



**BYLAWS**

**and**

**POLICIES AND PROCEDURES**

**of the**

**ANCHORAGE ALASKA INTERGROUP**

**of**

**OVEREATERS ANONYMOUS**

# BYLAWS OF THE ANCHORAGE, ALASKA INTERGROUP OF OVEREATERS ANONYMOUS

## ARTICLE I – NAME

The name of this organization shall be the Anchorage, Alaska Intergroup, hereinafter know as AAI.

## ARTICLE II - PURPOSE

### Section 1 – Primary Purpose

The primary purpose of this organization is to aid those with the problem of compulsive eating, through the Twelve Steps of Overeaters Anonymous, and to serve and represent the OA groups from which the Intergroup is formed.

### Section 2 - The Twelve Steps<sup>1</sup>

The Twelve Steps are suggested for recovery in the Fellowship of Overeaters Anonymous. The Twelve Steps are:

1. We admitted we were powerless over food - that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong, promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to compulsive overeaters and to practice these principles in all our affairs.

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<sup>1</sup> Permission to use the Twelve Steps of Alcoholics Anonymous for adaptation granted by AA World Services, Inc.

## Section 3 - The Twelve Traditions<sup>2</sup>

The Twelve Traditions are:

1. Our common welfare should come first; personal recovery depends upon OA unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for OA membership is a desire to stop eating compulsively.
4. Each group should be autonomous except in matters affecting other groups or OA as a whole.
5. Each group has but one primary purpose - to carry its message to the compulsive overeater who still suffers.
6. An OA group ought never endorse, finance, or lend the OA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every OA group ought to be fully self-supporting, declining outside contributions.
8. Overeaters Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. OA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Overeaters Anonymous has no opinion on outside issues; hence, the OA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, television, and other public media of communication.
12. Anonymity is the spiritual foundation of all these traditions, ever reminding us to place principles before personalities.

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<sup>2</sup> Permission to use the Twelve Traditions of Alcoholics Anonymous for adaptation granted by AA World Services, Inc.

## Section 4 - The Twelve Concepts

The Twelve Concepts of OA Service are:

1. The ultimate responsibility and authority for OA world service reside in the collective conscience of our whole Fellowship.
2. The OA groups have delegated to the World Service Business Conference the active maintenance of our world services; thus, the World Service Business Conference is the voice, authority, and effective conscience of OA as a whole.
3. The Right of Decision, based on trust, makes effective leadership possible.
4. The Right of Participation ensures equality of opportunity for all in the decision-making process.
5. Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.
6. The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.
7. The Board of Trustees has legal rights and responsibilities accorded to them by OA Bylaws Subpart A; the rights and responsibilities of the World Service Business Conference are accorded to it by Tradition and by OA Bylaws Subpart B.
8. The Board of Trustees has delegated to its Executive Committee the responsibility to administer the OA World Service Office.
9. Able, trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.
10. Service responsibility is balanced by carefully defined service authority; therefore, duplication of efforts is avoided.
11. Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs and consultants.
12. The spiritual foundation for OA service ensures that:
  - a. No OA committee or service body shall ever become the seat of perilous wealth or power;
  - b. Sufficient operating funds, plus an ample reserve, shall be OA's prudent financial principle;
  - c. No OA member shall ever be placed in a position of unqualified authority;
  - d. All important decisions shall be reached by discussion, vote, and wherever possible, by substantial unanimity;
  - e. No service action shall ever be personally punitive or an incitement to public controversy; and
  - f. No OA service committee or service board shall ever perform acts of government, and each shall always remain democratic in thought and action.

## **ARTICLE III - MEMBERS OF INTERGROUP**

### **Section 1 – Membership**

Membership of the Intergroup with voice and vote includes the following:

1. The Intergroup board.
2. Newsletter Editor.
3. Literature Chair.
4. Standing Committee Chairs.
5. Intergroup representatives, which consist of one member from each group.
6. World Service Business Conference Delegate(s), and Region One Representative.

### **Section 2 - Qualifications**

The following are the qualifications of eligibility for membership in the Intergroup.

1. Those groups within the region or the geographic definition of Intergroup that have formally registered with World Service Office and indicated their intention to belong to Intergroup are considered members. An OA group is defined as the following:
  - a. As a group, they meet together to practice the Twelve Steps and Twelve Traditions of OA.
  - b. All who have a desire to stop eating compulsively are welcome in the group.
  - c. No member is required to practice any action in order to remain a member or to have a voice (share at a meeting).
  - d. As a group, they have no affiliation other than OA.
  - e. A group may be formed by two or more persons meeting together as set forth in Article IV, Section 1 of Overeaters Anonymous, Inc., Bylaws Subpart B.
  - f. Virtual groups (groups which replicate face-to-face meetings through electronic media) may be an Overeaters Anonymous group if they:
    - 1) otherwise meet the definition of Overeaters Anonymous groups;
    - 2) are full interactive; and
    - 3) meet in real time.
2. Each group shall be entitled to vote through its elected Intergroup representative.
3. No group may be registered with another Intergroup.

### **Section 3 - Intergroup Representatives**

1. An Intergroup representative will be selected from the group conscience of the group they represent.
2. The duty of the Intergroup representative is to represent the group at Intergroup meetings and to carry communications between the Intergroup and the home meeting.

## **ARTICLE IV - THE INTERGROUP BOARD**

### **Section 1 - Membership**

1. The executive board shall consist of a Chair, a Vice-Chair, Recording Secretary, Corresponding Secretary, and Treasurer.
2. The Intergroup board includes the executive board, World Service Business Conference delegate(s), Newsletter Editor, Literature Chair, Standing Committee Chairs, and regional representative(s).
3. Meetings shall be chaired by the Chair of the board. In the event the Chair is unable to chair any meeting, the Vice-Chair will lead the meeting. In the event the Vice-Chair is not available, the Corresponding Secretary or next executive board member, will open the meeting and hold an election for a temporary Chair.

### **Section 2 - Qualifications for the Intergroup Board**

To be qualified to serve on the Intergroup Board, a member must be:

1. Committed to working the Twelve Steps and Twelve Traditions of OA.
2. Familiar with the Twelve Concepts of OA Service.
3. Familiar with the Bylaws of AAI.
4. A regular attendee of an active group.
5. To be eligible for election to the Board, a nominee must:
  - a. Meet all qualifications as defined in Article IV, Section 2 and
  - b. Understand the responsibilities of the position as defined in Article IV, Section 3, and as defined in the AAI Policies and Procedures.
6. The World Service Business Conference Delegate shall have at least one year of current abstinence and at least two years of service beyond the group level.
7. The Region One Representative shall meet qualifications and requirements as outlined and defined in the Region One Bylaws, and as required for election to the Board by Article IV, Section 2, number 5, of these bylaws.

### **Section 3 - Responsibilities of the Intergroup Board**

The responsibilities of the Intergroup Board are to:

1. Serve as guardians of the Twelve Steps, Twelve Traditions and Twelve Concepts with respect to the functions of the Intergroup board.
2. Perform the duties of their offices in accordance with Intergroup Board policies and procedures.
3. Serve as guardian of Intergroup board funds; requesting an annual financial audit.
4. Provide a forum for the interchange of ideas and information between member groups.

