Overeaters Anonymous® Greater Pittsburgh Intergroup

Policies & Procedures (PnP) Manual

Article I: Membership Qualifications for GPI

Section A: Eligible Groups

Groups eligible for GPI membership are defined in the GPI Bylaws, Article III, Section 2.

Liability Insurance: all groups recognized as affiliated with GPI are covered by the main GPI Liability Insurance policy. Groups needing proof of insurance should contact the GPI Treasurer for documentation.

Section B: Geographic Area

The geographic area is defined as portions of Western PA (Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Clarion, Crawford, Erie, Fayette, Greene, Indiana, Jefferson, Somerset, Venango, Washington, and Westmoreland counties), the western WV panhandle and portions of northwest WV (Brooke, Hancock, Harrison, Marion, Marshall, Monongalia, Ohio and Taylor counties), and bordering portions of OH (western Belmont and Jefferson counties)

Section C: Intergroup Representatives (IRs)

Intergroup Representatives (IRs) shall be selected by the group conscience of the group they represent. Each IR shall be selected by any method deemed appropriate by their group, always subject to recall by the group they represent. GPI Suggests IRs be selected for stability, length of time in program, and time

of abstinence, which is to be determined by the group. Each group shall be free to designate an alternate delegate when the necessity arises. Each IR can only represent ("vote for") one meeting at the GPI meeting.

New IRs shall each be given a Welcome Packet (for details, see **Appendix A**)

Upon election as a Standing Committee Chairperson, Regional Representative/Alternate, World Service Delegate/Alternate, or member of the Executive Board, the member shall cease to be an IR for an individual group and that group may elect another IR

Section D: Groups and Tradition 4

Tradition 4 states that "Each group should be autonomous except in matters affecting other groups or OA as a whole." GPI does not involve itself with the operation of any individual group within GPI unless something which rises to the level of a tradition 4 violation is taking place.

1. Individual groups affiliated with GPI shall strive to adhere to the following in order to avoid negative impacts to OA as a whole:
   a. Ensure that at least one person will be in attendance at each meeting so that newcomers do not arrive to an empty meeting
      i. If this is not possible for one week or longer, notify the GPI Webmaster so that it can be posted on the GPI website, as well as the WSO website if appropriate
   b. If meeting via Zoom, the group utilizes appropriate security features to protect group members from harassment
   c. In the event that GPI learns of a group that is consistently not meeting the criteria in items A or B, a member of GPI will:
      i. If possible, attend the meeting as often as feasible and
         1. Point out the Strong Meeting Checklist at https://oa.org/group-resources-list/strong-meeting-checklist/
         2. Point out other meeting supports available to the group via oa.org
         3. If relevant, point out Zoom security training resources
      ii. If attending the meeting is not possible, reach out to the contact person(s)
2. In the event that GPI learns of a group which has not been meeting for more than 30 days but still appears on the GPI or WSO meeting list, GPI will:
   a. Contact the last known meeting contact(s) to find out the meeting's status
      i. If the meeting has dwindled down to one member, discuss options for either reviving or closing the meeting
      ii. If it is unclear, explain that at least one person must attend the meeting each week if the meeting is to continue to appear on meeting lists
         1. If the contact person is temporarily unable to attend, the group can be listed as temporarily not meeting on both the GPI & WSO websites
         2. Once the contact person is again able to attend, the group is re-activated
      iii. It is not acceptable for a contact person to only attend when a newcomer or someone else has reached out beforehand to indicate that they will attend
         1. Not everyone calls before attending a meeting
         2. Arriving to an empty room, telephone line or Zoom meeting is very discouraging for newcomers as well as returning members, and impacts OA as a whole
   b. If after discussion no resolution has been reached - i.e. the meeting contact refuses to attend the meeting regularly, take any action to strengthen the meeting and attract other members, yet refuses to close the meeting - GPI will instruct the webmaster to remove it from the GPI meeting list and formally close it with WSO

Article II: Guidelines to the GPI Meetings

Section A: Meeting Chairperson

GPI shall be led by the Chair. In the event the Chair is unable to chair any meeting, the Vice Chair will lead the meeting. In the event the Vice Chair is not available, an election will be held for a temporary Chair.

Section B: Meeting Agenda

The agenda for the meeting will be determined by the Executive Board at their monthly meeting, prepared by the GPI Chair and sent to the Secretary by 12n the Monday before each GPI meeting. Agendas should include the following:

1. Outline of the meeting, including asking for a volunteer to take minutes
2. Define the quorum (Minimum of 7 voting members including not less than: 2 IRs, 1⁄2 of the filled Executive Board and 1/3 of the filled Standing Committee/Other Trusted Servant positions)
3. Establish current intergroup goals

Section C: GPI Standing Rules

1. All proceedings shall be governed by the current edition of Roberts Rules of Order Newly Revised, except when in conflict with Greater Pittsburgh Intergroup Bylaws, policies & procedures, and standing rules
2. Meetings are open to all OA members. Anyone present may speak when acknowledged by the chair, including virtual attendees. However, only IRs and GPI members (Executive Board, Regional Representatives/Alternates, World Service Business Conference Delegates/Alternates and/or Standing Chairs) may vote by a show of hands on measures brought to the floor. The Chair will poll all virtual attendees eligible to vote at regular GPI meetings (not the annual election meeting) and add these results to the show of hands tally to determine voting results.
3. The Chair will report to the body all absences of Board members and the nature thereof
4. All motions regarding Bylaws must be submitted in writing 30 days prior to the Intergroup meeting in order for the motions to be considered
5. For each motion:
   a. There will be no more than three (3) pro and three (3) con speakers. The first pro is the maker of the motion.
   b. No one may speak on two (2) consecutive motions unless no one else wishes to speak on the second motion
6. An individual may speak only once on a particular item until everyone wishing to speak has done so within the allotted time
7. A member of the Intergroup may speak for two (2) minutes to a question/motion when recognized by the chair
8. No more than fifteen (15) minutes discussion will be allowed on an item. There will be a five (5) minute warning. If the matter is not disposed of at the end of fifteen (15) minutes, it will be considered unfinished business to be brought back during the next Intergroup meeting.

Section D: GPI Elections

1. Elections shall be held annually in the month of October
   a. A person elected to a position starts serving in that position immediately at the conclusion of the October GPI meeting (e.g., 3:31p) except as detailed below:
      i. Region 7 Representatives and Alternates start their term January 1st
      ii. World Service Business Conference Delegates and Alternates start their term January 1st

b. Provided said person does not resign from the position early, or lose their position due to excessive absences, that person serves in that position until the conclusion of the October GPI meeting at the end of their term of office (e.g., 3:30p) except as detailed below:
   i. Region 7 Representatives and Alternates end their term on December 31st
   ii. World Service Business Conference Delegates and alternates end their term on December 31st
c. GPI's election year runs from November to October as regards absences
   i. GPI's election year resets every November regarding absences for 2 year terms
2. To be eligible for election, the applicant must meet the qualifications as detailed below and have an understanding of the responsibilities of the position
a. Qualifications for Executive Board positions are defined in the GPI Bylaws Article IV Section 3
b. Qualifications for Region 7 Representatives and Alternates are defined in the GPI Bylaws Article IV Section 3
c. Qualifications for Standing Chairs are defined in the GPI PnP Manual Article VII Standing Chairs, Section C: Qualifications
3. Follow the same application procedures as the Executive Board as stated in the GPI Bylaws
4. A simple majority of voting members is required in order to win election to a position
5. Must have a quorum to hold an election
6. Virtual attendees will vote by texting their vote to a ballot counter attending in person at the annual election meeting, who will destroy the text messages after the election meeting due to these elections taking place via a non-public ballot system; virtual attendees who are unable to text will be unable to vote in annual GPI elections

Section E: Face to Face GPI Meeting Procedures

1. A sign-in sheet will be available at each GPI Meeting to take attendance and get attendee contact information for the GPI secure address book
2. A 7th tradition basket will sit out next to the GPI sign-in sheet
3. Meeting Chairperson will ask for a volunteer to serve as the Wireless Speaker Mover so those attending virtually can hear the person speaking; leaving the Wireless Speakers in the center of the circle does not adequately capture the meeting proceedings for virtual attendees
4. GPI and its members will abide by any and all facility requirements

Section F: Hybrid GPI Meeting Procedures

1. Virtual attendance at Face to Face GPI Meetings is equivalent to attending in person
2. The person interested in attending a GPI meeting virtually (see Guidelines to the GPI Meeting, Section C: GPI Standing Rules Item #2 for details on who may attend, speak and vote at GPI meetings) must contact a member of the Executive Board about virtually attending an upcoming GPI meeting at least seven (7) days prior to said meeting
3. The Executive Board member will then give out the information to join via Zoom and access necessary GPI meeting documents via the website
4. The Executive Board member will then alert the person currently holding the wireless speakers to charge them, bring them to the next GPI meeting, and plan to set them up a few minutes prior to the start of that GPI meeting
5. The limits of the GPI Zoom account will determine how many virtual participants may attend
6. Those attending virtually may have mainly a listening role, responding only to the Roll Call, or a more active role if they wish, as per Section C: GPI Standing Rules
7. GPI members (Executive Board, Regional Representatives/Alternates, World Service Business Conference Delegates/Alternates, and Standing Chairs) attending virtually must have submitted their monthly report as usual and be prepared to answer any questions. This also applies to the Webmaster/Administrator.

