

**PINELLAS TRADITIONS  
INTERGROUP  
#09412  
POLICY & PROCEDURES**



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# GENERAL POLICIES AND PROCEDURES

## INTRODUCTION

This Policies and Procedures Manual (P&P) guides the business practices of the Pinellas Traditions Intergroup (PTI) of Overeaters Anonymous.

## GOVERNING DOCUMENTS

PTI is subject to the policies and procedures of oa.org and oaregion8.org. PTI will conduct its business in accordance with the provisions of the PTI Bylaws. The policies and procedures set forth in this P&P supplement do not supersede the PTI Bylaws.

## PTI INTERROUP MEETING

The PTI business meeting will be held monthly. The meeting time and place should be announced in the newsletter and the PTI webpage.

## COMPOSITION OF PTI EXECUTIVE BOARD

The PTI Executive Board is a group of trusted servants tasked with leading PTI and carrying out their perspective duties. The Executive Board does not govern. The Executive Board consists of the Chairperson, Vice Chairperson, Secretary, and Treasurer. The immediate past Chair shall serve as ex-officio member of the Intergroup Board for a period of one (1) year. Each member, except the chair, of this Board shall be entitled to voice and one (1) vote.

# RESPONSIBILITY OF THE INTERGROUP BOARD

## THE CHAIRPERSON

A. Establish an agenda that includes:

1. Serenity Prayer Assign Timer
2. Reading of the Step, Tradition, Concept of the month
3. Approval of Agenda?
4. Any Additions to the agenda?
5. "This is a spiritual program so let's remember to keep principles before personalities, please."
6. Is anyone new to Intergroup today?
7. Introductions stating positions held and/or what group IR represents
8. Parliamentary Procedures Lesson
9. Approval of last month's Minutes that were e-mailed to Intergroup members
10. Treasurer's report
11. Vice Chair
12. Seventh Tradition
13. Break into Committees – 10 minutes
14. Committee Reports
15. Old Business (including pending motions)
16. New Business (including new motions)
17. Announcements for the good of OA
18. Things to bring back to your meetings
19. The Responsibility Pledge
20. Close with the Serenity Prayer

## **THE TREASURER**

- A. Voluntary contributions of the member groups shall be the primary source of funds
- B. Secondary sources of funds may be acquired through occasional projects or activities authorized by the intergroup and must be in conformity with Tradition 6.
- C. The Intergroup may accept donations from OA members in conformity with the provisions required by World Service. World Service sets the maximum amount allowed.
- D. Acceptance of bequests or donations from any outside source strictly prohibited.
- E. Intergroup shall not accept responsibility or trusteeship over any allocation or distribution of funds from any outside source.
- F. There shall be no accumulation of funds beyond current necessities, with retention of only a prudent reserve for contingencies. Excess funds shall be distributed between committees, representatives, delegates, scholarships, as well as donations to Region 8 and the World Service Office by group conscience of the voting members of the Intergroup.
- G. Prudent reserve shall be partially distributed between the checking (\$500.00) and savings (remaining balance of prudent reserve) accounts according to the amount voted on by intergroup.
- H. Shall file Form 990-N by March for non-profit status with U.S. Treasury E-postcard at [www.irs.org](http://www.irs.org)
- I. Incidental money spent for the service of Intergroup activities may be reimbursed at the next regular meeting of Intergroup by submitting a voucher and receipts with an explanation of such expense to the Board.
- J. PTI fiscal year is January 1 through December 31 of each year. The budget committee (the Chair, the Treasurer and one other voting member) shall be formed in October to create a budget by December.
- K. In December, the Budget Committee, (the Chair, the treasurer and one other voting member) will choose a representative to present the proposed budget for the new fiscal year, which will be reviewed and voted upon by those present at the January meeting. (Recommend use of previous year's normal operating income and expenses plus 3% inflation for expenses and projected costs of any new projects. The annual budget will be balanced); PTI will not go into deficit.
- L. PTI will make a donation to the facility hosting the meeting twice a year in June and December. PTI voting members will vote on the dollar amount at the time of making the disbursement.
- M. Scholarship(s) funds will be disbursed to the approved applicant(s).
- N. New groups may request "seed" money (\$50) from PTI, provided they become a member of PTI. The "seed" money will eventually need to be repaid.
- O. If the treasurer is being refunded for expense(s), the Chair must sign the check. The treasurer shall never sign a check that is his/her own reimbursement.
- P. After monthly donations to WSO & Region 8 have been dispersed, if available, \$100 from PTI treasury will be transferred to the scholarship fund.

