

ORANGE COUNTY INTERGROUP OF OVEREATERS ANONYMOUS  
**STATEMENTS OF INTERGROUP POLICY**

The following policy statements have been approved and adopted by the Orange County Intergroup, pursuant to Article V Section 6 of the Bylaws. They may be revised by vote of a majority of the Intergroup Representatives (IR's) at any regularly scheduled intergroup meeting. All major policies and motions of continuing applicability approved by the Orange County Intergroup Representatives shall be maintained with these Statements of Intergroup Policy, which shall be updated periodically by the Bylaws Committee.

ARTICLE I - FELLOWSHIP, GROUPS AND INTERGROUP MEETINGS

Section 1 - The Fellowship Of Overeaters Anonymous.

The only requirement for OA membership is a desire to stop eating compulsively. Orange County Overeaters Anonymous shall not exclude any individual from membership in the fellowship who expresses a desire for relief from compulsive eating, and chooses to refer to himself or herself as a member of Overeaters Anonymous.

Section 2 - Formation And Definition Of Member Meeting Groups

The following describes the manner of formation and defines an Overeaters Anonymous meeting group in Orange County:

A Group may be formed by two (2) or more persons meeting together who practice the Twelve Steps and maintain the Twelve Traditions of Overeaters Anonymous;

All who have the desire to stop eating compulsively are welcome in the group;

No member is required to practice any actions in order to remain a member or to have a voice (share at a meeting);

As a group, they have no other affiliation other than Overeaters Anonymous.

Section 3 - Intergroup Members and Visitors.

Any member of the Orange County Intergroup may participate on any Intergroup Committee.

Visiting members of the fellowship may have a voice, but not a vote, at Intergroup Meetings.

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Section 4 - Minutes of Intergroup Meetings.

The minutes of meetings of the Service Board and Intergroup Representatives shall be mailed to all Service Board members and to all groups ten (10) days prior to the next Intergroup meeting. The reading of the minutes at the next meeting shall not be the policy of the Intergroup.

Section 5 - New Meeting Packets.

Orange County Intergroup shall provide a W.S.O. packet to new meetings at OCI expense and suggest that the meetings pay back the cost of the packet.

ARTICLE II - GENERAL POLICIES

Section 1 - Newsletter (Communiqué.)

The Communiqué shall be available at no charge.

The Communiqué / Meeting Directory shall be sent to all Southern California Intergroups, Region 2, World Service office and any other Intergroup so requesting.

All special focus meetings shall be so noted on the Communiqué with the following statement within the meeting directory: "Although some meetings have a particular emphasis, all meetings are open to anyone with a desire to stop eating compulsively."

Section 2 - Funding Delegations

Fifty percent (50%) of funds generated by OCI Activities Committee Retreats and Workshops shall go to the delegate fund, fifty percent (50%) to the general fund. A reserve shall be established from the general fund to be used for funding committee work. Funds generated by other OCI activities shall go to the general fund.

Section 3 – Financial Structure

Activity Refund Policy: Non-refundable fees for any activity may be established by the activities committee coordinating the event. Activities/events that have non-refundable fee(s), shall clearly state the amount of the fee on any flyers distributed. If applicable, flyers must also state the date after which refunds will not be permitted.

Keys to the Office: The Service Board members, and a maximum of two office workers may have keys to the office.

Literature on Consignment: OA Intergroup or Intergroup approved activities can take up

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to \$100.00 in literature from the office on consignment provided the office is notified in advance.

Literature Overages: Overages from literature sales, over a prudent reserve of \$1,000.00, shall be available to the General fund.

Fundraising Campaign: Any fundraising campaign of the Intergroup shall be limited to a three-month time span.

Money reserved for Activities: The Activities Committee shall have available a sum of \$1,000.00 as “seed” money, to pay for amounts which must be expended prior to activity events. Said amount shall be in addition to the revolving deposits currently maintained by the Intergroup (i.e.: \$400.00 to Pathfinder Ranch for the annual Women’s Retreat)

OCI Committee Expenditures: Committee expenditures shall be subject to the following conditions:

1. Base Expenditure amount: Each committee may expend \$100.00 per year, including applicable taxes, subject to Board approval by majority vote.
2. Expenditures in excess of the annual base amount shall be subject to approval, by a majority vote, at a monthly intergroup meeting.
3. Expenditures in excess of the annual budget amount for any committee shall require approval of a budget override, by a majority vote, at a monthly intergroup meeting.

Events:

1. All events (e.g.: marathons, workshops, retreats, special events) shall be submitted to the OCI Board for approval a minimum of 30 days prior to the event, preferably 90 days.
2. Contracts for all events shall be approved and signed as provided for in the Bylaws.
3. Budgets for such events, when expenses are involved, shall be submitted for approval by the Board at least thirty (30) days prior to the event.
4. Board approval which requires a majority vote of the seated board members, may be voted on at a board meeting, or by electronic means via e-mail voting. All electronic approval shall be ratified at the following board meeting.