8. Voting at regular GPI meetings (not including the annual election meeting): voting on all GPI business by virtual attendees shall be done by the Chair polling all virtual attendees eligible to vote and adding these results to the show of hands tally to determine voting results.
9. Voting at the annual election meeting: virtual attendees will vote via the Zoom polling function or by texting their vote to a ballot counter attending in person at the annual election meeting, who will destroy the text messages after the election meeting due to these elections taking place via a non-public ballot system; virtual attendees who are unable to vote via Zoom polling or text will be unable to vote in annual GPI elections

Section G: Virtual GPI Meeting Procedures

1. Purely virtual GPI meetings shall be held via Zoom, with all relevant GPI Policies and Procedures applying
2. Attendance at a Purely Virtual GPI meeting is equivalent to attending in person
3. Zoom information and necessary GPI meeting documents will be made available via the website
4. The limits of the GPI Zoom account will determine how many virtual participants may attend
5. Voting at regular GPI meetings (not including the annual election meeting):
    a. Procedures for voting on all GPI business will be determined by the Chair
6. Voting at the annual election meeting:
    a. Zoom attendees will vote via the Zoom polling function
    b. Those who have called into the Zoom via phone will vote by texting their vote to a ballot counter attending the annual election meeting via Zoom; the ballot counter will destroy the text messages after the election meeting due to these elections taking place via a non-public ballot system
    c. Attendees who are unable to vote via Zoom polling or text will be unable to vote in annual GPI elections

Article III: Executive Board

Section A: Responsibilities of the Executive Board

1. Serve as guardians of the Twelve Steps, Twelve Traditions, and Twelve Concepts with respect to the functions of GPI
2. Perform the duties of their offices in accordance with the GPI PnP Manual
3. Meet monthly to address necessary issues:
    a. Meeting is led by the Chair, or a person designated by the Chair
    b. The Secretary shall take minutes, or in the absence of the Secretary a member of the Executive board will volunteer to take notes for the meeting
    c. Zoom meeting dates and times to be determined monthly by the current Executive Board and posted to the GPI Service Calendar
4. Set the agenda for Intergroup meetings
5. Any Executive Board member may attend any Standing Committee meeting
6. Name as needed an Acting Chair for a Standing Committee until an election can be held. (The person chosen as an Acting Chair must meet all of the necessary qualifications for the position.)
7. Appoint Chairperson of GPI Finance Committee annually
8. Make budget recommendations to GPI Finance Committee (FC)
9. Approve the GPI Budget prior to consideration by regular GPI meeting
10. Conduct as needed an emergency financial audit or review of the FC meeting minutes
11. Supervise the GPI Webmaster/Administrator
12. Any Executive Board member will be removed from their position after four (4) absences from meetings of GPI in an election year

Section B: Qualifications for Executive Board Members

See GPI Bylaws Article IV Section 3.

Section C: Responsibilities of Individual Executive Board Members

Chair

The Chair shall:

1. Preside at all regular and special meetings of GPI
2. Coordinate the responsibilities of GPI
3. In the event regularly scheduled GPI meetings are Face-to-Face, reserve the room. If UPMC is the site of these meetings, their calendar runs from July to June and the reservation request, including room set-up, needs to be made through a person with a UPMC email address.
4. Prepare GPI meeting agenda and monthly progress report and submit them to the Secretary by 12 noon the Monday prior to each scheduled GPI meeting
5. Verifies all motions during a meeting are voted on or tabled until future meetings
6. Serve as point of contact for GPI Zoom Account scheduling requests (see Miscellaneous Information, GPI Zoom Account)
7. Empty email boxes at chair@gpioa.org and exec_board@gpioa.org on a monthly basis; in the event there is no current Ex Officio, responsible for cleaning out email box at ex_officio@gpioa.org on a monthly basis
8. Upon completion of their term of office, serve as an ex-officio member of the Executive Board for one (1) year

Ex-Officio

The Ex-Officio shall:

1. Serve as an advisory member of the Executive Board
2. Attend all Executive Board meetings
3. Prepare monthly progress report and submit it to the Secretary by 12 noon the Monday prior to each scheduled GPI meeting
4. Empty email box at ex_officio@gpioa.org on a monthly basis

Vice-Chair

The Vice-Chair shall:

1. Serve as Acting Chair in the absence of the Chair
2. Assist the Chair when needed
3. Revises and updates the Bylaws as directed by GPI
4. Reviews and assists with proposed Bylaws amendments
5. Announces to GPI any Bylaws amendments which are to be voted on the following month at the GPI meeting
6. Maintains a record of all main motions and amendments. (According to Robert's Rules of Order, main motions are defined as motions that impact GPI on an ongoing basis, not a one-time issue or occurrence.)
7. Shall update the list of main motions corresponding to the quarterly mailing cycle
8. Forwards amended GPI Bylaws to GPI Webmaster/Administrator, Region 7 & WSO
9. Reviews and assists with proposed changes to the PnP Manual
10. Arrange for GPI visitations to groups as requested
11. Prepare monthly progress report and submit it to the Secretary by 12 noon the Monday prior to each scheduled GPI meeting
12. Empty email boxes at vice_chair@gpioa.org and committee_policy@gpioa.org on a monthly basis

Treasurer

The Treasurer shall:

1. Monthly:
   a. Reconcile bank statement with spreadsheet
   b. Pay bills, make deposits including via any electronic means as needed and deemed appropriate by the Treasurer
   c. Prepare treasurer's report and monthly progress report and submit to the Secretary by 12 noon the Monday prior to each scheduled GPI meeting
   d. Update monthly and year-to-date financial reports
   e. Compare expenses versus receipts
   f. Evaluate prudent reserves of GPI
   g. Maintain filing system and update treasurer's information key as approved by finance committee
   h. Keep receipts of expenses and advances
   i. Attend monthly IG meeting and present monthly financial report
   j. Empty email boxes at treasurer@gpioa.org and committee_finance@gpioa.org on a monthly basis
   k. Pick up mail at least once a month. If the Treasurer is willing to provide their address to members individually, members may send contributions to that address.
2. Quarterly:
   a. Attend Finance Committee (FC) meeting
   b. Make quarterly donations to Region 7 and WSO as determined by GPI
3. Yearly:
   a. (Jan) Submit to Finance Committee (FC) a numerical year end summary for previous year; work with FC to compile yearly financial report
   b. (Jan) File IRS taxes (postcard 990) and 1099/1096 forms for paid contractors
   c. (Jan) Check expiration date of state sales tax exemption and submit renewal application as needed (every 5 years in 2029, 2034, etc.)
   d. (Jan) Pay all financial obligations due to WSBC delegates
   e. (Feb) Pay annual Liability Insurance bill
   f. (Feb) Pay all financial obligations for Spring Region 7 Assembly
   g. (Feb) Pay annual P.O. Box fees
   h. (Mar) Submit approved Yearly Financial Report (YTD data from the spreadsheet plus a narrative of overall financial health of GPI in the previous calendar year) to GPI at March meeting
   i. (Mar-Jun) Perform yearly review of financial forms on gpioa.org and submit any needed changes to secretary@gpioa.org and/or webmaster@gpioa.org as appropriate
   j. (Jul) Create a proposed budget for the following year including the prudent reserve and review with the FC. The Treasurer and FC will assign a dollar amount to each expense detail line item based upon the prior year's budget and next year's projections
   k. (May) Order IRS forms 1099 and 1096 at irs.gov
   l. (Aug) Pay all financial obligations for Fall Region 7 Assembly
   m. (Oct) Update check signers with bank as needed to include newly elected Executive Board members, another signer to be named by the FC, and remove those rotating out of their service positions
   n. (Oct) Review and finalize the proposed budget and line item detail with the FC
   o. (Oct) Present proposed budget to the Executive Board for review and approval.
   p. (Nov) Pay annual online meeting platform (e.g., Zoom) fee
   q. (Dec) Present final budget at regular December GPI Meeting for approval by the body of GPI
   r. (Dec) Work with Webmaster to contact web hosting company re: upcoming year's billing so GPI can take advantage of any prepayment discounts
4. Disbursement of funds:

a. Arrange for checks to be signed for the business of GPI. (The treasurer cannot sign checks made out to herself/himself, nor can a second signer sign a check made out to herself/himself.)
b. Sign checks for reimbursements of <$100. Checks for reimbursements of >$100.00 will require 2 signatures. If the 2nd check signer is unavailable, an e-mail approval can be used in lieu of the actual signature. The treasurer will send an e-mail to one of the authorized check signers. The approval e-mail response from the 2nd signer will be maintained as documentation of approval.
c. Update check signers every October as needed. Signers will be limited to no more than 3 persons. The signers should be the Treasurer, plus 2 Executive Board members. If there are not 2 Executive Board members, standing committee chairs may be appointed.
d. Serve as the custodian of the debit card at all times. The debit card can be used for GPI expenses of no more than $100.00.

