

# **The Overeaters Anonymous Foot Steps Virtual Intergroup Policy & Procedure Manual**

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## **Article I - Introduction**

1. This Policy and Procedure Manual guides the business practices of OA Foot Steps.
2. All documents (such as expense reports, applications, Bylaws, this Policy and Procedure Manual, the Standing Rules and Meeting Procedures, etc.) will be found on the OA Foot Steps website.
3. OA Foot Steps includes all registered meetings (referred to as “groups”) who choose to affiliate with OA Foot Steps.

## **Article II - Purpose of OA Foot Steps**

1. Carry the message virtually, globally, and in many languages - in keeping with our Unity with Diversity Policy
2. Encourage unity within OA Foot Steps.
3. Communicate with all groups within OA Foot Steps
4. Offer assistance to groups as they form and function
5. Carry the message to compulsive eaters within the Overeaters Anonymous World Services guidelines:
6. Provide a forum for the interchange of ideas and information among Registered Groups and Committees.
7. Appoint Region Representative(s) and World Service Business Conference Delegate(s) from OA Foot Steps.

## **Article III - OA Foot Steps Logo**

1. OA Foot Steps will have an official Logo that can be used in all OA Foot Steps publications and digital resources.
2. The OA Foot Steps Logo will be approved via the OA World Service Office as required.
3. Once approved the Logo may only be used by the OA Foot Steps Board, OA Foot Steps Committees, and OA Foot Steps Service members for use in or on any and all OA Foot Steps materials and may not be altered without board approval.

## **Article IV - Financial Policies**

1. The fiscal year is January 1 through December 31.

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2. A balanced budget for the next fiscal year shall be proposed at the last business meeting of the calendar year.
  - a. The proposed budget is subject to approval of the Voting Representatives.
  - b. Requests for budget increases shall be submitted to the Treasurer at least 30 days prior to the business meeting where the budget will be approved.
3. The balance of the treasury will include the established prudent reserve.
4. Funding for Non-Travel Expenses
  - a. Expenses incurred in the performance of OA Foot Steps approved service work are reimbursable.
  - b. All funded expenses shall stay within budgeted allocations.
  - c. Requests for budget overrides, including reason(s) for such overrides, are to be submitted in writing to the OA Foot Steps Treasurer seven (7) days prior to the next Board meeting.
  - d. Requests for overrides will be approved by the board before the expense is incurred.
5. Funding for Travel Expenses
  - a. Positions that may be considered for travel expenses are:
    - i. OA Foot Steps Region Representative(s) to Virtual Region Assembly
    - ii. OA Foot Steps Virtual Intergroup Delegate(s) to World Service Business Conference
    - iii. Any other travel expense if agreed by a majority motion of the OA Foot Steps Board or an Intergroup meeting provided a quorum is present.
  - b. Reimbursement of travel expenses shall be limited to transportation, lodging (double occupancy), meals, registration and printed materials.
  - c. Reasonable adjustments can be accepted by a majority vote of the OA Foot Steps Board or a OA Foot Steps Intergroup Meeting provided a quorum is present.
6. An expense report and receipts must be properly completed, authorized, and submitted to the OA Foot Steps Treasurer prior to reimbursement or advance of any funds.
7. Requests for reimbursement shall follow these guidelines:
  - a. Each person shall complete and verify an expense report.
  - b. An expense report must accompany all receipts and any unused funds must be returned to the OA Foot Steps Treasurer within six (6) weeks of the expense.
  - c. The OA Foot Steps Treasurer shall make reimbursement or request additional information, within thirty (30) days of receipt of the request.
8. OA Foot Steps may accept designated monies only after a motion has been passed to establish a special fund.

Note: A special fund is money designated for a specific purpose and cannot be used for any other project or expense.

