

CENTRAL NEW MEXICO INTERGROUP OF OVEREATERS ANONYMOUS

POLICY MANUAL

Amended revision - Approved on August 15, 2020

I. Name:

The name of this organization is the Central New Mexico Intergroup of Overeaters Anonymous, also known as the CNMI.

II. Purpose:

This document contains a description of the various policies that the CNMI has developed over time to ensure consistency in its decision making. It is meant to be a companion to the CNMI Bylaws. The bylaws and the policies act as guidelines in matters relating to CNMI board members, committee chairs, and intergroup representatives and how CNMI conducts its business.

III. Abbreviations and Definitions:

OA Overeaters Anonymous Inc.

CNMI Central New Mexico Intergroup

This term can refer to all members of all groups which are affiliated with this intergroup of Overeaters Anonymous. It also refers to the group of voting members of this intergroup who gather monthly to conduct its business.

WSBC World Service Business Conference

The annual business meeting of Overeaters Anonymous Inc. to which CNMI may send one or more delegates (WSBC delegate) to represent it

RR Region Representative

A CNMI member who is a voting representative of the CNMI at region assemblies

IR Intergroup Representative

The CNMI member who is a voting representative of their group at monthly CNMI meetings

ECC Electronic Communications Coordinator

The name of the committee chair whose task is to manage the CNMI email account

PI/PO Public Information and Professional Outreach

The name of a committee of CNMI whose work is to interface with the public and professionals regarding OA

IV. Name and General Duties of CNMI Board Members:

A. Chair

- 1) Oversees compliance with OA's Twelve Traditions.
- 2) Prepares the agenda and presides at all regular and special CNMI meetings.
- 3) Monitors financial planning and financial reports.
- 4) Conducts an annual intergroup inventory.
- 5) Serves as *ex officio* member of all CNMI committees except the nominating committee, unless they are an appointed member of that committee.
- 6) Assists with coordination of efforts among the committees.
- 7) Provides support to board members and committee chairs in the execution of their duties.
- 8) Monitors the CNMI Calendar of Activities to ensure that all deadlines are met, including submission of governmental reports, registration deadlines for WSBC delegates and region reps, and annual activities such as the financial audit and preparation of the CNMI budget.

- 9) Responds to inquiries and requests for assistance from the World Service Office, Board of Trustees and Region III or refers such matters to the appropriate individuals within CNMI.
- 10) Responds to concerns raised by members of the CNMI community.
- 11) Sets the schedule for the monthly CNMI meetings and coordinates with the meeting location.
- 12) Has a voice in all discussions. Votes only to break a tie for CNMI business motions, but may vote in all written ballot votes. (9/12/20)
- 13) Prepares and submits a budget request when prompted by the CNMI Treasurer.

B. Vice Chair

- 1) Serves in the absence of the Chair.
- 2) Assists the Chair whenever needed.
- 3) Reviews the website to confirm that Traditions are honored.
- 4) Oversees the distribution, maintenance, and updating of the CNMI service position descriptions.
- 5) Prepares and submits a budget request when prompted by the CNMI Treasurer.
- 6) May attend all committee meetings with the exception of the Nominating Committee, unless they are an appointed member of that committee.

C. Secretary

- 1) Attends regular CNMI meetings.
- 2) Arranges for a substitute Secretary when unable to attend a CNMI meeting.
- 3) Records and transcribes CNMI meeting minutes.
- 4) Assembles attachments relevant to the meeting minutes and includes with the official file of minutes.
- 5) Provides the CNMI Chair with a draft of the meeting minutes at least one week prior to the next scheduled CNMI meeting.
- 6) Collaborates with the CNMI Chair on any suggested edits or changes to the minutes.
- 7) If there is a difference between the Chair's and the Secretary's interpretation of an action at a CNMI meeting, the Secretary shall seek outside corroboration on the accuracy of the issue under discussion.
- 8) Maintains a file of all minutes and relevant attachments for CNMI for the entire term of their office.
- 9) Updates the CNMI Policy Manual as changes are approved at CNMI meetings.
- 10) Keeps a current file of minutes for 4 years at which time the earliest year of minutes shall be transferred to Archives.
- 11) Transfers all material pertinent to the position of Secretary of CNMI to the incoming Secretary prior to the first meeting at which the incoming Secretary is in office.
- 12) Prepares and submits a budget request when prompted by the CNMI Treasurer.
- 13) May attend all committee meetings with the exception of the Nominating Committee, unless they are an appointed member of that committee.

