

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 childcare. 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)
- III. Specific duties of Board members may be **temporarily** altered after discussion and approval at the Board level. Examples of changes could be adding an assistant or moving a specific duty to another board member or another volunteer or just suspending a specific duty. (Rev 10/2024)

IV. FEDERAL TAX ID NUMBER

- A.** Cleveland Central Intergroup has a Tax ID Number which it uses for IRS non-profit tax filing and auditing.
- B.** This Tax ID Number is to be used solely by Cleveland Central Intergroup for its business and financial purposes.
- C.** CCI must maintain a clear separation between its intergroup finances and the finances of individual groups / affiliated meetings.

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- D.** This clear separation of finances is necessary in order to avoid any potential accounting and tax implication issues, including but not limited to:
- i.** CCI assuming liability for a group's funds: Any financial issues within a group's account — errors, debt, misuse, etc. — could legally become the responsibility of CCI if CCI's Tax ID Number were jointly used.
 - ii.** Lack of oversight: CCI cannot monitor or control individual group accounts, so CCI should not in any way be tied to nor accountable for their financial activity.
 - iii.** IRS and reporting risks: All financial activity under CCI's Tax ID Number must be reported to the IRS by CCI. The existence of multiple independent accounts would create compliance problems and could jeopardize CCI's tax-exempt status.
 - iv.** Umbrella Status: Allowing groups to use CCI's Tax ID Number could classify CCI as responsible for supervising all groups' finances, which brings additional IRS requirements and administrative burdens.
- E.** As explained by the reasons in section IV.D.i-iv, other national corporations advise that each group maintain its own financial identity and Tax ID Number in order to protect the fellowship at every level.
- F.** Therefore, for legal reasons, no registered or unregistered group or meeting may use the CCI Tax ID Number for any purpose, including but not limited to, opening a bank account for any use.

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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.
 - 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. Be well informed of CCI business and procedures. (7/11)

COMMITTEES

There shall be six (6) 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)

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CCI Rev 6/2012

CCI Rev 11/2013

CCI Rev 4/2017

CCI Rev 5/2020 200

CCI Rev 10/2024

CCI Rev 10/2025

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- 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 (4/17)
This Committee shall:
- A. Listen to phone calls and view e-mail messages throughout the day and respond to such queries as appropriate.
 - B. Maintain tracking of queries, phone calls, and emails, logging such information so that it is available at each board and intergroup meeting.
 - C. Maintain CCI's website content, look-and-feel, following the World Service and Region 5 web standards.
 - D. Upload current information about meetings, events and other information important to intergroup to our website.
- VI. 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)

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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.
- 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.

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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.
- 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

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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.

CCI DELEGATE FUNDING *(Amended 10-2025)*

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

I. Transportation

A. All Delegates and Region 5 Representatives (aka “Board Members”) to be reimbursed for their travel expenses to and from WSBC AND Region 5 Assemblies. (If a delegate or representative is traveling with another intergroup or service body member, it is suggested they share expenses.) Officers are careful guardians of our Intergroup funds.

B. Personal auto: CCI follows OA World Service Office mileage reimbursement standards plus all tolls and parking fees.

C. Car rental: CCI will reimburse for the use of a rental vehicle, gas, tolls, and parking fees when necessary or the cost will be less than use of a personal auto or airline flight.

D. Air: CCI will reimburse airfare to get to and from Region 5 Assemblies and WSBC. A Delegate or Representative may elect to travel by air when the location is in excess of 250 miles from his/her home, or when a medical condition exists, or a business or personal schedule conflict occurs.

II. Accommodations

A. Meals, including gratuities and miscellaneous expenses shall be reimbursed for actual non-alcohol expenses, at a maximum of \$70.00 per day per Region 5 Representative or WSBC Delegate.

B. Lodging: When possible and appropriate, officers will share the room with another person who will be responsible for one-half the room cost and personal incidentals.

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III. Registration Fees: will be reimbursed upon presentation of receipt.

IV. Miscellaneous expenses: Postage, envelopes, printing, general office supplies, and gratuities (when and where appropriate) that are needed to fulfill the duties will be reimbursed by CCI.

V. Reimbursements of Delegate expenses shall be made only upon presentation of the Expense Report and 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)