

Washington DC Area OA POLICY MANUAL

(revised May, 2025)

This is the Policy Manual of the Washington DC Area OA Intergroup, also known as DC Metro-OAIG (hereinafter referred to as “Intergroup”). This document spells out in greater detail how the Intergroup runs itself. See the Bylaws for other relevant information.

SECTION 1

These are the elected officials that guide and represent the Intergroup.

INTERGROUP BOARD

Each Board Member oversees a portfolio of services. These may include responsibilities that the Board Member does themselves or it may be a committee or job done by another person. It is up to each Board Member to either do the jobs listed in their responsibilities or to find people to do these jobs.

All members of the board shall have 6 months abstinence, be part of an affiliated meeting, and attend Intergroup meetings regularly.

A. CHAIRPERSON

1. Chairs all regular and special meetings of this Intergroup.
2. Is responsible for establishing the agenda for Intergroup meetings with input from members.
3. Schedules and communicates Intergroup meetings to the Intergroup members.
4. Allocates the Discretionary Fund in coordination with at least one Board Member.
5. Oversees and finds Committee Chairs for the Twelfth Step Within (Workshop) committee and the PIPO (Outreach) committee.
6. In elections, may cast the deciding vote to make or break a tie.
7. May attend all standing committee meetings.
8. May attend the Region and the World Service Business Conference.
9. Schedules and chairs board meetings.

B. VICE CHAIRPERSON

1. Presides at all regular and special meetings of the Intergroup in the Chairperson's absence
2. Performs such other duties as the Chairperson may delegate.
3. May attend all standing committee meetings.
4. Attends all Intergroup meetings unless excused by the Intergroup Chairperson.
5. Is responsible for Bylaws and Policy document updates:
 - a. Forms a committee of the Board to review the Bylaws and Policies every 5 years to make appropriate changes and updates;
 - b. Brings these changes to the Intergroup meetings for review in a process established by the Board;
 - c. Collects any ongoing input on Bylaws and Policy Manual and passes it to the next Vice Chair for inclusion in the next review;
 - d. Determines if a change is so critical that it must be dealt with immediately.
6. Creates and oversees the Nominating Committee formed each year to solicit a Slate for the expiring Board Members, Region 7, World Service Representatives, and the next Nominating Committee that will be voted on for the following year.

C. RECORDING SECRETARY

1. Sees that the minutes are kept of all Intergroup meetings and that a copy of said minutes is kept in a shared digital location.

2. Takes attendance at each meeting indicating their position. Attendance is Included in the minutes.
3. Maintains a file of all minutes of past meetings, including all reports.
4. Submits the minutes of each Intergroup meeting to the Corresponding Secretary and Web Editor in a timely manner to be communicated to members.
5. May attend all standing committee meetings.
6. Attends all Intergroup meetings unless excused by the Intergroup Chairperson. In the event of necessary absence, shall secure a substitute for the meeting and inform the Chairperson.
7. Creates and oversees an orientation process for IR's, Regional Reps, and WSO reps.
8. Supports and oversees Regional and WSO reps ensuring that they are engaged and doing the job.

D. CORRESPONDING SECRETARY

1. Direct all Intergroup correspondence to the member groups, Intergroup representatives (IR), Region 7, and the World Service Office, as appropriate.
2. Reach out to all IRs and Intergroup meetings to ensure that current IRs are on the appropriate e-mailing list. Maintain an accurate list.
3. Email or post to the appropriate distribution list, the agenda for the next Intergroup meeting, minutes, flyers, etc. before the meeting or event.
4. Oversee the following service positions:
 - a. Newsletter Writer. If the board decides to publish a newsletter, oversee this person to write, collect content, and publish the newsletter. Review all planned publications.
 - b. Social Media Coordinator. Oversee this work to ensure the Intergroup publishes appropriately on all chosen Social Media sites and any outreach to other media. Reviews all planned publications.
 - c. Webmaster and Web Coordinator. Manages the Website team to ensure that content about current meetings time and location, Intergroup minutes and announcements are accurate and that any problems, changes, or revisions are dealt with. (This replaces the function of the Where and When position.)
5. May attend all standing committee meetings.
6. Attends all Intergroup meetings unless excused by the Intergroup Chairperson. In the event of necessary absence, shall secure a substitute for the meeting and inform the Chairperson.

E. TREASURER

1. The Treasurer will maintain funds for:
 - a. Collecting donations.
 - b. A prudent reserve of \$2000 to cover expected operational needs.
 - c. A discretionary budget with a range of \$200 to \$400 to use for reasonable small requests in support of meetings, needs of committees, and other one-time expenses. The Chair will consult with at least one Board Member in their decision.
 - d. Excess funds will be donated to OA service bodies as determined by the Board.
2. Maintains a checking account(s) and/or savings account(s) as necessary for dispersal of Intergroup funds.
3. Receives the contributions from the groups and collects the Tradition 7 at the Intergroup meeting.
4. Acknowledges contributions when received.
5. Makes donations at least once a year to WSO and Region 7.
6. Submits financial reports each month at the Intergroup meetings.
7. May create and chair the Audit Committee to review financial records.
8. May attend all standing committee meetings.
9. Shall attend all Intergroup meetings unless excused by the Intergroup Chairperson.
10. Reimburses members for agreed upon expenses, including Conferences.

