

# **Northern Lights Intergroup (NLI)**

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## **Policies and Procedures**

### **Manual**

### **(P & P)**

*revised August 8, 2020*

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## **TERMS OF OFFICE OF BOARD MEMBERS**

### **Elected Board Members**

All elected positions are for two year terms and shall not serve more than two consecutive terms in the same position.

Positions elected in even-numbered years:

Chair

Secretary

Public Information

Web Master

Region One Representative

Region One Alternate Representative

Positions elected in odd-numbered years:

Co- chair

Treasurer

Literature

Special Events

World Service Delegate

World Service Alternate Delegate

### **Executive Officers of the Board**

They are: Chair, Co-Chair, Secretary and Treasurer.

### **Non-elected Board Members**

Group Representatives serve per the group's conscience.

Committees members can be volunteers or appointees.

## **GENERAL RESPONSIBILITIES OF ALL BOARD MEMBERS**

1. Attend all regularly scheduled Northern Lights Intergroup (NLI) meetings and special meetings as called. Contact the chair or co-chair prior to the meeting if you are unable to attend for an excused absence.
2. Submit a report of activity on NLI Google Drive prior to each NLI Board Meeting and Annual General Meeting (AGM).
3. Act as liaison to committees as assigned.
4. Keep seven (7) years of records to pass on at the end of term.
5. Shred prior years' records.
6. Review your position job description annually and recommend updates; these reports are to be given to the incoming policies and procedures committee at the AGM.
7. Assume office upon election; prepare to work with the outgoing person and receive all materials for the position.
8. Can also serve as a committee chair.
9. Is entitled to only one vote regardless of number of positions held.
10. Must consult with the Treasurer when considering expenditures over and above standard expenses to ensure sufficiency of funds.
11. Must submit all requests for reimbursements on an expense sheet (Appendix A) with original receipts attached. Original hard copies submitted or scanned copies of the expense sheets with receipts submitted by email will be acceptable.

### **GROUP REPRESENTATIVE shall:**

1. Be the main liaison between the Board and their group.
2. Submit monthly report by the end of the month by entering information in the Group Representative Monthly Report in Google Drive.
3. Attend all regularly scheduled NLI meetings and special meetings as called. Contact the Secretary or Chair prior to the meeting if you are unable to attend for an excused absence, or arrange for an alternate.

4. Perform all other duties as described in NLI's Policy & Procedures Manual.
5. Annually review the position's job description and recommend updates as necessary for the AGM.

**Policy A:** Monthly Report to NLI

**Procedure:** Prior to each Board meeting, report on the following:

- Average monthly attendance at your meeting for the previous month.
- Number of newcomers.
- Upcoming special events (i.e. marathons) or speaker meetings your group is hosting.
- Any changes to format or times.
- Any situations or group concerns that could benefit from discussion at the intergroup level.
- Anything else that might be of interest to NLI members.

**Policy B:** Monthly Report to the Group

**Procedure:**

- Inform group members of any new OA events.
- Encourage members to access NLI Website: [\*\*oaedm.com\*\*](http://oaedm.com)
- Verify that NLI donation records correspond with the group's donation records.
- Announce any calls to service (i.e. vacancies on the Board) or volunteers needed for committees or other activities.
- Share any information received between NLI meetings that would be of interest to the group.

## **ELECTED BOARD MEMBERS**

### **CHAIR shall:**

1. Preside at all NLI regular and special meetings.
2. Create and distribute agenda for NLI meetings.
3. Have operational authority, in the intervals between NLI Board meetings, to speak for NLI in emergencies, in consultation with one other Executive Board Member.
4. Appoint committee chairs, including a nominating committee, as deemed necessary.
5. Liaise with committees.
6. Vote only to break a tie.
7. Be a co-signatory on the bank account along with Treasurer, Co-Chair and Secretary.
8. Participate in monthly Region One conference calls and other business relating to regional intergroups.
9. Designate a Board Member to review the minutes if Co-Chair is not available.
10. Ensure NLI group registrations and meeting information is current with World Service Office (WSO).
11. Compile a listing of all NLI group meetings, including time and location.

