

Policies and Procedures

[Central Ohio Service Intergroup]

[2017]

POLICIES and PROCEDURES
Central Ohio Service Intergroup (COSIG) of Overeaters Anonymous

Policies and Procedures
of
CENTRAL OHIO SERVICE INTERGROUP, INC.

GENERAL

- I. In order to provide a safe, distraction-free environment for everyone, the following shall apply to all meetings of Central Ohio Service Intergroup ("COSIG") and to all events sponsored by COSIG, unless otherwise specified:
 - A. Participants are asked to obtain child care. If children must be present, it is asked that they be removed from the meeting or event if they create a distraction.
 - B. Cellular phones and audible beepers shall be turned off or set to an inaudible signal to lessen the possibility of distraction from such devices.
 - C. COSIG sponsored events are food, drug, alcohol and smoke-free.
 - D. All committees wishing to inform the COSIG Fellowship about an event must submit a draft of the flyer to the COSIG Board for approval prior to distribution to the Fellowship

- II. The month and year of the published date of each Bylaws and Policies and Procedures version will be noted in the footer section of the document. [Example: COSIG Rev 8/01].

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MEETINGS

- I. All meetings of Central Ohio Service Intergroup Meeting shall be held on the third (3rd) fourth (4th) Saturday of each month at 11:00 AM, unless the COSIG Executive Board designates another day or time. Months where holidays may interfere with the fourth (4th) Saturday, the meeting should be held on the third (3rd) Saturday.
 - A. Meetings held on odd number months (1, 3, 5, 7, 9, 11) will be held by remote conference (phone or computer). Meetings held on even number months (2, 4, 6, 8, 10, 12) will be held in person at a place designated by the COSIG Executive board.
 - B. Motions are to be presented and discussed at the remote meeting and then voted on at the face to face meeting. Group representatives are to bring the motions to their groups for the purpose of a group conscious prior to the next intergroup meeting.
 - C. Votes can be held during remote meeting but if the majority vote cannot be determined clearly then the vote should be delayed to the next face to face meeting.
 - D. No new business except emergency business will be accepted after 21 days prior to an intergroup meeting and shall be distributed to COSIG groups for discussion at least 14 days prior to the intergroup meeting.

- II. Standing Rules
 - A. Please wait until you are recognized by the Chairperson before you speak. Give your name then state your business.
Discussion of motions will be limited to three (3) pro and three (3) con speakers, three (3) minutes each.
 - B. New business shall include only those items that have been submitted to the Chair by the Thursday before the intergroup. Emergency new business must be submitted in writing to the Chairperson before the monthly COSIG meeting. The Board shall determine if the item will be placed on the Agenda.
 - C. Group representatives shall be well informed of COSIG business and procedures

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COMMITTEES

There shall be nine (8) Standing Committees. Responsibilities of each Committee shall be as follows:

I. Ways and Means

This Committee shall:

- A. Handle all general fund raising activities for Central Ohio Service Intergroup.
- B. Handle boutiques at various OA-sponsored events.
- C. Investigate and develop additional activities and events to raise money for COSIG.

II. Special Events

This Committee shall organize, according to Board-approved Guidelines, the following:

- A. IDEA Day, held in November.
- B. The Unity Day Celebration, held in February.
- C. All Ohio Day of Sharing
- D: Shall work with groups and the Twelfth Step / Group Outreach committee in creating events that promote recovery, member retention, relapse prevention and recovery.

Other activities such as bowling, skating, picnics, nature walks, or other outings that OAs and their families can enjoy together as planned and approved by the intergroup.

III. Twelfth Step / Group Outreach

This Committee shall:

- A. Provide support and guidance to groups for member retention, relapse prevention, and returning member assistance, including but not limited to, literature and activities.
- B. Maintain the COSIG Speaker, sponsor, and temporary sponsor Lists
- A. Maintain Speaker audio files in any form.
- B. Offer help to struggling meetings.
- C. Initiate personal contact with groups, including those not participating in Central Ohio Service Intergroup

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IV. Newsletter Editor

This Committee shall:

- A. Oversee the monthly publication of the newsletter.
- B. Follow World Service and Region V newsletter standards
- C. Each newsletter shall follow a theme set at the beginning of the year by the intergroup. Themes shall be OA recovery, step, traditions, or concept based. Newsletters should be used to encourage member recovery and retention,
- D. Newsletter shall include even or newsletter editor announcements, intergroup contact information (For board and committees), and information on how to access the speaker, sponsor, and temporary sponsor list.