9. Current special funds are limited to
  - a. Delegate Support Fund-Special
  - b. Literature Fund

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10. The OA Foot Steps Treasurer, the OA Foot Steps Chair, and the OA Foot Steps Banker are authorized to withdraw funds from all OA Foot Steps accounts.
11. The OA Foot Steps Intergroup will appoint in addition to the Banker a minimum of two (2) signatories to the bank account.
12. Any spending in excess of the adopted budget (including the discretionary fund) must be passed by motion at a Regular or Special Intergroup Meeting, receive two-thirds majority and can only be considered if a quorum is present.
13. When money is not adequate for full funding purposes, the OA Foot Steps Treasurer shall inform the OA Foot Steps Board, who will then set priorities based on the current financial position.
14. The spiritual foundation for OA Foot Steps ensures that sufficient operating funds, plus an ample reserve shall be OA Foot Steps prudent financial principle.
  - a. OA Foot Steps will establish sufficient operating funds of no less than twelve (12) months expenses.
  - b. Any funds beyond the prudent reserve will be distributed as follows: seventy (70) percent to the Virtual Region and thirty (30) percent to World Service Office.
15. In addition to any line item in the annual budget for Virtual Region or World Service Office contributions, the OA Foot Steps Board shall send surplus funds as determined by and approved by the OA Foot Steps Board to the Virtual Region or World Service Office on a monthly basis.
16. OA Foot Steps shall support all World Service Business Conference Delegates as far as funds are available,
  - a. The limit of the money set aside shall be that of the Delegate Fund line in each year's annual budget.
  - b. Prior to the election, the Treasurer will inform OA Foot Steps of the funds available for these purposes.

### **Article V - Board Members**

1. General Duties
  - a. Perform the duties of their offices in accordance with the OA Foot Steps Bylaws and this Policy and Procedure Manual and other governing documents the intergroup may adopt.
  - b. Serve as guardian of OA Foot Steps funds.
  - c. Participate in an annual financial audit.
  - d. Take actions deemed in the best interests of OA Foot Steps and report such actions at the next OA Foot Steps regular or special business meeting.
  - e. In accordance with OA Foot Steps Bylaws Article VII, the OA Foot Steps Board may recruit special workers on behalf of OA Foot Steps.
  - f. A Board member will be appointed to act as liaison and supervisor of a special worker on behalf of OA Foot Steps.
  - g. Oversee the creation and maintenance of a digital platform for the interchange of ideas and information among Members and the OA Foot Steps Board.

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- h. Attend all business meetings per term of office unless excused by the Chair of the OA Foot Steps Board.
  - i. Become familiar with and assume responsibility for adherence to: OA Foot Steps, Virtual Region and World Service Office Bylaws, Policies and Procedures Manuals, and Standing Rules.
  - j. Assists others in becoming familiar with the Twelve Traditions and Twelve Concepts of OA Service.
  - k. Reports:
    - i. Submit a written report to OA Foot Steps at least ten (10) days prior to the next business meeting,
    - ii. At the Business Meeting, answer questions on their report for a maximum of 5 minutes.
  - l. Respond to all correspondence, phone calls, and questions in a timely manner.
  - m. Upon completion of service term, provide their successor with any information and documents from their service period via either written or electronic media.
  - n. Serve as board liaison to committees as determined by the Chair.
  - o. Appoints assistants if required.
2. Duties by Position
- a. Chair
    - i. Cultivates-unity and group conscience of OA Foot Steps.
    - 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. May be an authorized signer on all accounts.
    - vi. Other duties as required.
  - b. Deputy Officer
    - i. Assumes all duties of the Chair, or other Board Members, in their absence.
    - ii. Acts as or appoints a coordinator for Representatives to Virtual Region Assembly.
    - iii. Acts as or appoints a coordinator for Delegates to World Service Business Conference.
    - iv. Maintains OA Foot Steps systems and policies for protecting and managing the personal data of all service members and OA Foot Steps visitors for the benefit of carrying the message, specifically:
      - 1. Oversees all outgoing mass emails from the intergroup.
      - 2. Ensures proper transfer storage and deletion (in required timeframes) of personal data.
      - 3. Seeks to review and understand global regulations from other OA service bodies that have conducted thorough reviews, and proposes updates to OA Foot Steps Governance Documents.
      - 4. Assesses and evaluates user-friendly and affordable technologies to align with global privacy and data protection practices.

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5. Trains service fellows in the use of global privacy and data protection practices and associated technologies.
  6. Oversees creative releases for submissions to OA Foot Steps digital outputs, speakers' releases, and other required resources.
  7. Oversees registration for OA Foot Steps events and ensures that there are appropriate releases for service volunteers and creative materials.
- v. Other duties as assigned.
- c. Secretary
    - i. Takes minutes of all Business and Board Meetings.
      1. The secretary will create a set of minutes for each business meeting and may appoint assistants if needed.
        1. The following guidelines will guide the preparation of the minutes:
          - a. The minutes should contain a record of what was done at the meetings, not what was said by the members.
          - b. The following should be included at the start of the minutes:
            - i. The kind of meeting: Regular or Special.
            - ii. The name of the organization: Overeaters Anonymous Foot Steps Virtual Intergroup
            - iii. The date and time of the meeting.
            - iv. If the previous minutes were approved, and the date of the meeting to which the minutes pertain.
- Note: Any correction approved by the intergroup is made in the text of the minutes being approved. The minutes of the meeting making the correction merely states that they were approved "as corrected" without specifying the correction.
- v. OA service titles will be included, personal names will be omitted.
  - vi. The items contained in paragraph 3 i-v above may be presented in paragraph, number or bullet form.
- c. The minutes should contain a separate section for each subject matter and should show:
    - i. All main motions that were voted on during the meeting limited to:

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1. The wording of the motion as it was adopted or otherwise voted on.
      2. That the motion was duly proposed and seconded.
      3. Whether the motion was adopted, defeated or referred. (If the motion was referred to whom it was referred).
      4. The report on the vote to include the number of votes on each side.
    - ii. All primary amendments and secondary amendments to any main motions that were voted on during the meeting limited to:
      1. The wording of the amendment as it was adopted or otherwise voted on.
      2. That the motion was duly proposed and seconded.
      3. Whether the amendment was adopted or defeated.
      4. The report on the vote to include the number of votes on each side.
    - iii. Secondary motions and their outcome to include:
      1. Motion to adjourn.
      2. Motion to suspend the rules.
      3. Motion to amend the rules.
    - iv. Any withdrawn motion, only stating that the motion was withdrawn.
    - v. Brief summary of oral reports.
    - vi. All points of order and appeals, whether sustained or lost, together with reasons for the ruling.
    - vii. The time of adjournment.
  - d. When a matter is considered informally, the same information is recorded in the minutes, since the only formality in proceedings is debate.
  - e. All other matters are recorded as occurring but no further information is included.
  - f. A copy of all Board Reports, Standing Committee Reports, and Ad-Hoc committee reports will be attached to the minutes.
- ii. Ensures a copy of the unapproved minutes shall be posted on the OA Foot Steps website within ten (10) days of the Business Meeting.

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- iii. Creates an archived digital copy of all OA Foot Steps documents for storage on an appropriate platform.
- iv. Coordinate with the appropriate committees to maintain a list of hosts, facilitators and admins including but not limited to their name, email, contact telephone as well as meeting leaders and Intergroup Representatives.
- v. Be responsible for keeping and giving out passwords for all digital platforms to those authorized by their position, unless restricted or otherwise assigned.
- vi. Be responsible for the preparation of business meeting related materials.
- vii. Be responsible for updating credentials and roll call for and at OA Foot Steps Business Meetings.
- viii. Submits final reports to the OA Foot Steps Bylaws Committee within 25 days (or as soon as they are made available) of the OA Foot Steps Business Meeting, Virtual Region Assembly or World Service Business Conference.
- ix. Other duties as assigned.
- d. Treasurer
  - i. Manages all OA Foot Steps funds according to Financial Policies of the OA Foot Steps Bylaws, Policies and Procedures and any other governance documents.
  - ii. Maintains financial records in alignment with accepted accounting practices.
  - iii. Maintains OA Foot Steps accounts (with the assistance of the OA Foot Steps Banker) for operational funds.
  - iv. Pays bills and reimburses expenses (with the assistance of the OA Foot Steps Banker) in a timely manner.
  - v. Reports the OA Foot Steps financial status as follows:
    - 1. Current balance: monthly to the OA Foot Steps Board.
    - 2. Last month's contributions: monthly to the OA Foot Steps Board.
    - 3. Comparison of actuals to budget: quarterly to the OA Foot Steps Board.
    - 4. Itemized report showing all income and expenses year-to-date: quarterly to the OA Foot Steps Board.
    - 5. Contribution details: year to date: quarterly to the OA Foot Steps Board.
    - 6. Average monthly contributions for the preceding 12 months: quarterly to the OA Foot Steps Board.
    - 7. Quarterly reports listed above will also be provided for all OA Foot Steps Business Meetings.
    - 8. Provides monthly financial statements to the OA Foot Steps intergroup via an approved platform.