Section 4 – Email Outreach Group

E-mail messages sent to members of the Outreach Group shall include:

1. Announcement of every event, workshop, and marathon; with reminders 45 days and 15 days prior to the event. (Flyers to be sent with messages when available.)
2. Reminder of Intergroup meetings 10 days prior to date of meeting. Notice should include information about elections, etc.

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3. Messages directed to be sent by the OCI Board.
4. Messages requested to be sent by the group conscience of a meeting of Intergroup Representatives.

Section 5 – Speaker/Sponsor List Qualifications

It shall be the policy of the Orange County Intergroup that abstinence qualifications for being listed as a speaker or as a sponsor on OCI lists and/or the Communique, shall be the same as those required to serve as a member of the OCI Service Board, per OCI bylaws Article V, Sect. 3, items A and B.

ARTICLE III - WSO AND REGION 2 REPRESENTATION

Section 1 - Participation.

Orange County Intergroup (OCI) shall participate in and send delegates and representatives to WSO and R2 in the manner and to the extent permitted by them, and to the degree possible and practical.

Reimbursement for representation expenses shall be as follows:

INTENT: To ensure that individuals are reimbursed for all necessary and appropriate expenses of attending all required functions at World Service Business Conferences (WSBC) and Region 2 Assemblies, and to establish guidelines for what is considered ‘necessary and appropriate’.

1. Hotel accommodations: OCI will reimburse allowable hotel accommodations. Room sharing is required when possible. Individuals wishing private accommodations may pay for one half the hotel expense and OCI will pay for one half. Allowable expenses are as follows:
  - a. R2 Assemblies:
    - i. One night hotel expense will be allowed to attend R2 Assemblies held more than 35 miles from the OCI office for each business day of the assembly
    - ii. For assemblies held less than 35 miles from the OCI office, one night hotel expense will be allowed only for assemblies with two business days.
  - b. World Service Business Conferences:

Currently, five (5) nights hotel expense is allowable. This covers a night for travel to the Conference; a night for the Forum and Committee Meetings; and three (3) nights for the General Business sessions.

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2. Meal reimbursements:
  - a. Reimbursement of meals will be allowed for each night of lodging permitted. Alcoholic beverages will not be reimbursed.
  - b. The per diem rate for meal reimbursements shall be based on then current IRS guidelines for the geographic area, plus an additional 15% tip allowance for delegates to the World Service Business Conference.
3. Transportation reimbursements;
  - a. Reimbursement for airfare for events more than 150 miles each way shall not exceed the best rate available 3 weeks prior to departure from a reliable airline.

Individuals choosing to drive, rather than fly, shall be eligible for reimbursement at the current OCI mileage reimbursement rate, not to exceed the cost to fly as specified above.
  - b. The OCI mileage reimbursement rate shall be the current IRS mileage rate allowed for “moving” expenses.
4. Other reimbursements:
  - a. Taxi/Shuttle/Rental Car Expense: Reimbursement will be made for the least expensive method of transportation from the airport to the hotel and back to the airport.
  - b. Parking expense:
    - i. Reimbursement for hotel parking will be made for the least expensive parking rate negotiated with the hotel. Amounts in excess of that rate to be paid for by the individual unless prior authorization has been given by a majority vote at a monthly intergroup meeting.
    - ii. Reimbursement of parking a vehicle at an airport, when air travel is allowed, shall not exceed the long-term parking rate at that airport.
  - c. Incidental expenses: Misc. tips and other incidental expenses shall not exceed \$5.00 for each night of lodging allowed.
5. In order to qualify for reimbursements, individuals must:
  - a. attend all business and committee meetings;
  - b. submit original itemized receipts for all expenses; and
  - c. submit a written report for presentation at an intergroup meeting.

Expenses for airfare may be submitted and reimbursed as soon as booked, but will be subject to repayment to OCI if the individual fails to attend, A request for waiver of repayment may be approved by the representatives at an intergroup meeting.

Section 2 - Attendance At Conferences And Assemblies.

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Each WSO delegate and R2 rep shall be responsible for notifying a Service Board member whether he or she is able or unable to attend conferences and/or assemblies.

Section 3 - Policy Of Rotation And Priority.