D. Treasurer

- 1) Maintains CNMI checking account:
 - a. Receives funds from P.O. Box and/or from members and deposits in a timely manner.
 - b. Pays invoices for expenses and services as due.
 - c. Reimburses CNMI members for expenses incurred for CNMI activities.
 - d. Enters payments and income into CNMI check register; balances check register to end of month bank statement.
- 2) Attends monthly CNMI meetings.

- 3) Provides written reports of income/expenses for attendees and gives a verbal overview of current finances.
- 4) Oversees budget process and presents proposed budget to CNMI in December.
- 5) Submits annual reports/forms to IRS (Jan/Feb) and state of New Mexico (March/April).
- 6) Shares CNMI general account check register to the CNMI email account on a monthly basis.
- 7) May attend all committee meetings with the exception of the Nominating Committee, unless they are an appointed member of that committee.

E. World Service Business Conference Delegate

- 1) Attends the WSBC of OA, CNMI finances permitting.
- 2) Meets the qualifications and requirements as outlined and defined in the OA Bylaws, Subpart B.
- 3) Serves not more than two (2) consecutive terms or four (4) consecutive years, whichever is greater, except for reasons to be decided by the group conscience of the CNMI with respect to the delegate.
- 4) Submits a written report of the actions of the Conference, in a timely manner, at an intergroup meeting and makes their report available to the website manager.
- 5) Monitors the OA website for pertinent news and information to share at intergroup meetings.
- 6) Presents issues submitted for WSBC agenda to the CNMI for review and vote prior to established deadline.
- 7) Prepares and submits a budget request when prompted by the CNMI Treasurer.
- 8) May attend all committee meetings with the exception of the Nominating Committee, unless they are an appointed member of that committee.

F. Region Representative

- 1) Attends all Region Assemblies, CNMI finances permitting.
- 2) Meets all qualifications and requirements for RRs as stated in the Region III Bylaws.
- 3) Participates fully in the business of Region Assemblies, including being a member of one of the Region committees.
- 4) Continues committee work throughout the year and ends just before the Assembly at which a new RR takes their place.
- 5) Upon return from an Assembly and in a timely manner, the RR submits a written report at an intergroup meeting and makes their report available to the Website Manager.
- 6) Monitors the Region III website regularly for any announcements helpful to share at intergroup meetings.
- 7) Prepares and submits a budget request when prompted by the CNMI Treasurer.
- 8) May attend all committee meetings with the exception of the Nominating Committee, unless they are an appointed member of that committee.

V. Name and General Duties of other CNMI Voting Members:

A. Committee Chair

- 1) Oversees the planning and execution of their committee's tasks.
- 2) Keeps CNMI apprised of the progress and completion of said tasks.
- 3) Organizes and conducts committee meetings as needed.
- 4) Prepares and submits a budget request when prompted by the CNMI Treasurer.

B. Intergroup Representative

- 1) Attends every intergroup meeting or sends an alternate if they are unable to attend.
- 2) Takes notes at the intergroup meeting and reports pertinent information to the meeting they represent.

- 3) Delivers all flyers, brochures, and announcements handed out at intergroup meetings.
- 4) May call a group conscience if a discussion or decision by the group is required.
- 5) May conduct the group conscience or shall just report if the group secretary is presiding.
- 6) Shall be the person who keeps track of group conscience decisions made if there is no group secretary.
- 7) Brings any concerns or questions from the group to the intergroup meeting.
- 8) Makes a brief report at intergroup meetings concerning the welfare of the group.

VI. Filling Vacant CNMI Service Positions on a Temporary Basis:

- A. A position may be filled temporarily on an “acting” basis if a candidate does not meet the requirements of the position. “Temporary/acting” status shall be lifted once the individual meets the requirements of the position. If the requirements are not met by the election at the next Annual Meeting, the member may not run for the position. The candidate must receive a majority of the votes cast by CNMI members.
- B. If the CNMI would not be represented by an elected Delegate or Representative at the WSBC or a Region Assembly, an alternate may be elected to attend that Conference or Assembly only. The alternate must meet the basic qualifications for the position. They must receive a majority of the votes cast at a regular CNMI meeting or in a poll of voting members of CNMI.

