

NEW FREEDOM INTERGROUP OF
OVEREATERS ANONYMOUS --
POLICIES AND PROCEDURES MANUAL

Initial Adoption by New Freedom Intergroup

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Forms from Appendices A and D are on the website for download: www.oanfig.org

1. INTRODUCTION

This Policies and Procedures Manual (P&P Manual) guides the business practices of the New Freedom Intergroup of Overeaters Anonymous. It also may be referred to as “New Freedom Intergroup,” “Intergroup,” “IG,” “NFI,” or “OANFI.” Also, Southeastern Overeaters Anonymous Region 8, to which the New Freedom Intergroup belongs, may also be referred to as “Region 8” or “SOAR 8.” The World Service Office may be referred to as “WSO.”

1. GOVERNING DOCUMENTS

OANFI is subject to the policies and procedures of OA.org and OA Southeastern Overeaters Anonymous Region 8 (SOAR8). OANFI will conduct its business in accordance with the provisions of the OANFI Bylaws. The policies and procedures set forth in this manual supplement, but do not supersede, the OANFI Bylaws. The policies and procedures in this manual may be revised at any regular or special meeting of OANFI by a simple majority of the voting members present at the time of the vote, provided that a quorum, as defined by the OANFI Bylaws, Article V, Section 4, is present.

2. STANDING RULES OF OANFI

- a. In all deliberations, the group conscience is more important than the technicalities of the actual motion.
- b. Main motions, and all amendments to that main motion, will last no longer than 15 minutes in total, including discussion. At the end of 15 minutes the question will be called automatically.
- c. To be recognized, all speakers must raise their hand and be acknowledged by the Chair. When recognized, stand while speaking (unless physically unable.)
- d. Pro and Con will be limited to three speakers for a main motion, and two speakers for each amendment.
- e. The Chair will call on people in order: first Pro, then Con.
- f. To provide the opportunity for as many different representatives or alternates to speak during the meeting the Chair has the right to recognize those members who have not had the opportunity to speak. If more than three wish to speak on one side of an issue they will select amongst themselves the three to represent them.
- g. No questions will be entertained until a minimum of one Pro and one Con have been presented for each main motion and amendment.
- h. Cell phones, beepers, pagers and other wireless communication equipment must be silenced-during the meeting.
- i. Except for agenda items and emergency new business, motions from the floor will be referred to Committee or tabled for discussion at a future OANFI meeting.
- j. Verbal reports will not be more than five minutes in length.

3. VOTING PROCEDURES OF OANFI

- a. Vote may be taken by voice, show of hands, standing, or ballot, at the discretion of the Chair.
- b. A voting member may request a more accurate vote count by simply calling out "Division." The Chair may also use a voting method which assures an exact count. (*i.e.*, a show of hands).
- c. The Chair may also call for division by stating, "The Chair is in Doubt."
- d. Ballot vote will be used for elections unless there is only one nominee, and Intergroup Reps pass a motion to accept by acclamation. Ballots will be distributed, collected and tallied by non-voting members appointed by the Chair. After announcement of results, motion is in order to destroy ballots.

4. COMPOSITION and RESPONSIBILITIES OF OANFI EXECUTIVE BOARD

- a. The OANFI Executive Board is the group of trusted servants tasked with leading OANFI in carrying out its duties. The Executive Board does not govern. The Executive Board consists of the Chair, Vice Chair, Treasurer, Secretary and WSBC Delegate.
- b. The responsibilities of each position of the Executive Board are defined in the OANFI Bylaws, Article IV, Section 6. They will not be repeated here.

5. MEETINGS IN NEW FREEDOM INTERGROUP

Those groups within the geographic definitions (200-mile radius) of Jacksonville, FL that have formally registered with the World Service Office and indicated their intention to belong to OANFI may be considered members. Please refer to OANFI Bylaws, Article III, Section 1 for full qualifications and representation.

- a. Groups may meet in any format: face-to-face, hybrid, or electronic (zoom or telephone) and may affiliate with the New Freedom Intergroup.
- b. New groups are eligible for new group start-up materials, which will be ordered and paid for by OANFI, provided the following criteria are met:
 - 1) Must be registered with World Service Office and have a group meeting number.
 - 2) Must be affiliated with New Freedom Intergroup (09089).
 - 3) Must send at least one Intergroup Representative (IR) to the monthly business meeting of OANFI to request a start-up kit.
 - 4) The request for the new group materials must be approved by the NFI Business members.
- c. The new group start-up materials will consist of the following, purchased by the Treasurer of OANFI from the World Service Office and shipped directly to the group:
 - 1) [New Group Starter Kit](#) packet (SKU #730)
 - 2) [Twelve Steps and Twelve Traditions of Overeaters Anonymous, 2nd edition](#) (Softcover, original size, 5.5" x 8.5", SKU #990-2)
 - 3) [Alcoholics Anonymous, 4th edition](#) (aka, "The Big Book"; softcover, SKU #1000)
 - 4) [For Today](#) (softcover daily reader, SKU #984)
 - 5) [Voices of Recovery](#) (softcover daily reader, SKU #986)

6. RESPONSIBILITIES OF THE INTERGROUP REPRESENTATIVE

Intergroup Representatives (IG Reps) are selected by each group as stated in the New Freedom Intergroup Bylaws, Article III, Section 3. The responsibilities are:

