

OA Melbourne Intergroup including Regional Victoria and Tasmania (Registered 23/02/1987) Policies and Procedures Manual

Current group conscience of intergroup – latest update 18 October 2022

*Please note: some of these policies may not make sense and are no longer current practice. The Policies and Procedures (P&P) committee is working to update the P&P manual and we welcome your feedback especially if something that impacts your role does not make sense, thank you.

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From WSO - Policy and Procedures are a set of agreed upon practices that amplify the information contained in your bylaws.

Events

All events

1998 Sep	OA Conventions, Retreats, and Share-a-thons will be organised under the guidance of an individual with OA events experience.
2006 Jun	The share-a-thon entry fee is to be decided upon by the share-a-thon committee and ratified by Intergroup.
2001 Apr	Animals are not allowed at OA Melbourne Intergroup events <u>except</u> seeing-eye dogs or animals assisting a person with a disability.
2002 April	Information about disabled facilities is to be publicised for all events endorsed by Melbourne Intergroup.
2002 May	Intergroup must approve the theme and topics for Share-a-thons, Conventions, and Retreats.
2002 Dec	A “Request for Permission to reprint OA Copyrighted Material” form is to be included in Share-a-thon and Convention folders.
2003 Aug	Melbourne Intergroup will adopt the “Empower Groups to Host Events” paper, with the proviso that the events contained therein are to raise funds for Melbourne IG
2008 Feb	OA events may be recorded with the permission of speakers.
2013 Sep	The Events Box is to be kept at Melbourne OA Intergroup Head Office unless it is required for use at Melbourne Intergroup Events directly before the event.
June 2022	Intergroup agrees to have Region Representatives and WSBC Delegates participate in-person at Assembly and Conference whenever possible and will budget for this accordingly.

Conventions

1989 May	Private taping [recording] at Conventions is disallowed. Members will be informed at the start of each Convention.
1993 Oct	Topics and formats for OA Conventions must be approved by Intergroup.
1993 Oct	Only OA members should be allowed to speak at OA Conventions.
1994 May	Melbourne Intergroup should provide an active, experienced support person for any future Convention Committee.
2011 October	The position of May Convention Committee is to be put up for election at the March share-a-thon instead of the September share-a-thon.

December abstinence workshop

1995 Oct	Melbourne Intergroup holds an annual December Abstinence Workshop.
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Share-a-thons

2002 Mar	A single set of job descriptions for Intergroup elections should be distributed with the Share-a-thon flyer.
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- 2002 Dec Share-a-thon flyers should be ready for distribution at Intergroup two (2) Intergroup meetings prior to a Share-a-thon.
- 2002 Dec The Intergroup Liaison person must approve Share-a-thon flyers.
- 2008 Apr That future share-a-thons be held on a day that suits the share-a-thon committee.
REPLACED the motion of April 2000 that all share-a-thons be held on a Sunday.
- 2010 Jul A representative of OA Melbourne Intergroup should make a 5-minute presentation before the Bi-annual General Meeting about the role of Intergroup.

Unity Day

- 1999 Oct The Events Committee will use Unity Day as a forum for the Region Ten Representatives to share their Assembly/Convention experience.

Finances

- 2013 Dec Motion: That Melbourne Intergroup subscribe to MYOB Lite Accounts for financial recording at a cost of \$29 a month.
- 2015 Aug Motion: That Melbourne Intergroup Treasurer transfer \$5000 of Melbourne Intergroup funds into the Money Market account as a prudent reserve, not to be accessed except by the group conscience vote of Melbourne Intergroup
- 2016 Sept Motion: That we register a second Melbourne Intergroup executive officer that holds the alternative term of office (if available) from the current administrator, as a second administrator of the OA Melbourne IG bank accounts held with Westpac bank.
- 2007 Sep That an annual budget of \$1,200 be approved for Public Information expenditure.
- 2021 Oct That Melbourne Intergroup apply the 60% Melbourne, 30% Region 10, 10% WSO and for all budgets moving forward with the flexibility to alter these amounts if circumstances require it.