VII. CNMI Elections:

- A. Elections shall be held at the annual meeting in October.
- B. Open positions shall be announced at the CNMI meeting and publicized to the membership at large (e.g. via email blast, posting on the website) two months prior to the Annual Meeting.
- C. Nominees must be present at the annual meeting or other meeting at which the election will be held or have submitted a written acceptance of the nomination.
- D. In order to be elected to the CNMI board, a nominee must receive a majority of the votes cast by members of the CNMI in attendance.
- E. Voting will be by written (including virtual) ballot. (9/12/20)

VIII. CNMI Meetings:

- A. Regular Meetings
 - 1) The intergroup meets on the second Saturday of the month unless there is a holiday or conflicting OA event (such as a Region Assembly) in which case, the CNMI may opt to move the meeting to another Saturday of the month. The meeting starts at 9:00 AM and finishes when the business is complete or at 10:45 AM whichever comes first.
 - 2) The meeting is to be opened with the Serenity Prayer and closed with any OA approved prayer.
 - 3) An annual Intergroup Inventory shall be performed by the intergroup to evaluate its ability to carry the OA message.
 - 4) Whenever possible, motions should be submitted in writing prior to or at the outset of the meeting. Motions submitted in advance should be sent to the ECC by the report submission deadline.
- B. Special Meetings
 - 1) Extra meetings may be called for special purposes. See CNMI Bylaws, Article VI, Section 4 for notification procedure.
 - 2) It is permissible to have a brief special meeting immediately prior to the regular monthly meeting, with proper notification.

C. Annual Meeting

This is the name given to the regular October intergroup meeting at which elections are held.

IX. Committees:

A. General Committee Procedures

- 1) Each standing committee shall meet on a regular basis as necessary to fulfill its duties to the CNMI, subject to the guidelines of the Twelve Traditions of OA.
- 2) Each committee shall have the authority to establish its own rules and procedures.
- 3) With the exception of the Nominating Committee, any member of any CNMI group may be a member of any committee.

B. Committee Reports

- 1) Each committee chair shall submit a monthly report in person or in writing to the CNMI.
- 2) At the end of any specific event coordinated by a committee, a written report, including financial information, is to be submitted to the CNMI.

C. Website Committee

- 1) Only OA and select AA approved literature shall be quoted on the CNMI website, and the Twelve Traditions shall be upheld therein.
- 2) The Website Manager shall abide by all copyright laws when considering materials for publication.

D. Nominating Committee

- 1) The Nominating Committee shall consist of three members of the CNMI appointed at the Annual Meeting by the CNMI Board to serve a two-year term.
- 2) If the Nominating Committee is activated subsequent to the Annual Meeting, the members shall serve until the second Annual Meeting after their appointment.
- 3) Members of the Nominating Committee have only one vote at CNMI meetings.
- 4) The Nominating Committee shall meet in closed session.
- 5) Members of the Nominating Committee may be nominees themselves.
- 6) Members of the Nominating Committee shall present a slate of names of candidates for each vacant board or committee chair position at the meeting prior to the annual meeting.
- 7) The Nominating Committee may present candidates for election to vacant positions as needed between Annual Meetings.

E. Committee Generic Emails

- 1) The ECC shall set up and maintain generic emails for all CNMI committee chairs as well as for the Silent Retreat Subcommittee Chair and any other subcommittee which has a need for electronic communication involving the public.
- 2) For committees without a current chair, the forwarding address shall be the CNMI email account and shall be updated by the ECC when the position is filled.
- 3) The ECC shall provide a list of all current generic email addresses and passwords to the Chair. The generic email addresses and passwords shall also be accessible to anyone having access to the CNMI email account.
- 4) When committee chairs complete their term of office or resign, they should notify the ECC of the change. The Intergroup Chair shall inform the ECC of the person who shall take over the position so that a new forwarding address may be solicited and inserted.
- 5) Committee chairs shall use their generic email address rather than their personal email account for communications involving CNMI business.

- 6) Generic email addresses are to be used in all public media such as on our website and any flyers or other printed materials where a committee contact address is used.

