, whether continuously stocked or not, may be sold to individuals at retreats and other events.
5. At GSI retreats and other events, groups may purchase literature items in quantity only after the event has ended.
6. Items that remain unsold after an event may be offered for sale to groups at GSI meetings.
7. PI/PO materials are not stocked. Instead, they are ordered as needed to take advantage of a special discount rate that can only be obtained by providing information about a specific event for which the materials will be used.

E. Pricing

1. GSI will not pass on to the purchasers any shipping costs or taxes incurred during literature acquisition except minimally in the rounding of its prices (as described below).
2. For books, workbooks and journals, the price at which GSI will sell an item is the price at which GSI purchased it, rounded up to the nearest half dollar.
3. For all other literature items, except those provided free of charge (see section II, Gifting, for which ones these are), the price at which GSI will sell an item is the price at which GSI purchased it (with no rounding). This includes but is not limited to:
 - A. Booklets
 - B. Packets and kits
 - C. Wallet cards, except those whose purpose it to attract new members.
 - D. All "Working the Program: and "Supporting Groups and Service Bodies"

pamphlets.

V. RETREATS *(as amended 2-4-20)*

- A. Retreat chair's registration fee shall be paid by GSI.
- B. Speakers for retreats must be OA speakers.
- C. Pricing of retreats is to be determined by Events Committee.
- D. Immediately after the retreat, the Events Coordinator shall book the facility for the next year.
- E. Scholarships *(as amended 4-2-19)*
 - 1. The amount of each overnight scholarship shall be equal to one half of the early registration fee, each commuter scholarship shall be equal to one half of the early commuter fee, and each "brown-bag commuter" scholarship shall be equal to one half of the "brown-bag commuter" fee.
 - 2. Retreat scholarships shall be funded out of donations by OA meeting groups and OA members, made for that specific GSI retreat, an exception being that any retreat scholarship funds remaining after a specific retreat shall be carried forward to future GSI retreats.
 - 3. Retreat scholarships shall be available upon request as long as scholarship funds exist.
 - 4. Scholarship applications shall be made in the registration systems before the early registration deadline. The application must be accompanied by one half of the registration fee, which is refundable should the applicant not receive a scholarship and decide not to attend the retreat.
 - 5. Should the number of scholarship applications exceed the number of scholarships available, those receiving the scholarships will be determined by a drawing by the Retreat Committee.
 - 6. It is recommended that individual groups choose the recipients of their own scholarships early so that those members who fail to receive group scholarships have adequate time to apply for a GSI scholarship. All group scholarships must be accompanied by the balance of the registration fee.
- F. The Retreat Chair and Committee, in conjunction with the Events Chair and Committee,

shall select retreat speakers.

- G. The Retreat Chair and Committee shall determine and publish the date by which full payment is due. Full payment must be received by that date.
- H. Commuters may stay overnight at a retreat if an overnight space is available and the difference in the fee is paid.

VI. DISTRIBUTION OF GSI DOCUMENTS

The Intergroup chair will arrange to provide, by the end of September of each year, copies of the Intergroup's current Bylaws, Policies and Procedures, and Job Descriptions to a representative/contact of each group. This may be accomplished in person, by mail, or be electronic transmission. A letter shall accompany the mailing with will inform the groups of open Intergroup positions.

VII. ASL (as amended August 2, 2022)

- A. GSI will sponsor 1 ASL meeting per week to be determined by the intergroup, paid at the market rate at cost not to exceed \$120 per week.
- B. GSI will fund ASL interpreters at GSI events on a case-by-case basis to be determined by the intergroup.