## **AUDIT OF TREASURY**

- A. An audit committee of three voting members, one being the Chair and two voting members, shall be formed in December.
- B. The audit committee cannot include the treasurer. The treasurer will provide all bank statements, checkbook, deposit receipts and expense vouchers to the committee. He/she may be present for questions.
- C. The audit committee is responsible for reviewing the backup paperwork for all the income and expenses for the previous year.
- D. This audit shall be completed by the end of January.
- E. The audit committee will provide a written report to PTI Chair.
- F. A member of the audit committee shall present the report at the February PTI meeting.
- G. After presenting the report to PTI, a member of the audit committee shall forward the report to the newsletter editor for publication in March.

## NOMINATIONS OF THE EXECUTIVE BOARD

- A. **August** - A Nominating Committee will be selected by group conscience, (see Article VIII, Committees, Section 1.E. Nominating Committee for more information) Article VI The Intergroup Board, Section 5, Qualification shall be read
- B. **September** - Qualifications shall be read at the September meeting. Application forms can be obtained on the website [www.oapinellas.org/downloads](http://www.oapinellas.org/downloads).
- C. **October** - Applications for available Service Positions must be submitted to the Nominating Committee. The Committee shall present preliminary applications and nominations will be taken from the floor. Nominations will be finalized for the November election.
- D. **November** - The nominating Committee will present the ballot for a vote.

## HOW TO APPLY FOR A PTI SCHOLARSHIP

- A. Obtain an application via website ([www.oapinellas.org/downloads](http://www.oapinellas.org/downloads)) or come to a PTI meeting and receive an application from the treasurer.
- B. Fill out the application and return to the treasurer of PTI either via e-mail ([treasurerpti@gmail.com](mailto:treasurerpti@gmail.com)), bring to the PTI meeting or mail it.
- C. The application must be provided to the treasurer before the early registration of the event you are applying for.
- D. The treasurer will provide a copy of the application to the scholarship committee. Members of the committee should have a six (6) month continuous abstinence.
- E. Scholarship will be open to any OA member that would like to attend any OA related conventions and retreats.
- F. Guidelines of application:
  - 1. Applicant will have at least three (3) months of active/continuous group attendance.
  - 2. Applicant will attend at least two (2) Intergroup meetings. **\*\* One meeting within three months before the early registration deadline and one following the event.**
  - 3. Please plan to do service at the event. If event is a Soar 8 Recovery and Business Assembly, it is suggested that you attend a committee meeting in the Business Assembly (a PTI Region 8 Representative can help you with this).
  - 4. It is required that the applicant(s) submit a written report and present it at the PTI meeting following the event. It is not necessary to mention the scholarship if wanting to maintain anonymity. The report will include a summary of the service provided.
  - 5. Applicant will also e-mail that report to the Newsletter editor at [newsletter@oapinellas.org](mailto:newsletter@oapinellas.org).
  - 6. The deadline for application is the PTI meeting prior to the early registration of the event. Application must reach the treasurer of PTI by this PTI meeting date. The application can be e-mailed to [treasurer@oapinellas.org](mailto:treasurer@oapinellas.org), given in person to PTI treasurer at meeting.
  - 7. The treasurer will provide a copy of the application(s) to the scholarship committee for consideration.
  - 8. Scholarships are dispersed depending on the fund availability. Some scholarships may be partially funded. The cap for a scholarship is \$200.00.
  - 9. The scholarship committee is created each year in January, consisting of the Bylaws chair, Treasurer, and two other PTI meeting members. Volunteers considered first.
- G. The scholarship committee will meet to review applications prior to early registration date.
- H. Scholarship Committee guidelines:
  - 1. If receiving a scholarship from an OA home group, scholarship committee will consider eligibility.
  - 2. First time applicant(s) will be considered first.
  - 3. Depending on number of applications and funds available disbursement(s) will be made.
- I. Upon applicants' approval, the treasurer will mail the check with an approval letter.
- J. Treasurer will announce to PTI the scholarship results with no names to protect anonymity and the amounts awarded.