### **Policy A: Meeting Decorum**

#### **Procedure:**

- Monthly meetings to start and end on time. Also ensure they run in an orderly and timely manner. If the meeting runs overtime, a motion is required from the floor.
- The Chair has the responsibility of ensuring that “Robert’s Rules of Order” are adhered to for all motions, debates, proposals, etc. during the course of the meeting.
- If the vote on any motion is a tie, the Chair has the right to cast the deciding vote. Otherwise, the Chair serves as arbitrator, bringing no motions, opinions, or votes to the table.
- If the Chair brings a motion to the table, or offers input to a discussion, he/she must temporarily relinquish his/her position to the Co-Chair.
- If “For the Good of the Order” (Appendix D) is called for at the conclusion of the regular meeting, the contents are not recorded in any minutes, and as such, are in no way a part of the regular meeting. The “For the Good of the Order” preamble is to be read at the commencement of the extra meeting, and a time limit of fifteen minutes is set.

## **Policy B: Board Meeting Agenda**

### **Procedure:**

- Ask for the Serenity Prayer in the plural.
- Welcome everyone. Remember that the Serenity Prayer may be requested at any time during the meeting and the “For the Good of the Order” may be requested at the conclusion.
- Ask about changes and additions.
- Read the Tradition and Concept of the month.
- Get all attendees to introduce themselves and pass around the sign in sheet. Announce excused absences.
- Motion to approve previous month’s minutes, after asking for any corrections.
- Ask for any questions regarding previously submitted officer, committee and group representative reports.
- Review any unfinished and ongoing business.
- Present new business.
- Give announcements.
- Announce time, date and location of the next meeting.
- Ask if anyone has a need “For the Good of the Order” which will occur after the Board meeting is closed.
- Close with Serenity Prayer.

## **Policy C: Register New Meetings and Change Existing Meeting Information**

### **Procedure:**

- Using the **oa.com** website “Documents” section for Register/Change Meeting Forms, either fill out the form or provide it to the group requesting the change and ensure it is mailed to the current address as stated on the form.
- Can also be done online using the following address:  
<http://oa.org/groupsservice-bodies/meeting-changes/>

### **PAST CHAIR shall:**

1. Assist the Chair as needed.
2. Has voice but no vote.

### **CO-CHAIR shall:**

1. Carry out the duties of the Chair in the Chair's absence.
2. Be a co-signatory on the bank account with the Chair, Treasurer and Secretary.
3. Follow up on absences of NLI Board Members, Group Representatives & committee chairs if no report is filed.
4. Take over as Chair when Chair needs to make a motion or needs to vote.
5. Ensure that an up-to-date record of policies and procedures is maintained.
6. Be responsible for the care and updating of the archives.
7. Ensure room is booked for NLI meetings.
8. Review NLI minutes for completeness and accuracy before its distribution.

### **SECRETARY shall:**

1. Record the minutes of all NLI meetings.
2. Have the minutes reviewed by the Co-chair OR another attending member for completeness and accuracy.
3. Upload the minutes to NLI's Google Drive.
4. Prepare list of NLI Board Members with telephone numbers and email addresses to be distributed within 2 months of the elections and update as required.
5. Be accountable for two (2) mail keys, holds one and the second is held by another Board Member.
6. Be a co-signatory on the bank account along with Chair, Co-Chair and Treasurer.
7. Handle all other correspondence that is not a function of a committee or another Board Member.

### **Policy A: Contact List**

Ensure a contact list with the names, phone numbers and email addresses of all Board Members, committee chairs and group representatives is updated monthly.

### **Procedure:**

- At each meeting, pass a sheet showing the recorded information to all in attendance. Ask Board Members to verify their information and update as required.
- This sheet also serves as a record of who attended the meeting as visitors will sign and provide their names, home group, phone number and email address as well.



## **Policy B: Record and Distribute Minutes of Meetings**

### **Procedure:**

- Record the summary of events and motions as they happen, following the order of the submitted agenda. This will include a summary of discussion, documentation of motions, results of votes and opening and closing times of the meetings.
- Type minutes in an easy-to-read format.
- Upload the reviewed minutes to NLI's Google drive .
- Keep copies of the approved meeting minutes on an external back-up device.