- a. Bring your meeting's monthly donation to the Intergroup Meeting and give it to the Treasurer before the meeting begins. Please be sure to put your group # on the envelope or check (find your meeting # on www.oa.org "find a meeting" OR in the monthly newsletter donation report).
- b. Bring with you to the meeting a copy of the agenda, minutes and any other flyers or reports that you may have downloaded from an email.
- c. Be sure to take notes during the Intergroup Meeting. Report items back to your meeting the following week.
- d. As you sit during the Intergroup Meeting, the Roll Call page to record attendance with contact information is being passed around; put your initials by your name or add your name your meeting name and your contact information if it is omitted. If we are meeting by zoom, add your name phone number, email and which meeting you represent in the chat room. Make sure the secretary has your complete information: oafig@gmail.com.
- e. Collect every flyer passed around. Keep flyers with your meeting format in the We Care Book so you or others can pass them out every week. These events may encourage other members' growth in recovery.
- f. Take enough newsletters for your meeting and/or announce that it is available online at oafig.org. Encourage members to sign up for email distribution of the newsletter by sending their email address to innervoicenf@gmail.com.
- g. Join a committee that interests you or that needs volunteers.
- h. Request new group start-up materials if appropriate.

7. COMMITTEES

Committees may be established as required to carry out the purpose of the Intergroup in the most effective and efficient manner.

- a. **Standing committees** are permanent committees created to perform continuing functions.
- b. **Special committees** are appointed or elected as the need arises to perform a specific task (*i.e.*, an event committee, retreat committee).
- c. The OANFI Chair shall annually, or as necessary, establish an audit committee per OANFI Bylaws section Article IV, Section 6, Chair H.
- d. Every committee will be overseen and coordinated by a committee Chair.

8. QUALIFICATIONS OF COMMITTEE CHAIRS

- a. Must have six (6) months current abstinence and be working the Twelve Steps of Overeaters Anonymous to the best of their ability.
- b. Must possess and exercise good judgment, experience, stability and willingness to serve.
- c. Must possess familiarity with the Twelve Traditions of Overeaters Anonymous.

- d. Must notify OANFI Chair if there is a break in abstinence.

9. COMMITTEE APPOINTMENTS

- a. The OANFI Chair shall appoint a Committee Chair from those OA members present who meet the Committee Chair qualifications.
- b. Any OA member presently serving as an Intergroup Representative, who is present at the meeting and meets the Committee Chair qualifications, may be appointed to chair a standing or special committee.
- c. The OANFI Chair shall call for the nominee to address the group with their qualifications, intentions and plans for the committee position. The OANFI Chair shall call for a vote for simple majority approval.
- d. Terms of appointment:
 - 1) The term of position for a Committee Chair is one (1) appointed year.
 - 2) A Committee Chair may serve no more than two (2) consecutive years in the same position.

10. COMMITTEE PROCEDURES

- a. Each standing or special committee shall be responsible for calling and holding meetings.
- b. Each standing or special committee shall establish its method of procedures, subject to the approval of the OANFI Board and the guidelines of the Twelve Traditions of OA.
- c. Each Chair shall submit a verbal or written report to OANFI monthly detailing the activities of the committee.
- d. All monies expended by a Standing or Special Committee shall be documented and a detailed and itemized report (Appendix D) shall be provided to the OANFI Treasurer prior to disbursement, on the condition the amount does not exceed the budgeted total.
- e. Should any committee seek to spend funds NOT allocated in their yearly budget, a motion to authorize payment (subject to availability of funds) of over-budgeted expenditures shall be presented and passed by the NFI business meeting PRIOR to the expenditure of ANY FUNDS. (Seek permission to increase the committee budget before over-spending.)

11. COMMITTEE RESPONSIBILITY

- a. Any committee decision and/or vote that establishes or changes an OANFI policy or sets a procedural plan for a special event shall require approval by the OANFI Chair prior to implementation.
- b. Each Standing and Special Committee Chair shall submit an oral report to the members attending the monthly NFI business meeting. Another member of the committee may present this report if the chair is not in attendance.
- c. As any monies for the committee are expended, a detailed and itemized report (Appendix D) shall be expeditiously submitted to the NFI Treasurer.
- d. Each Standing and Special Committee Chair shall submit a **written report** to the NFI Chair at the end of any **specific event** coordinated by that committee. All applicable copies of Appendix D shall be included with the report to the NFI Chair.

- e. All Committees are responsible for submitting articles and information about the committee to the newsletter for publication.

12. **EX-OFFICIO MEMBERS**

An *ex officio* member is a member of a committee (board, council, etc.) by virtue of holding another office.

- a. Past committee chairs may serve in an *ex-officio* capacity on their respective committees.
- b. The OANFI Chair is an *ex-officio* member of all committees.

13. **VACANCIES OF COMMITTEE CHAIRS**

- a. Should a vacancy, resignation or removal of any Committee Chair occur, all pertinent information, materials, etc. shall be turned over to the OANFI Chair.
- b. The OANFI Chair may appoint a new Committee Chair to serve the remainder of the unexpired term. Time served when filling a vacancy does NOT count toward the year-term appointment.

14. **REMOVAL OF COMMITTEE CHAIRS**

- a. Any Committee Chair may be removed from office for due cause by a majority vote of the OANFI members present at a regular Monthly Business or Special OANFI meeting.
- b. Due cause includes, but is not limited to, not practicing the Twelve Steps, break in abstinence, and non-attendance. Non-attendance is defined as no communication with the OANFI Chair over a period of three consecutive months via phone, text, or e-mail.