X. CNMI Funds:

A. Checking Accounts

- 1) The general checking account is the primary account for the conduct of CNMI business. The following conditions apply:
 - a. Authorized signers for these accounts shall be approved by the CNMI.
 - b. The signatures of four authorized Board members shall be on file at the bank at all times: the Chair, Vice Chair, Secretary and Treasurer.
 - c. Two signatures shall be required for all checks. This requirement shall be monitored internally by the CNMI.
 - d. Use of electronic banking is permitted.
- 2) Other permanent checking accounts may be established. If they are, the following conditions apply:
 - a. Authorized signers for these accounts shall be approved by the CNMI.
 - b. The signatures of four authorized signers shall be on file at the bank at all times: the Chair, Vice Chair, Secretary, Treasurer or Special Events Treasurer.
 - c. Two signatures shall be required for all checks. This requirement shall be monitored internally by the CNMI.
 - d. Use of electronic banking is permitted.
- 3) Temporary checking accounts may be established. If they are, the following conditions apply:
 - a. Authorized signers for these accounts shall be approved by the CNMI.
 - b. The signatures of four authorized signers shall be on file at the bank at all times: the Chair, Vice Chair, Secretary, Treasurer or Special Events Treasurer.
 - c. Two signatures shall be required for all checks. This requirement shall be monitored internally by the CNMI.
 - d. Use of electronic banking is permitted.

B. Other Policies Pertinent to Finances

- 1) Employee Dishonesty Bond
 - a. CNMI shall maintain an Employee Dishonesty Bond which is an indemnification against losses incurred due to dishonesty on the part of any of the signers on the CNMI bank accounts.
 - b. The amount of the bond shall be determined during the fourth quarter of each year prior to the scheduled bond renewal, based on balances maintained in accounts during the current year.
- 2) Acting Treasurer
 - a. An Acting Treasurer may be designated by the CNMI to act in the place of the Treasurer on a temporary basis in the event the Treasurer is unable to perform their duties.
 - b. The Acting Treasurer must be an authorized signer on the CNMI checking accounts.
- 3) Special Events Treasurer

A Special Events Treasurer may be designated by the CNMI to manage the finances of an event such as the annual retreat or a periodic convention.
- 4) Prudent Reserve
 - a. A prudent reserve is to be held, the amount of which should cover the cost of the telephone, CNMI meeting room rental and/or current virtual meeting expenses for a period of six (6) months.
 - b. The prudent reserve is calculated twice a year in January and July.
- 5) Budget Committee

A Budget Committee, consisting of the Treasurer and at least two other intergroup members, shall meet once a year to prepare an annual budget proposal for the following year.

- a. The Treasurer shall schedule a budget meeting to take place in November of each year.
- b. Three or more weeks prior to the budget meeting the Treasurer shall send out the following notices via email:
 - i. A notice to group treasurers requesting the group's projected 7th Tradition contributions for the coming year. If there is no treasurer of record the notice shall be sent to the IR or the meeting list contact person. This notice shall also contain:
 - (a) a request for projections of any further donations to be made in the current year, and
 - (b) a request for confirmation that the stated year-to-date 7th Tradition contribution amount is correct
 - ii. A notice to committee chairs requesting an estimate of income, if applicable, and expenses for the coming year
 - iii. A notice to board members requesting an estimate of expenses for the coming year
- c. Approximately one week prior to the Budget Committee meeting the Treasurer shall send out brief reminder messages to those who have not responded to the previous notices.
- d. The Treasurer shall prepare a budget worksheet incorporating information received in response to these notices for use during the Budget Committee meeting.
- e. The Budget Committee shall meet to create a budget proposal for the coming year.
- f. The Treasurer shall present the budget proposal to the CNMI voting membership for approval at the December meeting.

6) Budget Overruns

The CNMI is to operate within the approved annual budget. An overrun of up to \$25.00 on any expense account is permissible without prior approval from the CNMI.

7) Changes to the Budget

The CNMI may vote to approve changes in the budget during the year if necessary. An example might be: allocation of funds for a newly formed committee.

8) Annual Budget Period

The annual budget period shall run from January 1 through December 31.

9) Funds Allocation for WSBC Delegate(s) and RR(s)

The Budget Committee shall allocate funds each year for the WSBC delegate(s) to attend the annual Business Conference and the RR(s) to attend both Assemblies.

