



**SYDNEY INTERGROUP  
POLICY & PROCEDURES  
MANUAL**

**SUMMARY OF CONTINUING  
EFFECT MOTIONS**

1990 – 2016

**OVEREATERS ANONYMOUS SYDNEY INTERGROUP  
POLICY MANUAL OF CONTINUING EFFECT MOTIONS 1990 - 2015**

**Purpose**

The Sydney Intergroup Policy and Procedure Manual is a list of motions passed at intergroup that have an ongoing effect how intergroup operates.

This Policy and Procedure Manual is arranged alphabetically by topics and chronologically by continuing effect motion

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**CONTINUING EFFECT MOTIONS;  
CHRISTMAS PARTIES**

21.09.06 – Holding Christmas parties

Christmas parties, if wanted, are requested to be held away from the meeting venue and time.

**FINANCES**

18.04.95 – Floats to be reconciled quarterly

That all floats be reconciled quarterly by the Treasurer in order to maintain accountability for Intergroup money.

16.03.96 – The Purchase of RTA approved roadway banners

That Sydney Intergroup support the purchase and maintenance of an RTA approved roadway banner.

17.08.99 – Financial contributions by groups to Intergroup will be split 60/30/10

Financial contributions by groups to Intergroup will be split 60/30/10, i.e. 60% to Intergroup, 30% to World Service Office and 10% to Region 10, unless otherwise specified by the donating group.

18.04.00 – Rules for cash floats from Intergroup

Cash floats will not be issued to Intergroup members who have in the past –

- a) not returned all or part of their float at the time of their resignation from the position which required such float, or
- b) not provided Intergroup with accounting and receipts on a monthly basis, or in cases of irregular expenditure, immediately after such expenditure.

22.05.04 – Newsletter float

Intergroup will make a float of \$200 available to the Newsletter Committee.

19.10.04 – Purchase of MYOB and Changing intergroup[ accounts

That Sydney Intergroup accept the following 2 recommendation:

- (1) That the software package MYOB be purchased for the treasurer; that it remain the property of the fellowship and will be handed on with other relevant information to the next and subsequent treasurers, and
- (2) That the treasurer work with the accountant to set up a charge of accounts and accordingly this information will remain the property of the fellowship and will be handed on to the next and subsequent treasurers, and an amount of up to \$110 will be made available for the purchase of the software package MYOB.

18.11.05 – Changes to intergroup accounts

That the treasurer combine the Office and Intergroup Accounts for the purposes of good accounting practices, however the allocation of funds will still be in independent cost centres (ie separate office and IG allocations) and the rest of the account to be discussed at a later date.

18.11.05 – Direct Credit form

That all groups wanting to make donations to Intergroup including all the Dulwich Hill office meetings do it by direct deposit and then inform the treasurer of the donation. The deposit

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receipt will act as the group's receipt. This also means that no cheques or money be given to the treasurer at the Intergroup meeting or other gatherings.

18.03.06(a) – Treasurer to sign cheques of \$100 or less

That the treasurer of Sydney Intergroup be allowed to sign cheques with a single signature on behalf of Sydney Intergroup up to the maximum amount of and including \$100 and that the list of the cheques and the amount be reported monthly in writing.

18.03.06(b) – Closure of committee accounts and creating committee cost centres within the Intergroup account

That the following accounts be closed: SMS, Retreat, PI Forum and Literature and consolidated into the Intergroup account with independent cost centres.

15.08.06 – Increase in the prudent reserve

That the prudent reserve be increased by a further \$1500.00 to \$6000.00 and be re-invested in a 12 month term deposit.

16.12.08 – increasing Public Liability Insurance coverage

That the Public Liability insurance coverage be increased from \$10 million to \$20 million.

### **GUEST SPEAKER FUND**

16.08.94 – Travel fund for Intergroup members to go to meeting

Intergroup would like to make an offer to all groups to apply for a guest speaker for their meeting. The Minutes and Sydney Morning Serenity will make more details available but please write to Intergroup if interested. It is intended that \$200 be allocated in order to subsidise two guest speakers a year.

### **INTERGROUP COMMITTEES**

18.10.14(c) – Ad hoc committee to investigate strategies to strengthen Intergroup

That Intergroup convene an ad hoc committee to look at the function of Intergroup and explore strategies to strengthen this service and encourage members to attend.

