

# **CENTRAL MIDLANDS INTERGROUP POLICY AND PROCEDURE MANUAL**

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## INTRODUCTION

This Policy and Procedure manual guides the business practices of Central Midlands Intergroup, herein after referred to as CMI, and supplements the CMI Bylaws (as Amended in November 2004).

### ORDER OF ALTERNATES FOR EACH BOARD MEMBER:

Chairperson: ..... Vice-Chair  
..... Region 8 Representative  
..... World Service Business Conference Delegate  
Secretary: ..... Appoints Alternate  
Treasurer: ..... Appoints Alternate  
Regional Representative(s): ..... Region 8 Representative Elect  
..... World Service Business Conference Delegate  
..... World Service Business Conference Delegate Elect  
..... Chairperson  
..... Elected Representative Active In CMI  
World Service Business Conference Delegate(s): World Service Business Conference Delegate Elect  
..... Region 8 Representative  
..... Region 8 Representative Elect  
..... Chairperson (See Section V, Subsections D, 3, a in the CMI Bylaws)

### I. DUTIES OF OFFICERS OF CMI SERVICE BOARD.

(Refer to Section II, Subsection B; And Sections V and VI of the CMI Bylaws)

#### A. CHAIRPERSON

1. Shall preside at all regular and special meetings of the CMI Intergroup
2. May cast the deciding vote to break a tie. (See Section II, Subsection(s) E, d in the Bylaws.)
3. Establish, prepare, maintain, and distribute agenda for all regular and special meetings of the CMI Intergroup
4. Coordinates general affairs of the CMI and submits a written report at all regular and special meetings of the CMI Intergroup
5. Maintains liaison with other Intergroups in South Carolina and Region 8
6. Serves as an alternate for Region 8 Representative and World Service Business Conference Delegate as specified above. It is suggested that the Chairperson have Region experience to serve as World Service Business Conference Delegate
7. Is an authorized signer on all accounts
8. May attend all standing committee meetings
9. Shall ensure that the general account of the Intergroup be audited annually (refer to Webster's Dictionary: audit vt I: to examine with intent to verify)

#### B. VICE-CHAIRPERSON

1. Presides at CMI meetings in the absence of the Chairperson
2. Assumes all duties of Chairperson in his/her absence
3. Coordinates fund raising projects authorized by the CMI Service Board as outlined in Section IV of the Policy and Procedures Manual.
4. In the event of the resignation of the Chairperson, assumes the duties of that position for the remainder of the term of office
5. Reads and discusses the tradition and concept of the month, ie. January, Tradition 1
6. Votes at all regular and special CMI meetings

#### C. SECRETARY

1. Shall see that minutes are taken and kept of all regular and special meetings of the CMI Intergroup. A copy of the Intergroup minutes is printed and distributed to each CMI group. Monthly minutes of meeting will be available at the following meeting. As a cooperative gesture, a copy of the minutes may be sent to the Regional Trustee. Copies of the minutes shall be maintained for at least, but not exceeding, seven years.
2. Maintains current World Service Office registrations of each group and pertinent records
3. Maintains current list of name/address/phone/email of all Intergroup Representatives and groups affiliated with CMI
  - a. Meeting places

- b. Time and day of meetings
- c. Contact persons and telephone numbers
- d. Group secretaries, addresses and telephone numbers
- 4. Distributes a copy of CMI Bylaws to each new group
- 5. Distributes corrections of current directory, notifies all Intergroup Representatives of special meetings at least 10 days prior to meetings, and distributes CMI board applications (Form Overeaters Anonymous-001) to each Intergroup Representative at least three months prior to elections. (Newsletter can be an appropriate instrument for these notices.)
- 6. Is responsible for necessary correspondence
- 7. Records all policy and procedure votes and keeps Policy and Procedure Manual updated. Provides each CMI Board member with copy of Policy and Procedure Manual and updates
- 8. Votes at all regular and special CMI meetings