5. Serve as a member of the FC, which makes recommendations to GPI

Secretary

The Secretary shall:
1. Take minutes at each GPI meeting
   a. Minutes shall include a detailed attendance record of all attendees
   b. Minutes shall clearly state each Continuing Effect motion and whether it passed, failed, or was tabled
   c. All reports must be appended to the minutes
2. Take minutes at each Executive Board meeting
   a. If the Secretary is unable to attend the Executive Board meeting, another member of the Executive Board shall take minutes
   b. Executive Board minutes may not be taken by a member of the Secretarial Committee unless that person is also a member of the Executive Board
3. Send out email cleanout reminder to Executive Board, Standing Chairs, Regional Representatives/Alternates & WSBC Delegates/Alternates by noon on Friday the week before the GPI meeting
4. Compile documents for each GPI meeting, and send to webmaster@gpioa.org by 12p (noon) the Wednesday immediately prior to the GPI meeting. Documents shall include the following:
   a. Agenda
   b. Minutes
   c. Reports (including the Secretary's report)
   d. Executive Board Minutes
   e. Financial Reports
   f. Other documents as needed, to include but not limited to:
      i. February: WSBC Agenda items and Bylaws changes
      ii. March: Annual Financial Report summary
      iii. December: Annual budget
5. Maintain updated copies of the following documents and provide said updates to webmaster for posting on gpioa.org within 1 (one) month:
   a. GPI Bylaws and Appendices (have one printed copy at each Face to Face GPI meeting for reference as needed)
   b. GPI PnP Manual (have one printed copy at each Face to Face GPI meeting for reference as needed)
6. Make any needed changes/updates to relevant committee documents as requested by GPI members after their yearly review and provide said updates to webmaster for posting on gpioa.org within 1 (one) month

7. Send appropriate documents to webmaster for GPI public and secure online archives, or post directly to secure online archive as feasible
8. Send any relevant calendar information to webmaster for updating the GPI website
9. Compile necessary contact information for all GPI members and update the GPI address book
10. Have a device at each GPI meeting capable of accessing the GPI online archives in order to address any questions or facilitate discussion
11. Check voicemail at least three (3) times per week, mail out meeting packets as requested (maintain record of number of relevant calls and meeting lists mailed out per month) and forward on other messages as necessary
    a. Packets include a current GPI meeting list, OA Pamphlets #130 A Program of Recovery, and the GPI Hotline Packet Letter (available at http://www.gpioa.org/docs/gpi/1501HotlineLtr.pdf)
12. Respond to all newcomer emails at info@gpioa.org; route other messages as necessary to the appropriate service person/committee
13. Renew application for modified version of OA logo with WSO every two (2) years or as required
14. As needed:
    a. Prepare GPI quarterly mailings and bring same to January, April, July and October GPI meetings for distribution; mail any envelopes not picked up at GPI meeting as needed. GPI quarterly mailings will contain the following:
       i. Updated Quarterly GPI Meeting List
       ii. Quarterly VOR Newsletter
       iii. Relevant Event Flyers
       iv. Any other information as requested by GPI committee chairs
    b. Compile quarterly GPI literature order and bring completed order to January, April, July and October GPI meetings for distribution
    c. Print out as per protocol necessary documents for each GPI meeting
    d. Maintain sufficient supplies for GPI while staying within budgetary constraints as needed, including:
       i. Office supplies necessary to conduct regular GPI business
       ii. GPI literature supplies for Outreach events
       iii. GPI literature supplies for GPI Special Events
       iv. GPI Newcomer Packets as needed
       v. GPI-related OA Guidelines (have at least one (1) hard copy of each for reference as needed)
       vi. Service-related OA pamphlets (have at least five (5) copies available for sale at each GPI meeting as needed):
          1. #200 A Guide for Sponsors
          2. #425P Carrying the Message (Wallet Card)
          3. #120 OA Handbook for Members, Groups and Service Bodies
          4. #220 Sponsoring Through the Twelve Steps
          5. #330 The Twelve Concepts of OA Service
          6. #445 Twelve Traditions Pocket Guide
          7. #770 When Should I Refer Someone to Overeaters Anonymous
15. Supervise GPI Secretarial Committee to complete any of the above tasks except where noted (the Secretary is ultimately responsible for task completion)

Article IV: Finance Committee (FC)

Section A: Role and Responsibilities

1. The role of the FC is to serve as overseers of the GPI Treasurer, GPI Finances and related policies, and guardian of GPI funds
2. The FC shall:
   a. Perform the duties of their offices in accordance with the GPI PnP Manual
   b. Meet quarterly- Second week of January, April, July and October - to conduct FC business.
   c. Prepare an annual budget for GPI; submit same for approval to Exec Board for consideration at November Exec Board meeting
   d. Perform quarterly audit of GPI spreadsheet and bank statement: 2 members of the FC (excluding the Treasurer) will select a random month from the previous quarter and compare the bank statement with the spreadsheet to confirm agreement
   e. Maintain all policies regarding GPI Finances (pending approval of Executive Board and GPI as a whole)
   f. Interview prospective GPI Treasurer candidates and make non-binding recommendations to GPI regarding same

Section B: Qualifications of the Finance Committee (FC) Chairperson

The Chairperson of the FC shall be appointed annually by the GPI Exec Board. The GPI Treasurer may not chair the FC. The FC Chairperson must have at least one (1) year of current abstinence, and must attend at least one GPI meeting per year. The FC Chairperson can serve for no more than two (2) consecutive years, but is eligible to rotate out to a rank-and-file FC member.

Section C: Qualifications of Finance Committee (FC) Members

Members of the FC must have at least six (6) months of current abstinence. Membership in the FC follows an interview process by existing FC members, and requires approval by all current FC members. There is no limit to how long a member can serve on the FC, and no requirement of previous GPI participation. If a person has been previously approved through the interview process and wants to serve again at a later date, that person must be re-interviewed by the current FC for approval.

Section D: Required Number of Finance Committee (FC) Members

There must be at least three (3) members of the FC, including the Chairperson and GPI Treasurer

Section E: Quorum of Finance Committee (FC) Meetings

The quorum for a FC meeting is 3 members

Article V: Regional Representatives (RRs) & Alternates

Section A: Region 7

GPI is a member of Region 7 which includes Washington, D. C., and the states of Delaware, Maryland, Pennsylvania, New Jersey, Virginia, and West Virginia. Region 7 hosts two assemblies per year, one in the spring and one in the fall.

Section B: Responsibilities

1. Attend Regional Assemblies and make Regional Committee information available to relevant GPI Committee Chairs
2. Provide a written report following the Regional Assembly, to be submitted to the Secretary by 12 noon the Monday prior to each scheduled GPI meeting, and answer questions as necessary concerning the actions of the Region 7 Assembly
3. Prepare a monthly report of committee work and submit it to the Secretary by 12 noon the Monday prior to each scheduled GPI meeting
4. Empty email box at region7reps@gpioa.org on a monthly basis

5. At least two months before R7 Assembly, choose one veteran RR to assist the other RRs for each trip to an assembly using the R7 RR Duties List, available on the oaregion7.org website
6. Complete the Travel Expense Form on the gpioa.org website
7. Serve actively on at least one Regional committee for the entirety of the elected term
8. As per GPI Bylaws Article VI Section 4 Item C, take a two year hiatus from service at the region level once an RR has attended 8 assemblies in a 4 year period
9. Be removed if unavailable for two (2) of three (3) assemblies
10. Be removed after four (4) absences from GPI meetings during an election year. After an interval of one (1) year, an individual will again be eligible for election, provided they have remained active as defined in Section 3.