## **Policy C: Mail**

### **Procedure:**

- Hold one key.
- Pick up mail at least twice per month.
- Distribute mail as needed.

## **TREASURER shall:**

1. Be responsible for proper accounting of the finances of NLI.
2. Be a co-signatory on the bank account with Chair, Co-Chair and Secretary.
3. Liaise with Special Events Coordinator and other committees regarding financial aspects.
4. Ensure individual float funds are accounted for.
5. Reconcile monthly bank statements.

## **Policy A: Maintain Accounting Records**

### **Procedure:**

- Record receipts and disbursements.
- Record donations by group.

## **Policy B: Maintain Chequing Account**

### **Procedure:**

- Contact the bank to find out who needs to be present and what documentation is required to change the signatories.
- Make all deposits in a timely manner for monthly reports to NLI.

- Reconcile monthly bank statements to the accounting statements. **Policy C:** Prepare Monthly Financial Statements for NLI meeting

**Procedure:**

- Prepare the financial statements for NLI meetings from the accounting records.
- Correlate to the financial statement presented at NLI meetings.

**Policy D:** Expenses

**Procedure:**

- Standard Expenses such as rent, insurance, post office, telephone, website hosting fee, office supplies, photocopying associated with the Secretary and Treasurer duties do not require Board approval.
- Expenses incurred by NLI committees or Board Members must be pre-approved for a specified maximum amount.
- All expenses submitted to the Treasurer must have original receipts attached to the expense report (Appendix A).

**Policy E:** Donations to WSO and Region One

**Procedure:**

- Determine at mid-year and year-end (following year-end audit) if sufficient funds are available for donations to WSO and Region One.
- Send the donations using the proper forms from WSO ([oa.org](http://oa.org)) and Region One ([oaregion1.org](http://oaregion1.org)).

**Policy F:** Rent

**Procedure:**

- NLI rent is a donation that is determined by the NLI board. This is to be paid every six months.

**Policy G:** Annual Responsibilities

**Procedure:**

- Compile and submit annual NLI budget.
- Prepare annual financial statement.
- Submit financial records for yearly audit
- Send donations to Region 1 and WSO as directed by the board.

## **LITERATURE shall:**

1. Order and distribute OA approved literature to groups and individuals within NLI (note: possession of or access to a personal credit card is required for this service position).
2. Have access to adequate storage space.
3. Price literature for sale to cover all costs of that order.
4. Have literature available at OA events.
5. Keep track of literature purchases and sales including transfers to other NLI departments (e.g.: Public Information).

### **Policy A:** OA Inventory

All costs associated with purchasing literature must be recovered through the sale of literature to the groups/members.

#### **Procedure:**

- Selling prices to include the price of the item, shipping cost, US exchange rate, Canadian taxes and duties.
- Prices are always to be rounded up to the nearest \$0.25. Never round down.

### **Policy B:** AA Inventory

Keep an inventory of AA Big Books.

#### **Procedure:**

- Visit the AA Central Office in Edmonton to pick up the AA materials. Pay for the order at time of pick up.

Alcoholics Anonymous Central Service Office

Suite 205, 10544 - 114 St NW, Edmonton, AB T5H 3J7

**<http://edmontonaa.org>** Phone: (780) 424-5900

### **Policy C:** Records

Maintain accurate accounting records regarding purchases from WSO, AA, sales to groups, transfers to other departments of NLI and inventory amounts.

#### **Procedure:**

- Year End for NLI is June 30. A yearly inventory count must be done of all literature. The ledger must be signed and dated at this time. If a new literature person takes over part way through the year, then follow the same procedures at that time as well.
- Upload this document to NLI's Google Drive as part of the July report.
- When a group/member pays for an order, a signed invoice is kept for record keeping purposes. The funds are given to the Treasurer and a copy of the invoice to the purchaser.

### **Policy D:** Orders from World Service Office

Maintain the needed inventory levels by ordering and receiving literature from WSO or Amazon as directed by WSO. A standard inventory will be kept at needed levels as NLI monies permit.