**D. TREASURER**

- 1. Shall submit financial reports of contributions and expenditures at every regular monthly CMI meetings
- 2. Co-signs all checks with one of the following: Chairperson, Vice-Chairperson, or Secretary
- 3. Prepares records for an audit by CMI Service Board at the completion of his/her term
- 4. Has key to CMI mailbox, checks for bills and donations at least bi-monthly and distributes mail
- 5. Shall maintain a checking and savings account, if necessary, for disbursement of Intergroup funds
- 6. Pays bills and reimburses expenses in a timely manner
- 7. Votes at all regular and special CMI meetings

**E. REGION REPRESENTATIVE(S)**

- 1. CMI is entitled to have one Region Representative for up to the first ten groups and one for each additional ten groups or fraction thereof
- 2. The Region Representative(s) shall have a two-year term
- 3. The Region Representative(s) attend Region 8 business assemblies when funds are available, but each trip is voted on by CMI prior to the Region 8 meeting through a written expense estimate presented to CMI (as outlined in Section V of the Policy and Procedures Manual). The Region Representative attends when funds are available for only one person to attend
- 4. Representative(s) who attend(s) Region 8 assembly business meetings submits a written report at the next regular CMI business meeting
- 5. The Region Representative serves as alternate for the World Service Business Conference Delegate(s)
- 6. Votes at all regular and special CMI meetings
- 7. Region Representative(s) must have access to the internet, a computer, and a printer.

**F. REGION REPRESENTATIVE ELECT(S)**

- 1. CMI is entitled to have one Region Representative Elect for up to the first ten groups and one for each additional ten groups or fraction thereof
- 2. The Region Representative Elect(s) shall have a two-year term, which will be served concurrently with the Region Representative. Upon completion of the term of the Region Representative(s), the Region Representative Elect(s) then becomes the Region Representative(s)
- 3. When monies are available to send more than two people to Region business meetings, the designated alternate(s) may also be funded to attend the Region business meetings under the same procedure stated in Section I, E, 3 of the Policy and Procedures Manual
- 4. Representative Elect(s) who attend(s) Region 8 assembly business meetings submits a written report at the next regular CMI business meeting
- 5. Region Representative Elect serves as Region Representative when necessary
- 6. Votes at all regular and special CMI meetings
- 7. Region Representative Elect(s) must have access to the internet, a computer, and a printer.

**G. WORLD SERVICE BUSINESS CONFERENCE DELEGATE(S)**

- 1. CMI is entitled to have one delegate for up to the first fifteen groups and one for each additional fifteen groups or fraction thereof
- 2. The WSBC Delegate(s) shall hold a two-year term
- 3. The Delegate will attend the World Service Conference when funds are available through a written expense estimate presented to CMI (as outlined in Section V of the Policy and Procedures Manual), but each trip is voted on by CMI well in advance of the Conference date (at least three months). The Delegate attends when funds are available for only one person to attend
- 4. Delegate(s) attending World Service Business Conference are selected at least one hundred twenty (120) days prior to the annual conference and names are forwarded to World Service Office immediately
- 5. Delegate(s) who attend the annual conference must submit a written report at the next regular CMI business meeting



6. The World Service Business Conference Delegate will act as second alternate for the position of Region Representative and/or Region Representative Elect and will represent CMI at Region business meetings when called upon
7. Votes at all regular and special CMI meetings
8. WSBC Delegate must have access to the internet, a computer, and a printer.

**H. WORLD SERVICE BUSINESS CONFERENCE DELEGATE ELECT(S)**

1. CMI is entitled to have one delegate elect for up to the first fifteen groups and one for each additional fifteen groups or fraction thereof.
2. The WSBC Delegate Elect(s) shall hold a two-year term, whose term will be served concurrently with the WSBC Delegate. Upon completion of the term of the WSO Delegate, the WSBC Delegate Elect then become the WSBC Delegate
3. The Delegate Elect may attend the World Service Conference when funds are available through a written expense estimate presented to CMI (as outlined in Section V of the Policy and Procedures Manual), but each trip is voted on by CMI well in advance of the Conference date (at least three months)
4. Delegate Elect(s) who attend the annual conference must submit a written report at the next regular CMI business meeting
5. Delegate Elect serves as Delegate when necessary
6. Votes at all regular and special CMI meetings
7. WSBC Delegate Elect(s) must have access to the internet, a computer, and a printer.

