

The OA Foot Steps Virtual Intergroup Policy & Procedure Manual

Submitted November 5 2020

I. Introduction

This Policy and Procedure Manual (P&P) guides the business practices of the OA Foot Steps Virtual Intergroup (OAFSVIG).

II. Revisions

Motions to amend the policies and procedures in this Manual must be submitted at least 30 days prior to any business meeting, and approved by a $\frac{2}{3}$ majority vote of the members present at the time of the vote.

III. Welcome to the Virtual Intergroup

1. The OAFSVIG includes all registered virtual (non-geographic) real time and non-real-time meetings (referred to as “groups”) who choose to affiliate with the OAFSVIG provided:
 - a. Each group has a host/facilitator (or admin for non-real-time meetings)
 - i. Each group, being autonomous, selects its host in any manner it chooses, as long as it stays within the framework of the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service.
 - ii. Changes in host/leader should be reported to meeting@oafootsteps.com for the purpose of maintaining a list of name/phone/email of hosts/leaders/IRs.
 1. The list is for internal use only to provide intergroup updates.
 - b. Each group may elect one (1) Intergroup Representative (IR).
 - i. Each group, being autonomous, selects its representative in any manner it chooses, as long as it stays within the framework of the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service.
 - ii. Changes in IR should be reported to meeting@oafootsteps.com.
2. All members of OA are welcome at OAFSVIG business meetings. Only qualified members with voting rights as defined in the OAFSVIG service positions, Article VIII & Article IX of this P&P, may vote, but all members may participate in discussions.

IV. Purpose of OAFSVIG

1. Encourage unity within the Virtual Intergroup (VIG).
2. Carry the message to compulsive eaters within the OA World Services guidelines.
3. Communicate with groups and other intergroups all over the virtual world.
4. Support groups as they form and function.
5. Select nominees for Region Representative(s) (RR) and World Service Business Delegate(s).

V. The Twelve Steps of Overeaters Anonymous

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.

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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.

Permission to use the Twelve Steps of Alcoholics Anonymous for adaptation granted by AA World Services, Inc. (Reprinted with permission of Overeaters Anonymous, Inc.)

VI. The Twelve Traditions of Overeaters Anonymous

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.

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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.

Permission to use the Twelve Traditions of Alcoholics Anonymous for adaptation granted by AA World Services, Inc. (Reprinted with permission of Overeaters Anonymous, Inc.)

VII. The Twelve Concepts of Overeaters Anonymous Service

1. The ultimate responsibility and authority for OA world services reside in the collective conscience of our whole Fellowship.
2. The OA groups have delegated to World Service Business Conference the active maintenance of our world services; thus, 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 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, executive, 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, whenever possible, by substantial unanimity;
 - e. No service action shall ever be personally punitive or an incitement to public controversy; and

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- f. No OA service committee or service board shall ever perform any acts of government, and each shall always remain democratic in thought and action.

Bylaws of Overeaters Anonymous, Subpart B (Copyright 1999. Reprinted by permission of Overeaters Anonymous, Inc.)

VIII. Qualifications for OAFSVIG Service Positions

1. Be working the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service to the best of his/her ability.
2. Abstinence requirements are as follows:
 - a. Each person shall be the sole judge of his or her abstinence as defined in OA.
 - b. Board Members shall have 60 days of current abstinence.
 - c. Intergroup Representatives (IR) shall have 30 days of current abstinence.
 - d. Committee Chairs shall have 30 days of current abstinence.
 - e. World Service Business Conference delegate(s) must comply with the abstinence and length of service requirements in the OA, Inc. Bylaws, Subpart B, Article X, Section 3c 1).
 - f. Region representative(s) must comply with the abstinence and length of service specified in the region's Bylaws.
3. Be a regular member of an affiliated group.
4. No one person may hold two voting positions at the same time, as defined in Article IX.

IX. OAFSVIG Service Positions with Voting Rights

1. Board Members
 - a. Chair
 - i. Is responsible for unity and group conscience of the OAFSVIG.
 - ii. Establishes and maintains agendas for all Board Meetings and Business Meetings.
 - iii. Presides at all Board Meetings and Business Meetings.
 - iv. Is ex officio member of all committees.
 - v. Responds to all correspondence, phone calls, and questions in a timely manner.
 - vi. Upon completion of service term, provides the succeeding Chair with any information from their service period via either written or electronic media.
 - vii. Is authorized signer on all accounts.
 - b. Vice-Chair
 - i. Assumes all duties of Chair in their absence.