#### **Procedure:**

- Check with Treasurer prior to placing all orders to ensure adequate funds are available.
- Use the online ordering system on [oa.org](http://oa.org) bookstore. A personal credit card will be required as orders are prepaid and NLI does not have its own credit card.
- When directed by WSO to order from [amazon.com](http://amazon.com), designate “Paperback Edition” to ensure a portion of the sales go to OA and use the following codes:
  - #1889681245 “Twelve Steps & Twelve Traditions of OA, 2<sup>nd</sup> ed., large print edition
  - #1889681016 “A New Beginning: Stories of Relapse from Recovery”
- When the order arrives, verify what was received against the order placed.

### **Policy E:** Orders from Groups

- Receive orders from groups, fill the orders, receive payments and issue an invoice.

#### **Procedure:**

- An invoice is prepared for every order received. Record on Literature Activity sheet (Appendix B) the date, amount, group/purchaser and invoice number.
- The group makes arrangements to pick up the order and the invoice is provided with the order.
- The group must pay for the order upon receiving it. If the group is paying with a cheque, it is to be made payable to "Northern Lights Intergroup".
- Mailing costs are charged to the group; may need second invoice once the costs are known.
- When a board member/committee of NLI (e.g., Public Information) orders literature, it must have the approval of NLI through a motion. The Treasurer will be given a record of the transaction so that inventory costs may be taken out of literature and added to the specific expense. The Literature person gives a receipt to the Treasurer so that the sale is recorded.
- Have literature available for sale at retreats and marathons.

## **PUBLIC INFORMATION shall:**

1. Inform the public of OA, following the principles of the Twelve Traditions.
2. Deal with calls from professionals, organizations and media requesting information and arranges for speakers as needed.
3. Place ads and announcements with the media.
4. Keep in touch with all groups regarding their Public Information needs.

**Policy A:** Carry the message of recovery to public and professional communities, emphasizing that OA is available to anyone who wants to stop eating compulsively.

### **Procedure:**

- Enlist the help of other OA members to assist with calling radio stations, TV stations, putting up flyers and, when requested, speaking directly to the public and professional communities.

**Policy B:** Organize speakers as requested by the media, public or as directed by the Board.

### **Procedure:**

- Interview OA members to ensure that they are abstinent, have achieved or working towards a healthy body weight, practicing the 12 Steps and 12 Traditions, are familiar with OA & AA conference approved literature and are comfortable sharing their recovery before a non-program audience that may not be familiar with program jargon.
- Use the “Guideline for Public Information Events” on the [oa.org](http://oa.org) website for suggested guidelines.
- Contact the speaker(s) after the event to find out how things went and include this assessment in your next report to the Board.
- Use [oa.org](http://oa.org) “Documents” section concerning Professional Outreach, Public Information Posters and Public Information Suggestions as your primary resource for ideas and suggestions on how to work with non-program audiences.

## **REGION ONE REPRESENTATIVE and ALTERNATE shall:**

1. Attend and represent NLI at the Region One Assembly, the number of reps to be determined by Region One and NLI, given that NLI finances permit. Voting will be according to their conscience on motions knowing that the intergroup they are representing has confidence and trust in them to vote appropriately.
2. Be familiar with and willing to explain the Twelve Traditions and their practical uses at group and NLI meetings together with the World Service Delegate.
3. Present an oral and written report to NLI within 2 months of their return from the Region One Assembly including receipts and final accounting.
4. Be available to do whatever service they can for NLI to promote the understanding of all levels of OA service within the fellowship and to promote the 12 Steps and 12 Traditions.
5. Serve on a committee at Region One Assembly and to maintain the commitment until the next Region One Assembly unless otherwise specified by the committee or Region One Assembly.
6. Participate in Region One conference calls.
7. Conform to additional abstinence requirements for a service position at the Region level. See [oaregion1.org](http://oaregion1.org) for updated requirements.

**Policy A:** To be the Keeper of Traditions in NLI

### **Procedure:**

- To study and be able to explain the traditions of OA.
- To work with the NLI Chairperson to help groups and individual OA members to resolve any problems and/or issues that arise.