**I. ELECTIONS OF OFFICERS FOR CMI SERVICE BOARD**

1. Elections shall be held annually in November as stated in Section III, Subsection B of the CMI Bylaws
2. CMI Service Board Officers shall be elected by a vote of the current Service Board Officers and Intergroup Representatives as stated in Section V, Subsections A, 2 of the CMI Bylaws
3. Elections shall be by written ballot and a simple majority shall prevail as stated in Section V, Subsections A, 3 of the CMI Bylaws

**II. INTERGROUP REPRESENTATIVES**

- A. Must adhere to Section II, Subsection C in the Bylaws
- B. Attend regular and special CMI meetings
- C. Presents reports of CMI meetings and functions at his/her group meeting
- D. Act as liaison between respective groups and CMI
- E. Bring issues from CMI before group for group conscience and report finding to CMI
- F. It is suggested the Intergroup Representative serve, for continuity, at least six months
- G. Votes at all regular and special CMI meetings

**III. STANDING COMMITTEES (NON-BOARD MEMBERS)**

- A. Examples of standing committees:
  - a. Information Technology
  - b. Intergroup Outreach
  - c. Lifeline
  - d. Literature
  - e. Newcomers
  - f. Newsletter
  - g. Parliamentarian
  - h. Professional Outreach
  - i. Telephone
  - j. Twelfth-Step Within
  - k. Young People
  - l. Other committees deemed necessary to carry on intergroup work
- B. A voting member of CMI (as outlined in Section II, E of the Bylaws) can also serve in the capacity of Standing Committee chairperson.
- C. **INFORMATION TECHNOLOGY**
  1. Must adhere to Section IV of the CMI Bylaws
  2. Maintains CMI website
  3. Records audio workshops in our area
  4. Find new ways to aid our fellowship through advances in information technology
  5. Updates CMI on any current information technology
  6. Submits written report at each monthly CMI meeting
- D. **INTERGROUP OUTREACH**
  1. Must adhere to Section IV of the CMI Bylaws

2. Welcome and offer aid to new groups within CMI and help them become familiar with CMI, Region 8 and WSO
3. Help new groups get registered with WSO
4. Act as liaison between CMI and groups
5. Encourage the formation of new groups
6. Encourage use of 12 Traditions to promote and protect the growth of members, groups, and CMI
7. Submits written report at each monthly CMI meeting

#### E. LIFELINE

1. Must adhere to Section IV of the CMI Bylaws
2. Help carry the message of recovery through the promotion of *Lifeline* magazine
3. Promote the sale of *Lifeline* subscriptions at group and intergroup levels
4. Encourage members to submit articles to *Lifeline* magazine
5. Submits written report at each monthly CMI meeting

#### F. LITERATURE

1. Must adhere to Section IV of the CMI Bylaws
2. Maintains CMI literature inventory
3. Has literature available for sale at CMI functions
4. Obtains current pamphlets and books from World Service Office
5. Submits written report at each monthly CMI meeting

#### G. NEWCOMERS

1. Must adhere to Section IV of the CMI Bylaws
2. Help carry the message of recovery to newcomers through meetings, workshops, telephone calls, and electronic communication
3. To follow up with newcomers as they attend meetings
4. Educate members about welcoming newcomers and sharing the message of recovery
5. Submits written report at each monthly CMI meeting

#### H. NEWSLETTER

1. Must adhere to Section IV of the CMI Bylaws
2. Carry the message of recovery through a monthly CMI newsletter to be made available to each CMI group at each CMI meeting
3. Adheres to the Twelve Traditions and the Twelve Concepts in the CMI newsletter
4. Should include within OASIS:
  - a. Sharing from Overeaters Anonymous members within CMI, when available
  - b. Calendar of events of CMI Business meetings and CMI functions
  - c. Emails/phone numbers of CMI Officers and committee chairs, when available
  - d. OA suggested 60/30/10 breakdown, including contact information
  - e. Listing of current meetings' schedule, with location and contact people
  - f. CMI name, address, and phone information
  - g. Listing of group service people, including secretary, literature, treasurer, and Intergroup Representative
5. Newsletter is not to be a vehicle for member's personal opinions beyond sharing experience, strength, and hope on OA-related matters.