Banking

Convention account

- 2005 Jun An account is to be set up named OA Region Ten Assembly/Convention as a working account for the Region Ten Assembly/Convention

Budget

- June 2022 Intergroup agrees to have Region Representatives and WSBC Delegates participate in-person at Assembly and Conference whenever possible and will budget for this accordingly.
- 2022 Sep Intergroup purchase 2TB storage capacity on Dropbox and include the necessary expense in the annual budget.

Income

7th tradition at Intergroup

- 2000 Oct The 7th tradition collected at Melbourne Intergroup will be retained for Melbourne Intergroup.

Donations – tax deductible status

2011 June OA is not entitled to receive tax deductible gifts.

Literature sales

2011 June Monies received for literature may be combined with other income and may or may not be used specifically for the purpose of purchasing literature.

Payments / expenditures

Direct debit payments

2007 May That direct debit payments be made for electricity, telephone and any other bills that may be appropriate.

Financial agreements / arrangements with outside organisations

2001 Aug In order to avoid disputes with outside organisations; all financial agreements/arrangements are to be confirmed in writing.

Issuing receipts

1995 Sep As of 1 October 1995, the Treasurer will not issue funds without receipts.

Website costs

2007 Sep Website upgrades and additions be in addition to the annual budget, and expenditure be approved for this purpose as and when required.

2020 June Motion: That OA Melbourne Intergroup incl. Reg Vic & Tas takes steps to start accepting donations via PayPal on the website-this includes opening a PayPal business account and enrolling in PayPal Giving Fund as a charity.

Intergroup

Intergroup Name

2019 Nov Motion: That Melbourne Intergroup Incorporated do not change their name but put a by-line on all stationery saying that it includes Regional Victoria and Tasmania

2020 Dec Motion: That IG Melbourne change its name to include the true area that it represents

Refer to motion in appendix November 2019 re: inclusion of by-line

Actioned above in November 2019 with the by-line “including Regional Victoria and Tasmania”

Purpose

1995 Mar The purpose of Melbourne Intergroup is changed to:
“The specific and primary purpose of this organisation is to carry the message of the Overeaters Anonymous program of recovery and to serve and represent the OA groups from which the Association is formed.”

Bi-annual General Meeting

See Share-a-thons.

Intergroup Documents

- 2021 Oct That Intergroup approve the 'Welcome to Intergroup Orientation Manual' and include this as part of materials distributed to new IG members with the inclusion of the paragraph regarding cross talk.
- 2021 Oct That Intergroup maintain a recognisable set of Intergroup Documents to support the Intergroup members in service.

By-law amendments

- 2013 Nov Motion: That Melbourne Intergroup have PDF versions of the statement of rules and intergroup service positions in the dropbox available to members on minutes distribution list.
- 2021 April Motion: That IG aligns itself with Region 10 regarding the filling of vacant positions and will update the Bylaws accordingly.
- 2021 Nov Special Resolution Motion: That OA Melbourne Intergroup Inc. adopt the Intergroup Bylaws drafted by the Bylaws Committee, as our own rules document.

Policy Motions (P&P's)

- 2012 Mar **Amended April 2012.** A continuing effects motion should show the date of the original motion, the dates of any amendments, and the current text of the motion.

Example:

2000 Apr **Amended April 2008.**
That future share-a-thons be held on a day that suits the share-a-thon committee.

- 2012 April All Continuing Effects Motions that are rescinded or deleted are to be listed in an appendix to the CEM document – (Called Appendix – Rescissions & Deletions and follow the WSBC policy manual for Rescissions & Deletions).
- 2021 Sept Motion: That the name of the Continuing Effects Document be changed to Policy and Procedures.

Information register

- 2007 Aug An information register be kept at the office and updated by the Secretary.
- 2016 May Motion: That Melbourne intergroup move to a generic email address.

Procedure: the current email address is oa.melb@gmail.com

- 2016 July Motion: That Melbourne OA phone line be cancelled as of August 2016.

