

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

Initial Adoption by New Freedom Intergroup

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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,” or “NFI.”

GOVERNING DOCUMENTS

NFI is subject to the policies and procedures of OA.org and OA Region 8. NFI will conduct its business in accordance with the provisions of the NFI Bylaws. The policies and procedures set forth in this P&P Manual supplement, and do not supersede, the NFI Bylaws. The policies and procedures in this P&P Manual may be revised at any regular or special meeting of NFI by a simple majority of the voting members present at the time of the vote, provided that a quorum as defined by the NFI Bylaws is present.

STANDING RULES OF NFI

1. In all deliberations, the group conscience is more important than the technicalities of the actual motion.
2. To be recognized, all speakers must raise their hand and be acknowledged by the Chair. When recognized, stand while speaking (Unless physically unable.)
3. Pro and Con will be limited to three speakers for a main motion, and two speakers for each amendment.
4. No main motion and all amendments to that main motion will last longer than 15 minutes in total, including discussion. At the end of 15 minutes the question will be called automatically.
5. The Chair will call on people in order: first Pro, then Con.
6. 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.
7. No questions will be entertained until one Pro and one Con have been presented for each main motion and amendment.
8. Cell phones, beepers, pagers and other wireless communication equipment must be silenced during the meeting.
9. Except for emergency new business, motions from the floor will be referred to Committee or the Board for processing and discussion at a future NFI meeting.
10. Verbal reports will not be more than five minutes in length.

VOTING PROCEDURES OF NFI

1. Vote may be taken by voice, show of hands, standing, or ballot, at the discretion of the Chair.
2. 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.
3. The Chair may also call for division by stating, "The Chair is in Doubt."

4. 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.

COMPOSITION OF NFI EXECUTIVE BOARD

The NFI Executive Board is the group of trusted servants tasked with leading NFI in carrying out its duties. The Executive Board does not govern. The Executive Board consists of the Chairperson, Vice Chairperson, Treasurer, Secretary and WSBC Delegate.

RESPONSIBILITIES OF THE INTERGROUP BOARD

A. Chairperson/ Chair

1. Shall fulfill all duties for the Chairperson set forth in the NFI Bylaws.
2. Shall preside at all regular meetings of NFI and all meetings of the NFI Executive Board.
3. May cast the deciding vote to break a tie.
4. May attend all standing committee meetings.
5. May call special meetings with a minimum of 48 hours notice.
6. Shall ensure that the general account of NFI is audited annually (refer to Webster: audit *vt* I: to examine with intent to verify).
7. Shall attend Region 8 Business Assemblies (funds permitting).
8. Shall attend World Service Business Conferences (funds permitting).
9. May appoint a Parliamentarian with the approval of the Board to serve a one-year term.
 - a. The Parliamentarian shall advise as to proper parliamentary procedures for conducting the business of NFI meetings.
 - b. The Parliamentarian shall perform duties as agreed upon and assigned by the NFI Executive Board.
 - c. The Parliamentarian shall remain neutral and not have a vote.
10. Shall oversee the NFI Retreat and/or NFI Convention and all other committee functions.
11. Shall prepare a written agenda for the upcoming NFI meeting.

B. Vice Chairperson/ Vice Chair

1. Shall fulfill all duties of the Vice Chairperson as set forth in the NFI Bylaws.
2. Shall serve as Chair in the absence of the Chairperson.
3. Shall serve as the coordinator of all Standing Committees appointed by NFI.
4. Will meet with Standing Committee Chairs a minimum of every other month.
5. Will coordinate monthly Standing Committee reports to NFI.
6. Will coordinate with committee chairs to ensure all necessary information gets to the Newsletter Editor to report committee work and upcoming events.
7. Will serve as Chairperson of the Bylaws and Electronic Documents committee.
8. Serves as Region 8 Rep and WSO Delegate should the Chairperson be unable to attend said meetings.
9. Will stay current with OA.org and Region8.org to assist NFI to stay up to date with all OA events and happenings.