#### I. PARLIAMENTARIAN

1. Must adhere to Section IV of the CMI Bylaws
2. Assist CMI in parliamentary procedures
3. Maintains CMI Bylaws

#### J. PROFESSIONAL OUTREACH

1. Must adhere to Section IV of the CMI Bylaws.
2. Responds to requests for information about Overeaters Anonymous from news media, cooperates with producers of radio and television programs concerning Overeaters Anonymous
3. Seeks opportunities for OA participation in health fairs, publication of Public Information announcements, provision of Overeaters Anonymous books to area libraries
4. Furnishes speakers for non-Overeaters Anonymous organizations
5. Coordinate the efforts of Overeaters Anonymous and CMI to carry the message of recovery to hospitals, institutions, professionals, and the military (including active personnel and dependents) Professionals includes, but are not limited to, healthcare personnel, dietitians, counselors, clergy, lawyers, social workers, union leaders, industrial managers, and those working in the field of eating disorders. Institutions includes, but are not limited to, Eating Disorder Units (EDU's), correctional facilities, religious groups, senior centers, libraries, and corporations
6. Encourage and assist groups within CMI to make the public aware of Overeaters Anonymous through print and broadcast media, participation in community health fairs, and any other public means
7. Encourage and assist CMI to establish Overeaters Anonymous meetings in institutions

8. Observe the Twelve Traditions of Overeaters Anonymous in all our activities
9. Submits written report at each monthly CMI meeting

**K. TELEPHONE**

1. Must adhere to Section IV of the CMI Bylaws
2. Maintains CMI voicemail number for OA hotline calls
3. Checks contacts for continued willingness to serve on hotline
4. Makes sure that contact hotline people are kept current of meeting changes
5. Checks that voice mail message is working properly
6. Submits written report at each monthly CMI meeting

**L. TWELFTH-STEP WITHIN**

1. Must adhere to Section IV of the CMI Bylaws.
2. Generate membership retention and recovery within the Fellowship by carrying the Overeaters Anonymous message to members and groups within CMI who are still suffering
3. Gather and share information and literature on relapse and recovery
4. Encourage the use of our Twelfth-Step-Within Handbook
5. Help members break through the isolation of our disease
6. Encourage still suffering members to use the telephone and writing strategies
7. Help develop the attitude of Progress-Not Perfection
8. Submits written report at each monthly CMI meeting

**M. YOUNG PEOPLE**

1. Must adhere to Section IV of the CMI Bylaws
2. Create communication network within CMI which will help young people to come to Overeaters Anonymous
3. Work with groups, CMI, and members to share the message of recovery with young people in Overeaters Anonymous
4. Encourage groups to welcome young people who come to Overeaters Anonymous, reach out to them with the message of recovery, and help them find a sponsor
5. Submits written report at each monthly CMI meeting

**N. APPOINTMENT OF STANDING COMMITTEES**

1. See Bylaws Section IV, Subsection a in regards to appointing committees.
2. Form Overeaters Anonymous-001 must be completed and turned in at CMI for an individual to be considered to serve as chair of a standing committee.