V. Bylaws

This Committee shall:

- A. Examine, review and revise as needed the Bylaws of Central Ohio Service Intergroup to reflect and keep current the functioning of COSIG in a manner consistent with OA as a whole.
- B. Examine, review and revise as needed the Policies and Procedures of Central Ohio Service Intergroup to reflect and keep current the functioning of COSIG in a manner consistent with OA as a whole.

VI. Professional Information / Professional Outreach (PIPO)

This Committee shall:

- A. Inform health care institutions, professionals and the military about OA's program of recovery so that they may acquaint their patients, clients, etc. with Overeaters Anonymous.
- B. Develop creative and productive ways to effect cooperation without affiliation by:
 1. Conducting the Annual 1-to-1 Campaign,
 2. Placing OA literature into the offices of health care professionals, with their permission, and
 3. Creatively funding the work of this committee within the guidelines of the OA principles.
- C. Issue press releases.
- D. Provide speakers for public events.
- E. Organize public information events.
- F. Other activities as needed or as opportunities arise

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VII. Telephone

This Committee shall:

- A. Maintain a Public Information 1-800 number directing inquiries to the correct service members.
- B. Respond to external inquiries after consulting with the intergroup.
- C. Provide guidance to the newsletter and website committee on content for publication.

VIII. Digital Media

This Committee shall:

- A. Have some technical skills to be able to carry out the responsibilities of the committee.
- B. Manage the drop box folders and accounts
 - i. Create and remove Intergroup Dropbox accounts as needed.
 - ii. Ensure that all Intergroup accounts are shared.
 - iii. Ensure that only OA and Intergroup files are stored in the Dropbox accounts.
 - iv. Maintain security of all Dropbox accounts as needed.
 - v. Interface with Dropbox to resolve issues.
- C. Administer the COSIGOA Facebook Group.
 - i. Invite, accept and remove membership from the Facebook group.
 - ii. Ensure all posts / content is limited to OA Recovery Oriented or news from World Service, Region 5, Intergroup, or one of the OA meetings in our area.
 - iii. Follow World Service and Region 5 social media standards and Traditions of OA.
- D. Manage the Intergroup drop pages website
 - i. Follow World Service and Region 5 web standards and Traditions of OA.
 - ii. All content will be approved by the Intergroup executive board.
 - iii. Post and remove approved content as necessary as provided by the Intergroup Secretary.
 - iv. Interface with Dropbox to resolve issues.
- E. Administer the Intergroup Email Accounts
 - i. Adjust users and email forwarding of the Intergroup email accounts.
 - ii. Add and remove new Intergroup email accounts as needed
 - iii. Interface with email provider to resolve issues.
- F. Administer the Intergroup Email Distribution Lists
 - i. Create and remove Intergroup Email Distribution Lists as needed.
 - ii. Add and remove members from the Intergroup Email Distribution Lists as provided by the Intergroup Secretary.
 - iii. Emails distributed shall be limited to news / information from World Service, Region 5, Intergroup, or one of the OA meetings in our area.
 - iv. Follow World Service and Region 5 email standards and Traditions of OA.
 - v. Ensure that the Intergroup Secretary is able to send out emails as needed.

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- vi. Assist with email distributions as necessary for committees to committee lists.
- vii. Interface with Email Distribution Service to resolve issues.
- b. Work with Intergroup Secretary to provide assistance as needed.
- c. Be willing to instruct/assist the new committee chair(s) when the service position changes.

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EVENTS PROCEDURES

- I. Preliminaries
 - A. Decide type of event, if not already set, and obtain COSIG Board approval.
 - B. Decide on a location and date of event, subject to COSIG Board approval.
 - C. Forward contracts to the COSIG Office for necessary signatures, and for monetary deposits.
 - D. Determine registration fees.
 - E. Invite out-of-town speakers, arrange local speakers.
 - F. Set program schedule.
 - G. Obtain volunteers to set-up and clean-up.