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- vi. Provides financial information for an annual audit, to be conducted each fiscal year.
- vii. Other duties as assigned.
- e. Digital Coordinator
  - i. Oversees all OA Foot Steps Digital Products.
  - ii. Ensures the OA Foot Steps website is maintained.
  - iii. Makes informed suggestions in order that all OA Foot Steps digital products function at their best.
  - iv. With the assistance of the Deputy Officer, makes informed suggestions in order that all OA Foot Steps digital products are legally compliant.
  - v. Is responsible for changes to all OA Foot Steps digital products in accordance with decisions made by appropriate OA Foot Steps Committees or the OA Foot Steps Intergroup.
  - vi. Administers OA Foot Steps Meeting Platforms, this includes but is not limited to:
    - 1. Approval and signing off on persons receiving administrative features such as the host code.
    - 2. Maintains an email list of all registered users with administrative features.
    - 3. Changes access to administrative features as necessary and notifies the users.
    - 4. Deletes recordings on a routine basis.
  - vii. Other duties as assigned.

### **Article VI - Duties and Responsibilities of Other Voting Service Roles at OA Foot Steps**

- 1. World Service Business Conference Delegate
  - a. Follows World Service Business Conference guidelines for registration.
  - b. Represents OA Foot Steps at all meetings of The World Service Business Conference.
  - c. Works with the World Service Business Conference Coordinator and other Representatives in preparing to be an active participant at the Conference.
  - d. Ensures that all communications pertaining to The World Service Business Conference and The World Service Office are made available to OA Foot Steps.
  - e. Service on a World Service committee is part of the role and the commitment is maintained throughout the full year of office.
  - f. In consultation with the World Service Business Conference Coordinator and other Delegates, submits and presents a combined report to OA Foot Steps at a Business Meeting following the World Service Business Conference.
- 2. Virtual Region Representatives
  - a. Works with the Virtual Region Assembly Coordinator and other Representatives in preparing for, attending and taking an active part in each Virtual Region Business Meeting Session.



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- b. Qualifications for Virtual Region Representative must be in accordance with The Virtual Region Bylaws, Article III, Section 2.2.
  - c. Informs OA Foot Steps of events and other communications pertaining to the Virtual Region.
  - d. Studies and practices the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service.
3. Intergroup-Representatives
    - a. Represents their meeting or committee at all meetings of OA Foot Steps Intergroup.
    - b. Acts as a liaison between OA Foot Steps and their respective Meeting or Committee.
    - c. Ensures that all communications pertaining to OA Foot Steps, The Virtual Region and The World Service Office are made available to their Meeting or Committee.
    - d. Service on a OA Foot Steps Committee is strongly encouraged and the commitment is maintained throughout the term of office.

### **Article VII - Duties and Responsibilities of OA Foot Steps Parliamentarian and Center Microphone Monitor**

1. If required, OA Foot Steps will utilize a Parliamentarian and Center Microphone Monitor.
2. The parliamentarian will:
  - a. Act as an independent and unbiased advisor to the OA Foot Steps Chair.
  - b. Assist the OA Foot Steps Chair to manage meetings and advises on parliamentary procedure.
  - c. Acts as advisor to the OA Foot Steps Bylaws Committee.
  - d. Trains an OA Foot Steps member to act in their absence.
  - e. The OA Foot Steps Parliamentarian will be appointed by the chair.
  - f. Performs such other duties as may be assigned to the OA Foot Steps Parliamentarian.
3. If not combined with the role of Parliamentarian, the OA Foot Steps Center Microphone Monitor will be appointed by the Board and will:
  - a. Acts as an independent and unbiased liaison between the OA Foot Steps members and the OA Foot Steps Chair and will be trained by the Parliamentarian.
  - b. Trains an OA Foot Steps member to act in their absence.
  - c. The OA Foot Steps Center Microphone Monitor will be appointed by the Board.
  - d. Performs such other duties as may be assigned to the OA Foot Steps Center Microphone Monitor.

### **Article VIII - Duties and Responsibilities of OA Foot Steps Banker**

1. The OA Foot Steps Banker is not a voting position.

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2. The role of the OA Foot Steps Banker is designated exclusively to a member who is a Canadian resident, due to the requirements of the Canadian bank account and Canadian law.
3. The duties of the OA Foot Steps Banker may be undertaken by the OA Foot Steps Treasurer if they reside in Canada.
4. The OA Foot Steps Banker's service is overseen by the OA Foot Steps Treasurer
5. The OA Foot Steps Banker role is as follows:
  - a. Receives all OA Foot Steps 7th Tradition Contributions that are paid directly into the OA Foot Steps bank account, and sends notification to the OA Foot Steps Treasurer.
  - b. Arranges OA Foot Steps authorized payments to be made after instruction from the OA Foot Steps Treasurer.
  - c. Will be a signatory and the signing authority for the OA Foot Steps bank account.
  - d. Sends lists of all incoming and outgoing financial transactions of the OA Foot Steps bank account(s) to the OA Foot Steps Treasurer.
  - e. Forwards monthly bank statements to the OA Foot Steps Treasurer.
  - f. The OA Foot Steps Banker is authorized to conduct electronic banking transactions after instruction from the OA Foot Steps Treasurer, on an ongoing or ad-hoc basis.
  - g. Payments over \$250 (Canadian) require approval of two OA Foot Steps board members.
  - h. Written approval must be filed with other relevant payment documents.
  - i. If the OA Foot Steps Treasurer is also the OA Foot Steps Banker, approval will be required by another OA Foot Steps Board member for all payments regardless of amount.