#### **Section 4 - Term of Office**

1. Each member of the executive board shall be elected to serve for one year non-renewable term.
2. The exception is the WSBC Delegate(s), who shall be elected to a two year term.
3. After a period of one year, a member may once again be eligible for election to his or her prior office.
3. Upon election to the board, members shall cease to be a representative of their group and that group may elect a new Intergroup representative.

#### **Section 5 - Nominations to the Intergroup Board**

1. The procedure for nominations and elections is as follows:
  - a. A nominating committee will be appointed at the September AAI monthly meeting to prepare a preliminary slate of qualified candidates.
  - b. The slate of candidates will be presented to AAI at the October meeting.
  - c. The preliminary slate of candidates may remain open until the day before the November AAI monthly meeting, at which time the slate of officers shall be posted and a printed copy given to all AAI representatives.
  - d. Additional nominations to the board may be made from the floor at the time of election.

#### **Section 6 - Method of Election**

1. Elections shall be held annually at the December AAI meeting.
2. AAI representatives vote for one candidate for each office in a secret ballot.
3. Candidates must receive a simple majority of the votes cast to be elected.

### **Section 7 – Vacancies**

1. A vacancy occurs when a member is not elected to a position at the December AAI meeting.
2. A vacancy occurs when a member of the Intergroup board fails to attend three consecutive meetings without prior notice. A motion may be made declaring his or her office vacant by a majority of those members present and voting.
3. A vacancy occurs when any board member resigns by giving the Chair of the Intergroup a written notice.
4. A vacancy occurs when a board member is removed from office, with a motion for due cause, by a 2/3 vote of the Intergroup representatives at a special meeting for that purpose.

### **Section 8 - Filling of Vacancies**

1. Vacancies shall be filled by a majority vote at that meeting in which the vacancy occurred, or at the next regular or special meeting or special meeting of the Intergroup. Such persons chosen to fill vacancies shall serve for the remainder of the unexpired term.
2. A person chosen to fill any vacancy on the board shall meet the qualifications as defined in Article IV, Section 2, and accept the responsibilities of that position as described and defined in AAI Policies and Procedures.



## **ARTICLE V - MEETINGS**

### **Section 1 - Regular Meetings**

The Intergroup shall meet at a time and place designated by a majority of the voting members at the annual meeting.

### **Section 2 - Annual Meetings**

An annual meeting shall be held in the month of December for the election of board members.

### **Section 3 - Special Meetings**

1. A special meeting may be called at any time by a majority of the Intergroup executive board, or by the request of three Intergroup members, after giving notice as prescribed in Article V, Section 5.
2. A special meeting may be conducted face-to-face, via the telephone, SKYPE, or e-mail.

### **Section 4 - Special Executive Board Meetings**

1. A special executive board meeting may be called for the purpose of resolving personality conflicts or allegations of breaks of Traditions.
2. Any member may contact an executive board member for the purpose of holding a special executive board meeting.
3. A special executive board meeting may be called at any time.
4. A special meeting may be conducted face-to-face, via the telephone, SKYPE, or e-mail.

### **Section 5 - Method of Notification**

Intergroup will provide at least seven days prior notice to all meetings, with the exception of a special executive board meeting. Notification shall be prepared by the Intergroup Correspondence Secretary and distributed to each group secretary, board member, and intergroup representative by placing an announcement in the Intergroup newsletter, if any, by mail, e-mail, telephone, or at the prior Intergroup meeting.

### **Section 6 - Quorum**

Those voting members present at any meeting of this Intergroup shall constitute a quorum for all proceedings of the Intergroup.

### **Section 7 – Intergroup Procedure**

The Twelve Traditions and Twelve Concepts shall be read at the beginning of each meeting.

## **ARTICLE VI - COMMITTEES**

### **Section 1 - Committee Procedures**

Each standing or special committee shall be responsible for calling and holding meetings (face-to-face, via the telephone, SKYPE, or e-mail), and establishing its method of procedures, subject to the approval of the Intergroup board and the guidelines of the Twelve Traditions and Twelve Concepts of OA.

### **Section 2 - Committee Responsibility**

Any committee decision and/or vote which establishes or changes a policy, sets a procedural plan for a special event, or expends funds in excess of an approved budget, shall require approval by the Intergroup prior to implementation. Each standing committee chair shall submit a written or oral report at to the Intergroup meeting. If monies are expended from an approved budget, a detailed and itemized report shall be included with the committee report.

### **Section 3 - Standing Committee Chairs**

1. Standing committee chairs may include, but are not limited to:
  - a. Oasis Angel
  - b. Twelfth Step Within
  - c. Outreach [Public Information, Professional Community, Institutions Health Fairs, and Young People]
  - d. Lifeline
  - e. Retreat
  - f. Publications Committee
  - g. Finance Committee [Budget and Ways and Means]
  - h. Policies and Procedures
  - i. Technology
  - j. Archives
  
2. A standing committee chair will solicit other members join him or her to carry out the purposes of the Intergroup in the most effective and efficient manner.

#### **Section 4 – Ad Hoc Committees**

The board shall designate such Ad Hoc committees as are deemed necessary for the welfare and operation of the Intergroup [including but not limited to bylaws, nominating, Special Events [workshop, and marathon] committees].

#### **Section 5 – Ad Hoc Committee Chair Appointment**

The Chair shall nominate, with the approval of the majority board and Intergroup representatives, and appoint an Ad Hoc Committee Chair.

#### **Section 6 – Ad Hoc Committee Chair Vacancies**

Should a vacancy, resignation, or removal of a special committee chair occur, all pertinent information shall be turned over to the Intergroup Chair. The Intergroup Chair shall then appoint a new Ad Hoc Committee Chair to serve the remainder of the unexpired term.

#### **Section 7 - Removal of Ad Hoc Committee Chairs**

An Ad Hoc Committee Chair may be removed from office for cause by a two-thirds vote of the Intergroup Board.

## **ARTICLE VII - SOURCE OF FUNDS**

### **Section 1 - Contributions**

1. Voluntary contributions of the member groups shall be the primary source of funds.
2. Secondary source of income may be occasional projects or activities authorized by the Intergroup according to Tradition Six. For example, retreats, marathons, or fund raising projects organized by the Ways and Means Committee. .
3. Intergroup may accept donations from OA members, conforming to the general practice of OA.
4. The maximum allowable annual donation to the Intergroup by OA members is to be limited to the maximum amount allowable by WSO.
5. The acceptance of bequests or donations from any outside source is prohibited.
6. The maximum allowable bequest to the Intergroup by OA members is to be limited to the maximum amount allowable by WSO.
7. Intergroup shall not accept the responsibility for trusteeship, or enter into the distribution or allocation of, funds set up outside of Overeater Anonymous.

### **Section 2 - Prudent Reserve**

There shall be no accumulation of funds beyond current necessities, with retention of only a prudent reserve for contingencies. Funds in excess of the prudent reserve shall be donated to Region One and the World Service Office at least annually as budgeted and directed by the Intergroup.

## **ARTICLE VIII – SPECIAL POSITIONS AND WORKERS**

AAI may hire or accept volunteer(s) to perform Intergroup duties that require unique abilities and skills.