Section C: Qualifications for Regional Representatives (RRs) & Alternates

See GPI Bylaws Article VI Section 3

Article VI: World Service Delegates & Alternates

Section A: Responsibilities

1. Attend the World Service Business Conference (WSBC) and make WSBC Committee information available to relevant GPI Committee Chairs
2. Provide a written report following the WSBC to be submitted to the Secretary by 12 noon the Monday prior to the June GPI meeting and answer questions as necessary concerning the actions of the WSBC
3. Prepare a monthly report of committee work and submit it to the Secretary by 12 noon the Monday prior to each scheduled GPI meeting
4. Empty email box at wso_delegates@gpioa.org on a monthly basis
5. At least two months before WSBC, choose one veteran delegate to assist the other delegates for each trip - see the Delegate Registration Instruction Sheet on [oa.org](oa.org)
6. Complete the Travel Expense Form on the gpioa.org website
7. Choose at least one committee to be active on each month throughout the year
8. Attend no more than 4 WSBCs in a 5 year period without taking a one year hiatus from service at the world level
9. Be removed after four (4) absences from GPI meetings during an election year. After an interval of one (1) year, an individual will again be eligible for election, provided they have remained active as defined in Section 3.

Section B: Qualifications for World Service Delegates & Alternates

See GPI Bylaws Article VI Section 3

Article VII: Standing Committees

Section A: Current Standing Committees

The following Standing Committees are established as required to carry out the work of the GPI in the most effective and efficient manner:
1. 12th Step Within
2. Outreach
3. Speakers Bureau
4. Voice of Recovery
5. Special Events

Section B: Terms of Office

1. The term of office for a Standing Committee Chairperson shall be one (1) year

2. Standing Committee chairpersons shall serve a maximum of two (2) consecutive terms, after which one may not be elected to the same position for a period of one (1) year. She/he may be elected to a different position during that time.

Section C: Qualifications

Standing Committee Chairpersons shall

1. Regularly attend an OA group for a period of no less than three (3) months
2. Actively work the Twelve Step program of recovery with a sponsor for a period of no less than three (3) months
3. Be currently abstinent for no less than three (3) months
4. Have a working knowledge of the Twelve Traditions of Overeaters Anonymous
5. Have attended at least three (3) GPI meetings, or meetings of another registered intergroup
6. Attend at least one (1) GPI meeting within the past six (6) months

Section D: General Standing Committee Procedures

Standing Committee Chairpersons shall:

1. Prepare a monthly progress report to be submitted to secretary@gpioa.org by 12 noon the Monday prior to each scheduled GPI meeting
2. Prepare an annual budget for the Finance Committee by June 1st
3. Build and maintain committees as needed to assist them with their responsibilities, including ensuring that committee members adhere to budgetary constraints when spending GPI monies
4. Perform yearly review of all committee information, forms, and documents on gpioa.org and submit any needed changes to secretary@gpioa.org and/or webmaster@gpioa.org as appropriate
5. Make finding and training their successor an integral part of their duties in order for committees to continue optimal functioning
6. Be removed after excessive absences from GPI meetings in an election year, as defined below:
   a. A maximum of three (3) absences are permitted, at the time of the fourth (4th) absence the Standing Committee chair automatically loses their position due to excessive absences
7. If a vacancy occurs for any reason during an election year, at this time the Executive Board will name an Acting Chairperson until an election can be held. (An Acting Chairperson must meet all of the qualifications listed in Section C above.)

Section E: Responsibilities of Individual Standing Committees

12th Step Within

The 12th Step Within Chairperson shall:

1. Strengthen meetings within GPI
2. Hold an event, or encourage and/or assist groups to hold special meetings to observe 12th Step Within Day (Dec 12)
3. Share event information, including a printable flyer for the event (in accordance with the GPI Anonymity Policy), with the GPI Webmaster
4. Post event information on Region 7 Calendar at https://oaregion7.org/calendar/submit-event/ and WSO Event Calendar at https://oa.org/event-calendar-submission-form/
5. Empty email boxes at 12within@gpioa.org and committee_12within@gpioa.org on a monthly basis

Outreach

The Outreach Chairperson shall:

1. Serve to bring awareness of OA to the general public and the professional community. The professional community is defined as doctors, psychologists, therapists, counselors, clergy, nurses, teachers, recruiters and other administrators for the military, directors and administrators of rehabilitation centers, hospitals and schools.

2. Strive for OA to be included as a reference in any listings (phone books, websites, etc.) which target helping professionals and the general public
3. Handle press releases or PSAs in accordance with the Traditions and Concepts. Any and all press releases must be approved by the Executive Board prior to release.
4. Provide guidance on public information/public relations opportunities
5. Coordinate speaking engagements as requested
   a. Speaker qualifications are two (2) years of continuous abstinence, maintaining a healthy body weight, and having worked all 12 steps
6. Strive for OA participation in events as appropriate, examples of which include:
   a. Provide speakers for Pitt Medical School's annual medical student training (held at Scaife Hall)
      i. Confirm number of medical students in program and bring literature packets for each student containing the following:
         1. current copy of "The Courier" (available free at www.oa.org)
         2. Many Symptoms, One Solution
         3. When Should I Refer Someone to OA (#770) (contains 15 questions)
         4. What if I Don't Believe in God (#195 – discontinued, available free at oa.org under Historical Literature)
   b. Where to Turn Conference (held in spring & fall at David L. Lawrence Convention Center)
   c. Lincoln Health Fair (held in the spring at Lincoln Elementary School in Larimer)
   d. UPMC Altoona Health Fair
   e. Dental Clinic in August at Consol Energy Center (literature ONLY)
   f. Pittsburgh Technical Institute Health Fair (held in the fall at the campus in Oakdale)
   g. CMU Health Fair (held in November on the campus in Oakland)
7. Maintain supply of Outreach literature to include the following:
   a. A Common Solution: Diversity in Recovery (SKU #265)
   b. About OA (#751)
   c. Black OA Members Share Their Experience, Strength & Hope (#285)
   d. Compulsive Overeating: An Inside View (#320 – discontinued, available free at oa.org under Historical Literature)
   e. Fifteen Questions (#755)
   f. Fifteen Questions for the Young Person (#756)
   g. Is Food a Problem for You (#750)
   h. Many Symptoms One Solution (#106)
   i. Membership Survey Report (#102 – also available free at oa.org)
   j. To Parents & Concerned Adults (#250)
   k. To the Family of the Compulsive Eater (#240)
   l. To the Man Who Wants to Stop Compulsive Eating (#290)
   m. To the Young Person (#280 – only available as a free PDF at oa.org)
   n. What if I Don't Believe in "God" (#195 – discontinued, available free at oa.org under Historical Literature)
   o. When Should I Refer Someone to OA (#770)
8. Responsible for cleaning out email boxes at outreach@gpioa.org, outreachcomm@gpioa.org, and outreachspeakers@gpioa.org on a monthly basis.

Speakers Bureau

The Speakers Bureau Chairperson shall:
1. Make available a list of currently qualified speakers for both within and outside of OA. The list shall be revised and updated once per calendar year.
   a. Qualifications for speakers within OA: Six (6) months of abstinence and having worked the first five (5) steps

b. Qualifications for speakers who will represent OA to non OA members: Two (2) years of continuous abstinence, maintaining a healthy weight, and having worked all 12 steps
2. Maintain a list of people who can share their personal experience, strength and hope with compulsive eating as a youth and will speak at meetings and schools when requested
3. Empty email boxes at speakers@gpioa.org and committee_speakers@gpioa.org on a monthly basis.