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- ii. Acts as co-host during Business Meetings to include:
 - 1. Time keeping
 - 2. Unmuting/muting, as necessary
 - 3. Monitoring chat, if open
 - iii. Responds to all correspondence, phone calls, and questions in a timely manner.
- c. Secretary
- i. During the Business Meetings the secretary shall:
 - 1. Admit people from the waiting room, if necessary;
 - 2. Rename people, if necessary;
 - 3. Take minutes.
 - ii. Following Business Meetings:
 - 1. A copy of the approved minutes shall be posted on the VIG website within ten (10) days of the Business Meetings.
 - iii. Additionally Secretary shall:
 - 1. Serve as Archivist for all the OAFSVIG documents.
 - 2. Coordinates with the webteam/meetings@oafootsteps.com to maintain a list of name/phone/email of all meeting hosts/leaders/IRs.
 - a. The list is for internal use only to provide intergroup updates.
 - iv. Responds to all correspondence, phone calls, and questions in a timely manner.
- d. Treasurer
- i. Manages all the OAFSVIG funds according to Financial Policies herein stated, and maintains records in a generally accepted manner.
 - ii. Maintains account for operational funds.
 - iii. Pays bills and reimburses expenses in a timely manner.
 - 1. Treasurer shall reimburse each expense, or request additional information, within ten (10) days of receipt of request.
 - iv. Reports the OAFSVIG financial status as follows:
 - 1. Sends monthly financial statements to Board members, showing balance on hand, and budgeted amounts compared to year-to-date expenditures.
 - 2. Posts monthly financial statements including contributions on the OAFSVIG website.
 - 3. Provides each Business Meeting with a report of financial activity since last Business Meeting.
 - 4. Provides financial information for periodic audit.

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- v. Responds to all correspondence, phone calls, and questions in a timely manner.
2. Other Service Positions with a vote
- a. Intergroup Representative (IR)
 - i. Each group, being autonomous, selects its representative in any manner it chooses, as long as it stays within the framework of the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service.
 - ii. The duty of the IR is to represent the group at OAFSVIG meetings and to serve as a contact to carry communications between the VIG and the represented group.
 - iii. The IR is responsible for updating the meeting registration information on OA.org
 - iv. The IR is responsible for being aware of all active motions posted on the OAFSVIG website and representing the group's best interest when voting.
 - v. A group may elect an alternate intergroup representative to vote on intergroup matters when the representative will be absent from the business meeting.
 - vi. Responds to all correspondence, phone calls, and questions in a timely manner.
 - b. Committee Chairs (CC)
 - i. CC will be selected by the group conscience of the group they represent.
 - ii. The duty of the CC is to represent the group at OAFSVIG meetings and to serve as a contact to carry communications between the VIG and the represented committee.
 - iii. The CC is responsible for being aware of all active motions posted to the OAFSVIG website and representing the committee's best interest when voting.
 - iv. Responds to all correspondence, phone calls, and questions in a timely manner.

X. Elections of Board Members

1. Nominations must be made from the floor at the time of the election.
 - a. A member may nominate themselves.
 - b. All nominations must receive a second.
2. Elections will be held quarterly.
3. Each Board member is elected for a three (3) month term.
4. Board members shall serve no more than four (4) consecutive terms in the same position, whenever possible.
5. After an interval of one (1) year, Board members may again be eligible for election to their prior office.

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6. In the event that there is no candidate for a vacant office, the current officer may serve an additional one (1) month until the next scheduled OAFSVIG business meeting, at which point an additional election will be held to fill the position.
7. In the case that any officer position becomes vacant between elections, a special business meeting may be called for the purpose of a group conscience to establish an existing OAFSVIG member as a temporary officer in the position until the next scheduled business meeting.
 - a. A person chosen to fill any vacancy on the board shall meet the qualifications as defined in Article IV, Section 3 of the OAFSVIG Bylaws, and Article VIII and IX of this Policy & Procedure Manual.
8. Voting will be by ballot defined as follows for the purpose of Zoom:
 - a. Use of the “polling” function by the Chair or Host of the meeting or, if unavailable;
 - b. “Raised hand” function to be counted for 3 categories for each vote to include “In Favor”, “Against”, “Abstaining”.
9. Candidates must be present for election.
10. For election, the candidate must receive a majority vote (more than half) of ballots cast.
11. If no candidate receives a majority vote due to a tie, voting will continue until a majority is reached.
12. Candidates may remove themselves from the ballot at any time during the election.
13. Newly elected officers will begin service immediately following the close of the business meeting in which they are elected.
14. Upon election to the Board, members shall cease to serve as an IR and/or CC and that meeting and/or committee shall elect a new IR and/or CC.