**IV. CMI SPONSORED ACTIVITIES - APPROVAL FROM CMI MUST BE OBTAINED FOR:**

**A. CMI SPONSORED GROUP EVENTS**

1. Date, time, and location
2. Title / theme of event
3. Amount of suggested entry donation per event
4. Speakers and format
5. Amount to go to CMI funds

**B. GUIDELINES FOR FLYER FOR CMI SPONSORED EVENTS**

1. Ten to fifteen flyers must be printed and brought to CMI to be approved prior to disbursement
2. CMI must approve the amount of flyers to be disbursed
3. Flyers must include who, what, where, when, why, how, CMI is sponsoring the event, amount of suggested entry donation, and contact person(s) with telephone number(s)

**C. FUNDRAISING IDEAS SUCH AS BUT NOT LIMITED TO:**

1. Boutique
2. 50/50 Raffle
3. Silent Auction
4. Hospitality Room
5. Garage Sale

**D. FUNDRAISING ITEMS (SHIRTS, MUGS, BAGS, ETC.)**

1. Items to be used as possible fundraiser
2. Cost of Purchase
3. Projected Selling Price
4. Person responsible for keeping the product until event. (This information shall be contained within the contents of the CMI meeting minutes.)
5. Person responsible for keeping the product after event. (This information shall be contained within the contents of the CMI meeting minutes.)

**E. TREASURER FOR EVENT**

1. Treasurer will be responsible for separating monies obtained and spent from the event
2. A written report of income and expenses from the event shall be presented at the next CMI meeting



3. Event treasurer shall be present at the event

**F. EVENT COORDINATOR / CHAIR**

1. Oversee all aspects of events
2. Designates appropriate people for committees responsible for facilitating event
3. Responsible for the schedule of event
4. Acts as liaison to CMI

**V. PROPOSED TRIP EXPENSES**

- A. Those eligible for trip expenses are World Service Business Conference Delegate, World Service Business Conference Delegate Elect, World Service Business Conference Delegate Alternate, Region 8 Representative, Region 8 Representative Elect, and Region 8 Representative Alternate.
- B. Each trip must be voted on at CMI prior to region assembly or world conference.
- C. Items which may be reimbursed upon approval of CMI are:
  1. Transportation: When possible, the least expensive form of transportation shall be used.
    - a. Private Vehicle - Expenses including tolls and parking fees are reimbursed pro-rated at the IRS current business rate, less amount received from car-poolers
    - b. Public Vehicle - Fare is reimbursable for lowest rate available for tickets purchased at least two weeks in advance. Transportation fees to and from terminal are also reimbursable
    - c. Rental Vehicle - Fare is reimbursable for lowest rate available for rental reserved at least two weeks in advance. Expenses including rental cost, gas, tolls and parking fees are reimbursed, less amount received from car-poolers.
  2. Lodging - Reimbursement for lodging expense incurred shall be one-half the double-occupancy rate plus tips, or actual expenses, whichever is less. Lodging is reimbursed for a maximum of two nights for Region 8 and up to one week for World Service Business Conference
  3. Meals - Reimbursement for meal expense (including tips) incurred at or traveling to and from Assembly shall be a maximum of \$60 dollars per Assembly, plus the cost of Saturday lunch and banquet. No alternate meal expense shall be reimbursed for Saturday lunch and banquet.
  4. Registration - Assembly and World Conference registration fee are reimbursable. Additional fee for late registration is not reimbursable.
- D. Receipts incurred needs to go to Treasurer up to the approved amount
- E. Unapproved expenses will not be reimbursed
- F. CMI will follow suggested WSO guidelines for each World Service Conference regarding transportation, lodging, meals, and registration

**VI. FINANCIAL SOURCES**

In accordance with Section VIII, Part A. Number 6 of the Central Midlands Intergroup Bylaws, the maximum allowable annual donation to CMI by one Overeaters Anonymous member is to be limited to \$1,000.00.

**VII. AMENDMENT(S) TO POLICY AND PROCEDURES**

These Policy and Procedures may be amended at any time by a single majority vote of the Intergroup Representative and Board members present at any regular or special meeting of the Intergroup, provided a copy of the proposed amendment has been submitted in writing and received by each voting member affiliated with this Intergroup at least one month prior to the meeting in which action is to be taken on the amendment.