15. **STANDING COMMITTEES**

The following Standing Committees may be established as required to carry out the purpose of the Intergroup in the most effective and efficient manner. The order of their presentation will be used to select which committee chair will be selected as Sixth Choice to attend the Region 8 Assembly meetings (see Section 18). These Committees may include, but are not limited to, the following:

- Public Information/Professional Outreach
- Twelfth Step Within
- Website
- Newsletter (*“Inner Voice”*)
- Ways and Means
- Bylaws and Electronic Documents

16A. PUBLIC INFORMATION/PROFESSIONAL OUTREACH (PIPO) COMMITTEE

A Public Information/Professional Outreach (PIPO) Committee shall be established as a standing committee of OANFI. The purpose of the Public Information/Professional Outreach Committee is to carry the message of recovery to the compulsive eater who still suffers. The duties of the PIPO Committee shall include:

- a. Increasing public and professional awareness of Overeaters Anonymous in the defined OANFI geographic area through health fairs, community events, public service announcements in the media, etc.
- b. Preparing and making available informational packets concerning OA and the OA Program for the purpose of Public Information and providing Professional Outreach.
- c. Coordinating events designed to increase public and professional awareness of Overeaters Anonymous.
- d. Informing the professional communities, institutions, and groups who work with compulsive overeaters, anorexics and bulimics about the recovery program of Overeaters Anonymous, through many different avenues.
- e. Creating and distributing public service announcements (PSAs) and news releases to the media regarding OA sponsored events.
- f. Maintaining a record of media contacts as an archive to be passed on to future committee chairs.
- g. Referring to the Public Information P&P Manual as furnished by OA.org as a source of information, guidance, and practical solutions for successful Public Information projects.
- h. Referring to the Professional Outreach P&P Manual as furnished by OA.org as a source of information, guidance, and practical solutions for successful Professional Outreach projects.

• YOUNG PEOPLE'S SUBCOMMITTEE

A Young People's Subcommittee shall be established as a part of the Professional Information/Public Outreach Committee of OANFI. The duties of the Young People's subcommittee are to:

- a. Increase awareness of OA among the young people residing in the geographical area of OANFI.
- b. Coordinate events at local schools and other locations providing information about OA and the OA Program.
- c. Encourage groups to welcome young people who come to OA, reach out to them with the message of recovery, and help them find a sponsor.
- d. NOTE: Persons under 18 years of age must be accompanied by a parent or guardian when attending meetings and/or functions. The parent or guardian must remain on the premises but does not necessarily need to be in the same room as the young person.

16B. TWELFTH STEP WITHIN (TSW) COMMITTEE

A Twelfth Step Within Committee shall be established as a Standing Committee of OANFI. The duties of the Twelfth Step Within Committee will include, but shall not be limited to:

- a. Operating as per the Twelfth Step Within Committee Manual furnished by OA.org. This manual is a source of information, guidance, and practical solutions for successful Twelfth Step Within projects and events.
- b. Adhering to guidelines outlined in the section “Special Events of OANFI” of the OANFI Bylaws.
- c. Referencing the “Event Hosting Guidelines - NFI” (Appendix A, and other more complete documents) which provide guidance and resources for hosting an NFI event.

• SPONSORSHIP COORDINATOR SUBCOMMITTEE

The Sponsorship Coordinator is a service position developed under the Twelfth Step Within Committee to support members in finding sponsors and sponsees.

- a. The Sponsorship Coordinator will maintain a list of available sponsors with type of sponsor they choose to be: Step, Food, Relapse and Other (ex. Bariatric).
- b. The Sponsorship Coordinator will help people reaching out for a sponsor to be connected with an available sponsor either by:
 - 1) asking the sponsors group who is currently available and then providing the member with names of available sponsors, or
 - 2) by sending out the members contact information to the sponsors group so the member can be contacted by whomever is available at that time.

16C. WEBSITE COMMITTEE

The Website Committee shall be established as a Standing Committee of OANFI. The duties of the Website Committee will include, but not be limited to:

- a. Maintaining the current OANFI website.
- b. Coordinating with the NFI Chair, Newsletter Chair and Secretary regarding potential materials for the website.
- c. Receiving and uploading all electronic documents such as newsletters, bylaws, OANFI Policies & Procedures Manual, and any other OANFI related electronic documents.
- d. Making available on the website OA approved media and resources.
- e. Making appropriate changes and corrections to the website as notified by the NFI Chair.
- f. Posting announcements regarding OA sponsored special events.
- g. Assuring that the annual website hosting invoices are given to the OANFI Treasurer for timely payment.
- h. Making recommendations for continued website improvement.
- i. Keeping passwords for online services.

16D. NEWSLETTER COMMITTEE

A Newsletter Committee shall be established as a Standing Committee of OANFI. The Newsletter Committee shall prepare and publish a monthly newsletter for OANFI with the targeted audience being the newcomer to OA. This monthly newsletter:

- a. Shall be titled *Inner Voice*.
- b. Shall be prepared by the first day of the month for **electronic** distribution to the OANFI membership. Hard copies may be available at the monthly OANFI meeting. The newsletter will be transmitted electronically to Webmaster for uploading to the OANFI website.
- c. Shall contain articles about the Step and Tradition of the corresponding month. Shall solicit articles with respect to the Step and Tradition corresponding to the month of the next monthly newsletter.
- d. May contain and solicit articles with respect to any other aspect of the OA Program by the Chair, provided the articles maintain adherence to the Steps and Traditions.
- e. Shall contain an updated list of all meetings of OANFI member groups. For each meeting, the day, time, city, address, format and areas of emphasis, and the meeting contact name and phone number shall be specified.
- f. Shall contain a Groups' Donations Report, submitted by the Treasurer, setting forth contributions to Intergroup from each OANFI member group, for the most recently concluded fiscal month as of the date of publication. This report shall identify the group number, meeting day, location, and amount contributed by each group in that fiscal month; and the year-to-date (YTD) balance.
- g. Shall provide notice of the date, time, and location of the next OANFI meeting.
- h. Shall provide notice of and reports from the following events:
 - 1) Marathons, workshops, retreats, conferences, and conventions sponsored by OANFI or by OANFI member groups.
 - 2) Florida State Convention.
 - 3) Region 8 Business Assemblies and Recovery Conventions.
 - 4) World Service Conventions.
 - 5) Any other matters directed to be published by OANFI, its Board or Chair.
- i. May contain notices or articles with respect to any aspect of the OA Program not already specified above, provided the articles maintain adherence to the Steps and Traditions.

16E. WAYS AND MEANS COMMITTEE

A Ways and Means Committee shall be established as a Standing Committee to successfully raise funds for OANFI while adhering to OA's Twelve Traditions. The duties of the Ways and Means Committee will include but not be limited to:

- a. Researching and reviewing ideas and subsequently developing and ordering items for sale. Items may be created by the committee or purchased outright for resale.
- b. Be cognizant of and adhere to the "Guidelines for Events" published by the WSO, specifically the section on "Sale of Merchandise."
- c. Submitting articles to *Inner Voice* newsletter, stating the purpose of the Ways and Means Committee.

- d. Advertising fund-raising items in *Inner Voice* newsletter
- e. Displaying fund-raising items at OANFI events and meetings.
- f. Providing an accounting of the expenses and income generated by fund raising activities to the OANFI Treasurer.

16F. BYLAWS AND ELECTRONIC DOCUMENTS COMMITTEE

The Bylaws and Electronic Documents Committee shall be established as a Standing Committee of OANFI. The Vice Chair of OANFI will sit on the committee to oversee the bylaws and all electronic documents used by OANFI. The duties of the Bylaws and Electronic Documents Committee shall be to:

- a. Solicit committee members from among membership in OANFI.
- b. Conduct annual review of OANFI Bylaws to see that they are consistent with OA.org and OA Region 8. This review will be conducted during the months of June/July. All issues/concerns will come to the body of OANFI for a vote. (Bylaw's guidelines can be found in documents on the OA.org website).
- c. Approved Bylaws are submitted to the Webmaster to be available on the OANFI website.
- d. Ensure that a copy of the current OANFI Bylaws is submitted to Region 8 Trustee for review. Once approved by the Trustee, the Bylaws are submitted to OA.org. (This needs to be completed prior to the registration of the WSO Delegate(s) when directed. The Treasurer submits a copy of the current bylaws with the registration forms/money).
- e. Ensure that the OANFI Policies and Procedures (P&P) Manual is current, reviewed by the Bylaws and Electronic Documents Committee, and edited as needed. This is an ongoing review. All recommendations, issues and concerns will come to the body of OANFI for final approval.
- f. All documents will have a coversheet with current approval dates.

16. FISCAL POLICIES AND PROCEDURES

- a. The Fiscal year is January 1 through December 31.
- b. OANFI shall adhere to policies and procedures relative to auditing bank accounts as written in the OANFI Bylaws.

17. SOURCE OF FUNDS

According to our Seventh Tradition, we are self-supporting through our own contributions. The WSO registration number for the New Freedom Intergroup is 09089.

- a. Voluntary contributions of the members and groups shall be the primary source of funds. OANFI may accept donations from OA members, conforming to the general practices of OA. **Note:** OANFI splits the proceeds of the gross monthly donations, sending 30% to WSO and an additional 10% to Region 8. The remaining 60% is used by the intergroup.
- b. Secondary sources of income may be accrued from occasional projects or activities as may be authorized by OANFI according to Tradition Six. The income/profit from these activities (ex.; Ways and Means sales, retreats, conventions, etc.) will not be split with

- WSO or Region 8 unless otherwise directed (i.e., SOAR 8 Recovery Convention and Business Assembly).
- c. 7th Tradition donations of cash and check should be accompanied by the “Group/ Personal 7th Tradition Contributions Form” (Appendix C). Please do not send cash in the mail system.
 - d. Checks should be made payable to “NFI” and directed to the OANFI Treasurer either in person or by mail: New Freedom Intergroup. Attn: Treasurer, PO Box 550842, Jacksonville, FL 32255-0842.
 - e. To contribute electronically, log onto www.oanfig.org and scroll down to the ‘donate’ button. You may pay by PayPal or credit card. To receive credit for a particular group, send a separate email to the Treasurer (nfitreasury@gmail.com) indicating the group for which the donation is being made.
 - f. OANFI shall not accept the responsibility for trusteeship over, or enter into the distribution or allocation of funds set up outside of, or from a source other than Overeaters Anonymous.
 - g. The acceptance of bequests or donations from any outside source is prohibited. Such funds must be directed to the World Service Office, and are limited in amount.