WORLD SERVICE DELEGATES AND REGION REPRESENTATIVES

WSO delegates and Region Reps are overseen and supported by the Recording Secretary. Requirements and duties include the following:

1. Have 6 months abstinence or as per Regional or World Service specification.

2. Shall attend all Assemblies and Business Conferences and report on important decisions and activities in an Intergroup meeting.
3. Shall solicit input on important decisions to be made at conventions before attending. They shall represent the desires of the Intergroup.
4. During conventions and voting they shall not be bound by the wishes of their Intergroups, but should not vote against those wishes except when situations arise at the Assembly that make it necessary for the best interests of OA as a whole.
5. May participate in at least one intergroup committee corresponding to those attended at Region or World Service.
6. Shall attend all Intergroup meetings, unless excused by the Chairperson.
7. May attend all standing committee meetings.
8. Any rep who has admitted returning to compulsive overeating will be considered as having resigned.

SECTION 2: ELECTIONS

Elections will be held once a year to replace Board Members and Regional and World Service Reps whose term(s) are over. To facilitate filling all available roles a Nominating Committee will be formed to find qualifying members to fulfil these roles and thereby create an Election Slate to be voted into office.

VOTING PROCESS

1. The Intergroup Board shall determine the process for voting.
 - a. Voting may be an up or down vote for the Election Slate.
 - b. Voting may also be a majority vote in the Intergroup meeting in November.
 - c. Or the Board may define another process.
2. Voting will be finalized in the November Intergroup meeting.
3. Voting may be done remotely or in-person at the discretion of the Intergroup Board.
4. Voting may be by electronic ballot cast either in the November meeting or over time from September through October.
5. In all cases, voting shall include at minimum, one Intergroup officer and at least three other voting IRs.

NOMINATING COMMITTEE and SLATE

A Nominating Committee will be created and will convene as soon as possible after elections to start filling the Election Slate.

1. The Nominating Committee will be composed of 3-4 members including Board Members, IRs or Committee Chairs.
2. The Nominating committee will be chaired by the VC.
3. Other Board Members may choose to help or attend.
4. The Nominating Committee will create a Slate for the next year's elections including:
 - a. A Nomination Slate to be created by recruiting for all positions that are open or whose terms are up. Positions include Board Members and Region and World Service representatives.
 - b. The Nomination Slate shall include next year's Nominating Committee.
 - c. No member of the committee should be slated for an office but they may be holding an office that has not yet expired.
 - d. The committee will work to fill all open positions. This is considered a full Slate.
5. The committee will strive to find nominees that represent a cross-section of Intergroup meetings.
6. The Slate will be communicated to all Intergroup members, the Board, Reps, and Committee Chairs through an email to the Intergroup meeting list. This email will introduce the people on the Slate.
7. The September Intergroup meeting will introduce the Slate in an Intergroup meeting. All people on the Slate must attend to introduce themselves.

SECTION 3

COMMITTEES, SERVICE POSITIONS, AND POLICIES

1. GENERAL POLICIES

- A. The intergroup may add, subtract, or modify the following list of committees and service positions.

2. COMMITTEE DESCRIPTIONS

A. Public Information (Outreach)

The Outreach committee falls under the Chair's portfolio and may be run as the Chair defines. The Chair will identify a Committee Chair who will form the committee to do the following:

1. Reach out to people who may benefit from Overeaters Anonymous and working the 12 steps.
 - a. This may include media, hospitals and other health professionals, and other groups that the committee deems important.
2. Identify where new meetings may be valuable such as at universities and other settings to reach young people and others in need.

B. Inreach (Workshops)

The Workshop committee falls under the Chair's portfolio and may be run as the Chair defines. The Chair will identify a Committee Chair who will form the committee to do the following:

1. Create events and workshops and communicate those events for the purpose of strengthening Overeaters Anonymous by sponsoring recovery-orientated activities and events.
2. Oversee the creation of flyers and announcements of all events in a timely manner.
3. Recruit participation to the events.
4. Share information and ideas that generate recovery within the Fellowship.
5. Report activities to Intergroup meetings.

SECTION 4

Meeting Procedures

The Intergroup meetings shall be held using agreed upon good meeting practices as described in The Washington DC Area OA Policy Manual. (Meetings will not use Robert's Rules of Order as voted on March 10, 2025.) The meeting is chaired by the Chair or in case of absence, their designee.

- An agenda sent out a week in advance with input from the members.
- The meeting leader runs the meeting following an orderly process.
- All voices are heard within the time available. Anyone who wants to comment may do so when they are called on by the Chair.
- Use a Round Robin participation process so that each person shares one idea until all who want to be heard are called upon once. Then a second round of comments may be gathered and so on.
- People do not talk over each other or interrupt someone when speaking.
- A timekeeper ensures that the amount of time designated for each topic is followed. The group can choose to extend the time or continue conversation in the next meeting.
- A parking lot will be used for topics to address in the future. The meeting will cover the topics in the agenda.