Public Liability Insurance

- 1990 Dec Public Liability insurance will cover all office contents and all groups.

Stamp

- 2010 May A new OA stamp be made that includes the web address amongst the other contact details.

World Service Business Conference Report

2010 July OA Melbourne Intergroup not receive a hard copy of the World Service Business Conference Report but instead download the electronic copy. (Correction to minutes of June 2010 meeting.)

Zoom Accounts

2021 Aug Motion: That IG provides a Host Key to each group so that each group would be able to Host the zoom meeting.

Meetings

1993 Dec The 2nd Tradition will be read at the beginning of each Intergroup meeting.

2014 Feb Motion: That each month, Intergroup reads a tradition from the traditions pamphlet which corresponds to the month.

2018 July Motion: That when a task is identified; we do not finish the discussion/vote until a member/s has been allocated to the follow up action

2019 Dec Motion: That Melbourne IG purchase a speaker/microphone device to assist with Conference Calls.

2000 Oct The 7th tradition collected at Melbourne Intergroup will be retained for Melbourne Intergroup.

Also listed under *Finances – 7th Tradition at Intergroup.*

2008 Mar We have one intergroup meeting per year on a Sunday.

2008 Dec If groups do not have a representative at the Intergroup, someone who has attended the meeting recently may report briefly.

2010 Apr The Intergroup agenda has a standing item for vacant Intergroup positions.

2011 May At the beginning of each Intergroup meeting we will read out one of the 12 Concepts of OA (after Tradition 2 is read out).

2011 June Melbourne IG meets 10 times a year on the 1st Saturday of the month between 10am-12pm with the exception of January and one meeting is held on a Sunday at a date and time determined by IG.

2011 Dec **Amended April 2012.** The first 45 minutes of the February Intergroup will be dedicated to the World Service Business Conference motions and proposals, discussions and voting if requested by the World Service Delegate.

2015 June Motion: That Melbourne IG Meetings include a 5-minute break at approximately 11 am.

2019 Oct Motion: That IG meetings be moved to the 2nd Saturday of the month to enable time for the Treasurer's Report to be finalised for the month.

2021 July Motion: That Melbourne Intergroup cease renting the Punt Road, Windsor office at the conclusion of the current lease.

2021 Aug Motion: That IG provides a Host Key to each group so that each group would be able to Host the zoom meeting.

- 2021 Nov That Intergroup purchase a second zoom account so that two meetings may be held online at the same time.
- 2021 Nov That IG form an Ad Hoc committee to explore options for IG Renewal; the committee will bring ideas to IG for approval based on research including membership survey; then implement the ideas with the help of all OA members. This committee is to be called the Intergroup Renewal Project (IGRP)
- 2022 Feb That all Intergroup Documents in continuous or regular use, be revised as needed and reviewed every 5 years with one exception being the Policy and Procedures Document which is revised following every Intergroup meeting.
- 2022 Feb That Intergroup adopt the suggested Style Guide to be applied to all Intergroup Documents in continuous or regular use, with the exception of event flyers and Service Position Advertisements

Minutes

- 1994 May Minutes are to be typed and distributed within two weeks following the Intergroup Meeting and copies are to go to all groups.
Note: This motion was changed to one (1) week in October 2009, but changed back to two (weeks) in November 2009.
- 1994 Sep The Minute Taker will tack on a separate page at the back of the minutes each month which will contain a summary of the motions proposed, both carried and not carried, of that month. Continuous Effect Motions are to be shown as a separate heading.
- 2000 Aug With the exception of the Treasurer's report, all other office bearers' reports are to be held on file at the Office attached to the Minutes, on the understanding that report highlights are recorded in the Minutes.
- 2005 Jul Include the Treasurer's Intergroup Report in the IG Minutes.
- 2005 Jul Any changes to the Intergroup Minutes format and the Intergroup Meeting format must be approved by Intergroup before the changes are enacted.
- 2006 Sep The Meeting list is to be added to the minutes.
- 2009 Oct There be a standard item, following the reports from service position holders, noting unfilled positions and calling for nominees.
- 2010 May The OA Melbourne Intergroup calendar distributed with the minutes should include other OA events such as the Region Ten Assembly and Convention and the World Service Business Conference.
- 2011 May That all motions that are of a continuing effect will be noted clearly as a "continuing effect" in the minutes each month and continuing effects document be updated by the Vice chair. If moving a motion that is known to go against a continuing effect then would first need to rescind the continuing effect.
- 2011 May The minute taker will add all the Continuing Effects Motions to the end of the minutes under a separate heading.
- 2011 May That the IG minutes are distributed to the Intergroup Distribution List using "BCC" so that email addresses are not visible. This is only for minutes or something that is distributed to all Intergroup.