XI. Duties of Board Members

1. Attend all business meetings per term of office unless excused by the Chair.
2. Become familiar with and assume responsibility for adherence to: Articles of Incorporation, Bylaws and the Policies and Procedures Manual.
3. Reports:
 - a. Submit a written report to the Secretary at least ten (10) days prior to the next business meeting, as needed.
 - b. Present oral report at business meeting, as needed:
 - i. Report shall be a maximum of 5 minutes
 - ii. Followed by Q&A for a maximum of 5 minutes
 - iii. Total time for report and Q&A - 10 minutes
4. Board members may select someone to give a report in their absence.

XII. Committees

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1. The OAFSVIG will create committees, as the need arises:
 - a. A motion to form a committee may be submitted in advance or made on the floor of the business meeting and is subject to approval by Group Conscience.
 - b. Making a motion for the formation of a committee implies intent to serve on the committee.
2. The committee will affirm a Committee Chair (CC).
3. Committees shall:
 - a. File a report to the Board of activities prior to each quarterly business meeting, as needed.
 - b. Maintain comprehensive committee files detailing committee activities and functions. Upon completion of term of office or resignation, information shall be given to the OAFSVIG Secretary.
 - c. Submit a proposed annual budget to the Treasurer at least 30 days prior to the last quarterly business meeting of the preceding fiscal year (the 3rd Sunday of October).
4. The CC will review work of sub-committees and appoint chairs or program heads, as needed.

XIII. Duties of Virtual Region Representatives (RR)

1. Follows Virtual Region (VR) guidelines for registration.
 - a. Qualifications for RR must be in accordance with VR Bylaws, Article III.
2. Attends and takes an active part in each VR Assembly.
3. Informs OAFSVIG of happenings in the VR and OA as a whole.
4. Studies and practices the Twelve Steps, Twelve Traditions, Twelve Concepts of OA Service.
5. If Traditions concerns occur in OAFSVIG, they are to discuss the incident with Trustee and/or any VR Board Member.

XIV. Duties of the WSBC Delegate

1. Follows WSBC guidelines for registration.
 - a. Qualifications for Delegate must be in accordance with OA, Inc., Bylaws, Subpart B, Article X, Section 3 a) 1, and 3 c).
2. Delegate elections will take place at the January Business Meeting which precedes the WSBC application deadline, in accordance with OAFSVIG voting procedures.
 - a. In addition, voting procedures will be as follows:
 - i. Each nominee name shall be listed on the ballot alphabetically.
 - ii. Voting members shall be instructed to vote for no more than the number of delegate positions determined to be available.
 - iii. Nominees receiving the highest number of votes shall be elected as the OAFSVIG Delegates to serve at the WSBC following the election.
3. The funding of the OAFSVIG Delegate to WSBC will depend on the availability of funds.

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- a. Prior to the election, the Treasurer will inform the OAFSVIG of the funds available for these purposes.
- b. If funds are available, an OAFSVIG Delegate will be funded.
- c. The maximum number of Delegates is determined in accordance with OA, Inc., Bylaws, Subpart B, Article X, Section 3 c).
4. Submits and presents a report to the OAFSVIG at the Business Meeting after the WSBC.

XV. Business Meeting Procedures

1. Basic Principles
 - a. The Group Conscience prevails over all motions.
 - b. Quarterly Meetings shall be held the third Sunday in the months of January, April, July, and October.
 - c. Monthly Meetings shall be held the 3rd Sunday of every month
 - i. Should a scheduling conflict arise between regular meetings, a Special Meeting (as defined in Article V Section 3 of the OAFSVIG Bylaws) will be held on Zoom for the purpose of taking a group conscience to establish an appropriate meeting date.
 - d. Parliamentary procedure according to Robert's Rules of Order will be followed.
 - e. In accordance with the Bylaws of the OAFSVIG, Article V, Section 6 - Quorum, the voting quorum shall be at a minimum of two (2) officers and five (5) intergroup representatives.
 - f. Anyone who wishes to address the OAFSVIG must first be recognized by the Chair.
 - g. After being recognized, the person shall state name, group, and business.
 - h. When a motion is presented by the chair, they will first ask if anyone is against the motion.
 - i. If not, motion passes with consensus.
 - ii. When necessary, debate on motions and amendments shall be limited to one (1) minute for each pro and con.
 - iii. When necessary, discussion is limited to seven (7) minutes and may be extended by a majority vote.
 - i. Request for inclusions in the agenda must be submitted to the Secretary at least ten (10) days prior to the business meeting.
 - j. A motion to amend the Bylaws must be submitted to the Secretary at least thirty (30) days prior to the business meeting at which the motion is to be presented.
 - k. Intergroup Representatives, Board Members, and Committee Chairs are entitled to a vote; all others may have a voice but not a vote.
 - i. The OAFSVIG Chair votes only to break a tie.
 - l. The only recording allowed at business meetings will be by the Secretary for the sole purpose of assistance with accuracy of minutes. Recordings shall be retained until minutes are approved, then erased or destroyed.