19. FUNDING REPRESENTATIVES TO REGION 8 ASSEMBLIES AND WORLD SERVICE BUSINESS CONFERENCES

One of the primary responsibilities of the Executive Board is to ensure that New Freedom Intergroup is represented at the annual World Service Business Conference (WSBC, Albuquerque, NM, late April/early May) and at the Region 8 Business Assemblies (held twice a year, spring and fall). The location of these business assemblies varies based on which intergroup is hosting the event. Funding for other OANFI sponsored conferences and conventions may be considered and approved by the New Freedom Intergroup, and will also be subject to these policies and procedures.

- a. Representation of the New Freedom Intergroup at the World Service Business Conference is performed by the Delegate **without exception**. If this position is vacant, the Chair will be authorized to represent NFI. One additional representative from the NFI may be sent to the WSBC if funds allow.
- b. Representation at Region 8 Business Assemblies. Each Intergroup is entitled to send one voting member for every ten groups/meetings that are affiliated with the Intergroup. That being said, OANFI is allowed to have **three** voting members at the Region 8 business assemblies. The number of those attending any Region 8 Business Assembly will be guided by the recommendation of the Treasurer based on available funds and voted on by the IG during a regular meeting.

First choice as representative = Delegate
 Second Choice = Chair
 Third Choice = Vice Chair
 Fourth Choice = Treasurer
 Fifth Choice = Secretary

The Sixth Choice to attend the Southeastern Overeaters Anonymous Region 8 Assembly meetings will be an OANFI Committee Chair. (See Section 16, “Standing Committees” for order of succession, as listed.)

- c. Every representative at the WSBC or Region 8 business assembly will fulfill all the duties for Representatives as set forth in the OANFI Bylaws:
 - 1) Each Representative shall provide a single written report to the first OANFI meeting occurring after the WSBC/Region 8 Assembly.
 - 2) Each Region 8 Representative shall submit an expense report for reimbursement of out-of-pocket expenses in accordance with OANFI Policies and Procedures.

19A. OANFI Representative(s) Financial Responsibilities

- a. The OANFI Treasurer will make a recommendation to the Intergroup of the number of representatives to send (if any) based on budgeted funds available for this and future events.
- b. Each elected representative or OANFI approved attendee will estimate the total expense of attendance at an event and submit estimate to OANFI Treasurer for consideration two (2) months prior to the Intergroup Meeting where approval is sought.
- c. Expenses to be considered will include:
 - 1) Registration fees
 - 2) Meals (with receipts) will be \$45 a day or less
 - 3) Hotel accommodations - 1/2 double occupancy (unless extenuating circumstances)
 - 4) Travel to and from event
 - 5) Parking fees, tolls, and taxicab fares with receipts
 - 6) Representatives will also be responsible for minimizing expenses as much as practical by:
 - a. Electing the most cost-effective method of travel to the destination (air, driving personal auto, or car rental.)
 - b) Finding alternative/more cost-effective meal pricing than conference banquets when practical and when not attending the banquet would not affect the purpose in attending.
 - a. Representatives are expected to make every effort to share a room before single occupancy reimbursement would be considered by OANFI for approval.

19B. Travel Arrangement Guidelines

- a. The least costly method of travel will be reimbursed based on the roundtrip distance of the event.
- b. If a representative chooses a more costly method of travel for their convenience, the representative will be responsible for the difference and OANFI will pay the lesser charge.
- c. If driving is elected, the actual mileage will be reimbursed at the same rate as WSO determines and reimburses.

- d. If another Intergroup, Region, or World Service body (or other entity) is reimbursing a representative for any expense, OANFI will not reimburse the same expense.
- e. If a representative is a passenger sharing a ride with another OANFI approved representative, the driver will be reimbursed for the travel expense. Passengers will only be reimbursed for actual expenses (with receipts).

19C. Reimbursement Guidelines

- a. Representative will complete the “OANFI Reimbursement for Travel Form” (Appendix D) and attach all receipts for travel and expenses. These must be presented to the OANFI Treasurer within 30 days of return from the event. This is especially crucial near the end of the year, so that the expense can be paid in the same fiscal year as the budget.
- b. Approved air travel, parking at airports, hotels or convention sites will be reimbursed in full.
- c. Taxicab charges to/from hotel or convention sites to airport will be reimbursed in full with paid receipt.
- d. Car rental charges - rental will be reimbursed in full. Regarding final fill-up, driver is to choose least expensive method.

20. REIMBURSEMENT FOR OANFI SPEAKERS AT SPECIAL EVENTS

At special events, OANFI may invite one or more OA members to perform service as speaker(s) regardless of their geographic location. The speaker(s) will not be paid for their services, but neither should they incur any expenses/penalties related to their performance. It is expected that the gross amount OANFI collects towards “registration fees” on behalf of the special event should be sufficient to cover total costs incurred by the speaker(s). The intent is that, minimally, the special event pays for itself and does not become an expense for OANFI.

The Special Event Committee Chair should confer with the OANFI Treasurer early in the planning process. Previous years’ special events reports may be reviewed to estimate the total expense of speaker(s) against anticipated registration fees as well as any other anticipated income on behalf of the special event (for example, an auction or drawings).

If another Intergroup, Region, or World Service body (or other entity) is reimbursing a speaker for any expense, OANFI will not reimburse the same expense.

Thus, OANFI will reimburse speakers for the following expenses related to the event:

- a. **Registration fees** will be waived for speaker(s).
- b. **Meals:** Planned meals (such as a catered luncheon and/or banquet dinner) during the event will be paid in full by OANFI. Individuals will be reimbursed for **actual expenses** during the travel and event days **up to, but not exceeding**, the IRS per diem rate for meals and incidentals (M&I).¹ Receipts are required.
- c. **Hotel accommodations:** OANFI will pay for single room occupancy for each speaker (if more than one) for the Friday and Saturday of the event. The requirements of

preparing for and conducting a full weekend as speaker are too demanding to request sharing a room with another person in the program, unless it is their choice.