2011 July	Reports and attachments of the IG Minutes are cut and pasted wherever possible into one document prior to distribution.
2012 Feb	Minutes will show a summary of what occurred at the IG meeting. Where necessary/practical other reports will also be attached in full (The Treasurer's, World Service Delegate's and Region Ten reports will always be attached in full).
2012 March	Amendments to previous minutes be distributed as a separate document that can be filed with those minutes.
2013 Aug	<u>Motion:</u> That the Minutes of OA Melbourne IG be stored in a Dropbox account and access made available to those on the Minutes email distribution list.
2018 Dec	<u>Motion:</u> That the minutes taker-distributor upload the final minutes to the OA dropbox as part of the distribution process
2021 Oct	That the Minutes template be updated to minute who attended and accurately record who was present and in what capacity.

New groups

2007 Mar	When a new group is registered that they should be asked where they want to be listed and how.
2021 Sept	<u>Motion:</u> That Intergroup will be willing to support new affiliated groups with their rent expenses up to an amount of \$150 to assist their start-up.

Elections

See also Events – Share-a-thons.

1994 May	The Chairperson position is to come up for election in March, not September.
2001 Nov	If nominating for voting positions at Intergroup, you must be present at the Bi-annual General meeting (as per Statement of Rules). If nominating for non-voting positions, presence is preferred but a written submission will be accepted.
2002 May	Within two weeks of the Bi-Annual General Meeting, the Committee Folder will be given to the Melbourne Intergroup Secretary, who will update the contact details before passing it to the new committee at the next Intergroup meeting.

Positions

All positions

1999 June	<p>The following requirements are for elected Intergroup positions:</p> <ul style="list-style-type: none"> • Working the Twelve Steps of recovery within the Overeaters Anonymous Program for one (1) year • Has a working familiarity with the Twelve Traditions • An ongoing commitment to abstinence with the exception of the World Service Delegate and Region Ten Representatives, who shall have maintained one (1) current year of abstinence • Regular attendee of an active group or groups for the period of one (1) year • There be a minimum requirement of six (6) months service at group level.
2000 Sep	Job Descriptions are to identify the abstinence requirements and voting status for all positions.

- 2001 Sep Amend the current job description for elected positions from “Answer inquiries promptly with working familiarity of the Twelve Traditions” to “Familiarity with the Twelve Traditions”.
- 2006 Aug Change the abstinence requirements for elected Executive Intergroup positions to 3 months current abstinence, with the exception of Region Ten reps and World Service Delegate, which shall remain at 12 months.
- 2013 Nov That Melbourne Intergroup service positions are as follows:

Service Position	BiAMG Election	Term
Chairperson	March	1 year
Events Committee Co-ordinator	September	1 year
Minutes Taker/Distributor	September	1 year
Literature Co-ordinator	March	1 year
March Shareathon Committee	September	1 year
May Convention Committee	March	1 year
Office Cleaning Co-ordinator	March	1 year
Office Co-ordinator	September	1 year
Outreach Officer	September	1 year
Public Information Co-ordinator	September	1 year
1 x Region 10 Rep	September	2 years
2 x Region 10 Reps	March	2 years
Secretary	September	1 year
September Shareathon Committee	March	1 year
Treasurer	September	1 year
Vice-Chairperson/Public Officer	September	1 year
Webmaster	September	1 year
World Service Delegate	September	2 years

Members taking on a service position partway through the term of office will hold the service position for the remainder of that set term.