**Policy B:** Flight and Accommodations

Flights and accommodations are to be arranged prior to attending the Region One assembly and convention. An estimated cost must be submitted to NLI prior to attending for approval.

### **Procedure:**

- As per Region One timeline, register with Region One as the representative for NLI.
- In May, discuss with NLI the financial viability of attending Region One Assembly and get direction from the board.
- Three months prior to the conference begin to check on airfares or other transportation. It is the representative's responsibility to secure the best priced travel based on their needs, timing of the conference and airlines sales.
- Secure NLI approval for travel plans.
- Book with insurance for personal and travel risks.

- Hotel rooms are to be booked by the rep and paid for by NLI for the duration of the Region One assembly and convention only or based on the earliest available return transportation; the cost is based on shared accommodation.

**Policy C:** Expense Reports

Prior to travel, the representative may request an advance to pay for estimated travel costs. Accurate records of expenses are to be maintained and presented to the NLI board upon return.

**Procedure:**

- Keep the original copy of the receipt given to you by the business in date order.
- Ensure receipts are legible.
- Complete an expense form obtained from the treasurer prior to travel. Attach receipts. The report should clearly indicate how the funds that were advanced were spent and how much money is left to be repaid to NLI or how much is still owing to you over the advanced amount.

**WORLD SERVICE DELEGATE and ALTERNATE shall:**

1. Attend and represent NLI at the World Service Business Conference (WSBC), (the number of which to be determined by WSO and NLI), finances permitting. Voting will be according to their conscience on motions knowing that NLI has confidence and trust in them to vote appropriately.
2. Be familiar with and willing to explain the Twelve Traditions and their practical uses at group and NLI meetings together with the Region One Representative.
3. Present an oral and written report to NLI upon their return from the WSBC including receipts and final accounting.
4. Be available to do whatever service they can for NLI to promote the understanding of all levels of OA service within the fellowship and to promote the 12 Steps and 12 Traditions.
5. Serve on a committee at WSBC and to maintain the commitment until the next WSBC unless otherwise specified by the committee or WSBC.
6. Conform to additional abstinence requirements for a service position at the World Service level. See **oa.org** for updated requirements.

**Policy A:** To be the Keeper of Traditions in NLI

**Procedure:**

- Study and be able to explain the traditions of OA.
- Work with the NLI Chair to help groups and individual OA members resolve any problems and/or issues that arise.

**Policy B:** Flight and Accommodations

Flights and accommodations are to be arranged prior to attending the business meetings. An estimated cost must be submitted to NLI prior to attending for approval.

**Procedure:**

- As per WSBC timeline, register with WSBC as the delegate for NLI.
- In January, discuss with NLI the financial viability of attending WSBC and get direction from the board.
- Three months prior to the conference begin to check on airfares. It is the delegate's responsibility to secure the best priced travel based on their needs, timing of the conference and airlines sales.
- Secure NLI approval for travel plans.
- Book with insurance for personal and travel risks.
- Hotel rooms are to be booked and paid for by NLI for the duration of the business meetings only or based on the earliest available return transportation; the cost is based on shared accommodation.

**Policy C:** Expense Reports

Prior to travel, the delegate may request an advance to pay for estimated travel costs. Accurate records of expenses are to be maintained and presented to the NLI board upon return.

**Procedure:**

- Keep the original copy of the receipt given to you by the business in dated order.
- Ensure receipts are readable.
- Complete an expense form obtained from the treasurer prior to travel. Attach receipts. The report should clearly indicate how the funds that were advanced were spent and how much money is left to be repaid to NLI or how much is still owing to you over the advanced amount.

**WEBMASTER shall:**

1. Maintain the NLI website: [oaedm.com](http://oaedm.com).
2. Maintain the NLI Google Drive site.
2. Ensure all information on the website is accurate and up to date.
3. Ensure anonymity is protected on the website.
4. Respond to requests for information and assistance from members, newcomers and the public in a timely fashion.
5. Promote the website at meetings, marathons and retreats.



## **Policy A:** Website Maintenance

### **Procedure:**

- Ensure group news and events are up to date.
- Maintain a list of links to other OA websites; ensure they are current.
- Ensure the website honors WSO guidelines and the Twelve Traditions.