### **INTERGROUP MEETINGS**

16.09.07 – March Intergroup to be held

That from now on the March Intergroup meeting will be held before the Annual General Meeting.

17.01.98 – Attendance register

That we keep an attendance register at Intergroup meetings.

17.08.99 – When Intergroup meeting is to be held

Intergroup will meet monthly generally on a Saturday morning in every second month and on a Tuesday evening in alternate months.

18.03.00 – Change from attendance book to attendance sheet

Intergroup attendees register on sign-in sheet (in place of book). The sign-in sheet will be filed in the office by the Chair/Deputy Chair.

15.04.03 – Forward planning

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At the Intergroup meeting in April of each year all Committee Chairs and Executive Intergroup members will present a plan and budget for the coming year.

20.04.04 – Grievance procedure policy

That an ad hoc standing committee be formed to formulate a grievance procedure for presentation to Intergroup.

18.09.10 - Follow up from Motions presented at Intergroup

All motions to IG which require a definite action to be taken be accompanied with the name or title of the person whose responsibility it is to take the action that this person or service position holder will be asked at the subsequent IG meeting/s to report as to any progress or actions undertaken in the matter. Further that if no action has been taken by the person within a reasonable time, that the action will be allocated to another person who will then be asked to report on progress at the following IG meetings.

17.05.14 – yearly calendar

That Intergroup draw up a forward intergroup meeting calendar / planner in December of each year, setting the date and time of the intergroup meetings for the next twelve (12) months, January to December. Special Dates should be noted on the calendar OA Birthday (3<sup>rd</sup> Saturday January), Unity Day (4<sup>th</sup> Saturday February), IDEA Day (3<sup>rd</sup> Saturday November) and 12<sup>th</sup> Step Within Day (12<sup>th</sup> of December). If the Mini convention coordinators, or groups, know of upcoming events then they be placed on the calendar. This calendar can be updated as required during the year.

17.05.14 – Listing meetings open on public holidays in December

That Intergroups Deputy Chair gather information about meetings that will be open on the public holidays in December / January and present the information to the November Intergroup to be included in the November / December minutes (on the front Cover)

20.09.14 – Intergroup starting time

That the start time of the Intergroup Meeting is changed to 9.30am and that the meeting will run for one hour to 10.30am.

18.10.14 (a) – Intergroup meeting frequency trial and running time

That Sydney Intergroup trials meeting every second month for 1.5 hours.

18.10.14(b) – Intergroup meeting frequency

That the By-Laws be changed to read that Sydney Intergroup is required to meet a minimum of 6 times per calendar year.

## **INTERGROUP MINUTES**

20.03.10 – Wording on the Minutes cover sheet

The wording directly under “Important Announcements” on the intergroup minute’s coversheet should be “Please read the following announcements at report times at every meeting”

## **LITERATURE**

15.01.05 – The standard size OA 12 x 12 price

The standard publication of “The 12 Steps and 12 Traditions of Overeaters Anonymous” will be sold for \$25.

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19.03.05 – Literature be available to the Telephone chair

A quantity of literature will be made available to the Chair of the Telephone Answering Committee to be sent at the request of new enquiries and such literature will be at the discretion of the Chair of the Telephone Answering Committee.

21.02.06 - Price for Steps and Traditions Banner

The new stock of Steps and Traditions banners be sold as follows: Step or Tradition banner for \$30 Aust plus postage and handling each and a set for \$50 Aust plus postage and handling.

### **MEETING – FORMAT**

20.08.96 – Request to add the statement to meeting format

That all groups be encouraged to include the following statement in their meeting format –  
“There are many concepts for working the OA programme through the country. If you would like further information or are interested in attending other meetings please refer to the OA meetings list.”

### **MEETINGS – GENERAL**

20.03.10 – Pets at meetings

While recognising Tradition 4 autonomy of groups, Intergroup does not endorse members bringing dogs into the meeting (except trained Guide Dogs or companion animals) due to implications of our public liability. This issue does affect OA as a whole.

