

**Gold Coast Intergroup Of
Overeaters Anonymous**

Revision: December 2012

Policy and Procedure Manual

1. Gold Coast Intergroup will furnish flyers of all Gold Coast Intergroup sponsored events to all Intergroups within the Southeast Overeaters Anonymous Region (also known as SOAR).
2. Gold Coast Intergroup's minutes shall be delivered, as per Bylaw Article 4, Section 6, C1, at least one (1) week prior to the next month's regularly scheduled Intergroup meeting along with an agenda for the next meeting. Delivery can be by mail or any electronic means (i.e. fax, email etc.).
3. Gold Coast Intergroup Representatives will notify the Chair of the Gold Coast Intergroup of any items they would like placed on the forthcoming agenda at least one (1) week prior to the next Intergroup meeting, thereby allowing the Chair to place said items on the agenda, with the allowance for additional items to be added to the agenda on the day of the meeting before adoption of the agenda.
4. Names of speakers, presenters and/or workshop leaders are not to be on any Gold Coast Intergroup flyer or registration form for any Gold Coast Intergroup sponsored event. (Principles before Personalities)
5. Reimbursement guidelines for Region 8 Representatives and World Service Business Conference Delegates:
 - a. **Travel Expenses or Mileage** (at the current governmental rate at time of use), whichever is less expensive.
 - b. **World Service Business Conference Food Reimbursement:** Up to \$350.00, not to exceed \$50.00 per day for 7 days, per Delegate for the purchase of food for the duration of the World Service Business Conference.

- c. **Region 8 Assembly Food Reimbursement:** Up to \$75.00 per Representative for the purchase of food for the duration of the Region 8 Assembly.
 - d. **Hotel Reimbursement for World Service Business Conference and Region 8 Assembly:** Payment of a maximum of one half ($\frac{1}{2}$) of the room rate at the hotel where the Region 8 Assembly and/or World Service Business Conference is being held for each Delegate and/or Representative being funded.
6. A copy of the Policy and Procedures Manual will be available to the membership on the GCI Website.
 7. All motions are limited to three (3) pros, lasting up to one (1) minute each and three (3) cons, lasting up to one (1) minute each for a maximum total time of six (6) minutes per motion. No member can speak on two (2) consecutive motions if someone else wants to speak.
 8. Prudent reserve is \$7,500.00 as of January 2012.
 9. A non-representative may take and distribute the newsletter to meetings unrepresented at the GCI monthly meeting, where they are distributed.
 10. A member of the Board will relinquish his/her seat on the Board (service responsibility) when he/she has been absent from four (4) scheduled Gold Coast Intergroup meeting within the calendar year.
 11. If a meeting wishes to join the Gold Coast Intergroup, a representative of the meeting must petition the Intergroup in writing and must be present when the matter is voted upon by the Intergroup. The Intergroup will vote on whether or not to accept the new meeting (i.e. Will they be following the traditions?) A new meeting must have met on a regular basis for at least thirty (30) days prior to the date they are approved before it can be granted any seed/start-up funds. A representative of the new meeting must petition the Intergroup in writing and be present for the request to

be considered. The maximum that can be awarded at that time is \$25.00 in funds and/or literature. Another \$25.00 in funds and/or literature can also be granted to the new meeting at the next scheduled intergroup meeting. This request must also be in writing and the representative must be present at the Intergroup meeting to be awarded the seed/start-up money. This can only be considered if the new meeting has been continually meeting on a regular basis for at least thirty (30) days from the date the first grant was made. The maximum amount of seed/start-up funds that can be granted to any new meeting shall be \$50.00. If any group is disbanded or discontinued any funds and/or literature shall be turned over to the Intergroup Board.

12. Gold Coast Intergroup will make a donation to WSO and Region 8 quarterly, in February, May, August, and November of each year, keeping in mind our prudent reserve.
13. If a group listed with Gold Coast Intergroup does not send a representative for three (3) consecutive meetings Gold Coast Intergroup will contact that meeting and suggest that a representative be sent to the next meeting. Secretary to report to the Intergroup monthly meeting any Group not represented for three consecutive meetings.
14. Gold Coast Intergroup will publish a 24-hour hotline list of names and phone numbers for members to call in emergency situations. When a member adds their name to this list, they will be listed in all future Unity newsletters until they request that the Unity editor remove their name from the list.
15. The email address info@goldcoast.oagroups.org will be forwarded to the Corresponding Secretary to handle all information requests.
16. All committee chairs shall include the Gold Coast Intergroup Chair on all correspondence, meeting information and collateral materials at least 48 hours before it is presented to members in the fellowship and in outreach to the community

17. The following shall be the instituted procedures regarding handling of funds:

Description of Funds

- (1) Funds are described as cash, checks, money orders, and another other forms of legal tender not listed.

Audit Committee

- (1) An internal Audit Committee of between two and four members will be appointed on an annual basis by the Chair
- (2) The Committee will review all bank statements, and compare all listed payments and receipts with all checks, all other methods of payment such as debit cards or electronic bill payments and all deposits or other sources of incoming funds
- (3) The Committee will compare all checks with check vouchers and/or invoices, and compare all deposits with donation listings by group or other source of funds as represented by each donation and/or deposit.
- (4) Any discrepancies shall be noted and reviewed with the Treasurer.
- (5) Any unexplained discrepancies shall be reported by the Committee to the intergroup at the next meeting.

Responsibility For Funds:

- (1) The Treasurer is responsible for maintaining all funds and financial related materials belonging to the intergroup.
- (2) The Treasurer shall have the sole responsibility to write all checks and make all bank deposits unless, under special circumstances, this duty is otherwise assigned or co-assigned by a majority vote of the intergroup.
- (3) The Treasurer shall bring the checkbook and all related financial materials to all intergroup meetings.
- (4) The treasurer shall relinquish the checkbook and all related financial materials and substantiating information for all expenditures and deposits to the internal Audit Committee on an annual basis as requested and shall explain any discrepancies found in the audit to the Committee prior to their presentation of audit findings to the intergroup.

Check Signing Responsibility

(1) Checks require two signatures, one being the Treasurer, Chair or Vice Chair, and the other being any Gold Coast Intergroup Board Member, as defined in Current Bylaws of Gold Coast Intergroup

Separation of Duties

- (1) The Treasurer and one other non-related person shall hold the key and have access to the Gold Coast Intergroup post office box.
- (2) The Treasurer will not be a member of the internal Audit Committee

Reporting

- (1) The Treasurer is responsible for reporting at each intergroup meeting, on a monthly basis for the previous month, the following information: opening bank balance, listing of all bank deposits, listing of all expenditures, and closing bank balance.
- (2) The Treasurer is responsible for reporting at each intergroup meeting, all donations listed by group number that were received after the previous report and prior to the intergroup meeting.