## **Policy B:** Webhosting

### **Procedure:**

- Have a plan in place to ensure timely and responsible payments for costs as per agreed schedule with providers.
- Ensure requests for information from NLI website [oaedm.com](http://oaedm.com) are forwarded to a personal email address so as to monitor daily and respond in a timely fashion.
- Ensure timely backups of the site files and stored in a safely, as required.
- Change the passwords to the webhost provider's control panel and keep a copy. Provide the passwords to the Chairperson or other designated person as a backup.

## **Policy B:** Maintain NLI Google Drive

- Create a yearly file containing monthly files for NLI reports, agendas and minutes.
- Create and maintain spreadsheet to gather monthly information from Group Representatives.
- Ensure it contain an up to date list of Board Members and their contact information.
- Train Board Members on the use of NLI's Google Drive.

## **SPECIAL EVENTS COORDINATOR shall:**

1. Coordinate all events and assures there are no violations of the Traditions.
2. Form committees to create and organize events.
3. Encourage groups to host marathons and retreats.
4. Set up calendar of events for the upcoming year.
5. Book locations for the Spring and Fall Retreats.
6. Liaise with group hosting events.
7. Keep event binder up to date for hosting groups to use as a reference.
8. Maintain a \$200 float while organizing events and liaises with Treasurer regarding float replenishment.

## **Policy A:** WSO Event Policy

All retreats & marathons are to follow the guidelines set forth by WSO in the Guidelines for OA Events publication revised September 2012.

## **Policy B:** General Retreat & Marathon Guidelines

- The committee chair/organizer shall be encouraged to attend two NLI meetings prior and one NLI meeting after the retreat in order to ensure NLI guidelines are being adhered to.
- A flyer is to be prepared and provided to the NLI Chair for distribution to the membership and to the Webmaster for inclusive on the website.
- A retreat feedback questionnaire will be given to retreat attendees to be filled out and returned to the Special Events Coordinator.
- Email/telephone lists resulting from the event will include a notice: that the list is for use among event members only and not to be circulated to the general membership.
- Information about retreat bursary recipients should be kept confidential and known only to the registrar and Treasurer.
- Members are allowed to pay for Friday Evening Only but there is no option for Saturday only or Sunday only and no discounts. We would never turn anyone away, but this is not to be advertised.
- Registrations can be canceled up to the registration deadline and a full refund will be given. Cancellation requests after the registration deadline will only be given a refund if there is an opportunity for another person to take their place or the facility can accommodate changes with no charge to NLI. No-shows are not issued refunds.

**Policy C:** The leader's name does not to appear on any flyers or registration forms advertising the retreat or be mentioned openly at meetings in order to place principles before personalities.

## **Procedure:**

1. Leaders shall be given the following guidelines:

- OA traditions must be observed. To avoid problems of money, property and prestige, we ask you to remember our primary purpose- to carry the message to the compulsive overeater who still suffers.
- We specify only conference-approved literature be used.
- We ask you to be reasonably accessible during the retreat.
- We would like to hear your story about how you came to OA, with emphasis on your recovery.
- We suggest the time be spent as follows:
  - Leader input 50%

- o Group input 30%  
(including open sharing, discussions and exercises)
- o Free time/meals 20%

## 2. Leader Selection Criteria:

- Minimum of three years of continuous abstinence.
- When possible the committee should listen to a recording of the individual prior to selection. Listen for recovery through the 12 Steps and avoid persons with strong personal doctrines (principles before personalities).
- Ask for a resume which outlines the following:
  - o OA Service Work including group, NLI, region, WSO.
  - o Previous retreat & marathon experience.
  - o Brief personal story.
  - o Regular attendance at meetings.
  - o Do they have a sponsor? And do they sponsor?
  - o Weight loss and if maintaining, how long?
  - o Does the person have more weight to lose?
- Follow up by contacting other groups/intergroups where this individual has led retreats or marathons.

### **Policy D:** Retreat Location and Accommodation Guidelines

#### **Procedure:**

The **retreat facility** should hold a minimum of 30 people and be located within one hour's drive from Edmonton. In selecting the location, consider ease of access.

