

LMI Policies and Procedures 2022

Louisville Metro Intergroup Policies and Procedures

All policies and procedures shall be consistent with current LMI Bylaws. In accordance with group conscious, any changes to this document must be presented at an Intergroup meeting in writing at least one month prior to being voted upon.

I. Meetings

- A. Meetings are held the third Monday of every month, except December, from 7:00 PM-8:00 PM via Zoom. There is no meeting in December.
- B. Monthly meeting agendas are developed by the Co-Chairs, using guidance from the yearly calendar developed at the annual planning meeting along with input from intergroup members.
- C. All elected officers and those appointed to volunteer positions are expected to attend each monthly meeting and be prepared to give either a written or an oral report as applicable to their position. If unable to attend a meeting, the officer or volunteer should submit a brief written report to the Co-Chairs as needed.
- D. The agenda, prior month's minutes, treasurer's report and other documents referenced on the agenda will be distributed before the meeting via email or other means.
- E. Meetings are conducted using the approved LMI meeting script.
- F. While group conscience is more important than technicalities of any actual motion, Robert's Rules of Order are used for major decisions when needed.
- G. The September meeting will be a two-hour meeting for the purpose of assessing the previous year's progress, setting Intergroup's priorities for the coming year, and developing the yearly calendar, including dates for critical local, regional, and world OA events.
- H. The Co-Chairs have the discretion to call ad hoc meetings between regular intergroup meetings as needed, for planning or for completing work delegated by the larger intergroup body. These meetings typically include officers but may include other intergroup members, depending on the task at hand (example: restructuring the website, reviewing Policies and Procedures).
- I. Visitors are welcome at LMI meetings. They may bring up additional items of discussion at the open business portion of the meeting.

II. Responsibilities of LMI Meeting Representatives

- A. Guardianship Responsibilities
 - 1. Developing and approving an annual intergroup calendar to schedule service opportunities for the coming year.
 - 2. Overseeing the money, the member meetings entrust to Intergroup by
 - a) *approving an annual budget.*
 - b) *Reviewing the monthly budget reports and the annual audit*

3. Voting to elect Intergroup officers, committee chairs, and region and world service representatives.
 4. Voting on any changes to the bylaws or policies and procedures.
 5. Serving as guardians of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- B. Communicating Responsibilities
1. Communicating needs and suggestions of their meetings to Intergroup throughout the year.
 2. Reporting out to their meetings by making announcements about Intergroup, Region, and World activities, news, and resources.
 3. Representing the group conscience of their meetings when voting on Intergroup decisions.
- C. Community-building Responsibilities
1. Inviting people and meetings to share in service projects.
 2. Offering service to lead, co-lead, or oversee the planning and execution of workshops or other events on the calendar.
 3. Welcoming newcomers to Intergroup meetings the same a newcomer is welcomed to any OA meeting.
 4. Being available by email and text to receive Intergroup communications.
- D. Intergroup-building Responsibilities
1. Over time, many Intergroup Representatives become elected Intergroup officers or appointees approved by Intergroup to take on special tasks.
 2. Intergroup asks any meeting whose representative has become an elected or approved official to send a new representative to Intergroup.

III. Intergroup Elected Officer Service Descriptions (LMI Bylaws, Article IV, Section 6)

- A. Co-Chairs
1. Each Co-chair has a minimum of one year of current abstinence at the date of nomination.
 2. One co-chair is to be elected each year.
 3. Each completes a two-year term of service.
 4. Co-chairs decide between them who will lead the LMI monthly meeting or parts of the meeting.
 5. Working together the Co-Chairs arrange to:
 - a. Provide a reminder email with agenda items for each Intergroup meeting, referring to the LMI annual calendar and the previous month's meeting minutes for planning purposes.