- d. **Travel to and from event.** Invited speakers will be responsible for minimizing expenses as much as practical by electing the most efficient, yet cost-effective, method of travel based on the roundtrip distance from home to the destination and home again (airplane, driving personal auto, or car rental.)
- 1) If a speaker chooses a **more** costly method of travel for their convenience (such as renting a car or getting an UBER), OANFI will pay the lesser charge and the speaker will be responsible for the difference.
 - 2) Any speaker who resides **OUTSIDE** of the New Freedom Intergroup (further than 200-mile radius of Jacksonville, FL) will be authorized airfare. Any speaker who resides **INSIDE** the New Freedom Intergroup (less than 200-mile radius of Jacksonville, FL) will not be authorized airfare unless extenuating circumstances exist and it has been approved in advance by OANFI.
 - 3) If flying is elected:
 - i. OANFI will pay the roundtrip airfare at the economy rate (not business or first class; receipt required).
 - ii. OANFI will reimburse fee for one checked bag per flight (receipt required).
 - iii. Speaker will be reimbursed for the roundtrip mileage between home and the local airport at the IRS standard mileage rate.² Driver must provide some form of mileage validation (e.g., Mapquest, or similar printout) showing the travel mileage distance from home to airport. Reimbursement will be doubled to include the round trip.
 - iv. OANFI will reimburse parking (with receipt) at the home airport for a maximum of three days.
 - v. OANFI will arrange transportation at the event destination airport. A prearranged OANFI member will meet the speaker at the destination airport upon their arrival, transport them to the event, and then return them to the airport at the end of the event.
 - 4) If **driving** is elected, the actual mileage will be reimbursed at the rate determined in the IRS standard mileage rate ² reimbursement.
 - i. Driver must provide some form of mileage validation (e.g., Mapquest, or similar printout) of the travel mileage distance from home to event. Reimbursement will be doubled to include the round trip.
 - ii. Parking fees and tolls (with receipts) will be reimbursed.
 - iii. If a speaker is a passenger sharing a ride with another OANFI member who will be attending the event, the **driver (if applicable)** will be reimbursed for the travel expense only for the portion where they are going out of their way to pick up the speaker.

20A. SPEAKER Reimbursement Guidelines

- a. All invited speakers will be given a copy of this reimbursement guideline in advance of accepting the invitation to attend the OANFI special event. This will make the speaker fully aware of what will, and will not, be reimbursed.

- b. All speakers will complete the “OANFI Reimbursement for Travel Form” (Appendix D) and attach all receipts for travel and expenses. These should be presented to the OANFI Treasurer within 30 days after the end of the event for reimbursement. This is especially crucial near the end of the year, so that the expenses can be paid in the same fiscal year as the budget.

Footnotes:

- ¹ JAN 2022: Per diem rates for M&I should be checked prior to scheduling the event. See the following table and input the zip code or state and city. <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - The M&I rate for the Marywood Retreat and Convention Center in Florida is currently \$59 a day broken down as: Breakfast = \$13, Lunch = \$15 and Dinner = \$26 with \$5 allotted for incidentals.
 - The M&I rate for Jekyll Island Resort in Georgia is currently \$79 per day broken down as: Breakfast = \$18, Lunch = \$20 and Dinner = \$36 with \$5 allotted for incidentals.
- ² JAN 2022: The IRS optional standard mileage rates are used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes. This rate is currently 58.5 cents per mile driven for business use, up 2.5 cents from the rate for 2021. (<https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2022>)

23. PRUDENT RESERVE

- a. There shall be no accumulation of funds beyond current necessities, with retention of only a prudent reserve of 6 months for contingencies.
- b. Funds in excess will be donated to Region 8 and World Service Office on a regular basis as budgeted and directed by the OANFI Policy and Procedures Manual (30% of excess funds will go to World Service Office (WSO), 10% of excess funds will go to Region 8).

Appendix A

“Group/Personal 7th Tradition Contributions Form”

Thank you for your contribution. According to our Seventh Tradition, we are self-supporting through our own contributions. Therefore, your continuing support of the New Freedom Intergroup of Overeaters Anonymous is essential. Your contributions serve the Fellowship by supporting the following major activities of the Intergroup:

- 30% of all monthly donations re forwarded to the World Service Office to help support service bodies and to carry the message of recovery to many who suffer from the disease of compulsive eating throughout the world;
- 10% of all donations are forwarded to Southeastern Overeaters Anonymous Region 8 (SOAR8) service body for extra support in the southeastern United States, and countries in Central America and South America;
- Support and fund our Delegate for attendance at the two annual Region 8 business assemblies and the annual World Service Business Convention.
- Reimburse the travel for our Intergroup representative working on the planning committee for the Florida State Convention;
- Support Intergroup functions such as workshops, weekend conventions and retreats, public information events, and more.
- Maintain the business functions of the Intergroup including, but not limited to, its office processes (making copies and paying rent), banking, fees (checks, etc.), paying for the post office box, funding the web page and our domain name, securing liability insurance for all of our groups, etc.
- To donate directly to Intergroup, write a check made payable to ‘OANFI’ and mail to: OA OANFI, PO Box 550842, Jacksonville, FL 32255 – 0842. If you are sending checks or presenting cash to the Treasurer, please complete this form to accompany the donation. Please print clearly in the box below to ensure your donation is properly credited. If you require a receipt, please make a copy of this form.
- To find your group number, go to www.oa.org/meetings to search for your meeting details, or look at the OANFI meeting list at www.oanfig.org/meetings. All contributions are listed by group in the monthly “Inner Voice” newsletter.