## **ARTICLE IX - PARLIAMENTARY PROCEDURE**

The current edition of Roberts Rules of Order Newly Revised shall govern this Intergroup in all cases where they are consistent with these bylaws, the Overeaters Anonymous, Inc. Bylaws, Subpart B, or any special rule of order this Intergroup may adopt.

## **ARTICLE X - AMENDMENTS TO THESE BYLAWS**

These bylaws may be amended at any time by a two-thirds vote of the voting members present and voting at any regular or special meeting of the Intergroup board. The proposed amendment must be communicated in writing to each member group at least 30 days prior to the voting meeting. Amendments to the Twelve Steps and Twelve Traditions of OA may only be made as per OA, Inc. Bylaws, Subpart B, Article XIV, Section 1e.

## **ARTICLE XI - MAJOR POLICY MATTERS**

1. Matters, which affect this Intergroup and/or groups within its service area, shall be referred to the board of this Intergroup.
2. Matters, which relate to Overeaters Anonymous as a whole, which affect Subpart A of the Bylaws of Overeaters Anonymous, Inc., shall be referred to the Board of Trustees.
3. Matters which affect Subpart B of the Bylaws of Overeaters Anonymous, Inc. or which relate to the Twelve Steps, Twelve Traditions and the Twelve Concepts shall be referred to the World Service Business Conference.

## **ARTICLE XII- DISSOLUTION**

### **Section 1**

Upon dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to the World Service Office of Overeaters Anonymous and/or to Region One, or, in the event the World Service Office or Region One is unable to accept the remaining assets, to a non-profit fund, association, foundation or corporation, which is organized and operated exclusively for charitable, educational, and/or scientific purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

### **Section 2**

No part of the net earnings of this association shall ever inure to or be used for the benefit of, or be distributed to, its members, trustees, officers, or other private persons, except that the association shall be empowered to pay reasonable compensation for services rendered and to make payment and distribution in furtherance of the express purposes for which it is formed.

# **Anchorage Alaska Intergroup Policies and Procedures**

**POLICY NUMBER: 001**

**ORIGINALLY PASSED:**

**REVISION DATE:**

**AMMENDED:**

## **Qualifications for Officers:**

All officers of AAI shall meet the following qualifications at the time of their elections or appointment:

1. One year of membership in Overeaters Anonymous,
2. Six months of current, continuous direct participation in the activities of AAI,
3. Six months of continuous recovery in Overeaters Anonymous as evidenced by
  - a. Six months current continuous abstinence; and
  - b. Physical, emotional and spiritual recovery as a result of working the Twelve Steps.

If no qualified candidate for an office can be found, the members may waive any or all of these qualifications.

No person who holds any office in another Intergroup of Overeaters Anonymous, or who represents another Intergroup at World Service Conference or a Regional Assembly may concurrently serve as an Officer of AAI.

Officers meet (via e-mail, face-to-face, telephone, or other available means) before the scheduled IG meeting to discuss the agenda. The agenda will be available to all members of AAI. Motions are put on the agenda by an officer.

## **Terms of Office – Executive Officers**

### **POLICY**

Terms of service for all Intergroup Executive Officers shall commence on the first day of January.

### **POLICY**

The Executive Officers of Anchorage Alaska Intergroup shall be comprised of a Chair, Vice-Chair, Treasurer, Corresponding Secretary and Recording Secretary.

## **Terms of Office – Standing Committee Chairs/Newsletter Editor/Literature Chair and Special Committee Chairs**

### **POLICY**

Terms of service for all Committee Chairs/Newsletter Editor/Literature Chair shall commence on the first day of January. Special Committee Chairs serve as they are needed according to the Intergroup.

### **POLICY**

The Standing Committee Chairs/Newsletter Editor/Literature Chair of Anchorage Alaska Intergroup shall include Literature Chair, Newsletter Editor, Standing Committee Chairs: OAsis, (Finance Committee [Budget and Ways and Means], Outreach [Public Information, Professional Community, Institutions Health Fairs, and Young People], Publications, Retreat, Twelfth Step Within, Technology, Lifeline, Tape Library, Archive.

Also, Special Committee Chairs (By-Laws Committee, Special Events [Workshops and Marathons] Committee. However, this list is not exclusive and may include other committee chairs.

## **Terms of Office - Delegates**

### **POLICY**

Terms of service for all Delegates shall serve for two years and commence on the first day of January.

### **POLICY**

The Delegates of Anchorage Alaska Intergroup shall be comprised of both WSBC and Region 1. The WSBC Delegate is elected on odd years. The Region 1 Delegate is elected on even years.

## **Duties and Responsibilities of Anchorage Alaska Intergroup Executive Officers**

### **PROCEDURE**

1. The Chair's responsibilities include the following:
  - a. preside at all regular and special meetings of this Intergroup and the Intergroup board.
  - b. call officer and AAI meetings to order,
  - c. maintain order at meetings,
  - d. explain and decide questions of order,
  - e. announce business (motions and decisions),
  - f. state/restate all motions,
  - g. cast the deciding vote to break a tie,
  - h. put questions to a vote and announce results,
  - i. appoint (IG must approve by a vote) an ad hoc committee chair,
  - j. be informed of committees activities and recommendations,
  - k. sign necessary documents,
  - l. act as a spokesperson for AAI,
  - m. prepare, with the recording secretary, for preparation of the agenda,
  - n. prepare an annual report (compilation of committee and officer reports),
  - o. ensure that the minority voice is heard and enact and abide by decisions of the majority,
  - p. not express a personal opinion, and
  - q. call special meetings as necessary.
  
2. The Vice-Chair's responsibilities are the following:
  - a. serve as a liaison between IG and AAI group secretaries (without a group representative), making contact with group secretaries each month, providing group secretaries with AAI information (via the Correspondence Secretary),
  - b. serve as the committee chair orientation officer,
  - c. serve as retreat coordinator, serving on the Retreat Committee, and in the absent of the Retreat Chair present retreat reports to AAI, and prepare an annual summary of the retreats held, costs, locations, and leader's names,
  - d. serve as a Public Information (PI) coordinator, serving on the PI Committee, and oversee the accuracy, scope, presence, and costs of advertising in the absence of a PI Chair,