Executive positions

- 2001 Feb Executive positions that currently have “commitment to abstinence” as the abstinence requirement should have the requirement changed to six (6) months abstinence, effective from the Bi-annual elections as at March 2001.

Group representatives

- 2008 Apr The Group Representatives’ job descriptions be amended to include ‘Shall attend the Bi-Annual General Meeting or nominate a proxy to attend in their place.’

Literature Committee Co-ordinator

- 1994 May Change the By-laws so that the Literature Person has a vote at Intergroup.
- 2007 Jun The Literature Coordinator is approved to form a literature committee to assist in carrying out the duties of this role.

Minute Taker/Distributor

- 2011 Sep Remove from the Minute Taker’s job description ‘Attend Executive Meeting as requested for the purpose of taking Minutes of the Executive’. This task will now be added to the Secretary’s job description.
- 2013 Nov Minutes Taker and Minutes Distributor positions combined.

Region Ten representatives

- 1999 June Melbourne Intergroup Statement of Rules is amended to allow three (3) Region Ten Representatives as in the Region Ten By-laws.
- 2006 Sep The Region Ten Representative may respond to Region Ten questions on behalf of Intergroup at her discretion.
- 2022 Jun Motion: That intergroup agrees to have region representatives and WSBC delegates participate in-person at Assemblies and Conference whenever possible and will budget for this accordingly

Secretary

- 1996 Mar The Secretary is to negotiate all future lease renewals.
- 2007 Aug An information register be kept at the office and updated by the Secretary.
- 2009 Feb Monitoring and forwarding mail received at the OA Intergroup website is made part of the job description for the Secretary.
- 2013 Aug Motion: To amend the OA Intergroup Secretary task list to include distribution of the OA Melbourne Intergroup Meetings List as per the attached position description.
- 2021 June Motion: Create the email accounts as per Option 1 and give position holders the passwords so they can check the position email accounts
- Option 1 is 'Email with password provided to position holder so they have access to all emails for that positions, anonymity is maintained in reply emails and they have access to the email history of the position.

Vice Chair

- 2012 Mar The Continuing Effects Motion document is to be distributed to the IG reps and position holders every six months by the Vice chair.

Website Committee Coordinator

- 2013 Sep New position and job description created.
- 2013 Aug Motion: To create a new Webmaster position for Melbourne Intergroup responsible for maintaining the OA Melbourne Intergroup website as per the attached position description
- 2013 Aug Motion: To set up an email list for all OA members so Melbourne Intergroup can communicate directly with members when required.

It was noted that this responsibility would go under the Website Coordinator task list

Actioned – notes on how to use list being created.

- 2020 April Motion: That the Webmaster should be a position that holds a vote.
- 2020 Sept Motion: Webmaster to include links to the Pamphlet on the How It Works page on the oa.org.au website
- 2021 June Motion: That OA Melbourne intergroup move their website from the existing web hosting (Alta Image & Wordpress) to Wix.
- 2021 Sept Motion: That the Webmaster set up Gmail addresses for the IG committee

Refer motion June 2021

- 2021 Nov That Intergroup establish and maintain a page in the IG website 'About Intergroup' or similar, for information relating directly to service at IG.

- 2021 Dec To establish and maintain 'About Intergroup' webpage.
2022 Sep To purchase the oa.au domain name.

World Service Business Conference Delegate

- 2000 Mar Change the Job Description of the World Service Delegate to include: "The World Service Delegate is to take responsibility for the World Service Business Conference Agenda Questionnaire."
2000 Mar Change the Job Description of the World Service Delegate to include: "The World Service Delegate should (wherever possible) have been a Region Ten Delegate and have attended a Region Ten Assembly."
2022 Jun Motion: That intergroup agrees to have region representatives and WSBC delegates participate in-person at Assemblies and Conference whenever possible and will budget for this accordingly

Literature

See also: Finances – Literature; Intergroup – Positions; Promotion – Lifeline magazine

Newcomers packs

- 1987 Nov Groups should purchase newcomer packs from Intergroup, but it is up to each group's discretion if they charge newcomers.
1999 July The current newcomers packs will be replaced with the World Service newcomers packs
2011 May That a standard approved cover letter is included in the information pack that is sent/given to people wanting information about OA.