Meeting/Group Number	
Meeting/Group Name or Day of week, time and location	
Contact Member’s Name	
Contact Member’s Email	
Current Date	
Amount Contributed	

You may also donate on-line. Log onto www.oanfig.org and scroll down to the “donate” button. You may pay by PayPal or credit card. To credit your donation to a specific group, please send a separate email to the NFI Treasurer: nfitreasury@gmail.com.



PO Box 550842
Jacksonville, FL 32255-0842
Email: OANFIG@gmail.com
Website: www.OANFIg.org

Appendix B

Event Hosting Guidelines -- NFI

“TOGETHER WE CAN DO WHAT WE CANNOT DO ALONE!”

All materials referenced in this document are meant to be a guide or frame of reference for committees hosting events. Please remember to use the group conscience to make final considerations for each event you host.

Hosting Guidelines

- Events are a primary resource of fund raising for NFI. A commitment to keep all expenses within reasonable limits must be made.
- Income after expenses goes to NFI to help carry the message.
- Budget – committee creates budget (samples below) and gets approved by NFI Treasurer.
- Seed Money – requests must be approved by NFI Treasurer and include the 12th Step Within Chair.
- Sales of merchandise:
 - Items sold at the workshop or event will show profit towards the event budget as outlined in the NFI annual budget; except
 - If items are sold by the Ways and Means committee, all profits made from those items will go towards the Ways and Means budget and not the event budget. Funds will be kept separate from event funds.
- Abstinence requirements – as outlined in the NFI Bylaws:
 - Chair and/or coordinator of NFI events shall have a minimum of twelve months current and continuous abstinence.
 - Workshop leaders and/or speakers for any NFI events shall have a minimum of six months current and continuous abstinence.
- Event hosting groups must honor the Twelve Traditions and ensure abstinence requirements are met, no outside sources are cited and sharing guidelines are read at beginning of workshop

Examples of Service Positions / descriptions

- Chair – coordinates work of all committee chairmen, communicates with NFI 12th step within committee chair, prepares final report within 4 weeks (or prior to the next NFI meeting) from end of event.
- Co-chair(s) – optional second person(s) to support and assist the Chair. We have learned that having two or more people working together to generate ideas and support each other and the committees is a great way to ensure workload balance as well as maintain that one person does not run the show.
- Treasurer – approves event budget, tracks and manages all event funds, ensures accurate records of all monies received, deposited and disbursed.

- Hotel Liaison – if needed, this person negotiates, coordinates and acts as the primary point of contact for any hotel or other location hosting an NFI event. The NFI Intergroup Chair will sign all hotel contracts. The hotel liaison coordinates all room blocks, menus, setups and event details with the hotel or event venue.

Committees / descriptions

- Registration – creates and distributes the registration brochure, makes and distributes the registration packet, processes registrations before and during the event, keeps a master list of all registrations (including those ordering meals), provides regular updates as needed on registration numbers to event committee during planning stages, communicates all setup needs to hotel liaison.
- Program – defines and organizes workshop or session formats based on the theme of the event, creates schedule of event, creates a program document to be distributed in the registration packets, confirms speaker(s) for event by ensuring abstinence requirements are met and speakers are informed and prepared to speak on topic for the allotted amount of time, communicates all setup and event space needs/times to hotel liaison.
- Hospitality – optional committee, coordinates water/coffee/tea, games, resources in a specific area of the event venue to allow for fellowship, coordinates hugger/greeters to welcome members to the event. Communicates setup needs to hotel liaison.
- Boutique – optional committee, provides and organizes an area of the event space to raise funds through the sale of donated items, communicates setup needs to hotel liaison.
- Decorations – optional committee, coordinates all decorations, signage and center pieces for event, communicates setup needs to hotel liaison.
- Entertainment – provides skits, signing or other entertainment as directed by the event planning committee, coordinates any setup needs to hotel liaison.
- Literature – orders and sells OA (and AA) approved program literature at the event.
- PI / PO – coordinates communications to members and community regarding event.
- Love Notes – provides materials and sets up the “love notes” table.
- Fund Raising – provides and coordinates drawings and/or auctions to raise funds

Suggested actions for pre / post event planning:

- Create service committee for event
- Coordinate with 12th step within chair for assistance
- Create budget
- Select Topic and propose date to NFI for approval (vote at NFI meeting)

- Confirm location / date / time
 - Create flyer to send to members. Arrange to have flyer posted on NFI website and printed in *Inner Voice* (or make article for newsletter).
 - Load event (if needed) on EventBrite for online registration
 - Have NFI Chair send flyer to NFI members and SOAR 8 Intergroups. Request posting of flyer on SOAR8 website (submit to the Region 8 Vice Chair for approval).
 - Encourage Group Reps to talk about events in their meetings
 - Hold planning committee calls at regular intervals
 - Hold event
 - Send net income to NFI Treasurer
 - Submit Final event report to 12th step within committee chair
 - 12th step within committee chair (or Event Chair) gives Final event report to NFI
-

Sample documents

Samples of the following documents are held by the Twelfth Step Within Committee. They are general guidelines and may be tailored to each specific event.

