

SCPOAI POLICY MANUAL

The following are the Twelve Steps of Overeaters Anonymous. They may not be amended by SCPOAI.

1. We admitted we were powerless over food -- that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God, *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to compulsive overeaters and to practice these principles in all our affairs.

Permission to use the Twelve Steps of Alcoholics Anonymous for adaptation granted by AA World Services, Inc.

The following are the Twelve Traditions of Overeaters Anonymous. They may not be amended by SCPOAI.

1. Our common welfare should come first; personal recovery depends upon OA unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for OA membership is a desire to stop eating compulsively.
4. Each group should be autonomous except in matters affecting other groups or OA as a whole.
5. Each group has but one primary purpose - to carry its message to the compulsive overeater who still suffers.
6. An OA group ought never endorse, finance, or lend the OA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every OA group ought to be fully self-supporting, declining outside contributions.
8. Overeaters Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. OA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Overeaters Anonymous has no opinion on outside issues; hence the OA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, television, and other public media of communication.
12. Anonymity is the spiritual foundation of all these Traditions, ever reminding us to place principles before personalities.

Permission to use the Twelve Traditions of Alcoholics Anonymous for adaptation granted by AA World Services, Inc.

The following are the Twelve Concepts of OA Service as adopted by the World Service Business conference in 1994. They may not be amended by SCPOAI.

1. The ultimate responsibility and authority for OA world service reside in the collective conscience of our whole Fellowship.
2. The OA groups have delegated to World Service Business Conference the active maintenance of our world services; thus, World Service Business Conference is the voice, authority and effective conscience of OA as a whole.
3. The right of decision, based on trust, makes effective leadership possible.
4. The right of participation ensures equality of opportunity for all in the decision-making process.
5. Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.
6. The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.
7. The Board of Trustees has legal rights and responsibilities accorded to them by OA By-laws Subpart A; the rights and responsibilities of the World Service Business Conference are accorded to it by OA By-laws, Subpart B.
8. The Board of Trustees has delegated to its Executive Committee the responsibility to administer the OA World Service Office.
9. Able, trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.
10. Service responsibility is balanced by carefully defined service authority; therefore, duplication of efforts is avoided.
11. Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs and consultants.
12. The spiritual foundation for OA service ensures that:
 - a. no OA committee or service body shall ever become the seat of perilous wealth or power;
 - b. sufficient operating funds, plus an ample reserve, shall be OA's prudent financial principle;
 - c. no OA member shall ever be placed in a position of unqualified authority;
 - d. all important decisions shall be reached by discussion, vote and, whenever possible, by substantial unanimity;
 - e. no service action shall ever be personally punitive or an incitement to public controversy; and
 - f. no OA service committee or service board shall ever perform any acts of government, and each shall always remain democratic in thought and action.

Duties and Responsibilities

Chairperson

1. Prepare and distribute agenda for each Intergroup meeting.
2. Conduct Intergroup meetings.
3. Maintain contact with committee chairpersons.
4. Contact groups to encourage participation at Intergroup meetings.
5. Prepare a brief monthly Intergroup report for inclusion in the Intergroup newsletter.
6. Appoint ad hoc committees as necessary.
7. Be available for Twelfth Step travel within Intergroup area as requested by member groups.
8. Cancel Intergroup meetings, marathons, retreats, or any other Intergroup event due to inclement weather or other unforeseen circumstance. The Chair will consult with other Service Board members (Retreat or Marathon chairs if event is affected) before making any cancellations.
9. May have a key to current post office box and be available to collect and distribute mail if Treasurer is unavailable.
10. Act as authorized signatory to checking account and sign checks in the event the Treasurer and/or Assistant Treasurer is unavailable.
11. May act as ex-officio member of Intergroup for one year upon expiration of term of office.

Vice Chairperson

1. Conduct Intergroup meetings in the absence of the Chairperson.
2. Assist the chairperson as necessary with any duties, including but not limited to:
 - o Having a working knowledge of the bylaws of Intergroup.
 - o Acting as liaison between SCPOAI and Region 7 Trustee regarding the interests of SCPOAI.
 - o Maintaining and distributing the Policy Manual of Intergroup.
 - o Serving on committees as necessary.
 - o Being available for Twelfth Step travel within Intergroup area as requested by member groups.

Recording Secretary

1. Take minutes of each SCPOAI meeting and forward a copy to Corresponding Secretary.
2. Maintain a file of SCPOAI minutes.
3. Take roll call and maintain attendance records of SCPOAI meetings.
4. Serve on committees as necessary.
5. Available for Twelfth Step travel within Intergroup area as requested by member groups.
6. Send minutes to Service Board for proof reading and approval by Chair.

