

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

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## **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 \$100 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 \$100 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) (Revised March 2025)

## **CONTRIBUTIONS TO THE WORLD SERVICE OFFICE & REGION 7**

PAIG shall make a monthly donation of \$200 to WSO and a quarterly donation of \$200 to R7.

(Adopted May 2004; Revised March 2025)

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

Upon request, PAIG shall provide \$200 to newly-formed groups affiliated with PAIG to purchase literature.

(Adopted December 2004; Revised June 2014; Revised March 2025)

## **DISTRIBUTING THE “AWARE” NEWSLETTER**

The AWARE Editor will no longer print the AWARE but will email the AWARE Newsletter to the PAIG Google Groups and to the WEB Chair who will then post on the PAIG website.

(Adoption date unknown; Revised April 2018); Revised April 2020 (temporary due to the Pandemic); (permanent when PAIG agreed to no longer meet in person and remain a virtual meeting in August 2021)

## **DISTRIBUTING THE AREA MEETING LIST**

The Vice Chair will email all Meeting List updates to the PAIG Google Groups and the Web Chair will post on the PAIG website.

(Adoption date unknown; Revised April 2018) Revised April 2020 (temporary due to the Pandemic); (permanent when PAIG agreed to no longer meet in person and remain a virtual meeting in August 2021)

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

The PAIG area meeting list shall be published on the oa-phil.org, with the names and phone numbers of the meeting contacts.

(Adopted November 2015)

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

7<sup>th</sup> Tradition contributions to PAIG can be made electronically via PayPal using the following email address: [treasurer@oa-phila.org](mailto:treasurer@oa-phila.org).

(Adopted June 2014); Revised April 2020 (temporary due to the Pandemic);  
(permanent when PAIG agreed to no longer meet in person and remain a virtual meeting in August 2021)

## **PRUDENT RESERVE**

The Prudent Reserve shall be reduced from \$2,000 to \$1,000 due to a significant reduction in expenses with meetings held virtually since August 2021. The Prudent Reserve shall cover a minimum of three months of expenses in the event of a balance of zero dollars in the PAIG Operating Fund.

(Unknown Adoption Date), Revised August 2024

## **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)

## **POSTING OA EVENTS ON THE PAIG WEBSITE**

The Webmaster shall post OA Event flyers on the new oa-phila.org website under Events.

(Adopted December 2004, Revised February 2015) (Revised 2018)

## **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 the Web Chair will post a copy on the PAIG website.

(Adopted July 2006, Revised February 2015, Revised April 2020 (temporary due to the Pandemic); (permanent when PAIG agreed to no longer meet in person and remain a virtual meeting in August 2021)

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

If the Delegate Savings Fund is determined sufficient, we may send individuals who do not meet the service requirements but 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)

## **MONTHLY AWARE NEWSLETTER BUDGET**

Allocate up to \$50 per month for purchasing images or humorous cartoons from paid sources for use in the AWARE Newsletter

(Adopted August 2023)

### **PROFESSIONAL ZOOM ACCOUNT**

PAIG voted to establish an ongoing paid Zoom (Professional) Account for conducting virtual business meetings, video conferencing and/or events, workshops.

(Adopted May 2020; Revised April 2021)

### **PAIG VIRTUAL BUSINESS MEETINGS**

PAIG will remain on Zoom and will not go back to pre-pandemic in-person meetings. PAIG no longer meets in-person and will be held virtually using the PAIG Zoom Professional Account.

(Adopted August 2021)

### **INTERGROUP BUSINESS - QUORUM**

A quorum must be present for issues to be voted upon at all meetings. A quorum shall consist of three (3) members of the Board of Directors and eight (8) Representatives or their alternates. Votes may be taken by voice, by show of hands, or by ballot or as called for by the presiding Chairperson.

(Unknown Adoption Date) Revised February 2023