10. Will coordinate and select speakers for monthly OA meetings to be held after NFI meetings.

C. Treasurer

1. Shall fulfill all duties of the Treasurer set forth in the NFI Bylaws.
2. Shall regularly check NFI Post Office Box.
3. Shall maintain bank accounts as necessary for disbursement of NFI funds.
4. Shall be one of a minimum of two signers on all bank accounts.
5. Shall submit written financial reports including status of prudent reserve each month at the NFI meetings. Reports shall be retained for three (3) years. (See paragraph on Prudent Reserve - Page13).
6. Shall submit Meeting Contributions Report to Newsletter Chair by the 20th of the month to be published in the next NFI Newsletter.
7. Shall pay monthly bills/donations as follows:
 - a. WSO – Send to WSO the recommendation of 10% of monthly contributions. Payment can be made electronically or by check.
 - b. Region 8 (SOAR 8) – Send to Region 8 the WSO recommendation of 30% of monthly contributions. Payment can be made electronically or by check.
 - c. Meeting Place - Pay the amount as defined by the current budget to the current meeting place. In the event of rent increase, propose a budget override at the next NFI meeting
 - d. Newsletter - Reimburse Newsletter Chair by check when bill is presented.
 - e. Reimburse NFI members by check for approved purchases made on behalf of NFI when receipts are presented.
8. Shall pay annual bills as follows:
 - a. Post Office Box.
 - b. The website domain name and host. (These may be annual or a longer time period.)
 - c. Registration for WSBC Delegates - Due each year as defined by the WSO website. Form will be completed by the Treasurer and signed by the NFI Chair; Form and payment will be remitted by the Treasurer to WSBC. For specific information please see OA.org.
 - d. Other receipts that will come in from Region 8 Reps and WSBC Delegates.
9. Shall have a reputable person review Treasury record from previous year.
10. Shall maintain a manual NFI Group's Donations ledger to formally coincide with the electronic version.
11. Shall maintain an NFI Treasury e-mail account.

D. Secretary

1. Shall fulfill all duties of the Secretary set forth in the NFI Bylaws.
2. Shall record the minutes and see that the minutes are kept of all Intergroup and Intergroup Board meetings, and that a copy of the minutes is printed or electronically made available to each Board member and Intergroup Representative.
3. Shall maintain a hard copy of minutes of past meetings and furnish file copy to webmaster.

4. Shall work alongside Webmaster to keep the NFI website current. Will regularly alert Webmaster to post on NFI website such items as *Inner Voice*, updates to meeting list and other documents, and the quarterly *Step Ahead* newsletter when it is available on OA.org.
5. Shall direct correspondence to the appropriate Board member or Committee Chairperson and maintain a file of outgoing correspondence.
6. Shall distribute notices of all meetings of Intergroup as described in Article V of the NFI Bylaws.
7. Shall keep WSO informed of all changes to any NFI information.
8. Shall conduct roll call at NFI meetings noting required quorum and majority vote.
9. Shall communicate electronically with NFI membership.
10. Shall sit on the Bylaws and Electronic Documents Committee.

E. World Service Business Conference (WSBC) Delegate

1. Shall fulfill all duties for World Service Business Conference Delegates set forth in the NFI Bylaws.
2. Shall attend the World Service Business Conference of Overeaters Anonymous. Should delegate be unable to fulfill their obligations either permanently or on a one-time basis, the Chairperson must designate an NFI member to replace the person either permanently or on a one-time basis.
3. Shall fulfill all duties for Region 8 Representatives set forth in the NFI Bylaws.
4. Shall attend the Southeast OA Region 8 (SOAR8) Business Assemblies (two per year) as First Choice.
5. Shall report, in writing, at the first NFI meeting occurring after the WSBC and Region 8 Assemblies the actions of the Conference and/ or Assembly.
6. The Delegate shall submit expense reports for reimbursement of out of pocket expenses in accordance with NFI Policies and Procedures.

F. Additional Region 8 Representatives

1. Second Choice to attend Region 8 Assembly meetings is the Chairperson who shall fulfill all duties for Region 8 Representatives set forth in the NFI Bylaws.
2. Third Choice to attend Region 8 Assembly meetings is the Vice Chairperson who shall fulfill all duties for Region 8 Representatives as set for in the NFI Bylaws.
3. Fourth Choice to attend Region 8 Assembly meetings is the Treasurer who shall fulfill all duties for Region 8 Representatives as set forth in the NFI Bylaws.
4. Fifth Choice to attend Region 8 Assembly meetings is the Secretary who shall fulfill all duties for Region 8 Representatives as set forth in the NFI Bylaws.
5. The Sixth Choice to attend the Region 8 Assembly meetings will be an NFI Committee Chair (see "Standing Committees" for order of succession) who shall fulfill all duties for Region 8 Representatives as set forth in the NFI Bylaws.
6. 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.
7. Each Region 8 Representative shall provide a single written report to the first NFI meeting occurring after the Region 8 Assembly.
8. Each Region 8 Representative shall submit an expense report for reimbursement of out of pocket expenses in accordance with NFI Policies and Procedures.