Voice of Recovery (VOR)

The VOR Editor shall:
1. Compile a quarterly free newsletter in accordance with guidelines provided by WSO.
2. Collect articles for publication from groups and individuals, including the following items:
   a. Articles sharing experience and hope of recovery from eating disorders
   b. Highlights of GPI activity of interest to the general membership
   c. Names and email addresses of GPI officers and standing committee chairpersons
   d. Dates, times and locations of upcoming events of interest to the general membership.
   e. Include a link to the WSO Events Calendar
3. Maintain a consistent appearance in the VOR using the suggested VOR Style Guide (see **Appendix D**)
4. Prepare the newsletter for printing and submit PDF to webmaster for website and final printing by the stated deadline – email webmaster@gpioa.org
5. Empty email boxes at vor_editor@gpioa.org and committee_vor@gpioa.org on a monthly basis

Special Events

The Special Events Chairperson shall:
1. Coordinate as feasible one (1) Face-to-Face, Virtual or Hybrid weekend retreat per year. See Appendix C for additional information on planning a retreat.
2. Coordinate at least one (1) Face-to-Face or Hybrid (not purely Virtual) event per year for the following OA holidays (see Appendix C for additional information on planning a special event):
   a. OA Birthday
   b. Unity Day
   c. Fun Not Food Picnic (only Face to Face)
   d. Sponsorship Weekend
   e. I.D.E.A. Day
3. Encourage and/or assist groups to hold special meetings or events for remaining OA holidays.
   a. Possible event themes include, but are not limited to, abstinence, sponsorship, and working the steps.
4. Assist groups within GPI with information regarding the organization of special events at their meeting place.
5. Ensure, to the best of their ability, that special events are not planned for major national religious holidays, major public events that would affect attendance, or other OA events.
6. Share event information, including a printable flyer for the event (in accordance with the GPI Anonymity Policy), with the GPI Webmaster
7. Post event information on Region 7 Calendar at https://oaregion7.org/calendar/submit-event/ and WSO Event Calendar at https://oa.org/event-calendar-submission-form/
8. Empty email boxes at events@gpioa.org, eventscomm@gpioa.org, and retreat@gpioa.org on a monthly basis.

Article VIII: Special Worker: Webmaster

Section A: Description

The Webmaster (GPI SW) is an independent contractor, and is not a direct employee of GPI. The contract is reviewed yearly.

The only tax filing responsibilities of GPI in regard to the GPI SW shall be a yearly filing of IRS form 1099.

Section B: Responsibilities

Webmaster Duties

The Webmaster shall:

1. Maintain and update the pages, links, and information on http://www.gpioa.org in accordance with the OA Website Development Guidelines, to include the following:
    a. Current GPI meeting list (both a printable version for mailings and a calendar based version)
    b. Sign up for the GPI email list
    c. Newcomer information
    d. Current VOR Newsletter (if available)
    e. Calendar of GPI events, GPI meetings, Executive Board meetings and Committee meetings
    f. GPI Service related information
    g. Online archive of documents which meet GPI's anonymity policy for public posting
    h. Any other information deemed necessary by GPI
2. Interact with the web hosting company to ensure that the website is working properly
3. Administer all email accounts and pairLists for GPI, including who is responsible for the email boxes of vacant positions (will work with Secretary as needed)
4. Monitor web hosting disk usage and file size to avoid cost overruns
5. Compile any information requested from web reports for GPI
6. Maintain secure online archive as described in Article XI: Miscellaneous Information; Archive Policy: Sections 2.2 and 2.3
    a. The GPI Address book to be maintained by the Secretary
7. Respond to all webmaster related emails at webmaster@gpioa.org and info@gpioa.org; route other messages as necessary to the appropriate service person/committee
8. Post necessary documents to GPI website in preparation for each GPI meeting and send out email notification of same by 12p the Friday before the GPI meeting
9. Have a device at each GPI meeting capable of accessing the GPI online archives in order to address any questions or facilitate discussion
10. Orient Executive Board and Standing Chairs as needed
11. Supervise GPI Technical Committee to complete tasks below (GPI SW is ultimately responsible for task completion)
    a. Quarterly:
        i. Review meeting information posted at http://www.oa.org to ensure that it is correct.
        ii. Perform link checking on all pages at www.gpioa.org and inform webmaster of any broken links
    b. As needed:
        i. Confirm that all GPI events are posted to the Region 7 Calendar and WSO Event Calendar
        ii. Manage/maintain the GPI Zoom account in accordance with PnP Manual (see Miscellaneous: GPI Zoom Account)
12. The webmaster may be released upon violation of their contract.

Section C: Qualifications

The Webmaster shall:

1. Have a working knowledge of the steps, traditions, and concepts of Overeaters Anonymous
2. Have sufficient internet access and technical knowledge to fulfill the job responsibilities detailed in Section B.

3. Be able to attend the monthly meetings of GPI (may attend virtually with prior approval by the Executive Board)
4. Be deemed in violation of their contract in the event of any of the following without prior written approval of the Executive Board:
    a. Not attending more than three (3) GPI meetings in a calendar year
    b. Not updating information on the GPI website in a timely fashion (within one (1) month)
    c. Not meeting the deadline for the quarterly mailing

Article IX: Amendments to GPI Policies and Procedures (PnP) Manual

The GPI PnP Manual may be updated without following the below amendment procedures in the following cases: correcting typographical, grammatical or formatting errors, updating links to online resources, making updates as the result of a Continuing Effect Motion, or updating Appendices C & D.

1. Amendments may be submitted by Groups, IRs, Committee Chairpersons, Executive Board, or the Policy Committee.
2. A copy of the proposed amendment, accompanied by a statement of intent, must be emailed to the Policy Committee at policy_committe@gpioa.org at least thirty (30) days prior to the next scheduled Policy Committee meeting.
3. The Policy Committee will, in a timely fashion, discuss the proposed amendment and, if appropriate, include it in a formal amendment document.
4. The formal amendment document shall be emailed to the GPI Executive Board for review at their next Executive Board meeting.
5. If the Executive Board sees no issues with said amendment, the formal amendment document shall be emailed to secretary@gpioa.org by 12 noon the Monday prior to the next scheduled meeting.
6. The final Amendments document will be posted to the GPI website along with other regular GPI meeting documents by 12p the Friday before the GPI meeting
7. These Policies and Procedures may be amended at a regularly scheduled meeting by a quorum approval of two-thirds (2/3) of the voting members present.

Article X: Procedure for making Amendments to Bylaws

1. Amendments to the Bylaws may be made by any group member of the groups that form GPI. Amendments must be submitted in writing to the Vice Chair.
2. The Vice Chair will notify GPI of the proposed amendment by announcing it as part of their report at the next GPI meeting.
3. The Vice Chair will present the amendment to the Chair of Intergroup in writing fifteen (15) days prior to the following meeting
4. The GPI Chair will have the amendment printed on the agenda
5. The Bylaws will be posted to the GPI website. In addition one hard copy will be available to IG meetings for reference and one hard copy will be available for people without computer access.

Article XI: Miscellaneous Information

Section A: Anonymity Policy

Any documents which will be posted publicly online must not contain a member's last name, including in an email address. Relevant documents include but are not limited to: GPI Agendas, GPI Minutes, GPI Reports, Financial Reports, Executive Board Minutes, the VOR, and any event flyers.

Any service related documents posted publicly online must not contain a member's phone number, with the exception of meeting contact phone numbers on the meeting list.

If requested by a known OA member, members of the Executive Board, Standing Chairs, Regional Representatives and Alternates, and World Service Delegates and alternates, are free to privately share the others' phone numbers. Phone numbers may not be posted in a public forum.

Section B: Storage Locker

Information on the GPI Storage Locker is available at https://gpioa.org/docs.htm#instruct

Section C: Literature Order and Pricing

1. GPI compiles literature orders from interested OA groups within GPI and submits a quarterly literature order
2. The deadlines for literature orders are as follows:
   a. December 15th for pickup at the January GPI meeting
   b. March 15th for pickup at the April GPI meeting
   c. June 15th for pickup at the July GPI meeting
   d. September 15th for pickup at the October GPI meeting
3. Group orders will not be submitted until the order details and payment in full is received by the webmaster; acceptable forms of payment are cash paid at the GPI meeting, a money order mailed to the webmaster, or via PayPal (contact webmaster@gpioa.org for mailing address and Paypal information)
4. No literature order will be submitted unless the subtotal is at least $100.00. This will ensure that GPI pays the least possible amount for shipping.
   a. In the event that a quarterly literature order does not meet the $100 threshold, groups which placed an order will be informed that the order will be held until the next quarter
5. Groups are responsible for sending an IR to pick up literature orders; the webmaster will not deliver orders to individual GPI meetings
6. GPI pricing of literature available for sale at GPI Events shall be as follows:
   a. For books and CDs ordered from WSO, add 15% to the price, and then round to the nearest dollar. For example, Voices of Recovery currently sells for $12.00. Adding 15% brings the price to $13.80, and rounding to the nearest dollar makes the final selling price for GPI $14.00.
   b. For pamphlets ordered from WSO, add 15% to the price, and then round to the nearest quarter. For example, the Dignity of Choice pamphlet currently sells for $0.75. Adding 15% brings the price to $0.86, and rounding to the nearest quarter makes the final selling price for GPI $1.00.