- b. Send a group text reminder on the day of the meeting.
 - c. Conduct Intergroup meetings, utilizing the approved LMI meeting script and the current edition of *Robert's Rules of Order, Newly Revised*, as appropriate for major decisions.
 - d. Make minor changes to the LMI meeting script as needed.
 - e. Lead Intergroup in vision planning and annual goals for LMI each September, periodically using the World Service Business Conference's (WSBC) Intergroup or Service Board Inventory as a resource.
 - f. Convene Officer meetings prior to Intergroup meetings as needed.
 - g. Conduct an annual financial audit with a Finance Committee each December with a report to the Intergroup at the January meeting.
 - h. Ensure that each new member to Intergroup is welcomed and directed to all pertinent Intergroup documents either on the LMI website, through email or via a hard copy.
 - i. Ensure that LMI meeting materials and other pertinent documents are updated annually as needed in electronic form on the LMI website or wherever the "official" copies are housed.
 - j. Work with other intergroup members and OA fellows at-large to create and administer a survey of the general membership in odd-numbered years for assessment and planning purposes.
 - k. Together with the Communication Coordinator, act as list managers in sending and responding to correspondence on the LMI togetherwgb@gmail.com account.
 - l. Together with the WSO delegate, monitor the WSO quarterly web publication, "A Step Ahead." Either a Co-Chair or the World Delegate provides a brief report to Intergroup.
- B. Secretary:
- 1. Has six months of current abstinence at the date of nomination.
 - 2. Is elected in even numbered years.
 - 3. Completes a two-year term of service.
 - 4. In the absence of the Chair and Vice Chair, the Secretary will open the LMI meeting and hold an election for a temporary Chair.
 - 5. Takes minutes of Intergroup meetings that include:
 - a. the name and LMI position of everyone who attended the meeting
 - b. a record of any motions discussed, tabled, or brought to a vote
 - c. specific notes of any follow-up actions on projects that IG members commit to take before the next monthly IG meeting
 - d. brief summaries of any oral reports given at the meeting
 - e. attachments of any reports submitted in print or electronically

6. Distributes the minutes within two weeks of the Intergroup meeting to the executive committee for reference at their monthly meeting.
7. Maintains a hard copy and electronic files of all minutes, treasurer's reports, committee reports, or survey results.
8. Keeps a cumulative list of Intergroup motions for Bylaw amendments for annual review.
9. Completes any correspondence requested by the Chair.
10. Brings current year's Secretarial records to Intergroup meetings for reference as needed.

C. Treasurer:

1. Has six months of current abstinence at the date of nomination.
2. Is elected in odd numbered years.
3. Completes a two-year term of service.
4. Maintains the LMI bank account.
5. Receives contributions from groups and deposits same in timely manner.
6. Pays all bills of Intergroup approved by Co-Chairs.
7. Distributes a monthly financial report to all members of Intergroup.
8. Maintains a prudent reserve as noted in the budget plan.
9. Keeps records of past three years available for review by any person who is verified to be a regular OA member.
10. Prepares a written annual budget with the Finance Committee, and distributes at Intergroup each January for Intergroup approval.
11. Participates in an annual audit with the Chair and Finance Committee in December.
12. Retains a copy of LMI Liability Insurance policy and reviews annually in March for any changes.
13. Should LMI cease operations, ensures that all debts are paid and then all remaining funds are distributed to other Overeaters Anonymous service bodies or to the WSO in accordance with Tradition Seven.

D. Regional Representatives and/or Alternates:

1. The number of Representatives is determined by Region 5, based on the number of group meetings registered in the LMI area.
2. Each Regional Representative has one year of current abstinence at the date of nomination.
3. Each Alternate Representative has six months of current abstinence at the date of nomination (An Alternate is elected if Region 5 dictates LMI is to have only one Representative).