- e. serve as a 12 Step Within coordinator, serving on the 12 Step Within Committee, and in the absence of a 12 Step Within Chair oversees the outreach to new, returning, and missing members, and
  - f. assume the duties of the Chair in the absence of the Chair.
3. The Corresponding Secretary's responsibilities are the following:
- a. respond to all correspondence on behalf of AAI,
  - b. pick up mail from post office box,
  - c. distribute mail to appropriate officers,
  - d. distribute or mail newsletters, retreat flyers, and other announcements,
  - e. send a copy of the minutes to the regional trustee,
  - f. distribute AAI meeting agenda,
  - g. provide all newsletters, retreat flyers, announcements, and other appropriate information to the technology committee.
  - h. notify all members, or their representatives, of all meetings of Anchorage Alaska Intergroup as well as time-sensitive updates as deemed necessary and approved by the chair.
  - i. make a list of names, addresses, e-mail addresses and telephone numbers of all current Anchorage Alaska Intergroup Officers, WSBC Delegate(s), Region One Representative(s), Committee Chairs and IRs and shall make said list available as needed to members of Anchorage Alaska Intergroup.
  - j. manage and appropriately respond to or forward all incoming communication including US mail, email and phone calls.
4. The Recording Secretary's responsibilities are the following:
- a. record minutes of AAI and officers meetings,
  - b. keep minutes, and all records, files, minutes and documents relating to or generated by Anchorage Alaska Intergroup and Intergroup Executive Board meetings (except for financial records kept by the Treasurer) at the Oasis,
  - c. maintain a file of all minutes of past meetings,
  - d. supervise the printing of meeting lists, Anchorage Alaska Memos, flyers and pamphlets in conjunction with appropriate committee chairs,
  - e. maintain all records of activities of Anchorage Alaska Intergroup for five years prior to the current fiscal year (including any amendments to these By-Laws and Policies and Procedures), and shall make such records available to any interested member of the fellowship of Overeaters Anonymous,
  - f. have immediately available at each Intergroup meeting, minutes of meetings for the prior 12 months,
  - g. prepare, with the Chair, the agenda at least one week before the AAI meeting,
  - h. obtain, compile and print the agenda and all written officer and committee reports for each Anchorage Alaska Intergroup meeting, and
  - i. include in the minutes of each AAI meeting shall include:
    - (1) call of order
    - (2) list of those present
    - (3) summary of committee reports
    - (4) summary of unfinished business
    - (5) summary of new business motions made, seconded, and the outcome vote



- (6) announcements
- (7) time of adjournment

- 5. The Treasurer's responsibilities are the following:
  - a. maintain the funds of AAI,
  - b. collect all monies donated to Anchorage Alaska Intergroup, or otherwise generated by Anchorage Alaska Intergroup (including monies generated at retreats, marathons, and workshops),
  - c. pay all authorized expenses (including monies accrued for retreats, marathons, and workshops),
  - d. keep Treasurer Reports at the Oasis,
  - e. maintain a binder of all Treasurer Reports,
  - f. submit a financial report at each AAI meeting,
  - g. prepare an annual financial statement,
  - h. be a signatory on the AAI checking accounts (Each check issued by the Treasurer must be co-signed by the Treasurer and one other authorized signatory. Authorized signatories shall be designated by the Executive Officers of AAI. The Treasurer must obtain the necessary paperwork from the bank and collect the signatures of the Executive Officers),
  - i. participate on the budget and ways and means committees, and
  - j. maintain state corporation paperwork.

## **POLICY**

The Officers of Anchorage Alaska Intergroup shall include Literature Chair, Newsletter Editor, Standing Committee Chairs: OAsis, (Finance Committee [Budget and Ways and Means], Outreach [Public Information, Professional Community, Institutions Health Fairs, and Young People], Publications, Retreat, Twelfth Step Within, Technology, Lifeline, Tape Library, Archive. Also, Ad hoc Committee Chairs (By-Laws Committee, Special Events [Workshops and Marathons] Committee. Further, all WSBC and Region One Delegate(s).

## **PROCEDURE**

### **Duties and Responsibilities of Anchorage Alaska Intergroup Officers**

6. The Literature Chair's responsibilities are the following:
  - a. order and maintain an adequate inventory of OA and AA conference approved literature as decided by AAI group conscience,
  - b. submit a report at each AAI meeting,
  - c. submit an annual report and inventory at the annual meeting,
  - d. maintain a checking account for the purpose of purchasing literature for AAI, and
  - e. be a signatory on the Literature checking accounts (Each check issued by the Literature Chair must be co-signed by the Literature Chair and one other authorized signatory. Authorized signatories shall be designated by the Executive Officers of AAI. The Literature Chair must obtain the necessary paperwork from the bank and collect the signatures of the Executive Officers).
  
7. The Newsletter Editor's responsibilities are the following:
  - a. write a monthly newsletter following the WSO Newsletter Guidelines,
  - b. observe the Traditions before publishing the newsletter,
  - c. observe copyrighted material, not publishing OA logo, Lifeline and A Step Ahead articles without permission,
  - d. select only material from within the OA Fellowship,
  - e. include a brief summary of minutes and financial statements, information about upcoming OA events, and articles about personal recovery,
  - f. credit sources reprinted from other OA newsletters articles, and
  - g. provide the newsletter to the correspondence Secretary for mail distribution, and
  - h. distribute via email the newsletter (the Northern Lights).
  
8. The Finance Committee Chair's responsibilities are the following:
  - a. preside at all Finance committee meetings,
  - b. call committee members to order,
  - c. maintain order at committee meetings,
  - d. explain and decide questions of order,
  - e. announce business (motions and decisions),
  - f. state/restate all motions,
  - g. cast the deciding vote to break a tie,
  - h. put questions to a vote and announce results,
  - i. sign necessary documents,

- j. act as a spokesperson for the committee at the AAI meeting,
  - k. prepare the agenda for the committee meeting,
  - l. prepare an annual report,
  - m. ensure that the minority voice is heard and enact and abide by decisions of the majority, and
  - n. prepare, with the committee, a proposed operating budget for Anchorage Alaska Intergroup and the ways and means of meeting the budget.
9. The Outreach Committee Chair's responsibilities are the following:
- a. preside at all Outreach committee meetings,
  - b. call committee members to order,
  - c. maintain order at committee meetings,
  - d. explain and decide questions of order,
  - e. announce business (motions and decisions),
  - f. state/restate all motions,
  - g. cast the deciding vote to break a tie,
  - h. put questions to a vote and announce results,
  - i. sign necessary documents,
  - j. act as a spokesperson for the committee at the AAI meeting,
  - k. prepare the agenda for the committee meeting,
  - l. prepare an annual report,
  - m. ensure that the minority voice is heard and enact and abide by decisions of the majority,
  - n. be concerned, with the committee, Public Information, and outreach to the Professional Community, Institutions, and Young People,
  - o. inform the public about the program of Overeaters Anonymous through the use of various public media of communication, and through other means as Anchorage Alaska Intergroup may determine,
  - p. inform health and other professionals about the program of Overeaters Anonymous and participation in health fairs and medical conferences, and
  - q. assist in the publicity and operation of special Overeaters Anonymous meetings inclusive of or specifically for young people.
10. The Publications Committee Chair's responsibilities are the following:
- a. preside at all Publications committee meetings,
  - b. call committee members to order,
  - c. maintain order at committee meetings,
  - d. explain and decide questions of order,
  - e. announce business (motions and decisions),
  - f. state/restate all motions,
  - g. cast the deciding vote to break a tie,
  - h. put questions to a vote and announce results,
  - i. sign necessary documents,
  - j. act as a spokesperson for the committee at the AAI meeting,
  - k. prepare the agenda for the committee meeting,
  - l. prepare an annual report,
  - m. ensure that the minority voice is heard and enact and abide by decisions of the majority,
  - n. oversee the publication of any literature produced by the Intergroup.

- o. construct templates for the newsletter, flyers, minutes, agendas and other templates AAI deems necessary,
- p. submit all proposals for templates and meeting list to AAI,
- q. make a current meeting list,
- r. distribute a list of local meetings of Overeaters Anonymous, and
- s. provide the webmaster with the meeting list.