It shall be the policy of Orange County Intergroup to apply the principle of rotation in the funding of delegates and representatives to World Service Conference and Region 2 Assemblies, to provide equality of opportunity for all elected delegates and representatives to receive funding for travel, lodging and expenses in connection with their attendance at such Conferences and Assemblies; it shall also be the policy of Orange County Intergroup to encourage and support members of its delegation to serve as world and regional committee chairs. To effectuate and coordinate these Policies, the OA office shall maintain two lists, one for WSO and the other for R2, and the following system shall be employed for each list, individually and independently of the other:

Delegates and Representatives, respectively, shall first be indexed by the date of their election, and shall be re-indexed as of the date they receive funding, so that the initial eligibility shall follow the order of election, with the first elected eligible first, and persons who use an eligibility by receiving funding retreating to the bottom of the list as of that date.

Persons who do not use an eligibility for funding on either list shall not lose it, but shall retain their position on that list until they do use it. No person shall maintain more than one eligibility at a time on either list, but a person who is both a Delegate and a Representative may be eligible on both lists at the same time.

Notwithstanding their positions on the WSO or R2 lists, delegates and representatives who serve as Chairs of World Service Business Conference or Region 2 Assembly Committee Chairs shall receive priority in funding eligibility and shall fulfill all requirements of Article VI of the Bylaws.

ARTICLE IV - STANDING COMMITTEE GUIDELINES

The standing committees shall endeavor to operate in conformity with these committee guidelines adopted as Statements of Intergroup Policy.

Each committee Chair shall keep a current list of their committee and sub-committee members, together with contact information. The list will be distributed to the Chair and Vice Chair and updated accordingly.

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**(1) Activities**

- a. The Activities Committee shall make all arrangements necessary for events such as marathons, retreats, dances, picnics, talent shows, gratitude breakfasts, and other events as the Intergroup may decide to conduct, sponsor, or assign to the Activities Committee.
- b. The Activities Committee shall be charged with finding and arranging for places for the Intergroup Events, providing for beverages, literature tables, decorating, providing signs, etc .
- c. The Activities chair shall be responsible for negotiating contracts for events which fall under the Activities Committee's responsibility.
- d. Flyers and announcements shall be approved by the board at least thirty (30) days in advance of the event. Flyers and announcements are ideally sent out at least four months in advance of Retreats and three months in advance of other events. (Some of these functions require the designing and selling of tickets as well.)
- e. The Orange County Intergroup prefers that the Activities Chair attend each function, whenever possible, and that he/she delegate and enlist aid from the committee and fellowship to create crews to set up, greet, hug, work the tables and doors, take tickets, clean up and whatever else may be necessary.
- f. Retreat leaders of Orange County Intergroup shall have five years membership in OA and three years of abstinence. (A current and comprehensive Speaker list is necessary and helpful.)
- g. A complete Income and Expense Report shall be made of each function, including all expenses with receipts and documentation thereof.

**(2) Bylaws.**

The Bylaws Committee shall maintain and periodically review the Bylaws and Policy Statements of Orange County Intergroup, recommend and propose amendments or changes that seem necessary or desirable to the committee, and shall assist any members of the Intergroup to propose any changes or amendments in the proper manner and form, as provided in or required by Article X of the Bylaws of Orange County Intergroup. The Bylaws Committee Chair may serve as parliamentarian at Intergroup Meetings.

The committee shall compile and prepare all proposed Bylaw changes in the proper form and number for presentation to the IR's per Article X.

The committee shall incorporate annually all approved changes to the existing Bylaws and Policy Statements.

It is the policy of Orange County Intergroup that the Bylaws Committee shall have and exercise the ministerial function and discretion, where necessary, to edit and correct the

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Bylaws and Policy Statements in matters of spelling, grammar, punctuation and clarity of expression. By "ministerial" is meant that the editing shall be of a formal nature only, and shall not affect the meaning or substance of any Bylaw or Policy. Likewise the committee may renumber the articles or paragraphs of the Bylaws or Policies, if the existing numbering or order becomes unworkable or obsolete.

A current statement of the Bylaws and Statements of Intergroup Policy shall be available at all times in the Intergroup Office, and at all regularly scheduled meetings of the delegates or the service board. Accordingly the committee shall see that the Office Liaison and the presiding officer have current and updated materials.

**(3) Electronic Communication Committee**

The Electronic Communication Committee, under the direction of the OCI E-Media Manager, shall maintain and update the various methods of electronic communication utilized by the Orange County Intergroup.

Electronic communication shall be limited to those authorized by a majority vote of the Orange County Service Board and/or a majority vote of the Representatives at a monthly Intergroup meeting which include:

- The OCI website
- The OCI E-Mail Outreach Group
- The OCI Representatives E-mail Listing
- The OCI Board E-mail group
- E-mail forwarding for Board positions
- E-mail forwarding for OCI Events
- Notices of events, functions, and intergroup concerns as directed by the OCI Board or Intergroup Representatives
- Other electronic communication as required

**(4) Meeting Liaison.**

The Meeting Liaison shall be the focal point and facilitator of communication, as needed, between Intergroup Representatives and the Service Board, between the Intergroup and meetings or members of the fellowship, and between the Intergroup and its WSO Delegates and R2 Representatives.