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- m. The use of video/audio recording devices is not allowed in the meeting at any time other than as defined elsewhere for the OAFSVIG Secretary.
 - i. Devices such as PCs and smart phones with recording devices are permitted for attendance but may not be used to record.
- 2. Standing Rules
 - a. These rules take precedence over Robert's Rules of Order. They may be suspended by a 2/3 vote using a Motion to Suspend the Rules.
- 3. Participation in an OAFSVIG Business Meeting
 - a. At the meeting, methods of identification shall be visual, e.g. renaming with representative position.
 - b. Voting members participate in meeting procedures, e.g. vote, make a motion, speak to a motion, etc.
 - c. Non-voting members have a voice when recognized by the Chair.
 - d. Participation order in pro/con debates on motions or amendments to any motions will be determined by the order of "raised hand" symbols.
 - e. There will be a consent agenda consisting of routine non-controversial matters.
 - i. The Chair will determine the matters that will be placed on the consent agenda.
 - ii. Any voting members may request that an item from the consent agenda be considered as a separate motion.
 - iii. Once the consent agenda is established, it shall require a 2/3 vote for adoption.
- 4. Voting Procedures
 - a. Voting will be by ballot defined as follows for the purpose of Zoom:
 - i. Use of the "polling" function by the Chair or Host of the meeting or, if unavailable;
 - ii. "Raised hand" function to be counted for 3 categories for each vote to include "In Favor", "Against", "Abstaining".
 - b. A voting member may request a more accurate vote count by simply calling out 'Division'. The Chair may then use a voting method which assures an exact count.
 - c. The Chair may also call for division by stating The Chair is in doubt.
 - d. In accordance with Article III, Section 4, item D of the OAFSVIG Bylaws, in the absence of the elected Intergroup Representative (IR), an elected alternate may be present and will have all rights of a regular voting member.
 - e. The method of voting for elections is defined as the following for the purpose of Zoom:
 - i. Use of the "polling" function by the Chair or Host of the meeting or, if unavailable;
 - ii. "Raised hand" function to be counted for 3 categories for each vote to include "In Favor", "Against", "Abstaining".
- 5. Recognition for Members

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- a. Members who wish to speak shall use the “raise hand” function.
 - b. Members will give their name and group, and wait for recognition from the Chair.
 - i. If necessary to get the Chair’s attention, the voting member may say — Chairperson, but may not speak further until recognized by the Chair.
 - c. For certain procedures, the member may communicate in the “chat” function to gain recognition from the Chair (e.g., Point of Order, Point of Information, Parliamentary Inquiry, etc.).
6. Motions and Debate
- a. Process for New Business Motions
 - i. The Secretary will distribute minutes of the Business Meeting to the OAFSVIG electronically no later than ten (10) days after the close of the Business Meeting.
 - ii. New motions shall be submitted to the Secretary at least ten (10) days prior to the next the OAFSVIG Business Meeting or special meeting at which action is to be taken on the proposed motion.
 - iii. Motions must be formatted using the “Motion Template” available on the OAFSVIG website to contain:
 1. the intent, the proposed motion, any possible effects (costs, time, etc.), date of changes to be made to the Policy & Procedure Manual or Bylaws for consistency or congruity, and preferred contact information for receiving questions.
 - iv. Motions will be reviewed by the Board for inclusion in the agenda which then will be made available on the OAFSVIG website no later than seven (7) days prior to the Business Meeting.
 - v. The Chair has the discretion to accept motions made from the floor of the meeting, including but not limited to:
 1. The formation of new committees,
 2. Adjustment of meeting times outside the typical one (1) hour format,
 3. Emergency motions.
 - b. There will be a maximum of three (3) pro and three (3) con speakers to each motion.
 - i. Each speaker may speak for a maximum of one (1) minute.
 - c. If a friendly amendment is proposed, there will be a maximum of two (2) pro and two (2) con speakers to the amendment.
 - i. Each speaker may speak for a maximum of one (1) minute.
 - d. A voting member may not speak on two consecutive motions or amendments unless the maximum number of speakers has not been reached.
 - e. The first speaker is always pro, and is usually the maker of the motion, unless they wish to have another voting member speak.
 - f. If more than the maximum number of speakers wishes to speak to a motion, participation order will be determined by the order of “raised hand” symbols.