- a. WSBC Delegate expenses eligible for reimbursement shall include registration fees, the price of a shared hotel room for three nights, mileage to and from the venue, and meals paid for during the week of Conference.
- b. RR expenses eligible for reimbursement shall include registration fees, the price of a shared hotel room at the Assembly, transportation to and from the Assembly and all meal expenses related to the Assembly. The RR is encouraged to be frugal when choosing their travel method and selecting their flights.
- c. The Budget Committee may make recommendations based on location and expected costs of the upcoming Assemblies.
- d. If funds are limited, there shall be a rotation of attendance depending on available funds and a vote of the CNMI as to which Assemblies/Conference shall be attended in a given year.

10) Annual Audit

The CNMI shall conduct an audit of the bank records and yearly reports for the previous calendar and fiscal year in January or February of the following year.

- a. The Chair shall appoint an ad hoc Audit Committee.
 - i. The committee shall be composed of the Treasurer and two or more additional members of the CNMI, at least one of whom is not a signer on the intergroup checking accounts.

- ii. The audit shall be conducted in accordance with the Annual Review of CNMI Bank Records and Yearly Reports worksheet which may be revised from time to time as recommended by the members of the ad hoc committee.
- iii. A separate worksheet shall be completed for each checking account reviewed.
- b. The Treasurer shall provide the following documents for the audit period at the time of the audit. Documents may be presented in paper or digital form.
 - i. Reconciled bank statements for each checking account
 - ii. Copies of the check registers for each account
 - iii. A copy of the year-end Treasurer's report consolidated spreadsheet
 - iv. The current checkbook in use for each account and the duplicate check copies for all checks written during the audit period
 - v. Receipts or other documentation to support each expense
 - vi. Evidence of timely submission of the *Electronic Notice for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ* (e-Postcard) to the IRS
 - vii. Evidence of timely submission of CNMI's Annual Report to the Office of the New Mexico Secretary of State, Corporations and Business Services Division
 - viii. Evidence of an annual report to each group treasurer summarizing the group's donations to CNMI
- c. A designated member of the committee shall provide an oral summary of the audit results and copies of the review worksheets at the next CNMI meeting.

XI. Maintenance of CNMI Documents:

A. Service Position Descriptions

The Vice Chair shall maintain electronic files of all CNMI service position descriptions. In early May each year, the Vice Chair shall request that the current holders of service positions up for election in October review their descriptions and update them as appropriate. This update is to be completed by August for Nominating Committee use prior to the fall elections. In this way, all service position descriptions shall be reviewed every two years and kept current. If a new position is created, the Vice Chair shall solicit a service position description from the current holder of the position as soon as feasible. If a committee or other position is discontinued, the Vice Chair shall deactivate the description, holding it for potential future use.

B. Calendar of Activities

- 1) The Chair shall maintain an electronic file of all routine, annual tasks to be accomplished by CNMI which shall include when they are to be performed and who is responsible for getting them done.
- 2) The Chair shall distribute the Calendar of Activities to the CNMI members monthly.
- 3) Pertinent sections of the Calendar of Activities shall be reviewed at each monthly CNMI meeting.

C. Term of Office Spreadsheet

The Nominating Committee chair shall maintain an electronic file listing all CNMI service positions, the name of the person currently holding the position, when they were elected, when their term expires, and their eligibility for re-election.

D. Revision of CNMI Bylaws

CNMI Bylaws must be reviewed for possible revision at least every five (5) years, but can be reviewed more often if necessary. The entire process of revision, review and approval by the CNMI occurs over a period of at least three (3) months.

- 1) The Chair shall assemble a committee to review the current Bylaws.
- 2) The Bylaws Committee shall draft a proposed revision.