- II. Specific Aspects of Event Planning
 - A. Publicity
 - i. Prepare draft of flyer and submit to Central Ohio Service Intergroup Board for approval prior to distribution and posting on the website.
 - ii. Distribute approved flyer to COSIG Groups and neighboring Intergroups.
 - iii. Notify COSIG's newsletter and if sufficient lead time allows, Region V's "*Freedom from Bondage*" and OA *Lifeline*.
 - B. Registration
 - i. Receive, if applicable, pre-registration forms.
 - ii. Assign rooms, if necessary.
 - iii. Prepare registration envelopes.
 - iv. Staff registration table.
 - C. Program
 - i. Decide on topics and speakers.
 - ii. Plan and write up program.
 - iii. Arrange for moderators and facilitators, as needed.
 - iv. Arrange to have speakers taped, if applicable.
 - v. All speakers at COSIG-sponsored events are required to have a minimum of one (1) year current, continuous abstinence.
 - D. Meals
 - i. Meet with cooking staff of facility.
 - ii. Plan the menu.
 - iii. Take care of special dietary needs.
 - E. Entertainment
 - i. Plan entertainment.
 - ii. Arrange for DJ, sound equipment, etc.
 - F. Decorations
 - i. Make signs and posters.
 - ii. Make table decorations.
 - iii. Set up and take down decorations, signs, and posters at the event.

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G. Hospitality

- i. Arrange for volunteer Greeters. (7/13)
- ii. Purchase coffee, tea, soda, etc.
- iii. Oversee the beverage table / hospitality room at the event.

H. Raffle / Boutique / Literature

- i. Coordinate with Ways and Means committee on all fund raising activities.
- ii. Coordinate volunteers assisting with raffle, boutique, and literature at events. (6/12)

I. Set-up

- i. Arrange for delivery of needed chairs, tables, etc.
- ii. Arrive early at event to set up room(s).
- iii. Put identifying numbers on dormitory doors, if applicable.
- iv. Coordinate the installment of signs with those in charge of decorations.

J. Clean-up

- i. Oversee clean-up after event.
- ii. Take down chairs, tables, etc. if necessary.
- iii. Distribute cleaning supplies.
- iv. Make sure each area completes its cleaning assignment.

K. Finances

- i. Save all receipts for submission to the COSIG Treasurer for reimbursement.
- ii. Submit all money to the COSIG Treasurer.
- iii. COSIG Treasurer will:
 - a. Provide cash boxes.
 - b. Count money.
 - c. Write financial report after event.
- iv. Reimbursement is provided only for "Keynote Speakers". A "Keynote Speaker" is one who is responsible for leading a weekend retreat and speaking on specific recovery topics throughout the weekend as agreed upon by both the Keynote Speaker and the Events Committee. The Keynote Speaker will speak at a minimum of four (4) sessions throughout the weekend and also make themselves available to weekend participants during the event.

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DELEGATE FUNDING

Expenses covered for Delegates to Region V Assemblies and World Service Business Conference (WSBC) shall be as follows:

- I. Transportation
 - A. Coach flights at the lowest possible cost to WSBC and Region V Assemblies more than two hundred (200) miles from Columbus for up to two (2Set-up, Clean-Up) Delegates.
 - B. Mileage (.20 per mile) when Delegates drive their own cars to Region V Assemblies or WSBC.
- II. Accommodations at the conference double room rate at the hosting hotel for up to two rooms.
- III. Meals and gratuities and miscellaneous expenses at a maximum of \$40.00 per day per Delegate per Region Assembly or WSBC.
- IV. Reimbursements of Delegate expenses shall be made only upon presentation of all receipts to the Treasurer. Arrangements can be made ahead of time with the treasurer or chair with the debit cards to purchase airline tickets or other items needed for Region or WSBC ahead of time.

AMENDMENTS TO POLICY AND PROCEDURES

- I. Such amendments may be submitted by Groups, Group Representatives, Committee Chairpersons, Officers, or the Bylaws Committee.
- II. A copy of the proposed amendment, accompanied by a statement of intent, must be filed with the Central Ohio Service Intergroup Secretary at least thirty (30) days prior to the regularly scheduled meeting at which the amendment will be considered. Written notice shall be prepared and distributed by the COSIG Secretary to each Group Representative, Group secretary, and COSIG Officer at least fourteen (14) days prior to said meeting.
- III. These Policies and Procedures may be amended at a regularly scheduled meeting by a majority affirmative vote of the voting members present.
- IV. Each amendment to these Policies and Procedures will be noted with the effective date at the end of the amended section.