11. The Retreat Committee Chair's responsibilities are the following:

- a. preside at all retreat committee meetings,
- b. call committee members to order,
- c. maintain order at committee meetings,
- d. explain and decide questions of order,
- e. announce business (motions and decisions),
- f. state/restate all motions,
- g. cast the deciding vote to break a tie,
- h. put questions to a vote and announce results,
- i. sign necessary documents,
- j. act as a spokesperson for the committee at the AAI meeting,
- k. prepare the agenda for the committee meeting,
- l. ensure that the minority voice is heard and enact and abide by decisions of the majority,
- m. propose to AAI themes, speakers, and locations for the retreats,
- n. hosting retreats AAI agreed upon,
- o. prepare a report for each retreat and an annual report; reports should include monies collected, costs, number of member in attendance, etc.
- p. count the monies collected (accept no IOUs) with AAI treasurer or another committee member, both signing a receipt (both monies and receipt given to the AAI treasurer,
- q. submit bills, receipts given for registrations, and auction sales to the AAI treasurer (AAI Treasurer pay bills or distributes budget monies; monies collected from the retreat cannot be used by committee to reimburse members for any of the retreat costs),
- r. research costs for speaker(s) (airline tickets, housing, etc.) and report findings to the AAI Treasurer for the Treasurer to pay for costs,
- s. receives retreat budgeted monies from AAI Treasurer, and
- t. pays for small purchases using the retreat budgeted monies, submitting receipts to the AAI Treasurer.

12. The Twelfth Step Within Committee Chair's responsibilities are the following:

- a. preside at all Special Events Committee meetings,
- b. call committee members to order,
- c. maintain order at committee meetings,
- d. explain and decide questions of order,
- e. announce business (motions and decisions),
- f. state/restate all motions,
- g. cast the deciding vote to break a tie,
- h. put questions to a vote and announce results,
- i. sign necessary documents,
- j. act as a spokesperson for the committee at the AAI meeting,
- k. prepare the agenda for committee meeting,

- l. ensure that the minority voice is heard and enact and abide by decisions of the majority,
- m. propose to AAI programs to assist members in the fellowship who are still suffering at local OA meetings,
- n. prepare an annual report, and
- o. submit bills to the AAI treasurer (only AAI treasurer can pay bills).

13. The Technology Committee Chair's responsibilities are the following:

- a. preside at all Technology Committee meetings,
- b. call committee members to order,
- c. maintain order at committee meetings,
- d. explain and decide questions of order,
- e. announce business (motions and decisions),
- f. state/restate all motions,
- g. cast the deciding vote to break a tie,
- h. put questions to a vote and announce results,
- i. sign necessary documents,
- j. act as a spokesperson for the committee at the AAI meeting,
- k. prepare the agenda for committee meeting,
- l. ensure that the minority voice is heard and enact and abide by decisions of the majority,
- m. oversee the webpage ([www.oa-alaska.org](http://www.oa-alaska.org))
  - i. which includes:
    - (1) postings (with updates as warranted) of the following (but shall not be limited to):
      - a) Meeting Lists,
      - b) Northern Lights Newsletter,
      - c) Bylaws (and Policies and Procedures),
      - d) Notice(s) of special event(s),
      - e) recordings of AAI events, and
      - f) Links to OA World Service website and other relevant OA information and contacts.
- n. propose changes to the webpage,
- o. submit to the webmaster (a hired position) the adopted changes to the webpage,
- p. maintain the AAI logos and submit approval for use from WSO every two years,
- q. record events hosted by AAI,
- r. prepare an annual report, and
- s. submit bills to the AAI treasurer (only AAI treasurer can pay bills).

14. The By-Laws and Policies and Procedures Committee Chair's responsibilities are the following:

- a. preside at all By-Laws and Policies and Procedures Committee meetings,
- b. call committee members to order,
- c. maintain order at committee meetings,
- d. explain and decide questions of order,
- e. announce business (motions and decisions),
- f. state/restate all motions,
- g. cast the deciding vote to break a tie,
- h. put questions to a vote and announce results,

- i. sign necessary documents,
- j. act as a spokesperson for the committee at the AAI meeting,
- k. prepare the agenda for committee meeting,
- l. ensure that the minority voice is heard and enact and abide by decisions of the majority, and
- m. periodically assess Anchorage Alaska Intergroup's current by-laws, policies and procedures, and (when applicable) submit recommendations for updating same, providing language and format for implementation as warranted, for the general body.
  - i. Regarding approved and/or discontinued Policies and Procedures:
    - (1) New policies passed by majority vote of Anchorage Alaska Intergroup members shall begin to be implemented immediately upon passage and are to be included in By-laws, Policies, and Procedures (Anchorage Alaska's Operating Manual) by the next month's intergroup meeting following such passage.
    - (2) Obsolete policies can thus be rescinded or removed, where warranted, if judged by majority group conscience of voting Intergroup members to be no longer applicable.
    - (3) The By-laws, Policies, and Procedures will be posted on the intergroup website.

15. The Special Events Committee Chair's responsibilities are the following:

- a. preside at all Special Events Committee meetings,
- b. call committee members to order,
- c. maintain order at committee meetings,
- d. explain and decide questions of order,
- e. announce business (motions and decisions),
- f. state/restate all motions,
- g. cast the deciding vote to break a tie,
- h. put questions to a vote and announce results,
- i. sign necessary documents,
- j. act as a spokesperson for the committee at the AAI meeting,
- k. prepare the agenda for the committee meeting,
- l. ensure that the minority voice is heard and enact and abide by decisions of the majority,
- m. propose to AAI themes, speakers, and locations for the events,
- n. hosting marathons, talent shows, workshops, etc. AAI agreed upon,
- o. prepare a report for each event and an annual report; reports should include monies collected, costs, number of member in attendance, etc.
- p. count the monies collected (accept no IOUs) with AAI treasurer or another committee member, both signing a receipt (both monies and receipt given to the AAI treasurer,
- q. submit bills, receipts given for registrations, and auction sales to the AAI treasurer (only AAI treasurer can pay bills, monies collected from the event cannot be used by committee to reimburse members for any of the event costs),
- r. research costs for speaker(s) (airline tickets, housing, etc.) and report findings to the AAI Treasurer for the Treasurer to pay for costs,

- s. receives special event budgeted monies from AAI Treasurer, and
- t. pays for small purchases using the special event budgeted monies, submitting receipts to the AAI Treasurer.

#### 16. Delegates

Delegates and an equal number of alternates are elected according to the AAI Bylaws for a term of two years, WSBC Delegate is elected on odd years and Region 1 Delegate on even years. The number of delegates elected shall be determined by the formula established by the Overeaters Anonymous World Service Organization. The experience of OA as stated in the OA Group Handbook recommends that a delegate should have served on committee(s), as an officer at AAI, be abstinent and meet the guidelines suggested by the Overeaters Anonymous World Service Organization (WSO) Bylaws. Delegate's expenses to attend Region I conventions and WSBC may be wholly or partially funded by AAI. If a delegate cannot attend Region I or WSBC one of the alternates shall be chosen by lottery to attend.