## **USAGE OF OVEREATERS ANONYMOUS LOGO**

When using the Overeaters Anonymous logo in any flyer or document make sure that it is the approved version of the logo. The approved version will include the Logo and Pinellas Tradition Intergroup underneath. (For example, see the front of the document).

## **FUNDING FOR CONFERENCE DELEGATE(S), FLORIDA STATES CONVENTION REPRESENTATIVES AND SOAR 8 REPRESENTATIVE(S)**

### **REGISTRATION**

The treasurer will collect the completed registration form(s) from Soar 8 Representative(s) and/or World Service Delegate(s) prior to attendance of the convention(s) to make payment in advance from the PTI funds prior to early registrations date(s).

### **REIMBURSEMENTS**

Delegates and representatives shall submit a voucher and receipts within 30 days of the event to receive reimbursement.

Reimbursements for travel expenses incurred by the person will be for transportation, lodging, and meals.

The members must vote on any reimbursement for other expenses incurred while attending conferences at the next PTI meeting.

Delegates/Representatives may waive all or part of the reimbursement as a donation to PTI.

### **TRANSPORTATION**

It is recommended that the least expensive form of transportation be taken whenever possible.

Reimbursement for transportation shall be based on the most economical means of transportation compared to airfare when reservations are made at least one month prior to the event.

Florida State Convention Representative(s) will only be reimbursed for gas and toll costs incurred when driving to the committee meeting.

### **LODGING**

Reimbursement shall be set according to occupancy of number of people in room including taxes, and maximum being one-half rate of the double occupancy rate.

PTI will cover the expense of a single room in the event that the Representative/Delegate is unable to find a roommate of the same gender.

The Representative(s) will be reimbursed for two (2) nights; the WSBC Delegate(s) will be reimbursed for five (5) nights. Florida State Convention Representatives will not be reimbursed for any costs of lodging.

### **MEALS**

Meals will be reimbursed up to \$25/per meal for any weekend.

The meal package will be paid with registration by PTI.

Meal receipts above \$25 can be presented for consideration.

For 5-day events the meal reimbursement shall be up to \$125 for the week

All receipts, whether groceries or restaurant, are required for reimbursement.

Florida State Convention Representatives will be reimbursed for their meals when attending the committee meeting.

## **FINANCIAL RESOLUTION OF INACTIVE GROUPS**

Any group that wishes may dissolve their membership with PTI can do so without ill will or penalty. Any inactive or discontinued groups that have a remaining treasury shall turn those funds, as well as any unsold literature over to PTI.

### **STANDING RULES**

No smoking is allowed at any PTI meeting

No pets, only service animals are allowed in the meeting

### **DISCUSSION OF MOTIONS**

1. The Chair will appoint a timer at each PTI meeting.
2. To provide the opportunity for as many different members to speak during the PTI meeting, the Chair has the right to recognize those members who have not had the opportunity to speak. If more than two/three wish to speak on one side of an issue, they will select amongst themselves whom will address the topic.
3. PTI will entertain three (3) Pros and (3) Cons per motion; two (2) Pros and two (2) Cons per amendment.
4. A person presenting a Pro or Con will have one (1) minute to speak and the discussion time will be limited to three (3) minutes. When timer goes off the person shall stop speaking immediately. These times are for main motions as well as amendments.
5. No question will be entertained until Pro(s) and Con(s) have been presented for each main motion.
6. No member can speak twice to the same motion until everyone else wishing to speak has spoken to it once!

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