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- g. There shall be at least one pro and one con speaker before any discussion on the motion is taken.
 - i. Voting members who wish to speak shall follow the recognition procedure outlined above.
 - h. If raised, a motion to close debate or limit debate requires a $\frac{2}{3}$ vote to pass.
 - i. To save time on a simple amendment to a motion, the Chair may ask the maker of the motion if they would be willing to accept a friendly amendment.
 - i. If the maker of the motion agrees and there is no objection from voting members, the motion is changed to include the amendment.
 - j. To pass, a motion must receive substantial unanimity, defined as a minimum $\frac{2}{3}$ vote in favor.
 - k. Miscellaneous Rules
 - i. No smoking or vaping is allowed in any Business Meeting.
 - ii. No eating food or chewing gum is allowed in any Business Meeting.
 - iii. Beverages are permitted.
7. Meeting Guidelines
- a. Quarterly Meetings will follow the following suggested meeting outline:
 - i. Serenity Prayer, readings of the 12 Steps, 12 Traditions, and 12 Concepts;
 - ii. Establishment of ground rules as per the OA document “Guidelines for a Group Conscience Meeting;”
 - iii. Approval of the minutes from the previous meetings;
 - iv. Setting up the agenda, to include:
 - 1. Treasurer and Secretary reports;
 - v. Committee Chair and Board Member reports as needed.
 - vi. Making Decisions
 - 1. Voting in new Board Officers (Chair, Vice-Chair, Treasurer, Secretary;)
 - 2. Group conscience or voting on active motions.
 - vii. Closing.
 - b. Monthly Meetings will follow the following suggested meeting outline:
 - i. Serenity Prayer;
 - ii. Establishment of ground rules as per the OA document “Guidelines for a Group Conscience Meeting;”
 - iii. Approval of the minutes from the previous meeting;
 - iv. Setting up the agenda, to include:
 - 1. Treasurer and Secretary reports;
 - 2. Committee Chair and Board Member reports as needed.
 - v. Making Decisions
 - 1. Group conscience or voting on active motion
 - vi. Closing.
8. Participation and process in a Business Meeting will be determined as the VIG evolves.

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XVI. Financial Policies

1. The fiscal year is January 1 through December 31.
2. Annually, a balanced budget for the next fiscal year shall be proposed.
 - a. Proposed budget is subject to approval at the last quarterly business meeting of the preceding year (the 3rd Sunday of October).
3. Requests for budget increases or new budget submissions shall be presented to the Treasurer at least 30 days prior to the quarterly business meeting where the budget will be approved.
4. The Treasurer will maintain a prudent reserve of 3 months of expenses to cover expected operational needs.
5. There shall be no accumulation of funds beyond current budgetary needs, allowance for future expenses, and a prudent reserve for contingencies.
6. Motions that include budget overrides, including reason(s), must follow Article XV, Section 6(a) of this document, and additionally be submitted in writing to the OAFSVIG Treasurer and Finance Committee ten (10) days prior to the monthly meeting at which approval is sought.
7. Reimbursement to Virtual Region representative(s) for expenses incurred for attending Business Assemblies shall be limited to registration fees.
8. The World Service delegate(s) shall be reimbursed for expenses incurred for attendance at the World Service Business Conference by the guidelines stated herein:
 - a. Requests for reimbursement shall follow these guidelines:
 - i. Receipts must be submitted to the Treasurer within six (6) weeks of acquired expense.
 - ii. Treasurer shall reimburse each expense, or request additional information, within ten (10) days of receipt of request.
9. The OAFSVIG may accept designated monies only after a motion has been passed to establish a special fund.
10. The Treasurer and the Chair are authorized to withdraw funds from all OAFSVIG financial accounts.
11. When money is not adequate for full funding purposes, the Treasurer shall inform the Board, who will then set priorities based on the current financial position.
12. The OAFSVIG guideline for 7th Tradition is to send monthly contribution based on net monthly income after expenses above the prudent reserve by the 15th of the following month in the following manner:
 - a. 70% to Virtual Region;
 - b. 30% to WSO.
13. Upon approval of the next year's budget any balance of funds above the prudent reserve shall be distributed in the following manner:
 - a. 70% to Virtual Region;
 - b. 30% to WSO.

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XVII. Miscellaneous

1. All documents (such as vouchers, certificate of eligibility, applications, bylaws, articles of Incorporation, this Policy & Procedure Manual, etc.) will be found on the OAFSVIG Website.
2. The OAFSVIG will defer to OA approved literature for guidance and will only offer locally produced documents if no OA approved literature addresses a specific need.
 - a. Any documents produced by the VIG must be approved by GC in a regular business meeting before being used.