Intergroup Welcome Packs

- 2011 Dec The Welcome Packs are to be expanded to include a plastic folder and additional pamphlets (Concepts, 12 & 12 Traditions, Group Handbook and Service Structure)

Orders

- 1987 Nov Literature orders from the USA should be minimised due to currency fluctuations.
2001 Feb All literature orders received by the Literature Co-ordinator are to be paid for at the time the order is placed.
2011 July Remove the literature price list from the website and replace it with the words – **For a current literature price list email request to admin@oa.org**
2011 August Discontinued literature lines will be removed from the Literature Order Form.

Outside literature

- 1989 Jan Intergroup will no longer purchase or stock any outside literature that is not conference-approved AA or OA literature.

Pricing and purchasing

- 2001 Dec The retail price on literature supplied by Melbourne Intergroup is to be increased to cover all costs associated with the purchasing and sale of literature, as detailed on the submitted price list dated January 2002.

- 2000 Oct Intergroup gives the Literature Committee the authority to restructure the pricing and purchasing of literature.
- 2011 July As literature could be a fundraising item, the Literature Committee may price literature to include a mark-up for profit and overheads.

Files – Interstate Intergroup Minutes

- 1999 Nov Only two (2) years of Interstate Intergroup Minutes will be kept, on a rolling basis.
SUPERSEDED by motion of February 2005.
- 2005 Feb All interstate minutes will have the relevant information disseminated and reported to Intergroup through the Region Ten Rep who will then destroy them after 2 months.
- 2013 Aug Motion: That a Dropbox account be established for OA Melbourne IG to store important documents including but not limited to Statement of Rules, Continuing Effects Motions, Insurance Certificate of Currency and Job Descriptions
- 2022 Sep Intergroup purchase 2TB storage capacity on Dropbox and include the necessary expense in the annual budget.

Repairs to equipment

- 1990 Dec Two quotes will be required for any repairs to equipment.

Promotion / Public information

Budget

- 1989 Feb A \$100 per month budget will be allocated to the Publicity Committee. Records of expenditures must be kept.

Lifeline magazine

- 2000 Feb *Lifeline* promotion is the responsibility of Intergroup representatives, thus negating the Lifeline Co-ordinator position.

Meetings lists

See also: Intergroup – Positions – Meeting List Co-ordinator

- 1990 Nov Up-to-date meetings lists should be collated and distributed every two months and are to include country meetings, interstate contact phone numbers, and the Preamble.
- 2000 May That the OA worldwide and Region Ten addresses be included on any future literature distributed by Melbourne Intergroup (wherever we put our phone number the two website addresses are also to be included).
- 2002 Apr Meeting lists are to indicate disabled facilities.
- 2003 Oct The Meetings List shows the two months on the top of the Lists.
- 2006 May The Melways Reference be added to each meeting on the Meetings List.

Use of Melbourne Intergroup logo

- 2007 Oct Rescinded Nov 2007. Website content
- 2007 Sep Personal contact details will be included on the OA Melbourne website meetings list.

ANNEX – Rescissions and Deletions from March/April 2012 onwards. Past group conscience – history (no longer current)

Use of Melbourne Intergroup logo

2007 Oct IG allows groups to use the Melbourne Intergroup logo for promotional material without the approval of IG as long as it adheres to the 12 Steps and traditions of OA (**Rescinded Nov 2007**).

Events

1988 Aug There be a set charge for share-a-thons.

2000 Apr That all future share-a-thons be held on a Sunday.

2000 Dec That all full day future events for Melbourne Intergroup have a registration fee of \$10.

2006 Jun That the new convention refund policy listed previously be implemented.

Finances

Westpac Corporate Visa Debit Card

2010 Sep The debit card only requires one of three signatories to sign. As an internal control, the other two signatories will check debits regularly.