- 3) The proposed Bylaws revision shall be distributed electronically to CNMI members.
- 4) At the first regular CNMI meeting following distribution of a proposed revision, the Bylaws Committee shall:
 - a. formally present the proposed revision
 - b. request feedback by a specified date
 - c. encourage members to contact the committee with questions or concerns
- 5) The Bylaws Committee shall meet again and, based on feedback and comments, shall determine if further revision is needed.
- 6) If further revisions are made, this final draft shall be distributed electronically to CNMI members. If no changes have been made, CNMI members shall be so advised.
- 7) At the next regular CNMI meeting after formal presentation of the proposed revision, the CNMI shall vote to approve a final draft revision.
 - a. A majority is required to approve a final draft.
 - b. The approved final draft shall be distributed to the general CNMI fellowship for review and comment (see item 8).
 - c. If the final draft is not approved, the Bylaws Committee shall reconvene and repeat steps 2-7.
- 8) Per CNMI Bylaws Article XI, the ECC shall distribute the approved final draft electronically to all CNMI groups no later than twenty (20) days prior to the next regular CNMI meeting.
 - a. The final draft shall be sent to the Intergroup Rep, or in the absence of an IR, to the group contact from the CNMI meeting list, or to the group treasurer of record.
 - b. Groups should be advised of the following:
 - i. The final draft shall be presented for adoption without change at the next CNMI meeting.
 - ii. Date, time and location of the CNMI meeting at which the vote shall take place
 - iii. A two-thirds (2/3) vote is needed to adopt the Bylaws revision.
 - iv. Members may contact a designated Bylaws Committee member (name and contact information included in the message) with questions, concerns or comments.
 - v. All comments submitted to the Committee shall be presented to CNMI members at the time of the vote.
 - vi. Groups are encouraged to send an Intergroup Rep or alternate to the meeting at which the vote shall be taken.
- 9) At the next regular CNMI meeting following distribution of the Final Draft Bylaws Revision to all CNMI groups, the CNMI shall vote to adopt the Final Draft Revision.
 - a. Comments submitted to the Bylaws Committee about the final draft shall be presented for consideration by the voting members.
 - b. If a two-thirds (2/3) vote to adopt is attained, the Final Draft shall become the valid Bylaws of CNMI.
- 10) Upon adoption of the revised Bylaws, the Bylaws Committee Chair shall:
 - a. Send the adopted Bylaws to the Website Manager for posting on the CNMI website.
 - b. Send the adopted Bylaws to WSO for trustee review.
 - c. Report any feedback from the trustee to CNMI.
- 11) If the Final Draft Bylaws Revision is not approved, the Bylaws Committee shall reconvene and follow steps 2-9.

E. Policy Manual

- 1) The Secretary of CNMI shall maintain an electronic copy of the Policy Manual.

- 2) The Secretary shall update the CNMI Policy Manual as needed by
 - a. adding newly approved policy motions in the appropriate section of the Policy Manual as they are approved with the date on which they were approved.
 - b. putting a strikethrough on those policies that are rescinded along with the date of rescension.
- 3) A motion to change or update the Policy Manual may be proposed at any regular Intergroup Meeting by a voting member of CNMI. The motion needs a majority vote to pass. (9/12/20)
- 4) The updated Policy Manual shall be sent to the Website Manager to be posted on the website.
- 5) Whenever indicated, or at least every two (2) years, the Chair shall assemble a committee to conduct a full review of the Policy Manual and to draft a proposed revision as necessary. The proposed revision shall be presented to the CNMI for approval. A majority vote is needed for approval. (9/12/20)

F. CNMI Contact List

The Electronic Communications Coordinator (ECC) shall maintain and distribute a list of contact information of board members, committee chairs and IRs to include position title, first name, last initial(s), email address and telephone number with area code.

- 1) This list shall be updated as changes occur based on the results of CNMI elections and information received from the Chair and the Intergroup Representative Support Chair or their designees.
- 2) Updated lists shall include the effective date in the document header and electronic file name.
- 3) The ECC shall distribute the updated list electronically to all CNMI voting members.
- 4) The ECC shall also make appropriate additions or deletions to the email account contact list for board members, committee chairs and IRs.

XII. Other Policies:

- A. In matters requiring a vote by the entire CNMI fellowship, each member is asked to vote one time only (ideally in their home group) on the matter in order to achieve a true group conscience.
- B. It is strongly suggested that all members of the CNMI fellowship ask permission of the host organization before placing OA literature in public places such as airports or private places such as doctors' offices.
- C. Three months of abstinence is required for anyone serving as a speaker at a CNMI sponsored workshop.
- D. Virtual voting via Zoom or other remote means of participation is permissible and is considered valid for any CNMI or CNMI committee meeting.