The WSBC and Region 1 Delegate's responsibilities are the following:

- a. listen to the AAI group conscience,
- b. convey AAI group conscience to the Region I assembly and WSBC,
- c. act in the best interest of OA as a whole, in accordance with the Third Concept (WSO),
- d. report the motions, discussions, and actions of Region 1 and WSBC, and
- e. is responsible for helping new secretaries register their meetings and familiarizing them with the OA Group Handbook, the AA Service manual, and 12 Concepts for OA.

#### **POLICY**

Each Region One Representative shall receive daily expense reimbursement to the practical extent that annual budget may allow. Transportation shall be the most economical mode consistent with the needs of the Representatives. All expenses shall be submitted to the Treasurer.

#### **Funding Region One Representatives to Region One Assemblies**

#### **PROCEDURE**

Region One Representatives requesting reimbursement shall provide receipts and/or a statement of expenses to the Treasurer.

#### **Duties of Region One Representatives and WSBC Delegates**

#### **POLICY**

Region One Representatives shall attend Regional Assemblies, participate in Regional Committees, and report to Anchorage Alaska Intergroup on the activities of the Region at the Intergroup meeting immediately following a Regional Assembly.

World Service Business Conference Delegates shall attend the World Service Business Conference, participate in WSBC committees, and report to Anchorage Alaska Intergroup immediately following any World Service Business Conference that they attend.

## **PROCEDURE**

Region One Representatives will be considered in default of their responsibilities after failure to attend two consecutive assemblies, unless they provide advance notice or reasonable cause for failure to attend.

## **Funding of Delegates**

### **POLICY**

Anchorage Alaska Intergroup shall budget annually how many World Service Delegates it can afford to fund. Fully funded Delegates shall be reimbursed for all reasonable expenses of attendance at a World Service Business Conference.

## **Absence of Standing Committee Chairs**

### **POLICY**

After elections in December should there be vacant Standing Committee Chair position(s) then the responsibilities of the committee(s) must continue and be carried out.

### **PROCEDURE**

The Executive Officers will meet to fulfill the committee responsibilities.

## **Annual Statements of Compliance**

### **POLICY**

The Treasurer and Chair shall report annually on Anchorage Alaska Intergroup's compliance with, and filing of, all returns, statements, forms, and other documents that may be required by federal, state or local laws and regulations.

### **PROCEDURE**

Such reports are to be presented to Anchorage Alaska Intergroup at the meeting immediately following any deadline for the filing of these returns, statements, forms, or other documents. If filing is not made by the deadline, the Treasurer and Chair shall so report to Anchorage Alaska Intergroup, and shall continue to make monthly reports about the late filing until such time as the filing is completed. The Treasurer and Chair shall at all times keep the members apprised of any and all matters concerning the filing of items required by law or regulation.

## **Inclusion of Twelve Concepts**

### **POLICY**

As per World Service recommendation passed at World Service Business Conference in Reston, Virginia, May 1996, "The Twelve Concepts" will be incorporated into monthly Agenda to be read at Intergroup Business meetings. [One Tradition and one Concept will be read aloud at each monthly business meeting, with number corresponding to respective month in which the meeting is conducted. Volunteer(s) may be requested to elaborate on each briefly. ]

## **Balloting Procedure**

### **POLICY**



If there are more than two candidates for an office, there must be a runoff between the top two candidates. The winning candidate must get more than 50% of the vote.

## **PROCEDURE**

- A. For the purpose of addressing the delegates and answering questions, candidates for office may not preside. Once the presentations are complete, if the presiding officer is running for office, he or she may resume presiding over the business meeting for the sake of continuity.
- B. Candidates for office shall be allowed up to three minutes to address the assembly. An additional five minutes will be allowed for questioning of each candidate. Questions must be pertinent to their candidacy for office.
- C. One ballot will be given to all members of the assembly who are qualified to vote in the election.
- D. Ballots will be pre-printed with all candidate names of nominees made at a prior meeting. Room will be left on the ballot to allow for writing in any additional nominees named just prior to the election.
- E. Each voting member of the assembly may vote for up to the number of positions available for election.
- F. Ballots will be collected by those people appointed to count votes.
- G. Counting process:
  - 1. The number of ballots cast will be counted.
  - 2. The number of votes for each candidate will be counted.
- H. Election of candidates:
  - 1. Election for 1 vacant office:
    - a. The candidate receiving the largest number of votes is elected if they have received more than 50% of the votes cast.
    - b. If there are more than two candidates for a position and no candidate receives more than 50% of the vote cast, the candidate with the fewest votes will be dropped from the ballot and another vote will be taken.
    - c. If there are multiple candidates for a position and more than one of the candidates receives less than 20% of the votes cast, all candidates receiving less than 20% of the votes cast will be dropped from subsequent ballots except that when there would not be at least 2 candidates for election. In that case, the two candidates receiving the most votes will have their names placed on the ballot for a second ballot.
  - 2. Election for multiple vacant offices (e.g. WSBC Delegates, Region Representatives)
    - a. Each voting member may vote for up to the number of positions available for election (e.g. if there are 4 open positions, a voting member may cast a ballot for 1 nominee, 2 nominees, 3 nominees, 4 nominees or NO nominees.)
    - b. Nominees are considered elected if:
      - i. They receive more than 50% of the vote
      - ii. The candidate(s) with the most votes over a majority are elected first (i.e. in this case, because of the multiple votes, more nominees than can be elected may receive more than a majority. The candidates with the most votes are elected).
      - iii. If all available positions are not filled on a first ballot, those candidates elected shall be removed from the ballot. The candidate receiving the fewest votes on the previous ballot

shall be removed from the ballot unless the removal of the name would cause the number of available positions to be equal to the remaining number of candidates.

3. If a ballot containing two names results in neither candidate receiving a majority vote, the office will be considered vacant and bylaws regarding vacancies will take effect.

## **Emergency Decisions**

### **POLICY**

Should an issue arise that requires a decision by the Intergroup prior to the next regularly scheduled Intergroup meeting, the Chair (or officer acting in place of the Chair) shall be entrusted to make that decision providing the following procedure is followed.

### **PROCEDURE**

1. This should only occur in extenuating circumstances where delaying a particular decision could negatively affect the fulfillment of the purposes of the Intergroup.
2. The Chair (or designee) contacts the other Executive Officers by telephone, email, or by special meeting to obtain a consensus on the issue.
3. This body should not be used in lieu of proper, prudent, and timely planning and decision-making by the Intergroup and its Committees.

## **Intergroup Communications**

### **POLICY**

Any communication signed as being sent and/or published by "Anchorage Alaska Intergroup", including the Northern Lights, should be approved by a majority vote of Anchorage Alaska Intergroup.

### **PROCEDURE**

This does not pertain to communications being signed by individual members/representatives of various Committees.

## **Meetings of Anchorage Alaska Intergroup**

### **POLICY**

Regular meetings of Anchorage Alaska Intergroup shall be held monthly, on the first Saturday of each month (except July, when AAI does not meet) beginning at 11:30 AM. If an emergency arises between intergroup meetings requiring a change in date, time, or location, a majority vote of the Executive Officers may alter this on a case-by-case basis.