COMMITTEES

Committees may be established as required to carry out the purpose of the Intergroup in the most effective and efficient manner. Standing committees are permanent committees created to perform continuing functions. Special committees are appointed or elected as the need arises to perform a specific task (*i.e.*, an event committee, retreat committee). Every committee will be overseen and coordinated by a committee chairperson.

QUALIFICATIONS OF COMMITTEE CHAIRPERSONS

- A. Must have six (6) months current abstinence and be working the Twelve Steps of Overeaters Anonymous.
- B. Must notify NFI Chairperson if there is a break in abstinence.
- C. Must possess good judgment, experience, stability and willingness to serve.
- D. Must possess familiarity with the Twelve Traditions of Overeaters Anonymous.

COMMITTEE APPOINTMENTS

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

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 NFI Board and the guidelines of the Twelve Traditions of OA.
- C. Each Chairperson shall submit a verbal or written report to NFI monthly detailing the activities of the committee.
- D. If any monies are expended, a detailed and itemized report shall be provided to the NFI Treasurer for reimbursement, on the condition the amount does not exceed the budgeted total.

COMMITTEE RESPONSIBILITY

Any committee decision and/or vote which establishes or changes a policy, sets a procedural plan for a special event, or expends funds in excess of the approved budget, shall require approval by the NFI Board Treasurer and/or NFI Chairperson prior to implementation.

***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 NFI Chairperson is an *ex-officio* member of all committees.

VACANCIES

- A. Should a vacancy, resignation or removal of any Committee Chairperson occur, all pertinent information, materials, etc. shall be turned over to the NFI Chairperson.
- B. The NFI Chairperson may appoint a new Committee Chairperson to serve the remainder of the unexpired term.

REMOVAL OF COMMITTEE CHAIRPERSONS

- A. Any Committee Chairperson may be removed from office for due cause by a majority vote of the NFI members present at a regular NFI monthly 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 NFI Chairperson over a period of three consecutive months via phone, text, or e-mail.

MAJOR POLICY MATTERS

- A. Matters that affect the NFI and/or groups within its service area shall be referred to the NFI Board.
- B. Matters that relate to Overeaters Anonymous as a whole, which affect Subpart A of the Bylaws of Overeaters Anonymous, Inc., shall be referred to the World Service Office (WSO) Board of Trustees.
- C. Matters that affect Subpart B of the Bylaws of Overeaters Anonymous, Inc., or which relate to the Twelve Steps, Twelve Traditions, or the Twelve Concepts shall be referred to the World Service Business Conference.
- D. NFI may not make amendments to the Twelve Steps and Twelve Traditions except as per OA Inc. Bylaws, Subpart B, Article XIV, Section 1E.

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. These Committees may include, but are not be limited to, the following:

- A. Newsletter
- B. Public Information/Professional Outreach
- C. Twelfth-Step Within
- D. Young Persons
- E. Website
- F. Bylaws and Electronic Documents
- G. We Care List
- H. Ways and Means

- **NEWSLETTER COMMITTEE**

A Newsletter Committee shall be established as a Standing Committee of NFI. The Newsletter Committee shall prepare and publish a monthly newsletter for NFI 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 NFI membership. Hard copies may be available at the monthly NFI meeting. The newsletter will be transmitted electronically to Webmaster for uploading to the NFI 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 Chairperson, provided the articles maintain adherence to the Steps and Traditions.
- E. Shall contain an updated list of all meetings of NFI 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 NFI 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 NFI meeting.
- H. Shall provide notice of and reports from the following events:
 - 1. Marathons, workshops, retreats, conferences, and conventions sponsored by NFI or by NFI 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 NFI, its Board or Chairperson.
- 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.

- **PUBLIC INFORMATION/PROFESSIONAL OUTREACH (PIPO) COMMITTEE**

A Public Information/Professional Outreach (PIPO) Committee shall be established as a standing committee of NFI. 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 NFI 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.

- **TWELFTH STEP WITHIN COMMITTEE**

A Twelfth Step Within Committee shall be established as a Standing Committee of NFI. 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 NFI” of the NFI Bylaws.