Section D: GPI Zoom Account

1. GPI shall maintain a Zoom Account, or similarly capable video conferencing account, to allow for virtual meeting functionality for GPI meetings, GPI committee meetings, and events hosted under the rubric of GPI Special Events.
   a. This account is not available for individual meetings to use due to the overlapping schedules of individual meetings.
   b. The cost of maintaining a Zoom account which would allow for multiple meetings at the same time is beyond GPI's ability.
2. The GPI SW is responsible for maintaining the Zoom account
3. Only the GPI SW, Treasurer and Special Events chairs shall have access to the Zoom Account password
4. All other committee chairs shall have access to a Host Code for their meetings.
5. All events using the GPI Zoom Account must use Zoom best practices regarding Hosts and security and OA best practices regarding the We Care book and 7th Tradition.

      a. Examples of events are the OA Birthday, Unity Day, etc. Committee meetings need only use Zoom best practices regarding Hosts and security.

      b. OA best practices regarding security on video conferencing platforms are described in the document "Videoconference Meeting Training and Security/Preventive Measures" found at https://media.oa.org/app/uploads/2022/12/09103303/videoconference-meeting-training-and-security-preventive.pdf

6. To schedule an event using the GPI Zoom Account:

      a. Committee chair or event planner must first check both the GPI Events Calendar and GPI Service Calendar to ensure that the time slot is available.

          i. Each Zoom meeting on the GPI account must have at least a 15 minute buffer before and after said meeting to avoid overlap with other meetings. Thus, a meeting scheduled from 2p-3p will appear on the GPI as occurring from 1:45p-3:15p.

      b. Committee chair or event planner contacts GPI SW with requested date & time for Zoom meeting

      c. GPI SW confirms that there is no conflict, creates event Zoom meeting, forwards invitation to committee chair/event planner (along with a host code if needed), and adds event information to relevant GPI calendars

Section E: Sample Non-Affiliation Communication

Occasionally outside organizations, both commercial and non-profit, will contact GPI to inquire about serving as a resource for our members. The following standing response will save time when handling such inquiries.

<div align="right">[Address as needed]</div>

As per our twelve traditions, in particular tradition 6, Overeaters Anonymous does not affiliate in any way with outside organizations.

Here's a link to our twelve traditions if you have further questions:

https://oa.org/working-the-program/twelve-traditions/

Thank you,

[Name and last initial of GPI trusted servant]

Article XII: Appendices

Appendix A: Resources

GPI Resources

GPI Member Roster

The GPI Member Roster and contact information is available at
https://www.gpioa.org/service.htm#roster

Documents

GPI Advance Form

Both PDF and editable versions of the GPI Advance Form are available:

http://www.gpioa.org/docs/gpi/GPI-Advance-Form.pdf

http://www.gpioa.org/docs/gpi/GPI-Advance-Form.doc

GPI Bylaws

The current GPI Bylaws are available at http://www.gpioa.org/docs/gpi/221204GPIBylaws.pdf.

Appendix A (Articles of Incorporation) of the Bylaws is available at
http://www.gpioa.org/docs/gpi/160710GPIBylaws-AppA.pdf

Appendix B (Main Motions) of the Bylaws is available at
http://www.gpioa.org/docs/gpi/230709GPIBylaws-AppB.pdf

<u>GPI Election Form</u>
Both static and editable PDF versions of the GPI Election Form are available:

https://www.gpioa.org/docs/gpi/2403GPIElectionForm.pdf (static PDF)

http://www.gpioa.org/docs/gpi/2409GPIElectionForm.pdf (editable PDF)

<u>GPI Expense Report</u>
Both PDF and editable versions of the GPI Expense Report are available:

http://www.gpioa.org/docs/gpi/GPI-Expense-Report.pdf

http://www.gpioa.org/docs/gpi/GPI-Expense-Report.doc

<u>GPI Travel Expense Form</u>
Both PDF and editable versions of the GPI Travel Expense Form are available:

http://www.gpioa.org/docs/gpi/GPI-Travel-Expense-Form.pdf

http://www.gpioa.org/docs/gpi/GPI-Travel-Expense-Form.doc

<u>GPI Welcome Packet</u>
The GPI Welcome Packet consists of:
1. "What is GPI?" flyer, online at http://www.gpioa.org/docs/gpi/WhatIsGPI.pdf
2. GPI Welcome Letter (including GPI standing rules), online at http://www.gpioa.org/docs/gpi/WelcomeRules.pdf
3. "Through Our Own Contributions..." is online at www.gpioa.org/docs/gpi/ThruOurOwn.pdf
   Please note the original document is legal sized; be sure to select "letter" when printing
4. #230 The Twelve Traditions of OA (discontinued)
5. #330 The Twelve Concepts of OA Service, available for purchase from http://www.oa.org
   Instructions
   <u>Online Archive</u>
GPI's publicly accessible Online Archive is available at https://gpioa.org/archive.htm

<u>Cleaning Out GPI Email Boxes</u>
Information about cleaning out GPI email boxes is available at https://gpioa.org/service.htm#instruct

Region 7 Resources
Region 7 website is http://www.oaregion7.org

Representatives
Assembly information for representatives is available at http://oaregion7.org/assemblies/

World Service Resources
The World Service Office (WSO) website is http://www.oa.org

Delegates
Current Conference information is available at https://www.oa.org/world-service-business-conference/

Other Information
A number of useful reference documents are available at https://www.oa.org/document-library/

Appendix B: Travel Policy

It shall be the policy of Greater Pittsburgh Intergroup to reimburse delegates for reasonable out-of-pocket expenses. For purposes of this policy, a delegate shall be defined as a Regional Representative, an Alternate Regional Representative, World Service Business Conference Delegate, World Service Business Conference Alternate Delegate, or any member authorized by the Greater Pittsburgh Intergroup to conduct business of GPI. Expenses shall be defined as travel, meals, lodging and similar expenses of a business nature when incurred in effectively carrying out GPI business. Every delegate is expected to use good judgment when expending and approving expenses.

Administration of this policy shall be on a basis consistent with maintenance of reasonable living standards and appropriate representation of GPI in the situation to which the expenditure is related.

Items of a personal nature incurred while traveling shall be carefully segregated from GPI expenses and are not reimbursable.

Allowable Expenses:

To comply with the travel and entertainment expense provisions of the Federal tax laws, each delegate must be governed by the following:

1. All receipts for lodging, transportation, food and other expenditures must be attached to the expense report. All expenses must have a receipt or they will automatically be rejected for reimbursement.
2. Points traveled and purpose of trips must be fully explained.
3. Details of meal expenses must include the business purpose of the meal.
4. Allowable transportation expenses are as follows:
   a. Mode of transportation shall be decided by the consensus of the delegates. As a general guideline, trips taking less than five (5) hours driving should be made by motor vehicle.
   b. If a delegate chooses not to carpool with the group, her or his transportation costs will be treated as a personal expense.
   c. Mileage reimbursements are made at the rate of the IRS Charitable rate +$0.20 per mile.
   d. GPI will reimburse for mileage OR gasoline expenses, but not both.
5. Allowable lodging expenses are as follows:
   a. Delegates are required to share rooms so as to keep lodging costs low. If a delegate chooses a single room, only the shared room cost will be reimbursable; the delegate will be responsible for the remainder of the single room cost.
   b. Fees for a room refrigerator are allowed as a way to keep meal costs low
   c. GPI will not reimburse for any meals or beverages taken in the room, such as room service or restocking fees
   d. GPI will not reimburse for any entertainment costs, such as in room movies
6. Allowable meal expenses are as follows:
   a. If a meal is provided by the Assembly or Conference, GPI will not reimburse for a separately purchased meal unless the delegate has a health condition requiring the specially purchased meal
   b. The actual cost of meals, including tips where necessary, while away from the GPI area is reimbursable provided the total amounts fall within the meal guidelines given below. The delegate's good judgment is expected so that cost effectiveness is maximized.
   c. If tipping is necessary, fifteen (15) to twenty (20) percent of meal cost is considered an adequate tip. Tips above twenty (20) percent of meal cost are not reimbursable.
   d. Total meal costs per day for the Region 7 Assembly shall not exceed fifty-five dollars ($55.00) per day, or an average of fifteen dollars ($15.00) for breakfast, fifteen dollars ($15.00) for lunch, and twenty-five dollars ($25.00) for dinner. Costs above these amounts will be considered excessive and will not be reimbursed.
   e. Total meal costs per day for the World Service Business Conference shall not exceed fifty-five dollars ($55.00) per day, or an average of fifteen dollars ($15.00) for breakfast, fifteen dollars ($15.00) for lunch, and twenty-five dollars ($25.00) for dinner. Costs above these amounts will be considered excessive and will not be reimbursed.
   f. If a delegate must travel for GPI business to a high cost area, such as New York City or San Francisco, the Finance Committee will determine total allowable meal costs per day on an as needed basis.
   g. Meal costs incurred in the GPI area are not reimbursable unless the delegate's duties require purchase of meals normally taken at home.

h.   Meal costs for travel days will be reimbursed according to the following schedule:
   i.   Departing before 12:00 noon will be reimbursed for two (2) meals
   ii.   Departing after 12:00 noon will be reimbursed for one (1) meal
   iii.   Returning before 12:00 noon will be reimbursed for one (1) meal
   iv.   Returning after 12:00 noon will be reimbursed for two (2) meal
i.   All cocktails, liquors, or other such beverages is considered a personal expense and is not reimbursable

Administration

This policy will be administered by the GPI Finance Committee (FC). Any expenditures which appear to be excessive or unusual shall be investigated by those responsible for approval. It is the responsibility of the GPI FC to see that expenses meet the requirements of the Federal Tax Law.