In selecting accommodations, evaluate the following:

- Cleanliness (floors, washrooms etc...).
- Adequate heat/cooling.
- Showers and washrooms in sufficient numbers.
- Separate rooms for males and females.
- Separate room for retreat leader.
- Space for raffle tables, clothing boutique and literature tables as required.

#### **Meals**

- Ensure discussion with chef about members' allergies to sugar and flour.
- Ensure an adequate quantity of hot & cold refreshments are available (consider charging to recoup costs).

### **Policy E:** Raffle and Fundraising

- All fundraising activities will be approved by the committee.
- Sales and raffles at OA functions should be conducted in such a manner so as not to divert from our primary purpose to carry the message to the compulsive overeater who still suffers.
- Keep in mind Traditions 6 and 7 which warn against endorsement of outside enterprises and outside contributions. (i.e., raffle items and tickets should only be sold to OA members).
- Sales and raffles are to be kept within the spirit and structure of OA.

### **Policy F:** Reports

#### **Procedure:**

- Present an oral and written report to NLI within one month of retreat, including original and legible receipts with final accounting.

### **Policy G:** Marathons

#### **Procedure:**

- A group is requested to arrange dates for marathons at least 6 weeks in advance to allow for adequate circulation of the information.
- The format, length, topic, location, speakers and any other relevant details are up to the organizers and are to be kept within the spirit and structure of the OA program and the 12 Steps. All of this information is to be forwarded to the Special Events Coordinator as early as possible to be approved and to ensure breach of traditions is avoided.
- Organizers will be responsible for making all financial arrangements. NLI does not provide for expenses for marathons unless the Board specifically sponsors them. It is customary to submit to NLI the profits from marathons.
- A flyer is to be prepared and provided to the NLI Chair for distribution to the membership and to the Webmaster for inclusive on the website.

### **Policy H:** Bursaries for Retreats

#### **Procedure:**

- Use Bursaries Form – Appendix C.

## **STANDING COMMITTEES**

*Committee Chairs has voice and vote.*

### **POLICIES AND PROCEDURES COMMITTEE (P&P) shall:**

- Review and revise the Policies and Procedures as needed.
- Consist of at least 3 people including the Chair.
- Aggregate the yearly reviews from all members of NLI.
- Revise the Policy Manual based on the yearly reviews.
- Present the revised Manual within 3 months of the AGM.

### **TELEPHONE PERSON shall:**

- Maintain the telephone line ensuring that the outgoing message is current.
- Refer information to appropriate member.
- Respond to requests for information from members, newcomers and the public in a timely fashion.

### **TWELFTH STEP WITHIN COMMITTEE (TSW) shall:**

- Carry OA's message of recovery to those who still suffer *within* the OA Fellowship.
- Deal with relapse and issues of membership retention, offering the message of hope.
- Encourage OA members to maintain recovery and prevent relapse.
- Coordinate Twelfth Step Within activities.
- Liaise with groups within NLI to assist them in carrying the OA message.
- Maintain the list of speakers to go out to struggling meetings.
- Maintain and distribute list of sponsors within NLI area.

### **YOUTH COMMITTEE shall:**

- Reach out to youth members of OA.
- Liaise with WSO and Region One Young People's Committees.

### **ADHOC COMMITTEES** - set up as needed for the duration of the activity.

*Committee Chairs has voice and vote.*

### **BYLAWS COMMITTEE shall:**

- Review and revise the Bylaws as requested by NLI Board.
- Consist of at least three (3) people including the Chair.

- Update bylaws considering WSO and Region One Bylaws with adherence to their requirements for our inclusion.
- Ensure that the latest bylaws are submitted to World Service Office, to the Region One Chair and to the Region One Trustee within two (2) months of NLI approval.
- Maintain a \$50.00 float, if needed and liaise with Treasurer regarding float replenishment.

**APPENDICES** See Forms in [oaedm.com](http://oaedm.com)

**Appendix A:** Expense report

**Appendix B:** Literature activity worksheets

**Appendix C:** Bursary application

**Appendix D:** For the Good of the Order