18.06.16 - Animals at OA Meetings and Events

"The only animals allowed at OA meetings or events are assistance animals as defined in Sections 8 & 9 of the Disability Discrimination Act 1992, (as amended 2009). As the presence of animals other than the above contravenes the leasing agreements for the venues hired to us for meetings and OA events, Sydney Intergroup cannot allow animals (except assistance animals as defined) to be admitted to meetings or other OA events. To not abide by this negates our duty of care and jeopardises our Public Liability insurance. Members with assistance animals are requested to send details of their assistance animal's registration to the Chair of Sydney Intergroup and to notify meetings and events they attend that their animal meets these requirements. Meetings and members are requested to ensure members are made aware of this matter as a matter of urgency"

### **MEETINGS – LIST**

17.08.99 – Publishing of contact numbers

Contact numbers for each meeting will be shown on the meetings list but these phone numbers are not to be published.

15.02.01 – Expansion of meeting list coordinators duties

Meetings list job is to be expanded to include putting meetings list in appropriate local papers' free listing.

### **MINI CONVENTIONS**

14.02.95 – Intergroup endeavour to hold IGEA day mini convention

That Sydney OA Intergroup will try its best to have all future November mini conventions held on the third Saturday in November so as to coincide with IDEA Day and that the host



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group be advised to reserve one session of that mini convention day to the celebration of IDEA Day.

15.07.95 – meeting agenda for mini conventions

That an addition be made to the Mini Convention Planning Guide requiring groups hosting mini conventions to submit the meeting agenda and the general theme to Intergroup before making up flyers.

21.09.06 – Group requested not to run events same time as Intergroup

That groups running mini conventions be requested not to run other activities at the same time as Intergroup.

15.03.03 – Mini Convention Coordinator

Sydney Intergroup will create a service position of Mini-Convention Co-ordinator.

10.05.08 – Rescind motion

Rescind the 16.11.96 motion and allow more than 2 mini conventions per year to be held away from the OA office

16.11.96 - That a minority (1 or 2) of Saturday Intergroup meetings/mini conventions be held in outlying areas. That these alternate around NSW as desirable or possible and that the rest be held centrally.

17.05.14(a) – When to present flyers to Intergroup for approval

That all flyers for Mini conventions / special events be presented to Intergroup for approval at least two (2) months prior to the event.

17.05.14(b) – Information required for event flyers

That Flyers for special; events, mini conventions shall contain the following information, the mini convention / special events Theme, the location and date, meeting themes and times, a contact number, the OA Logo and “Endorsed by Intergroup” and a suggested donation

17.05.14(c) – Suggested donation for events

That the suggested donation for mini conventions / special be at least \$7.00

## **NEWSLETTER**

16.11.02 – Email of newsletter

To make the Newsletter available by e-mail.

## **OFFICE**

17.02.98(a) – Use of Office by outside groups

That the Sydney Intergroup decline renting of the office to groups outside of OA.

17.02.98(b) – Remove the meeting list from office window

That meetings list be removed from office doors and a sign reading “OA. Please phone 9518 3004 for the nearest meeting” to be made as a replacement.

18.12.01 – Members using the office

Groups wishing to use the office as a meeting venue need to co-ordinate with Sydney Intergroup.

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15.04.03 – Use of candles in the office

Members who use candles in the office must use a proper container and any spilt wax must be cleaned up before vacating the office.

## **PUBLIC INFORMATION**

16.04.02 – Directing enquires

All letters of enquiry received by Intergroup will be directed to the Chair of the Public Information Committee for attention.

## **RAFFLES**

17.08.99 – Naming of winners

The names of winners of OA raffles will be published in the Newsletter.

## **REGION TEN REPRESENTATIVE(S)**

17.05.14 – Election of Region Ten Representative(s)

At the May Intergroup either;

- (i) Intergroup shall hold an election(s) for the Region Ten Representative(S). Also a vote if intergroup will send the Region Ten Representative(s) and the number of Region Representative(s) that intergroup will send the Region Ten Assembly for that year. Approximations of the cost (airfares and Assembly registration) should be sent to the Treasurer and a statement from the Treasurer should be presented to the Intergroup whether intergroup can afford to send, and how many, Region Ten Representative(s) before the vote can be taken.
- (ii) If the Region Ten representative(s) are in the second year of their Term of Office intergroup shall vote whether to send the Region Ten Representative(s) and the number of Region Ten Representative(s) to the Regional Assembly for that year. Approximations of the cost (airfares and Assembly registration) should be sent to the Treasurer and a statement from the Treasurer should be presented to the Intergroup whether intergroup can afford to send, and how many, Region Ten Representative(s) before the vote can be taken.