Expense Advances

Advances may be assigned to delegates to provide funds for travel expenses when out of the GPI area.

Advances are to be kept to an absolute minimum; the GPI Treasurer will pay directly for as many advance expenses as possible, such as airline tickets.

A delegate requesting an advance must submit a properly completed Advance Form before any funds will be disbursed. The Advance Form must be submitted to the GPI Treasurer at least thirty (30) days before the advance is required in order to be considered. The GPI FC must specially approve any advances not submitted within this timeframe. Advances will not be disbursed any earlier than two (2) weeks prior to the delegate's expected departure date.

Any unexpended portion of the advance is to be returned to GPI within ten (10) days of the completion of the trip, along with an itemized expense report with supporting documentation and receipts, or the delegate becomes responsible to return the entire advance to GPI.

Reimbursement of Expenses

Reimbursement for allowable expenses is obtained by submitted an itemized expense report with supporting documentation and receipts to the GPI Treasurer. Approval of questionable expense reports will be by a consensus of the GPI FC. Expenses shall be reimbursed to the delegate no later than the next meeting of GPI following the submission of the itemized expense report with supporting documentation and receipts.

Appendix C: Event Information

Documents

Event Evaluation Form
The Event Evaluation Form is available at http://www.gpioa.org/docs/gpi/EventEvalDoc.pdf

Event Financial Report
The Event Financial Report is available at http://www.gpioa.org/docs/gpi/GPI-Event-Report.xls and must be completed for all GPI retreats/events

Event We Care Sheet
A printable Event We Care Sheet is available at http://www.gpioa.org/docs/gpi/WeCarePage.pdf

Retreat Planning
It is suggested to allow at least one (1) to two (2) years planning time for retreats.

Questions to ask the facility hosting the retreat (if at all possible, plan to visit the facility):
1.   When are they available? (It can take several months to really pull off a good retreat, so schedule accordingly)
2.   What is the basic cost for lodging and meals (either per person or a flat rate)?
3.   What is included in the lodging? (some facilities provide beds only and registrants have to bring pillows and bed linens; whereas others provide full service)

4. How large a group can they handle? (consider both lodging and meeting rooms for possible day-trippers)
5. Is there a minimum number of registrants required?
6. Who handles registration? (some facilities request that all registration be run through them)
7. How many meeting rooms are available for workshops (if that is the desired format)? At what cost?
8. Can they or their caterer meet the special requirements of an OA group? (be specific)
9. Can we develop a menu for the caterer to follow? At what cost?
10. What kind of beverage service is available between meals?
11. Will they accommodate day-trippers? (Some facilities require that anyone attending for even a day pay the full price and eat only the food they provide, thereby eliminating unannounced day-trippers)
12. Is there space for people to store/prepare their own food? Is this an additional cost?
13. Is there a deposit required?
    a. How much?
    b. Is it applied to the final bill?
    c. When is it due?
    d. Is it refundable?
    e. How late can we cancel and recover the deposit (or a portion thereof assuming it is refundable)?
14. Beyond lodging and meals, do additional options exist? (pool, sound system, exercise room, etc)
    a. How much for each?
    b. What lead time is required to reserve each option?
15. What are our responsibilities as far as setup/clean up and meal prep are concerned?
16. Is ample parking available for the registrants? Is there an additional cost?

Questions to ask yourself (GPI) before setting the price, assuming that GPI has voted in favor of conducting a retreat and providing the funds for at least the deposit):

1. All retreats/events are expected to cover their costs and show some profit
2. How many people do you realistically expect to attend?
3. What other options available from the retreat facility do you want to utilize?
4. Can registrants come for only part of the weekend and stay in the facility? Do they get a reduced rate?
5. Will single rooms be offered? Will they be charged more?
6. Will day-trippers be invited? What will you charge (per day, graduated, flat rate)?
7. Will scholarships be offered? Full or partial? How many?
8. Will travel for out of town leaders be paid for (if that turns out to be format selected by the committee planning the retreat)?
9. How much will you cover? (Check with region for possible speaker funding as travel for board members to speak at retreats may be covered in their budget)

Questions to ask once you have decided to hold the retreat. These must be answered before you distribute flyers as some of this should be on the flyer / registration form, marked with an asterisk:

1. If scholarship(s) will be provided, will a scholarship fund be set up using donations from other registrants?
2. Will the format be structured by one or two leaders in an auditorium style or will it consist of workshops led by a variety of registrants (weekend or day-tripper)?
    a. Will registrants be able to specify which topics they'd like to have workshops on?
    b. How many separate workshops will go on simultaneously?
3. You will need someone other than the committee chair or registrar to lay out the workshop schedule.

4. What service opportunities will there be for registrants?
   a. Opening/Closing speaker / Workshop leader (abstinence requirements?)
   b. Meal prep / setup / clean up
   c. Activities coordination
   d. Greeter/Hugger
   e. Literature sales or other fund raising tasks (selling raffle tickets, coordinating silent auction, etc)
   f. Decoration
5. Will the format be based on a specific piece of literature (Big Book, 12 & 12, etc)?
   a. Should registrants bring their own or will selected texts be provided? (budgetary consideration also)
6. Will there be theme/name for the retreat?
   a. Centered on a specific aspect of recovery (spirituality, surrender, abstinence, tools, etc)?
   b. Will the theme be based on the facility and its surroundings?
   c. Will the theme be seasonal?
7. How much free time will be provided in the program?
   a. What time(s) will be set as free time?
   b. What activities might be offered during the free time?
8. Who will be the registrar and other contacts?
   a. Phone and email for all contacts, including registrar needs to go on the flyer
   b. It is suggested that the registrar not be the same person chairing the retreat planning committee; it is too much for one person.
9. Who is going to do the flyer?

Budgetary Considerations, keeping in mind the aim of the retreat and the expected attendance. The below assumes that IG accepts the cost of copying the flyers as part of regular operating expenses.

1. All retreats/events are expected to cover their costs and show some profit
2. Remember to include any travel allocation for out of town leaders in the budget if that was decided earlier.
   a. Keep in mind that Region 7 has funds for travel expenses for one out of town speaker per intergroup per year
3. Remember to plan how the GPI literature will get to the retreat for literature sales
4. What will be provided to the registrants upon arrival (nametags, writing materials, program agenda, commemorative pens, etc.)?
5. How much will be spent on decorations? (Set the ceiling and basic guidelines and let whoever is doing decorations run with it, not the committee chair)
6. Will you need to provide signs to direct people to the retreat? How many and what size? Will they be made by members or professionally?

Summary (Bottom Line)

There is a reason that Region and WSO actually begin planning retreats/conventions two years in advance and engage numerous people to make them happen.

To plan and conduct a retreat, a committee of at least six people should be established, and they should enlist help from others (including registrants). It is also necessary for the members of this committee to communicate frequently and meet outside of intergroup. The time allotted to event planning at intergroup is insufficient to deal with everything that needs to be addressed in order to yield the desired results for a retreat.