Corresponding Secretary

1. Send new meeting information packet to anyone requesting it.
2. Keep current the list of SCPOAI groups; including group secretary, group contact, and Intergroup Representative.
3. After approval by the Chair, send minutes of SCPOAI meetings and Participant List to Service Board; Intergroup Representatives and groups without Representatives.
4. Send current issue of Road to Recovery to all SCPOAI groups and any other OA service organization requesting a copy.
5. Be available for Twelfth Step travel within Intergroup area as requested by member groups.
6. Serve on committees as necessary.
7. Each month send meeting list to Newsletter Editor and Webmaster.

Treasurer

1. Keep a key to the current SCPOAI post office box, pick up mail from the post office box, and forward inquiries and other correspondence to the Corresponding Secretary.

2. Maintain a checking account in the name of South Central Pennsylvania Overeaters Anonymous Intergroup.
3. Deposit all contributions into bank account.
4. Acknowledge contributions made to SCPOAI if a request for acknowledgment is made.
5. Issue and sign all checks as necessary.
6. Prepare a written financial report for presentation at each SCPOAI meeting. Each report shall include:
 - a. Beginning balance
 - b. Income
 - c. Expense
 - d. Ending balance
7. Keep a separate ledger of donations by group and publish monthly in the treasurer's report.
8. Keep a separate ledger of income and expenses for each retreat and marathon.
9. Serve on committees as necessary.
10. Be available for Twelfth Step travel within Intergroup area as requested by member groups.

Assistant Treasurer

1. Assist SCPOAI Treasurer and be prepared to take over Treasurer's duties if Treasurer is unable to perform such duties.
2. Serve on committees as necessary.
3. Be available for Twelfth Step travel within Intergroup area as requested by member groups.
4. May have a key to current post office box and be available to collect and distribute mail if Treasurer is unavailable.
5. Is authorized signatory to checking account and may sign checks in the event Treasurer is unavailable.
6. Apply for funding from Region 7 to assist in covering expenses for Region 7 Assemblies and World Service Business Conference.

Regional Representatives

1. Represent SCPOAI at Regional Assemblies.
2. Submit written report to SCPOAI on the actions taken at Regional Assemblies.
3. Serve on Region 7 committees as requested by Region 7.
4. Available to serve as World Service Conference Delegate.
5. Available for Twelfth Step travel within Intergroup area as requested by member groups.

Alternate Regional Representatives

1. Available to represent SCPOAI if a Regional Representative is unable to attend a Regional Assembly.
2. Assist Regional Representatives as needed.

World Service Business Conference (WSBC) Delegate

1. Represent SCPOAI at annual World Service Business Conference.
2. Submit written report to SCPOAI on the actions taken by the World Service Business Conference.
3. Serve on World Service Business Conference committees as assigned by WSBC.
4. Available for Twelfth Step travel within Intergroup area as requested by member groups.

Standing Committees

Standing Committee Chairs shall attend each Intergroup meeting. Any Chair missing two consecutive

meetings, unless excused by the Intergroup Chair, shall be considered resigned.

Literature

1. Maintain an inventory of OA Conference approved literature.
2. Provide literature for sale at all SCPOAI marathons and retreats.
3. Place orders once per month for groups when requested.
4. Keep detailed income and expense records for literature sold and provide this information to the Treasurer.
5. Provide Big Book (Alcoholics Anonymous), OA Twelve and Twelve, and New Group Starter Kit to newly formed groups when they register their affiliation with SCPOAI.
6. The literature budget allowance shall not exceed \$1,500.00 in inventory and cash available from general treasury funds to be used at the discretion of the Literature Chair. Funds from literature sales shall be turned over to the Treasurer and the Treasurer shall directly pay for the literature or reimburse the Literature Chairperson to maintain the \$1,500.00 inventory and cash available.

Lifeline

1. Encourage OA members to subscribe to Lifeline.
2. Encourage OA members to submit articles to Lifeline for publication.
3. Keep available Lifeline subscription forms at Intergroup meetings and SCPOAI events (may be included on Literature table).