4. Regional Representatives are elected in alternate years, providing for mentoring and continuity.
 5. Each Regional Representative completes a two-year term of service.
 6. They represent the LMI at the Region 5 Assembly in March and November each year.
 7. They present a report to Intergroup on each Region 5 Assembly and any other pertinent Region 5 news.
- E. WSO Delegate:
1. Has one year of current abstinence and two years of service beyond the Group Meeting level, at the date of nomination.
 2. Is elected in odd numbered years.
 3. Completes a two-year term of service
 4. Represents the LMI at the World Service Business Conference for one week in May.
 5. Presents a report to Intergroup on each World Service Business Conference, highlighting changes in national policies and newly approved OA literature.
 6. Monitors the WSO website and shares pertinent information with Intergroup.
 7. Together with the Co-Chairs, monitor the WSO quarterly web publication, "A Step Ahead." Either a Co-Chair or the World Delegate provides a brief report to Intergroup.

IV. Intergroup Service Positions that Require Intergroup Approval but not Election-Intergroup may recruit and approve volunteers from Intergroup or experienced OA members not on Intergroup to the positions listed below for one-year terms beginning at the July Intergroup meeting and ending the following July. Each year, Intergroup will confirm new or returning appointees to these positions.

- A. Web Administrator
1. Maintains account access and credentials with web hosting provider(s).
 2. Enables and maintains two factor authentication for access to provider account(s).
 3. Provides these credentials to Co-Chairs upon request.
 4. Ensures that renewals are current for website platform.
 5. Works together with the Treasurer to fund annual fee for LMI Website.
 6. Ensures that website content is updated on a regular basis with LMI events.

7. Ensures that website does not exceed max page capacity by deleting old files, pages, etc.
 8. Adds content as agreed upon by Intergroup, and/or Co-Chair(s). This includes but is not limited to:
 - a. Documents -Meeting Directories, Events, 7th Tradition details, PDF files, etc.
 - b. links to Region 5 Newsletters, etc.
 9. Ensures that the website content is accessible and readable on multiple platforms, including PCs, tablets and smartphones.
 10. Reports to Intergroup at each monthly meeting any changes, concerns, expenses, questions regarding the website.
- B. Meeting Lists Coordinator
1. Owns and updates the master meeting-directory database:
 - a. stores every detail for every meeting
 - b. feeds the information to the Webmaster
 - c. for each field (individual piece of information) on the document, stores the choice from the individual meeting about public (website) vs private (blast list) vs confidential (Intergroup only) sharing of information
 - d. Includes contact information for the Intergroup Representative for each meeting
 2. Using the master meeting directory, periodically produces two PDF meeting lists, for printing, emailing, and posting on the website:
 - a. Public Document - for website - does not contain meeting passwords or other details as decided by the individual meetings
 - b. Private "membership only" document - for the LMI email blast list – each meeting decides which passwords and details to include
 - c. Important for both formats:
 - a. Days, times, formats, and locations for meetings
 - b. Public contact person for questions about the meetin

3. Ensures group meeting list remains current with WSO, Region 5, and the LMI web site.
- C. Communications Coordinator
1. Monitors the togetherwgb@gmail.com email address
 2. Updates email membership lists (adding/deleting as requested), checking authenticity when indicated.
 3. Sorts messages according to purpose. Forwards to appropriate intergroup member as needed.
 4. Works collaboratively with Co-chairs and Website Manager to decide what messages need to be forwarded to membership in an email “blast.”
 5. When replying to messages from individual OA members, bases each response upon sound knowledge of OA principles and traditions.
 6. Responds to messages in a timely manner using clear, professional writing.
 7. Follows the LMI Policies for the togetherwgb@gmail.com email blast account.
- D. Zoom Captain
1. Maintains the OA Zoom account.
 - a. Adds, changes, or deletes reoccurring OA Zoom meetings as needed.
 - b. Sets up special one-time OA Zoom meetings for events.
 - c. Hosts Intergroup meetings, sharing documents as needed.
 2. Communicates with OA Zoom hosts
 - a. Communicates to hosts how Intergroup manages the OA Zoom account
 - b. Trains new OA Zoom hosts on do’s and don’ts for the OA Zoom account.
 - c. Communicates announcements to ZOOM hosts at the request of Intergroup Co-chairs.
 - d. Monitors trends in Zoom security settings to ensure meetings have the highest degree of security available.