- Workshop Format / Guidelines for sharing. The Workshop Format should contain directions to be read before general sharing that encourages members to follow the traditions and discourages cross talk. This Format should be taped to the podium in each room.
- Speaker Information and Guidelines. Program committee should send these to speakers in advance of workshop.
- Budget (income and expenses; anticipated compared to actual)
- Registration master list. Registration chair maintains master registration list. To honor anonymity, it is suggested that the registration list only be shared with those on committees who need it for their service position.
- Fundraising Guidelines. Helpful ideas for setting up fundraising activities at workshops, retreats or conventions
- Registration packet suggested items
 - Event Program or schedule
 - Venue or area information
 - Meal tickets
 - Name Tags / Name badge holder (lanyard)
 - Pen
 - Small notebook or paper
- Evaluation Sheet. To be placed on registration table and collected throughout and at end of event. These provide input for improvements for subsequent events.
- Final Report should contain the following:
 - Venue / Hotel
 - Number registered for event
 - Number of guest rooms used per night at venue
 - Number and type of meeting rooms used

- Number reserved for each Meal
- Number served at each Meal
- Price per ticket for each Meal
- Registration -- Total amount received from registrations
- Budget – compare actual costs with budgeted amounts
- Drawing/Boutique/50-50/Auction – how much was collected?
- Lessons learned – committee discusses what they learned from hosting the event and includes a brief recap in event report (*i.e.*, what went well and what needs to be improved)
- Evaluations – attach to final report

Virtual Event Considerations:

- Zoom hosts (always have Host and Co Host)
- Chat room monitor – have a person(s) designated to respond to questions in the chat and to mute those who forget, bounce out bombers, etc.
- For Zoom events of 100 or more you must upgrade the Zoom account for an additional fee to allow for additional attendees.
- Test wi-fi and speakers' wi-fi (if you have speakers) prior to event
- Communication to attendees should include the meeting ID / password and dial-in information as well as the direct link.

Have Fun and Keep Higher Power at the Center of Your Service Work!!!!

Appendix C

How to Create a Gift Basket for Donation to Drawings

Your OA group can give service to OA by creating a basket for a silent auction or drawing. Baskets can be made with group funds or from donations from group members

- If you are a group making a basket, consider having a theme: *i.e.*, spa, wellness, sponsorship, new meeting startup kit, sereni-TEA, men's basket.... etc.
- Include on the outside a card or piece of paper that lists the basket contents:
 - EX; 1 notebook, 1 OA 12/12, Candle, Teddy Bear, \$25 Target Gift card.....etc.
 - Please include an “estimated value” for the basket based on fair purchase value for the contents
- Wrap the basket in clear cellophane (or something similar) to keep contents safely inside
- Please do not include literature that is not approved by OA WSO (Blank journals are okay). For a list of conference approved literature, please visit; https://www.oa.org/pdfs/oa_approved_literature_list.pdf
- Do not include food items that contain sugar (teas and coffees are okay).
- Gift cards may be included.
- Be creative and have fun!

“A Vision For You” Basket

- God Box: Third Step Prayer (engraved)
- AA Big Book, spiral bound pp. 1-184
- Travel Mug: Vision for You/Acceptance
- Recovery Pen: A Vision for You
- Rainbow spiral notepad
- Glass Stones (6): Recovery Words
- Bookmark: A Vision for You
- Journal: Serenity Prayer Cover
- “Sea Breeze” small candle jar



EST. Value: \$100



Appendix D New Freedom Intergroup Advance and Expense Form

New Freedom Intergroup Advance and Expense Form			
Date:			
Name of Individual:			
Address:			
City/State/Zip:			
Email Address:			
Telephone:			
SECTION A: REPRESENTATIVE TRAVEL AND EXPENSES			
TRANSPORTATION (See Note 1 on reverse)			
		Public vehicle (airplane/train) at lowest rate	
		Private vehicle actual expense	
		Private vehicle mileage @ IRS Rate	
		Taxi/shuttle/bus/tips	
		Parking/tolls	
		TOTAL TRANSPORTATION	
LODGING and MEALS (See Notes 2 and 3 on reverse)			
Generally used for WSO and Region 8 Business Assembly expenses. Other events may be authorized.		Registration fee	
		Thursday lodging/tips	
		Friday lodging/tips	
		Saturday lodging/tips	
		Friday meals/tips	
		Saturday meals/tips	
		Sunday meals/tips	
		TOTAL REG, LODGING & MEALS	
MISCELLANEOUS EXPENSES			
		Telephone	
		Postage/shipping	
		Printing/copying	
		Stationery/supplies	
		Other (explain)	
		TOTAL MISCELLANEOUS	
SUB-TOTAL EXPENSES			
LESS ADVANCE RECEIVED			
TOTAL REIMBURSEMENT (See and comply with note 4).			
SECTION B: COMMITTEE BUDGET (Check those that apply)			
COMMITTEE NAME:			
<input type="checkbox"/> Expenditure of yearly budgeted funds allocated to position/Committee			
Yearly budget:		Funds already spent: _____	Funds remaining: \$ _____
<input type="checkbox"/> Advance requested (<i>indicate amount</i>)			
<input type="checkbox"/> Reconciliation of advance received (<i>attach receipts</i>)			
<input type="checkbox"/> Reimbursement of expenses (<i>attach receipts</i>)			
(If reimbursement, must be submitted within six weeks of acquired expenses.)			
(Please attach signatures to reverse side of this form.)			