Internet banking

2011 June Three members of the Executive to be signatories on the account with any two to sign.

Investment account

2011 June Recommended that 6 months operating expenses is kept as prudent reserve in the OA Investment Account.

Signatories to cheque account

No items under Signatories to cheque account at this stage.

2007 May That signatories to the cheque account be the chairperson, vice-chair, treasurer and PI coordinator. Any two of these office holders can sign.

2007 May That the new treasurer and PI coordinator be authorised to conduct internet banking

Intergroup Meetings

1996 Jun Melbourne Intergroup meets the first Saturday of each month from 10am – 12.30pm.

2003 March That Melbourne intergroup continues to meet on the first Saturday of each month.

1997 Nov Bylaws amendments to be presented at February intergroup each year.

1999 Nov To add to Intergroup agenda request for volunteers to clean office after each intergroup meeting.

2005 Oct That we hold an OA meeting following Intergroup meetings from 12.30 to 1.30pm

2002 July Intergroup should revert to the previous system of distributing material to IG representatives during the Intergroup meeting.

Service Position descriptions and abstinence requirements

1993 Oct There will be a one month change over period during which intergroup positions will be shared by the old and new officer.

2001 Apr That the position description of the Vice-chair role be amended to include “to liaise with country groups as part of Melbourne Intergroup’s Outreach program”.

2001 Sept To amend the current job description for elected intergroup positions from “Answer inquiries promptly with working familiarity of the Twelve Traditions” to “Familiarity with the Twelve Traditions”

Positions

Literature Co-ordinator

2001 Sep The Literature Co-ordinator’s position description will be amended to include “Renew Intergroup’s subscription to Lifeline annually”.

Outreach Officer

2011 Dec Reinstate the position of Outreach Officer to liaise with country groups and loners as part of Melbourne Intergroup’s Outreach programme

Meeting List Co-ordinator

1999 Mar The Meeting List Co-ordinator should update the meeting list “as per change” for office use.

1999 Mar The Meeting List Co-ordinator may have a volunteer assistant if necessary.

2013 Sep Position removed from OA Melbourne Intergroup positions as Secretary is now responsible for this task.

2013 Aug Motion: To remove the Meetings List Coordinator from the list of OA Melbourne Intergroup positions at the September Bi-annual General Meeting

Office Cleaning Co-ordinator

2001 May The Office Co-ordinator’s job description is amended to include “has regularly attended OA meetings for a period of not less than one (1) year and as done service at the group level”.

2001 May Amend the Office Cleaning Co-ordinator job description to include “to provide a written report to Intergroup at each monthly meeting”.

Office Co-ordinator and Office Volunteers and Phone Contact Volunteers

See also: Office Maintenance and Repairs: Fire Extinguisher

1994 The following requirements are adopted for Office Volunteers:

- a) Have a commitment to abstinence
- b) Have been in OA for six months
- c) Are working the Steps on a daily basis
- d) Are familiar with the traditions.

This is at the discretion of the Office Co-ordinator in consultation with the Executive Committee.

The requirements for the Office Volunteer Co-ordinator will be the same except that he/she will have been in the program for at least one (1) year and will have done service at the group level.

- 2003 Oct The Office Co-ordinator is to establish a roster of people willing to be placed on the answering machine message as phone contact volunteers.
- 2003 Oct The Executive Committee is to formulate a Job Description for the role of Phone Contact Volunteers.

Public Officer

- 2001 Jun The Public Officer's job description is amended to include "maintain a current copy of Continuing Effects Motions at the Office".

Public Information Coordinator

- 2013 Sep The Public Information Coordinator's job description amended to remove "Co-ordinate, develop and maintain the Melbourne OA Web Page." (This task will now be undertaken by the Webmaster.)

Secretary

- 2013 Sep Secretary task list amended to add "Print and distribute copies of the OA Melbourne Intergroup Meetings List to groups as requested".