3. Sets up payment for the OA Zoom account in collaboration with treasurer.
- E. LMI Newcomer Advocate
1. Responds to newcomers' inquiries (forwarded from the answering service) on Louisville.metro.@gmail.com
 2. Keeps a supply of "Where Do We Start" pamphlets, LMI meetings lists, envelopes, and postage stamps at hand to send materials to inquirers.
 3. Coordinates with Treasurer to maintain accurate record of spending and to ensure materials are readily available as needed.
 4. Converses with newcomers to answer their questions, connects them with meetings, and connects them with temporary sponsors as appropriate.
- F. LMI Outreach Advocate
1. Keeps a supply of professional outreach materials and envelopes and stamps at hand to send to any OA member who requests materials to take in person to their doctor, clergy person, therapist, educators, or other professionals who make referrals to compulsive eaters.
 2. Sends professional outreach materials directly to any professional at their request or at the request of an OA member.
 3. Collaborates with other Intergroup and OA members to identify organizations and/or special events as potentially strong outreach settings/opportunities.
 4. Coordinates delivery of OA materials to a variety of organizations, agencies and other settings with the aim of attracting newcomers to OA.
 5. Works with Treasurer to maintain accountability and to ensure a reasonable supply of materials are readily available as needed.
- G. Retreat Chair(s)
1. Working in collaboration with the Retreat Treasurer/Registrar, Retreat Chairs have the responsibility to:
 - a. Plan and administer all aspect of the LMI Retreat (i.e., secure the retreat location, determine date, develop theme, secure presenters, etc.,)
 - b. Ensure funds are managed with sound financial practices
 2. Provide timely reports to Intergroup on Retreat plans finances, and evaluations, either themselves or through a designee.

V. Events

- A. LMI sanctioned events, such as workshops, are typically decided on during the September planning meeting.
- B. Events may be in-person or on Zoom, as decided by committee.
- C. A member of intergroup should be responsible for overseeing the planning and executing of the event and reporting back to intergroup. If no intergroup member is available, a member of the LMI community at-large who is willing to report to Intergroup may take on the leadership role.
- D. At least some members of the event committee should be from our OA fellowship at-large.
- E. Meeting expenses will be funded by intergroup. However, the event may collect a 7th tradition donation to offset the cost.

VI. Finances

- A. Prudent Reserve
 1. Intergroup bases its prudent reserve on its budget for the upcoming fiscal year. The policy is to keep 18 months of its anticipated operating expenses as a prudent reserve in case there should be a sudden shortfall of contributions.
 2. In January, any amount in excess of the prudent reserve is sent in a 3:1 ratio to World and to Region 5. In rare instances when the WSO is struggling financially and Region 5 is financially sound, Intergroup may use a group conscious to decide if they want to adjust this ratio for a particular year.
- B. Checking Account
 1. The Treasurer maintains an LMI checking account with oversight by Co-chairs.
 - a. The treasurer and at least one Co-Chair have access to the bank account.
 - b. The Co-Chair arbitrarily monitors bank account balances throughout the year.
 - c. Any expenses over \$300 must be approved by both Co-Chairs.