- **YOUNG PERSONS COMMITTEE**

A Young Persons Committee shall be established as a Standing Committee of NFI. The duties of the Young Persons Committee shall be to:

- A. Increase awareness of OA among the young persons residing in the geographical area of NFI.
- 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. . 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.

- **WEBSITE COMMITTEE**

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

- A. Maintaining the current NFI website.
- B. Coordinating with the Newsletter Chair and Secretary regarding potential materials for the website.
- C. Receiving and uploading all electronic documents such as newsletters, bylaws, NFI Policies & Procedures Manual, NFI meeting minutes, and any other NFI 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 OA groups or OA members.
- F. Posting announcements regarding OA sponsored special events.
- G. Assuring that the annual website hosting invoices are given to the NFI Treasurer for timely payment.
- H. Making recommendations for continued website improvement.
- I. Keeping passwords for online services.

- **BYLAWS AND ELECTRONIC DOCUMENTS COMMITTEE**

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

- A. Solicit committee members from among membership in NFI.
- B. Conduct annual review of NFI 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 NFI for a vote. (Bylaws guidelines can be found in documents on the OA.org website).
- C. Approved Bylaws are submitted to the Webmaster to be available on the NFI website.
- D. Ensure that a copy of the current NFI 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 NFI 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 NFI for final approval.
- F. All documents will have a coversheet with current approval dates.

- **“WE CARE LIST” COMMITTEE**

A “We Care List” Committee shall be established as a Standing Committee to maintain a confidential list of OA members willing to provide service as speakers and/or sponsors by phone and email. Additional information includes birthdates: biological and OA. The duties of the “We Care List” Committee will include, but not be limited to:

- A. Keeping the list current as members contact the Committee to alter information.
- B. Printing dated paper copies of the “We Care List” three – four times per year for distribution at the NFI meetings.
- C. Once a year, conducting a verification campaign by sending emails or making phone calls to update the list, removing and adding member’s information as requested by them.
- E. Submitting articles to *Inner Voice* newsletter, stating the purpose of the “We Care List” and how to add or remove your information.
- F. Safeguarding the privacy of the information on this list, and ensuring that the list is not emailed or posted on any web page or social media.

- **WAYS AND MEANS COMMITTEE**

A Ways and Means Committee shall be established as a Standing Committee to successfully raise funds for NFI 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.
- B. Advertising fund-raising items in *Inner Voice* newsletter.
- C. Submitting articles to *Inner Voice* newsletter, stating the purpose of the Ways and Means Committee.
- D. Displaying fund-raising items at NFI events and meetings.
- E. Providing an accounting of the expenses and income generated by fund raising activities to the NFI Treasurer.

FISCAL POLICIES AND PROCEDURES

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

SOURCE OF FUNDS

- A. Voluntary contributions of the member groups shall be the primary source of funds.
- B. Secondary source of income may be such occasional projects or activities as may be authorized by NFI according to Tradition Six.
- C. NFI may accept donations from OA members, conforming to the general practices of OA.
- D. The acceptance of bequests or donations from any outside source is prohibited.
- E. NFI 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.

FUNDING REPRESENTATIVES TO REGION ASSEMBLIES AND WORLD SERVICE BUSINESS CONFERENCES

This policy pertains to, but is not limited to, the two (2) semiannual Region 8 Business Assemblies and the annual World Service Business Conference (WSBC). Other NFI sponsored conferences and conventions may be considered and approved by the New Freedom Intergroup (NFI).

NFI Representative(s) Financial Responsibilities:

- A. The NFI 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 NFI approved attendee will estimate the total expense of attendance at an event and submit estimate to NFI 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 not attending the banquet would not affect the purpose in attending.
 - c. Representatives are expected to make every effort to share a room before single occupancy reimbursement would be considered by NFI for approval.

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 NFI 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, NFI will not reimburse the same expense.
- E. If a representative is a passenger sharing a ride with another NFI approved representative, the driver will be reimbursed for the travel expense. Passengers will only be reimbursed for actual expenses (with receipts).

Reimbursement Guidelines:

- A. Representative will assemble and turn in to the NFI Treasurer all receipts within 30 days of the return from the event. This is especially crucial near the end of the year, so that the expense can be taken 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.

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 NFI Policy and Procedures Manual (30% of excess funds will go to World Service Office (WSO), 10% of excess funds will go to Region 8).