The locations of AAI Meetings are as follows:

January – OAsis  
February – Mat-Su Regional Hospital  
March – OAsis  
April – OAsis  
May - Mat-Su Regional Hospital  
June – Homer  
July – No Meeting  
August – Mat-Su Regional Hospital  
September – OAsis  
October – OAsis

November - Mat-Su Regional Hospital  
December - OAsis

## **Inclusion on Meeting List**

### **POLICY**

Any participating group that meets the criteria listed in Article III, Section 2, of Anchorage Alaska's Bylaws and that meets within the AAI area may be included on any Meeting List published by Anchorage Alaska Intergroup, unless the group asks not to be included.

### **PROCEDURE**

All Anchorage Alaska Intergroup affiliated meetings shall be listed once registered with the name, place, time, and focus of a meeting, as well as the name, address, and telephone number of at least one contact person, provided to World Service Organization.

## **Mailing List Maintenance**

### **POLICY**

IR's names will be retained for three months after last date of attendance.

### **PROCEDURE**

At each intergroup meeting, a log is kept of attendance by name and position/meeting affiliation. The Corresponding Secretary will keep a mailing list for meeting notification that includes all Officers, Trustees, Committee Chairs, WSBC Delegates, Region Six Representatives, and IR's.

## **Distribution of Meeting Lists**

### **POLICY**

Meeting Lists shall be free. All newcomers personally contacting the OA office to request a meeting list will be sent one, provided a name and address are supplied for envelope.

## **Committee Chairs Orientation**

### **POLICY**

An orientation meeting shall be held annually for Committee Chairs. This meeting shall serve to introduce newly elected Committee Chairs to general procedures of being a Committee Chair. At this meeting, all necessary forms, etc. shall be provided. The Vice-Chair shall arrange and preside at this meeting, scheduling and coordinating to include past committee chairs' participation.

### **PROCEDURE**

The Orientation Meeting shall be scheduled to be held after the annual election, but prior to new Committee Chairpersons taking office. The Vice Chair shall arrange an optimally convenient time for all Committee Chairs and the incoming Vice Chair (if applicable).

## **New Representatives**

## **POLICY**

This establishes the standard Policy and Procedure for welcoming new Intergroup Representatives (IR's) and Alternates to Anchorage Alaska Intergroup meetings.

## **PROCEDURE**

Any new IR with questions may direct them before, during, or following the monthly business meeting attended. Vice Chair will provide information to new IR's before the next AAI Meeting.

### **Anchorage Alaska Intergroup Treasury Policy**

## **POLICY**

Timely deposits are to be made by the Treasurer. Anchorage Alaska Intergroup checks are to be "double-signed" — that is, bank-approved signatures required by two authorized Executive Officers. At least three of the five Executive Officers will be authorized signatories. All outgoing Executive Officers are removed as signatories.

## **PROCEDURE**

1. Treasurer to photocopy all checks received and attach bank deposit ticket with date deposited to photocopy. Cash is to be logged in.
2. Treasurer keeps receipts and disbursement journal by month with summary each month.

### **Treasurer's Input**

## **POLICY**

Whenever a motion has financial impact on the Intergroup, the Treasurer (or designee) will be called on to address the motion.

### **Intergroup Budget Philosophy**

## **POLICY**

A budget is a projection of income and expenses based upon the best available data and reasonable projections. It must be reviewed quarterly. Committees, Officers, and Regional/World Service delegates may not exceed budget allocation without prior approval of a majority of the Intergroup Officers.

All expenditures must be coordinated with the Treasurer to ensure that funds are available, consistent with projected cash flow and exclusive of reserves.

### **Intergroup Budget**

## **POLICY**

The fiscal year of Anchorage Alaska Intergroup starts on July 1 and ends June 30 of each year. Before the April Intergroup meeting, each Committee shall develop a budget for the coming year. Included in the budget shall be requests for funding for activities they expect to undertake during the following year and the costs associated with those activities. The proposed budgets shall be provided to the Finance Committee.

The Officers of Anchorage Alaska Intergroup are responsible for the development of the administrative budget for the intergroup, including all regular costs associated with the ongoing business of the intergroup (rent, administrative assistance, professional services, etc.).

The Finance Committee shall review the budget requests and build a zero-balanced budget from them for presentation at the May Intergroup meeting, which must be submitted to and voted on at the June Intergroup meeting.

## **PROCEDURE**

The budgets are to be adopted by the intergroup prior to the start of the Fiscal Year so that incoming chairs know and understand what funding they are allocated for their year of office.

## **PRUDENT RESERVE**

### **POLICY**

The Intergroup will maintain a prudent reserve equal to twenty percent (20%) of the annual operating expenses (one fifth of the annual operating budget). The Board will meet quarterly to review the level of prudent reserve based on the organization's changing financial needs. The prudent reserve should not normally be used to cover budgeted operating expenses. All requests to spend down prudent reserves must be approved by a majority of the Board.

## **COMMITTEE BUDGETS**

### **POLICY**

Non-Income Returning Committees:

Bylaws Review Committee, Financial Committee, Outreach Committee, Publications Committee, 12th Step Within Committee and Technology Committee. The committee costs include reproduction, postage, and literature. The regular costs of producing The Northern Lights, meeting lists and website monthly charges are included in the Administrative Budget.

Income Returning Committees:

Retreat Committee - Budgets should include all items required for staging Retreat.

Estimated income should be presented.

Special Events Committee - Budgets should include all items required for staging planned Special Events. Estimated income should be presented.

### **PROCEDURE**

A. For Non-Income Returning Committees:

Budgets are set as the total amount planned to be spent during a fiscal year. Costs, which exceed budgets, must be approved by the Intergroup prior to incurring the expense. All monies are held by the treasurer in the general fund. At the end of the fiscal year, all committee budgets are considered exhausted.

B. For Income Returning Committees.

Budgets shall be allocated for seed money necessary for staging events. All income from the event shall be credited to the committee. These committees shall have their budgets replenished up to the amount initially allocated in order to go forward with subsequent events. Should an event not provide sufficient income to replenish the budgeted amount, income from other events of that fiscal year may be used to replenish the committee's budget up to the amount initially allocated. IG monies are held by the

treasurer in the general fund. At the end of the fiscal year, all committee budgets are considered exhausted

## **Repayment of Necessary Expenses**

### **POLICY**

Any person who performs a service that has been authorized by Anchorage Alaska Intergroup shall be reimbursed for necessary expenses, including specifically (but not exclusively) travel, lodging, meals, telephone calls, printing or photocopying and purchases of equipment or supplies to the extent that budget considerations may allow.

### **PROCEDURE**

Except in special cases, to be determined by the Treasurer, no reimbursement shall be made unless a receipt is presented along with claim for reimbursement.

All claims for reimbursement must be presented to the Treasurer.

In the event that Anchorage Alaska Intergroup shall advance money to any individual, all surplus funds, a complete expense report and all relevant receipts must be submitted to the Treasurer within 30 days of the event or activity for which the money was advanced.

## **Retreat/Workshop/Marathon/Keynote Speaker Reimbursement**

### **POLICY**

When visiting speakers (sponsored by Anchorage Alaska Intergroup) are voted to be brought into Alaska to speak, Anchorage Alaska Intergroup shall be permitted to pay travel, room and board costs for that person.

### **PROCEDURE**

Traveling and room expenses shall be limited to the speaker only, and shall not include travel or room expenses for any other person.