The following activities would benefit by having a dedicated lead within the committee:

1. Retreat Planning Committee Chair (Should not take on any more than one of the below positions, and strongly suggested that position be something other than registrar)
2. Registrar

3. Service coordinators
    a. Program coordinator (get leaders and lay out the schedule)
    b. Facility/Caterer liaison
    c. Activities/Events Coordinator
    d. Decorations
    e. Scholarship coordinator (If applicable – Registrar could handle if needed)
    f. Welcome packet / Program material coordinator (may or may not be needed depending on the complexity of the program, nametags needed at a minimum)

Fun Not Food Picnic Planning

TASK	DETAILS	WHO TO DO	TARGET DATE
Make park reservation	Call/go to: Highland Park; send receipt to GPI Treasurer		12-9 months prior to picnic
Flyer: Save the Date	Create, forward to GPI webmaster for distribution to groups		April GPI mtg or earlier
Flyer: Fun not Food Kids welcome: call to coordinate	Create flyer and include Info for kids coming		April/May GPI mtg
Send Flyer to GPI Webmaster	Email flyer to GPI Webmaster		Before June GPI
Decide & gather materials for activities Bring prizes for children	Gather games, toys from locker & members, water balloons, squirt guns, kick ball		1-3 months prior
Ice Breaker Exercise and Welcome to All	Decide who to lead; calls for leader Leader: Who to welcome:		1-3 months prior
Literature Display	Check/Gather from locker		1-3 months prior
Signage with Directions	Make signs with directions in park. Gas balloons		1-3 months prior
Speaker	Decide who to speak; calls for speaker; timeframe: 20-30 mins. Leader: _____ Start at 1:30pm		3 months prior
Yoga Practice	Decide who; calls for leader Leader: Start at		3 months prior
Buy items and store	Tub, ice, water, table cloths, wipes, tape, brush, garbage bags, prizes for kids		2-4 wks prior

Marathon/Special Event Planning

It is suggested to allow at least six (6) months planning time for marathons/special events
1. Decide on a workshop theme: what do you want to accomplish?
2. Set length of time depending on theme and number of topics, e.g. a few hours as a separate event, or a full day or weekend retreat
3. All retreats/events are expected to cover their costs and show some profit
4. Consider budget and whether or not to ask for a suggested donation or 7th Tradition collection.
5. The following chart can help with budgeting and planning:

ITEM	Person Responsible	Contact Info	Estimated Cost
Rent			
Pamphlets and books			
Raffle or door prizes and tickets			
Paper, pens, markers			
Name tags			
Speaker travel expenses			
Recording equipment			

Water/coffee/tea			
TOTAL			

6. Set date and times
7. Secure location, one preferably with ample car parking and near a public transportation venue
8. Find speakers, presenters, and volunteers (set-up, clean-up, greeters, etc.) - local, intergroup, or regional OA members? Gather contact info for all
9. Set opening, workshop topics and times, speaker, break/meal time, closing, & takeaway items
10. Have back-up plan if a speaker does not show or the workshops move quickly and there is extra time, like having an impromptu OA meeting or dance or something else
11. Additional workshop topics could include food plans, incorporating 12 Steps into abstinence, working with a sponsor on food plans/abstinence…plus whatever else
12. Create event schedule for participants
13. Create publicity online and on paper. Announce workshop at meetings, local website, and to neighboring intergroups and region
14. Confirm volunteer attendance with follow up calls a few days before the event
15. Visit event venue ahead of time to plan room setup, registration, water/coffee/tea, and other items
16. Day of event
    a. Arrive very early for set up
    b. Speakers arrive 30 minutes before event
    c. Doors open 15-30 minutes before event
    d. At registration table: event schedule, name tags, pens and paper
    e. Offer tickets if raffle or door prizes will be held
    f. Present workshops and speakers
    g. Have fun!
    h. Distribute and collect Event Evaluation Form
    i. Clean up after yourselves. Leave things better than you found it.

Appendix D: Voice of Recovery Style Guide

The purpose of this guide is to document format and style changes put into effect in 2014 in order for subsequent editors be consistent easily. We believe a consistent format will help VOR readability.

OA Guidelines for Newsletters

OA World Service provides guidelines for newsletter editors to follow. These guidelines are available on the OA.org website.

Voice of Recovery Format

The Voice of Recovery is a four-page newsletter printed and distributed to meetings in B&W and delivered electronically in color and B&W.

1. Color:
    a. One coordinating color is used in the color version for horizontal bars bordering pages, separating articles on a page. We do not use color backgrounds in order to save ink and toner for those who print the VOR.
    b. The color should coordinate with the photographs used in the issue.
    c. In the B&W version all coordinated color elements should be changed to full black.
2. Masthead:
    a. GPIOA logo, flush left, artwork provided by GPIOA Webmaster, permission to use the logo has been secured.
    b. Voice of Recovery, flush right, Perpetua Titling font, size 38 ("of" Perpetua Titling font, size 20) n Text 1, 75% gray/black.
    c. Horizontal lines (inserted shape) above and below masthead, 2 ¼ weight, no shadow, in the coordinated color for color version or black for B&W version.

    d. "X Quarter YEAR" in Perpetua Titling font, size 11, flush right, above top horizontal line.

3. Pages:
   a. Bottom on cover page and top/bottom of all subsequent pages bordered by horizontal lines (inserted shape), 2 ¼ weight, no shadow, in coordinated color for color version or full black for B&W version.
   b. Below lower line on pages 2-4, Voice of Recovery, flush left, X Quarter YEAR, centered, and Page X, flush left in Perpetua Titling font, size 10.5 ("of" in size 8).
   c. Transition between pages:
      i. "Continued on page X." in Century Gothic font, italicized, size 9, centered, in full black.
      ii. Title of article, Century Gothic font, italicized, size 10.5, and "Continued from page Y" in same italicized font, size 9, in Text 1, full black.

4. Table of Contents:
   a. Table of contents appears on page 1 of the newsletter.
   b. VOR/GPIOA identification information in Perpetua Titling font, italicized, size 10/8, for Voice of Recovery, and Century Gothic font, italicized, size 10 for remainder of the sentence. Sentence is centered in the text box.
   c. Titles in Perpetua Titling font, size 10.5, flush right.
   d. Writing credit in Book Antiqua font, italicized, size 10.5, indented under title two spaces.
   e. Page number same as writing credit except flush right.
   f. Caveat at the bottom of table of contents is Century Gothic font, italicized, size 9, centered in the text box.

5. GPIOA Roster:
   a. GPIOA roster appears on back page/page 4 of the newsletter.
   b. Roster information is in Century Gothic font, size 9.

6. Major Articles:
   a. Titles in Century Gothic font, size 18-20, in Text 1, full black. Titles are centered above the article text. Color-coordinated bar appears under each title, 2 ¼ weight, no shadow.
   b. Text in Century Gothic font, size 10.5, in Text 1, full black.
   c. Text flush left, hyphenation function activated.
   d. Writing credit flush right, two dashes, in Century Gothic (italicized) font, size 10.5, in Text 1, full black.
   e. In cases where call out text to emphasize a point or to break up text, use Century Gothic font, size 22, centered in Text 1, full black.

7. Minor Articles:
   a. Same as major articles, except title font size 12-13.5.

8. Photographs:
   a. Feature at least one photograph on each page of the newsletter.
   b. Select photos that minimize ink/toner usage.
   c. Select photographs that reinforce content or season.
   d. For photographs submitted by members, indicate photographer credit on the photo in Century Gothic font, size 5.
   e. Compress the photographs to enable easy emailing of the newsletter.
   f. Sources for good quality fee-free photographs that don't need to be credited can be found on the internet

Voice of Recovery Writing Style

1. "S" in reference to 12 Steps or one of the 12 Steps is capitalized. References to 12 traditions, promises and concepts are not capitalized.
2. "OA" is used in lieu of Overeaters Anonymous.
3. "GPIOA" and "Intergroup" are used in lieu of Greater Pittsburgh Intergroup Overeaters Anonymous.

4. "VOR" is used in lieu of Voice of Recovery.
5. God, Higher Power and like references are capitalized.
6. Reference to Steps 1 to 12 uses numerals. Other numbers from one to ten are spelled; numbers 11 and above use numerals.
7. In articles, dates are spelled the month with comma between date and year. In posted schedules, dates can be numeric MM/DD to save space.

Voice of Recovery Content

1. All content should reinforce OA program experience, strength and hope.
2. Full articles should be brief, limited to 300 words.
3. We prefer content submitted from local membership, but we may reprint articles from other OA publications with credit.
4. Factual information such as dates, URLs, email addresses should be tried and double-checked for accuracy. The GPIOA roster can change continually; double check roster info just prior to submitting to the Webmaster.
5. The 2012 GPIOA Membership Survey results provide information on desired topics for VOR.
6. The 2014-15 VOR Committee suggests that each issue contain an "interactive" element, such as a worksheet or list of resources requiring action on the reader's part.

Voice of Recovery Schedule

1. The Voice of Recovery is distributed in hard copy at the first GPIOA meeting of each quarter (four issues per year).
2. Color & B&W versions in PDF (two versions total) are delivered to the GPIOA Webmaster at least two weeks before the end of the quarter.
3. To provide enough time to layout the issue and double-check facts, the recommended contribution cut-off is six weeks prior to the end of the quarter (providing one month to finalize this issue from contributions collected).