2. Contributions are deposited on a regular basis and reported monthly to Intergroup
- C. Travel Expenses for Regional and World Delegates
1. Transportation
 - a. Mileage will be reimbursed at the rate the federal government allows for use of a private vehicle for volunteer work. If two people from LMI go to a meeting, it is expected they will ride together.
 - b. Coach flights at the lowest reasonable cost to LMI when flying to the World Business Conference (WBC).
 - c. Cost of shuttles to hotel provided.
 1. Accommodation:
 - a. Intergroup pays for necessary hotel during conferences with the understanding that two representatives traveling together will share a room with two beds. If only one representative is going that person should sign up on the event website to seek a roommate from another Intergroup.
 - b. Any LMI representative to Region or World meetings has the option of personally paying half the cost per night for the room if the person prefers solo occupancy.
 2. Meals and gratuities and miscellaneous expenses:
 - a. Intergroup pays for one meal or snacks on the day of travel and for any meals necessary for purchase during the event.
 - b. While there is no set daily amount, it is understood that representatives will eat modest meals at modest prices.
 - c. Intergroup pays for registration fees and for copies of any documents needed at the business meetings.

3. Reimbursements of delegate expenses are made upon presentation of receipts to the Treasurer. Receipts must be submitted within 30 days of travel (See Expense Form in Appendix).
 4. Note: In exceptional cases, an individual traveler may work out arrangements to receive funds ahead of time if reimbursement proves a hardship. Consult with Intergroup secretary and Co-Chairs for more information.
- D. Annual audit
1. Each December, the Co-Chairs convene a Finance Committee for the purpose of conducting an annual financial audit.
 2. The treasurer produces all records of the past year for examination by the committee.
 3. Co-Chairs and Treasurer report findings from audit to Intergroup in January of new year.
- E. Insurance
1. A liability insurance policy protects Intergroup and the facility which hosts the annual retreat each year.
 2. The policy also meets liability requirements for those facilities hosting in-person meetings, workshops or other LMI events.
- F. Website
1. LMI maintains a website with up-to-date information about local OA meetings, assistance and events, along with links to regional and national OA news and information.
 2. The site was constructed with professional assistance in collaboration with Intergroup members. Maintenance and operation are performed by OA volunteers with appropriate expertise (Web Administrator) when available and by professionals as needed.
 3. Maintains protection of anonymity of individual members of Overeaters Anonymous on the website as well as adherence to the 12 Steps and 12 Traditions and Guidelines for OA-Approved Literature by limiting number of people who have authority to change website content (Co-Chairs and Web Administrator).
- G. Zoom Account
1. LMI pays for a Zoom account to host on-line OA meetings and other one-time events.
 2. The LMI Zoom Captain coordinates meetings and events, trains hosts and monitors any issues with security or access.

H. Post Office

1. LMI keeps a post office box for the main purpose of receiving contributions from members.
2. The treasurer has the primary responsibility for the post office box key and checks for mail regularly. One other intergroup officer will have a key as back up access.

VII. LMI Policies for its togetherwgb@gmail.com email blast account

A. Purposes

1. To receive incoming notices from LMI meetings about meeting changes, particularly about holiday closings.
2. To receive incoming mail from list members who are helping set up LMI events.
3. To receive incoming mail from individuals with questions about program or about Intergroup.
4. To send outgoing mail to all blast list members about upcoming LMI and Region 5 events, LMI meeting changes, and Intergroup updates, etc.
5. To send outgoing individual mail in response to individual inquiries.
6. To send out meeting agendas and other business correspondence to LMI members.
7. To build OA community by sharing LMI news and working together in service.

B. Membership

1. Any interested OA member may join the list by sending a request to be added to the list “at this email address” to the blast address togetherwgb@gmail.com
2. LMI encourages meetings, sponsors, and current list members to recommend the email blast list to new subscribers.
3. LMI invites OA members to sign up for the email blast through the “We Care Lists” circulated at LMI-sponsored events.
4. Every email sent from togetherwgb@gmail.com will include information about how to resign from the list.