Orientation

1. Assist new SCPOAI members (e.g., new intergroup representatives, visitors) in acclimating to their roles by providing a brief overview of how IG meetings are conducted and introducing them to other intergroup members.
2. Arrive at Intergroup meetings 15 minutes prior to the meeting start time to welcome new Intergroup Representatives.
3. Provide a binder to new committee chairs, intergroup representatives, or SCPOAI board members which includes the following items:
 - a. Welcome to SCPOAI and "Thank you for your service" letter from Service Board
 - b. SCPOAI Policy Manual
 - c. SCPOAI By-Laws
 - d. List of the current year's IG meeting dates
 - e. Names and contact information for current SCPOAI officers and members
4. Show the new representatives where to find information (meeting agenda, treasurer's report, meeting lists, newsletters, flyers, etc.). Coordinate "Adopt A New Rep" efforts at Intergroup meetings.
5. Reach out to groups with no Intergroup Representative (or with an Intergroup Representative that has not attended IG meetings regularly) to encourage their participation at Intergroup.

Twelfth Step Within

1. Provide SCPOAI and OA members with resources to reach out to members of the fellowship who are struggling or who have relapsed. Examples may include phone chains, relapse prevention activities, or coordinated efforts to reach out to those who have left the fellowship.
2. Maintain and keep up-to-date a current speaker list.
3. Maintain and keep up-to-date a list of available sponsors.

Outreach

Qualifications: The Outreach Chair shall be abstinent for a minimum of 6 months upon acceptance of this service position. Each person is the sole judge of his/her own abstinence.

1. Bring awareness of OA to the general public through activities such as public service announcements, booths at local health fairs, and providing information to local media outlets.
2. Represent SCPOAI by bringing awareness of OA to members of the professional community (e.g.,

- doctors, psychologists, therapists, counselors, clergy.)
3. Act as liaison between hospitals, rehabilitation centers and educational institutions and OA members as requests for on-site OA meetings or speakers are fulfilled.
 4. Seek ways to heighten awareness of OA to military service members and veterans.
 5. Be familiar with available resources provided by Region 7 and OA World Service to support this role.
 6. Remain cognizant of the Twelve Traditions when dealing with members of the media and public.

Newsletter Editor

Qualifications: The newsletter editor shall be abstinent for a minimum of 6 months upon acceptance of this service position. Each person is the sole judge of his/her own abstinence.

Terms of Service: Terms of service shall be one (1) year, and editor may serve up to four (4) consecutive years.

1. Compile our periodical newsletter "*Road to Recovery*".
2. Collect articles for publication from Service Board members, from groups within SCPOAI, and from members of OA.
3. The newsletter will be printed 4 times a year and will have no more than four double-sided pages.
4. Each full issue of the newsletter shall include the following items:
 - a. Chairman's report of the efforts of SCPOAI to give service to member groups.
 - b. Names and phone numbers of Service Board members and Standing Committee Chairs.
 - c. Names and phone numbers of OA members willing to serve on the "night owl" list.
 - d. Submissions from OA members sharing experience, strength, and hope for recovery from compulsive overeating.
5. Each issue of the *Road to Recovery* shall include a "Seventh Tradition" reminder that suggest each group donate excess funds after maintaining a prudent reserve (two month's expenses) as follows:
 - a. 60% to Intergroup (with Treasurer's address)
 - b. 30% to World Service (with WSO address)
 - c. 10% to Region 7 (with Region 7 address)
6. Newsletter is to be proofread by the previous *Road to Recovery* editor or member of the SCPOAI Service Board. The editor is responsible for providing a draft of the newsletter to the designated proofreader at least 5 days prior to the printing date.
7. The Newsletter editor is responsible for updating the current SCPOAI meeting list with additions/deletions as needed. The editor will provide copies of the meeting schedule as needed.

Newsletter Editor-in-Training

Qualifications: The Newsletter Editor-in-Training shall be abstinent for a minimum of 6 months upon acceptance of this service position. Each person is the sole judge of his/her own abstinence.

1. Assist SCPOAI Newsletter Editor and be prepared to take over Editor's duties if Editor is unable to perform such duties.
2. Be willing to take on the service position of Newsletter Editor after at least one (1) year as Editor-in-training.

Ways and Means

1. Plan fundraisers in conjunction with SCPOAI events.
2. Offer items in exchange for financial donations at SCPOAI events. These items may be tickets for basket drawings, book bags, book covers, bookmarks, tote bags, coffee mugs, or other small items.
3. Remain cognizant of the Twelve Traditions when selecting items and planning fundraising events.
4. Remain cognizant of our Section 501(c) (3) status when securing vendors and suppliers of such items.
5. Keep detailed records of cost, financial donations, and inventory.
6. The budget allowance for item inventory shall be \$200.00. As financial donations are collected,

proceeds up to \$200.00 shall be "reimbursed" to the Ways and Means Committee budget. Thereafter, proceeds will be placed into general treasury funds.