## **Purchasing Card**

### **Policy Statement**

AAI Purchasing Cards (PCards) are AAI-liability credit cards issued in the names of authorized, trained AAI Treasurer to purchase certain eligible goods and services in support of AAI. Only eligible direct AAI business expenses may be charged to the PCard; personal purchases are strictly prohibited. All PCard transactions must be supported by a detailed business purpose and by original proof of purchase documentation. All transactions must be reviewed by AAI. Improper use of the PCard, including use of the PCard for personal purchases, may result in disciplinary action.

### **Reason for Policy**

The PCard's efficiency and ease of use reduce administrative burdens on AAI Treasurer but also expose AAI to risk. Potential risks associated with the PCard program include inappropriate card use, internal and external fraud, inappropriate general-ledger-coding allocation, non-compliance with IRS rules, and reputational damage to the AAI. This policy ensures that sufficient controls are in place to mitigate these risks.

### **Who Must Comply**

All AAI officers must comply.

## Procedures

- A. Applicants
- B. Cardholders
- C. Reviewers

### A. Procedures for Applicants

1. **Confirm eligibility.** With proper approvals, the following individuals are eligible to apply for a AAI Purchasing Card
  - a. AAI Treasurer
2. **Understand cardholder responsibilities.**
  - a. read and understand this policy in full.
  - b. complete the required PCard training. **Applicants must successfully complete training before a PCard will be issued.**
  - c. PCard privileges may be suspended or revoked for misuse or for failing to follow required procedures for Cardholders.
3. **Submit an application.**
  - a. complete and sign a PCard application form,
  - b. obtain the signature of AAI Chair on the application form, and
  - c. submit the completed application form to AAI Correspondance Secreatary.
4. **Receive the PCard.**
  - a. receipt of the card will take approximately 7 – 10 business days.
  - b. the AAI Chair provides cards to applicants after the applicants have completed training.

### B. Procedures for Cardholders

1. **Safeguard the PCard.**
  - a. protect the PCard from loss and theft.
  - b. don't allow others to use your PCard.
  - c. notify the card provider and AAI Chair immediately if the PCard is lost or stolen or if fraudulent activity occurs.
  - d. return the PCard and any outstanding receipts to the AAI Chair if you leave your position,
  - e. transfer all standing orders/recurring transactions to a replacement PCard account if your card is lost, stolen, or canceled for any reason.
2. **Make allowed purchases only.** The PCard must be used only for AAI business expenses within pre-approved spending limits.
  - a. allowable expenses:
    - a. Small dollar purchases that can't be made via AAI checks.
    - b. travel and entertainment expenses for speakers, and
    - c. food expenses for speakers.
3. Prohibited Purchases:
  - a. **personal purchases, and**
  - b. gift certificates/gift cards of any amount,
4. **Get and keep receipts for purchases**
5. The proof-of-purchase document must include the following information:
  - a. name of merchant,
  - b. location of merchant, and
  - c. date of transaction dollar amount

6. Examples of documentation are below. Originals are strongly preferred, but copies are acceptable if originals are not available.
  - a. detailed cash or sales receipts,
  - b. packing slips with a dollar amount,
  - c. subscription or dues forms,
  - d. conference registration forms,
  - e. statement-of-work reports from suppliers, and
  - f. photocopies of software mail-order forms.
7. For purchases where no receipt is generated (e.g., a recurring subscription expense or other standing order), a copy of the associated monthly cardholder statement and a complete explanation of the expense must be kept.
8. For purchases where a receipt is issued but then lost: for purchases equal to or greater than \$75, cardholders must complete and submit a Missing Receipt Affidavit.
9. **Review PCard transactions before sweep.**
  - a. the PCard monthly sweep usually runs on the first of the month,
  - b. each month, review all transactions in the PCard settlement system to ensure charges are legitimate, and
  - c. a detailed business purpose is required for each transaction.
  - d. each business purpose must include:
    - i. **Who** incurred the expense or who benefitted; specific names of individuals/groups are required.
    - ii. **What** the expense entailed (e.g., item purchased or activity conducted)
    - iii. **Why** this is an AAI expense (i.e., specific reason, purpose)
    - iv. **Where** the event or activity took place (if not apparent in transaction detail or receipts)
    - v. **When** the event or activity occurred (if not apparent in transaction detail or receipts)
    - vi. If using a third party payment service, like PayPal, include the ultimate vendor name in the business purpose.
10. confirm or correct the general ledger coding of all transactions in the PCard settlement system. When charging against a restricted fund, ensure all charges are consistent with sponsored or donor restrictions.
11. **Submit required documentation promptly.**
  - a. attach the required proof-of-purchase documents to a printout of the weekly PCard Settlement System Report before the transactions are swept, and
  - b. forward receipts and settlement report to the local PCard reviewer.

### C. Procedures for Reviewers

1. **Understand reviewer responsibilities before performing duties.**

Reviewers are responsible for verifying that all PCard transactions are legitimate AAI expenses and for taking action on questionable charges.

  - a. read and understand this policy,
  - b. complete the required PCard training,
  - c. contact the AAI Chair to discuss any additional local PCard training and/or policy requirements.
2. **Review PCard transactions before monthly sweep.**
  - a. verify that each transaction to be swept in the settlement system:



- i. Is an allowed, legitimate AAI PCard expense in accordance with this policy;
    - ii. Has a complete detailed business purpose entered into system; and
    - iii. As supporting proof-of-purchase documentation from the cardholder.
  - a. be aware of potential misuse,
    - i. Monitor frequency of Missing Receipt Affidavits (MRAs) in lieu of receipts.
    - ii. Report suspicious activity to the AAI Chair.
  - b. confirm that all transactions are charged to the appropriate general ledger accounts and make changes if necessary, and
  - c. mark all transactions as “reviewed” in the PCard settlement system under your name (not the cardholder’s name).
- 3. **Keep required documentation.**
  - a. reviewers must ensure they have original proof of purchase documentation, and
  - b. retain this documentation.
- 4. **Address unreviewed charges.** While AAI requires all PCard transaction be reviewed before being swept, it cannot prevent an unreviewed PCard transaction from being swept on its scheduled sweep date. It is understood that a very small percentage of unreviewed transactions may sweep each month due to some unseen reason. These charges must be addressed and documented as soon as possible after the sweep.
  - a. ensure that any transactions that are swept without review are supported by:
    - i. Detailed business purposes that are written; and
    - ii. Required documentation, retained in accordance with this policy, in the event of an audit
  - b. prepare journal vouchers to correct incorrect general ledger coding, if necessary. Detailed notations of coding corrections must be written, and
  - c. AAI Chair may revoke PCards from users if transactions are not properly reviewed.
- 5. **Appoint backup approvers, as appropriate.**
  - a. ensure sufficient backups to cover vacations and unexpected absences.

## Definitions

**Reviewer:** a person assigned by the AAI executive officers. Reviewers are primarily responsible for ensuring that PCard transactions are properly supported and reviewed in the settlement system by someone other than the cardholder.

**Sweep:** a process that takes transaction information (including business-purpose and account-coding information) from the settlement system and imports it into AAI’s general ledger. Sweeps are usually run once a month, on first week, though monthly sweep schedules change due to holidays, fiscal-year end, and other factors.