## **RETREATS**

08.02.92 – Endorsement of Retreats

Retreats will be endorsed by Sydney OA Intergroup. Retreat Committee is responsible to the Chair and Deputy Chair of Intergroup and any subcommittee is under Intergroup jurisdiction.

## **SPECIAL EVENTS**

20.06.95 – informing Intergroup

Committee chairs to inform Intergroup of dates for approval for any special event arranged by a committee.

## **SPONSORSHIP COMMITTEE**

15.01.05 – Sponsorship coordinator – withdrawal of position

That the position of Sponsorship Co-ordinator will be made redundant.

## **TAPES / AUDIO COMMITTEE**

20.01.96 – provision of Audio tapes

That the Tapes Committee provide a recovery tape to each country group 6 times a year.

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27.05.06 – Change of committee name

That the Tapes Chair and the committee name be changed to Audio Chair and Committee

## **TELEPHONE**

13.03.93 – Telephone book directory

That the entry in telephone directory to be in bold print.

## **WEBSITE**

16.01.01 – Listing of events on the OA Sydney website

That information about upcoming OA events be put on the Sydney website.

16.01.01 – Contact information for events

That contact information be included about upcoming events. In the first instance this is the organisers of the event otherwise it will be the Chair of the 12th Step Within on his/her appointed nominee.

## **WORKSHOPS**

16.03.96 – Endowment of workshop

That Sydney Intergroup endorses the Relapse & Recovery Workshop.

## **WORLD SERVICE BUSINESS CONFERENCE DELEGATE(S)**

17.05.14 – Election of WSBC Delegate

At the November Intergroup either;

- (i) Intergroup shall hold an election(s) for the World Service Conference (WSBC) Delegate(S). Also a vote on the number of WSBC Delegate(S) and if intergroup will send the WSBC Delegate(S) to the WSBC for that year. Approximations of the cost (airfares and accommodation and registration) should be sent to the Treasurer and a statement from the Treasurer should be presented to the Intergroup whether intergroup can afford to send, and how many, WSBC Delegate(S) before the vote can be taken.
- (ii) If the WSBC Delegate(S) are in the second year of their Term of Office intergroup shall vote whether to send the WSBC Delegate(S) and the number of WSBC Delegate(S) to the WSBC for that year. Approximations of the cost (airfares and accommodation and registration) should be sent to the Treasurer and a statement from the Treasurer should be presented to the Intergroup whether intergroup can afford to send, and how many, WSBC Delegate(S) before the vote can be taken.

## **WORLD SERVICE BUSINESS CONFERENCE MOTIONS**

13.07.96 – Submission of motions to WSBC

That Sydney OA Intergroup adopt the following procedure for submission of

- a) new business motions
- b) policy motions
- c) amendments to Subpart B of the Overeaters Anonymous Inc. Bylaws to the World Service Business Conference.

1. All submissions shall be presented at the Intergroup meeting no later than September prior to the WSBC.

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2. All Intergroup members shall be notified at least four (4) weeks in advance that voting on such submissions will take place at the November Intergroup meeting.
3. Such members who are unable to attend and groups unable to be represented at the November Intergroup meeting shall be offered an absentee vote which must be received at least two (2) weeks prior to the November Intergroup meeting.
4. Proposed submissions of new business motions, policy motions and amendments to Subpart B of the Overeaters Anonymous Inc. Bylaws except for amendments to Article I (Twelve Steps) and Article II (Twelve Traditions) of said bylaws may be adopted by simple majority vote provided that a quorum is presented at the November Intergroup meeting.
5. Proposed submissions of amendments to Article I (Twelve Steps) and Article II (Twelve Traditions) of Subpart B of the Overeaters Anonymous Inc. Bylaws may be adopted by two-thirds (2/3) vote provided a quorum is presented at the November Intergroup meeting.

15.11.97 – Addition of WSBC Delegate Duties

It is the responsibility of the World Service Business Conference Delegate to ensure that groups are made aware, in July of each year, that Business Motions or Bylaw amendments they wish to have presented to the WSBC must be brought to the notice of the Intergroup by September of that year.