

POLICIES and PROCEDURES
Cleveland Central Intergroup (CCI) of Overeaters Anonymous

Policies and Procedures
of
CLEVELAND CENTRAL INTERGROUP, INC.

GENERAL

- I. In order to provide a safe, distraction-free environment for everyone, the following shall apply to all meetings of Cleveland Central Intergroup (“CCI”) and to all events sponsored by CCI, 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. CCI sponsored events are food, drug, alcohol and smoke-free.
 - D. All committees wishing to inform the CCI Fellowship about an event such as a PI or Twelfth Step committee must submit a draft of the flyer to the CCI 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: CCI Rev 8/01]. (9/01)

MEETINGS

- I. All meetings of Cleveland Central Intergroup shall be held on the third (3rd) Sunday of each month, unless the CCI Executive Board designates another day.

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

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- D. To be eligible to vote, the Committee Chairperson (if not a Group Representative), the Group Representative (GR), or their alternate shall:
- i. Have thirty (30) days current, continuous abstinence.
 - ii. Have a resume signed by the **representing Group Secretary or the CCI Chairperson** on file with the CCI Secretary.
 - iii. Be well informed of CCI business and procedures. (7/11)

COMMITTEES

There shall be nine (9) 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 Cleveland Central Intergroup.
 - B. Handle boutiques at various OA-sponsored events.
 - C. Investigate and develop additional activities and events to raise money for CCI. (7/11)
- II. Events
This Committee shall organize, according to Board-approved Guidelines, the following:
 - A. New Years Day Marathon
 - B. IDEA Day, held in November.
 - C. The Unity Day Celebration, held in February.
 - D. Pass It On Marathon
 - E. Other activities such as bowling, skating, picnics, nature walks, or other outings that OAs and their families can enjoy together. (9/11)
- III. Public Information
This Committee shall:
 - A. Issue press releases.
 - B. Provide speakers for public events.
 - C. Organize public information events. (9/11)
- IV. Twelfth Step / Group Outreach
This Committee shall:
 - A. Maintain the CCI Group Meeting List (11/13)
 - B. Maintain the CCI Speaker List
 - C. Maintain audio files in any form. (11/13)
 - D. Offer help to struggling meetings.
 - E. Initiate personal contact with groups, especially those not participating in Cleveland Central Intergroup. (3/02)
- V. Communication Committee (3/17)

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This Committee shall:

- A. Produce the quarterly publication of the newsletter
- B. Listen to phone calls and view e-mail messages throughout the day and respond to such queries as appropriate.
- C. Maintain tracking of queries, phone calls, and emails, logging such information so that it is available at each board and intergroup meeting.
- D. Maintain CCI's website content, look-and-feel, following the World Service and Region 5 web standards.
- E. Upload current information about meetings, events and other information important to intergroup to our website.

VI. Bylaws

This Committee shall:

- A. Examine, review and revise as needed the Bylaws of Cleveland Central Intergroup to reflect and keep current the functioning of CCI in a manner consistent with OA as a whole.
- B. Examine, review and revise as needed the Policies and Procedures of Cleveland Central Intergroup to reflect and keep current the functioning of CCI in a manner consistent with OA as a whole. (10/01)

VII. Professional Outreach

The 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. (9/11)

EVENTS PROCEDURES

I. Preliminaries

- A. Decide type of event, if not already set, and obtain CCI Board approval.
- B. Decide on a location and date of event, subject to CCI Board approval.
- C. Forward contracts to the CCI 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.

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II. Specific Aspects of Event Planning

A. Publicity

- i. Prepare draft of flyer and submit to Cleveland Central Intergroup Board for approval prior to distribution and posting on the website. (7/13)
- ii. Distribute approved flyer to CCI Groups and neighboring Intergroups.
- iii. Notify CCI's newsletter and if sufficient lead time allows, Region V's "*Freedom from Bondage*" and *OA Lifeline*. (7/13)

B. Registration

- i. Receive, if applicable, pre-registration forms.
- ii. Assign rooms, if necessary.
- iii. Prepare registration envelopes.
- iv. Staff registration table. (6/12)

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 CCI-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.

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.

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- 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 CCI Treasurer for reimbursement.
 - ii. Submit all money to the CCI Treasurer.
 - iii. CCI 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.

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 three hundred (300) miles from Cleveland for up to four (4) Delegates.
 - B. Mileage (at the rate prescribed by the IRS) 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.

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AMENDMENTS TO POLICY AND PROCEDURES

- I. Such amendments may be submitted by Groups, Group Representatives, Committee Chairpersons, Officers, or the Bylaws Committee. (6/12)
- II. A copy of the proposed amendment, accompanied by a statement of intent, must be filed with the Cleveland Central 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 CCI Secretary to each Group Representative, Group secretary, and CCI Officer at least fourteen (14) days prior to said meeting. (7/13)
- 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. (10/01)