

## **POLICY MANUAL OF OVEREATERS ANONYMOUS PHILADELPHIA AREA INTERGROUP**

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
Maintaining Policy Manual	2
Travel Reimbursement	2
Contributions to the World Service Office	3
Literature funds for newly-formed groups	3
Printing the AWARE newsletters	3
Printing the area meeting list	3
Publishing the meeting list w/ contacts on the PAIG website	3
7th Tradition at PAIG meetings	4
Annual review of PAIG finances	4
Delegate Savings Fund	4
Listing PAIG events on the online calendar of events	4
Recording of PAIG meetings	4
Distribution of Meeting Minutes	5
Printing Flyers for Special Events Sponsored by PAIG groups	5
Sending Individuals to attend Region 7 Assembly	5
Professional Zoom Account	5
PAIG Sponsored “WhatsApp” Instant Messaging App	6

## **MAINTAINING POLICY MANUAL**

All motions adopted by PAIG that result in ongoing policies shall be recorded herein.

(Adopted April 2004, Revised February 2015)

### **TRAVEL REIMBURSEMENT**

- A. Region 7 Representatives shall be reimbursed by PAIG for the following expenses:
1. One half the daily room rate per representative in a double occupancy room. The cost of a single occupancy room shall be reimbursed only at the discretion of the Board.
  2. Actual expenditures for meals, up to \$40 per day.
  3. The current IRS figure for mileage to and from the Region 7 Assembly.
  4. Other necessary travel expenses as approved by the Board.
- B. World Service Business Conference Delegates shall be reimbursed by PAIG for the following expenses:
1. One half the daily room rate per representative in a double occupancy room. The cost of a single occupancy room shall be reimbursed only at the discretion of the Board.
  2. Actual expenditures for meals, up to \$40 per day.
  3. The lowest available coach airfare to and from the WSBC.
  4. The current IRS figure for mileage to and from the airport and the lowest available daily parking rate.
  5. Other necessary travel expenses as approved by the Board.
- C. The Board shall approve other reimbursements on a case-by-case basis.

(Adopted June 2011)

### **CONTRIBUTIONS TO THE WORLD SERVICE OFFICE**

PAIG shall make a monthly donation of \$100 to WSO.

(Adopted May 2004)

### **LITERATURE FUNDS FOR NEWLY-FORMED GROUPS**

Upon request, PAIG shall provide \$50 to newly-formed groups affiliated with PAIG to purchase literature.

(Adopted December 2004; Revised June 2014)

### **PRINTING THE “AWARE” NEWSLETTER**

Up to 200 copies of the “AWARE” newsletter shall be printed and distributed at each in-person monthly intergroup meeting.

(Adoption date unknown; Revised April 2018)

### **PRINTING THE AREA MEETING LIST**

Up to 200 copies of the PAIG meeting list shall be printed and distributed at each in-person monthly intergroup meeting.

(Adoption date unknown; Revised April 2018)

### **PUBLISHING THE MEETING LIST WITH CONTACTS ON THE PAIG WEBSITE**

The PAIG area meeting list shall be published on the oa-phila.org, with the names and phone numbers of the contact person listed

(Adopted November 2015)

## **7<sup>th</sup> TRADITION AT PAIG MEETINGS**

7<sup>th</sup> Tradition contributions shall be collected at PAIG meetings

(Adopted June 2014)

## **ANNUAL REVIEW OF PAIG FINANCES**

The Treasurer shall send the Chair a bank statement for an annual review of PAIG finances. (Adopted March 2014)

## **DELEGATE SAVINGS FUND**

The Delegate Savings fund shall be adjusted (reestablished) at the beginning of each fiscal year (July). The unused money from the Delegate Savings Fund shall be transferred to the general fund. A dollar amount of \$360 per month shall be put into the Delegate Savings Fund beginning in February 2019.

(Adopted July 2016, Revised January 2019)

## **LISTING PAIG EVENTS ON THE ONLINE CALENDAR OF EVENTS**

The Webmaster shall list the full details of PAIG events on the online calendar of events. Outside events shall be listed at the discretion of the Webmaster and the PAIG Board.

(Adopted December 2004, Revised February 2015)

## **RECORDING OF PAIG MEETINGS**

PAIG members may record PAIG meetings to supplement note-taking.

(Adopted May 2005, Revised February 2015)

## **DISTRIBUTION OF MEETING MINUTES**

The Secretary shall distribute meeting minutes to the PAIG membership by e-mail and shall bring printed copies of the prior meeting's minutes to each PAIG meeting.

(Adopted July 2006, Revised February 2015, Revised February 2020)

## **PRINTING FLYERS FOR SPECIAL EVENTS SPONSORED BY A PAIG GROUP**

Upon request from a PAIG-affiliated group, PAIG will print copies of flyers for special recovery events sponsored by the group. Eligible special events include marathons, workshops, and anniversary meetings. The printed flyers must be distributed to PAIG reps at a regularly scheduled PAIG meeting. All requests for printing must be received by the Printer Coordinator at least four days before the PAIG meeting. All printing will be in black ink only. Printing requests must specify the number of copies (maximum 200) and type of paper (white or tinted) requested. PAIG suggests that groups receive and distribute flyers at least two months before the recovery event.

(Adopted September 2015)

## **SENDING INDIVIDUALS TO ATTEND REGION 7 ASSEMBLY**

If the Delegate Savings Fund is determined sufficient, we may send individuals who meet the qualifications to serve as Region 7 Representative to attend Region 7 Assembly as an alternate or as a visitor, following PAIG policies and bylaws for Region 7 Representatives. The intention is to provide members of PAIG who have not previously attended a Region 7 Assembly this opportunity.

(Adopted October 2019)

## **PROFESSIONAL ZOOM ACCOUNT**

PAIG voted to establish a one-year Zoom (Professional) Account for conducting virtual meetings/video conferencing. The Vice Chair will coordinate the use of the account, by the Groups, with priority for its use for PAIG monthly meetings and PAIG special events. The Vice Chair will include and maintain the group Zoom meetings on the PAIG Phone\_Zoom Meeting list.

(Adopted May 2020)

### **PAIG SPONSORED “WhatsApp” INSTANT MESSAGING APP**

PAIG voted to sponsor a WhatsApp “Group” to provide a 24/7 instant messaging communications platform for interested PAIG/OA members. To join it requires the user to download the WhatsApp app. The platform provides users access to other OA members 24/7 to send text messages and voice messages and more. The administration and monitoring of the App will be overseen by the Communications Committee Chairperson and additional PAIG/OA committee volunteers.

(Adopted March 2021)