The committee shall encourage all meetings to select intergroup representatives and to participate in Orange County Intergroup, furnish orientation information for new intergroup representatives, and shall help to publicize new meetings and meetings needing support.



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The committee shall provide guidance and help for meetings having problems and be a focal point for issues not resolved by a meeting's group conscience, and, where appropriate, to be of service to intergroup representatives or members of the fellowship in communicating concerns, thoughts, feelings or ideas to the intergroup or its service board.

**(5) Public Information.**

The Public Information Committee shall carry the message of recovery to the compulsive eater who still suffers by informing the general public about OA, and by keeping communication within the fellowship open so groups and members will carry the message more effectively.

The committee shall provide information about our fellowship to the local community including local newspapers, magazines, radio, TV, public media, and shall represent the intergroup at the Orange County Fair. The Committee shall help members of the fellowship understand the Twelve Traditions, particularly with respect to protecting anonymity at the public level.

Activities and functions of the Committee may include: Establishing regular OA meetings in institutions or hospitals within Orange County; taking panels of 2 or 3 recovering OA members into hospitals/institutions; making information about OA's function and purpose available to all interested institutions within the community; and, attending area health fairs and self-help fairs.

The Public Information Chair shall be responsible for oversight of a Young Persons Committee whose purpose will be to spread the message of recovery by focusing the attention and resources of the fellowship to the special needs of young persons who suffer from compulsive eating practices.

The committee shall set up Young Persons OA meetings in Orange County; recruit interested adult members of OA to act as "moderators" at Young Persons meetings; distribute OA information at schools and PI events when appropriate; organize and promote fund-raising to support the YP program, and act as liaison between OCI and Orange County Schools.

The committee shall not function as an "authority" on the medical or psychological aspects of compulsive overeating. OA members share their personal experience, strength and hope, and are authorities only on the subject of their own recovery.

The activities of the committee and other committees of Orange County Intergroup often overlap, particularly the Young Persons and Twelfth Step Within committees, each with its own special goal but a common purpose to encourage greater understanding and cooperation between OA and concerned professionals. Sometimes it is best to define separate areas of responsibility. Sometimes it is best to merge efforts. Generally

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speaking, it is the policy of Orange County Intergroup to encourage cooperation and to emphasize the common purpose which unites us all.

**(6) Publications.**

The Publications Committee shall prepare a bi-monthly meeting directory and newsletter (the Communiqué) for the fellowship of Orange County OA.

The Communiqué generally shall consist of the following items: the Meeting Directory, information about the OA office (address, phone number, hours), and also referral information about WSO and Region 2; contact information of people currently on the OA outreach listings (e.g. phone, email, sponsor, etc); names and numbers of the Service Board members; announcement of OA current events and OA birthday celebrations.

The committee chair or their designee shall be responsible for updating and maintaining the Meeting Directory in coordination with the OCI Office.

The committee chair, in consultation with the committee, shall serve as Editor of the Communiqué, unless the function of editor is delegated to another member of the Committee. The editor shall select (from items submitted by members of the fellowship, from other OA Newsletters, from approved or appropriate literature and books, related to our 12-Step program) articles and items which are appropriate to print. Articles to be printed must meet the guidelines of WSO publications, on file in the OA office. All copyrights must be observed, including AA materials, and all copyrighted materials shall be printed only by permission.

The committee must see to the layout of the Communiqué, preparation for printer, arrangement for and delivery to printer, for printing and delivery, when due, to the OA Office by the 1<sup>st</sup> of the month.

**(7) Twelfth Step Within.**

- a. The Twelfth Step Within committee shall work to spread the message of recovery to the compulsive eater who still suffers and to strengthen OA by sharing information and ideas to generate and sustain recovery within the Fellowship.
- b. The committee shall maintain the Speaker/Leader List; promote Relapse and Recovery meetings; provide relapse and recovery speakers when requested; promote membership retention; and communicate and coordinate with Twelfth Step Within committees in other areas and other levels of OA, to offer and obtain information about ways to deal with relapse and promote recovery.
- c. The Twelfth Step Within Committee shall make all arrangements necessary for events such as workshops and other events as the Intergroup may decide to conduct, sponsor, or assign to the Twelfth Step Within Committee.

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- d. The Twelfth Step Within Committee shall be charged with finding and arranging for places for the Intergroup Events, providing for beverages, literature tables, decorating, providing signs, etc.
- e. The Twelfth Step Within Chair shall be responsible for negotiating contracts for the events which fall under the Twelfth Step Within Committee's responsibility.
- f. A complete Income and Expense Report shall be made of each function, including all expenses with receipts and documentation thereof.