C. Protections

1. Protecting anonymity of the list members:
 - a. All emails are sent as BCC's (blind carbon copies) so that email addresses do not compromise anonymity.
 - b. Emails are also sent as BCC's to prevent anyone from copying the list to send emails for non-OA purposes.
 - c. The list requires that any documents prepared for distribution to the list be submitted in a format that protects the anonymity of the document's creator, e.g., by sending a PDF rather than Word documents with the author given as "LMI."
 - d. List managers will answer any questions about files and formats that protect anonymity and are compatible with the list software.
2. Protecting the 12 Steps and 12 Traditions of Overeater's Anonymous and its Guidelines for OA approved literature, LMI limits the number of managers who have authority to post to the list.
 - a. Usually, the list managers are the Communication Coordinator and the Co-Chairs.
 - b. Only list managers have access to the togetherwgb@gmail.com password, inbox, contact list, and "send" functions.
 - c. The list managers monitor the inbox at least twice a week and decide who responds to new mail.
 - d. The list managers work together to post announcements and news from the LMI email blast list to the LMI website.
 - e. The LMI Co-Chairs and Communication Coordinator are responsible for ensuring that all communications sent from the list conform to the OA Steps, Traditions, and to the OA document "Guidelines for Locally Produced Literature."
3. Protecting the Computers of List Managers and List Members
 - a. LMI requires List Managers work from virus-protected computers.
 - b. The list does not forward content from any sources other than emails or websites of established OA services bodies or their representatives.

VIII. Survey of OA General Membership

- A. An electronic survey is administered in odd numbered years to all local Overeaters Anonymous members.
- B. The purpose of the survey is to assess Intergroup effectiveness in meeting needs of individual group meetings, of OA fellows in our Louisville Metro area, and for future goal setting and event planning.
- C. The survey is developed by a committee comprised of both Intergroup members and members from the general OA population.
- D. Results are analyzed, summarized and presented to intergroup in time for their September planning meeting.

IX. New Meetings

- A. In-Person Meetings
 - 1. Individuals/groups who want to start an in-person meeting in the LMI area should contact a Co-Chair with the following information: contact name, phone number, day, time, and location of proposed meeting, along with potential membership (if known). Intergroup will publish the information on the LMI website under the Meetings list.
 - 2. The new group should register as soon as possible with WSO either submitting the New Group Registration/Change form or by filing electronically. A contact name and phone number are required.
 - 3. Intergroup will provide the new meeting with a *New Group Starter Kit*, Item #730 at bookstore.oa.org. This includes the *OA Handbook for Members, Groups, and Service Bodies*. In addition, Intergroup will purchase two copies of the following literature: *Alcoholics' Anonymous (Big Book)*, *The Twelve Steps and Twelve Traditions of Overeaters Anonymous, For Today*, and *Voices of Recovery* for the new meeting's use. If for any reason the new meeting does not use the purchased literature, it should be returned to LMI for distribution to other local meetings.
 - 4. The meeting will use contributions from members to continue purchasing needed literature and meeting materials.
 - 5. The new meeting should designate an Intergroup representative as soon as possible, who will regularly attend and participate in the intergroup collaborative process.

B. Zoom Meetings

1. Individuals/groups who want to start a Zoom meeting using the LMI Zoom license should contact the Zoom Captain with the following information: contact name and phone number. The Zoom Captain will work with the new group to find an available day/time. Intergroup will publish the new meeting information on the LMI website under the Meetings list. The day/time of the new meeting cannot conflict with the time of a current meeting already set up on the LMI Zoom account.
2. The new group should register as soon as possible with WSO either submitting the New Group Registration/Change form or by filing electronically. A contact name and phone number are required.
3. The new meeting should designate a representative as soon as possible, who will regularly attend and participate in the intergroup collaborative process.

X. Retreat

- A. Each year a committee, independent of intergroup, but reporting to intergroup, plans and executes an overnight retreat, including finding a location, determining date, developing a theme, securing speakers, etc.
- B. The retreat is financed through registration fees, silent auctions and other fund-raising efforts and is not funded by intergroup. The Retreat Chair, along with the Retreat Treasurer/Registrar, is responsible for ensuring funds are managed with sound financial practices.
- C. At least once per quarter, the Retreat Chair, or a designee, reports to Intergroup on Retreat plans, finances, and evaluations.