Literature

- 1987 Nov That the cassette coordinator retains one master copy of each title, which can be archived.
- 1987 Nov That groups purchase Newcomers Packs from intergroup, but it is each groups discretion if they charge newcomers.
- 1988 Sept that 10 most popular tapes ar to be ordered from U.S.A. list, which is to be regularly updated and number of tapes to be kept at 50, eliminating less popular titles.
- 1989 Nov Tapes are not to be copied and are to have labels to this affect.
- 1999 July To sell all existing filled tapes excluding Melbourne Intergroup Master tapes.
- 1999 July Trial sales of tapes from other sources (i.e.) USA, NZ, to be listed on the literature list.
- 2000 Oct Intergroup give the Literature committee authority to restructure the pricing and purchasing of literature.
- 2001 Feb That all monies received for literature be kept separately from operating monies with the OA Melbourne Intergroup financial records. Such monies received for literature to be used specifically for the purpose of purchasing literature.
- 2004 May That the new postage rate is increased from \$5 to \$8 effective from September this year to allow for new literature orders to be printed.
- 2007 Mar That the Serenity magazine will be produced quarterly and one copy provided at no cost to each group. An electronic copy will be distributed with the minutes.

- 2007 May That intergroup cover the costs of 5 copies of the Serenity Magazine for each meeting.
- 1994 May Melbourne Intergroup should provide an active, experienced support person for any future Convention Committee.
- 2011 July The email address of admin@oa.org.au be used for all future correspondence.

CD's/ Recordings

- 2012 Feb The OA Melbourne event CDs have been approved for use by the Region Ten outreach/youth committee to be sent out to OA Loners across Region Ten.

Hobart meeting

- 2007 Oct The Hobart meeting be approved to join Melbourne Intergroup.

Office Use and Maintenance

See also: Intergroup – Positions – Office Cleaning Co-ordinator, Secretary

Commitment to current location

- 2005 Jun As a fellowship we are committed to keeping the OA Melbourne Intergroup office open in its current location.

Electricity supplier

- 2011 Sep The electricity supplier is to be given a key to the office.

Fire extinguisher

- 2007 Aug The task of organizing 6 monthly checks of the fire extinguisher will go to the Office Coordinator.

Key Register and key deposits

- 1996 Dec A Key Register is to be compiled and updated by the Chairperson. A \$20.00 deposit is to be paid for each key.
Note: Deposit discontinued by motion of Feb 2007.
- 2007 Feb Discontinue the use of office key deposits and return outstanding deposits to their owners. The associated rules should be amended to reflect this change.

Literature cupboard key

- 2005 Apr Two copies of the Literature cupboard key will be cut for the Chairperson and the Office Coordinator to be used in an emergency.

Repairs to equipment

- 1990 Dec Two quotes will be required for any repairs to equipment.

Telephone

- 1989 May A collection tin will be left beside the phone for any personal calls made.
- 2013 March Motion: The maxi direct account be closed and the fund moved to the general operating account.

- 2014 July Motion: That “For more information, contactadmin@oa.org.au” be added to the bottom of all Intergroup job descriptions.
- 2015 June Motion: That the Overeaters Anonymous Intergroup Statement of Rules FAQs document be endorsed by Melbourne IG and included in position holder and group rep packs.
- 2016 March Motion: That Melbourne IG get rid of the PO Box.
- 2016 April Motion: That Melbourne Intergroup renew the P.O Box 2016 and cease March 2017.
- 2018 May Motion: That Melbourne Intergroup include information regarding the number of members attending via Skype and their locations. (in the minutes)
RESCINDED JUNE 2018
- 2020 March Motion: That the Webmaster position requires a commitment to abstinence
- 2016 April Motion: That Melbourne Intergroup cancel landline and remove the land line no. from all documents.

Office display and sales

- 2011 June The shelves at the office are to be permanently stocked with literature for purchase

White Pages advertisement

- 1999 Aug The OA website address will be included in the new White Pages advertisement.

Yellow Pages advertisement

- 2009 Jun The Melbourne Intergroup Yellow Pages advertisement not be renewed.