Website

Qualifications: The website chair shall be abstinent for a minimum of 6 months upon acceptance of this service position. Each person is the sole judge of his/her own abstinence.

1. The chairperson/webmaster will maintain the website.
2. Remain cognizant of the Twelve Traditions when creating website documents.
3. Track website usage.
4. Communicate with Region 7, World Service, and other Intergroups to share information regarding events, and exchange links.
5. Provide forms for Twelfth Step Within sign up sheets and mailing lists.
6. Maintain SCPOAI e-mail account.
7. Update meeting list on SCPOAI website as needed.
8. Work with committee chairs to provide support for events.

SPONSORED EVENTS

The following are guidelines for events such as one-day marathons, weekend retreats, and other events that SCPOAI may sponsor. The primary purpose of these events is to strengthen members' recovery and provide opportunities to hear and share experience, strength, and hope.

1. SCPOAI will run a minimum of three events each year: Unity Day, IDEA Day (International Day Experiencing Abstinence), and Butterflies Are Free. The dates for IDEA Day and Unity Day will coincide with those dates as set by World Service. Butterflies Are Free will be in the spring.
2. Events other than the marathons listed above must be approved by SCPOAI at least three months in advance.
3. Chairs for each event will be chosen by Intergroup at least three months in advance. Chairs will provide regular reports to Intergroup.
4. In order to encourage service participation from the group level, event chairs will seek OA members from their home group and other groups to work on decorations, program, registration, refreshments, speaker selection, with backup available from Intergroup as needed.
5. Chairs for events are to be aware of the meeting topic guidelines as follows:
 - a. The topics of incest, rape and sexual abuse are not to be used.
 - b. Only OA approved materials are to be used.
 - c. Include a meeting on Step 1 when appropriate.
6. Send a copy of the event flier to the SCPOAI chair for approval prior to distribution.
7. Send a copy of the event program/agenda to the SCPOAI chair at least two weeks prior to the event date.
8. The chair for each event is to be aware that speakers and meeting leaders shall have a thorough knowledge of the program. It is suggested that speakers and meeting leaders have three months of current abstinence.
9. The names or titles of speakers/leaders are not to be published in informational flyers or on programs for any event.
10. The financial guidelines for each event are as follows:
 - a. Events help to financially support the work of SCPOAI.
 - b. It is suggested that more than one site be evaluated in order to choose the most economical location.
 - c. All income from events will be given to the Intergroup Treasurer.
 - d. Since all expenses must be paid or reimbursed by the Intergroup Treasurer, keep bills and receipts to be presented.
 - e. A SCPOAI income/expense form will be completed by the Event Chair and submitted to the Intergroup Treasurer.
11. Event Chair must keep SCPOAI Chair apprised of all major decisions.
12. Building use fees for one-day events should not exceed \$75.00 without Intergroup approval. If there is no charge for the use of the building, Intergroup will donate 10% of the amount received at the door.
13. During the event the OA Preamble, the Twelve Steps and the Twelve Traditions must be read.

Ad Hoc Committees

Committees formed to complete a particular task. These committees are not ongoing, but will disband when the task is completed to the satisfaction of SCPOAI. The Chairperson may form Ad Hoc Committees and appoint the Committee Chair.

The following are policy statements of SCPOAI (with dates) which were not incorporated into Duties and Standing Committees above:

September 1995

No group shall be listed on the SCPOAI meeting directory until a completed copy of the OA World Service registration form has been received by the SCPOAI Corresponding Secretary.

March 1996

Regular Intergroup meetings will be held on the first Saturday of the month.

January 1997

At the end of each month, 10% of SCPOAI general treasury funds shall be placed into the World Service Business Conference Delegate fund. These funds shall be used annually to send SCPOAI Delegates to the annual World Service Business Conference.

November 1997

In addition to reading the short form of a Tradition at the start of each Intergroup meeting, a five to seven minute discussion of the Tradition will take place.

December 1998

A \$50.00 donation will be sent to Region 7 and a \$100.00 donation will be sent to World Service on a quarterly basis.

August 1999

The regular Regional quarterly donation will be sent to World Service until the Region 7 prudent reserve is resolved.

November 1999

The Retreat Scholarship Fund will be abolished at the conclusion of Recovery By The Fireside.

April 2000

IG shall bear financial responsibility for Hotline phone numbers and telephone book listings.

May 2012

Members of the Service Board and Regional Representatives will be reimbursed mileage based on the median between the IRS business mileage rate and the IRS non-profit mileage rate when traveling for Twelfth Step activities