### **Article IX - Committees**

1. OA Foot Steps will create committees, as the need arises.
2. Approved Committees are:
  - a. Digital to include
    - i. Announcements
    - ii. Forms
    - iii. Literature Development
    - iv. Meeting Schedule
    - v. Newsletter
    - vi. Podcasts
    - vii. Website
  - b. Finance
  - c. Governance and Procedures to include
    - i. Bylaws
    - ii. GDPR compliance
    - iii. Governance

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- iv. Policies and Procedures
    - v. Standing Rules
    - vi. Security
  - d. Meeting Resources to include:
    - i. Intergroup Representative Basics
    - ii. Meeting Leadership
  - e. Member Resources to include:
    - i. Communication and Conflict Basics
    - ii. Diversity
    - iii. Fun and Fellowship
    - iv. Inclusion
    - v. Information
    - vi. Languages
    - vii. Literature Services
    - viii. Milestones
    - ix. Newcomers
    - x. Sponsorship
  - f. Public Information and Professional Outreach
  - g. Workshop
- 3. OA Foot Steps Committee Guidelines are created and maintained by the committee, approved by the board, and documented separately on the OA Foot Steps website.
- 4. Each committee will appoint a Committee Chair.
- 5. The committee chair may serve for up to two terms of two years.
- 6. Should a vacancy occur within a committee, the Board will be notified, and the committee will appoint a new chair to complete the term.
- 7. OA Foot Steps Committees shall:
  - a. File a report to the Board of activities ten (10) days prior to each business meeting.
  - b. Maintain comprehensive files detailing committee activities using OA Foot Steps approved resources and technologies.
  - c. Upon completion of term of office or resignation, information transfer shall be coordinated by the OA Foot Steps Secretary in consultation with the outgoing OA Foot Steps committee chair.
  - d. May submit digital resources about the committee's work to the OA Foot Steps Digital Committee for publication.
  - e. 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).
- 8. The Committee Chair will review work of sub-committees and appoint chairs or program heads, as needed.

### Article X - OA Foot Steps Meeting Platform Guidelines and Usage Procedures

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1. Use of the OA Foot Steps Meeting Platform is managed by the Digital Coordinator and limited to: OA Foot Steps Board Meetings, Intergroup Meetings, Committees, Sub-Committees, working groups, and OA Foot Steps registered meetings.
2. Administrative access to the meeting platform will be limited to the OA Foot Steps Chair, Treasure and Digital Coordinator and other access must be agreed by a majority of the board and such access can be rescinded at any time.
3. Any available space on the OA Foot Steps meeting platform may be used for informal fellowship and quiet meditation.
4. Any other use of the platform will be at the discretion of the OA Foot Steps Digital Officer or the OA Footsteps Board.
5. Meeting Platform availability will be on a first-come, first-serve basis with booked meetings taking precedence.
6. No member or group shall use the room for any purpose other than OA business, OA recovery events, OA meetings, or for fellowship as defined in paragraph 2 of this Article.
7. If misuse of the room occurs, the code will immediately be changed, and all registered users will be notified.
8. Any misuse of any room or of the OA Foot Steps Meeting Platform will be brought before the Board, whereupon the Board will consider appropriate action.
9. Scheduling
  - a. All requests for usage and training for the OA Foot Steps Meeting Platform will go to the OA Foot Steps Digital Coordinator.
  - b. Each request requires advance notice to be scheduled on the OA Foot Steps Meeting Platform calendar via the online form. For more information about this policy contact [meetings@oafootsteps.com](mailto:meetings@oafootsteps.com).
  - c. Emergency usage will be scheduled by a member of the board or the meetings committee if possible.
  - d. Technical training will be provided by an OA Foot Steps committee upon receiving a request from the OA Foot Steps Digital Coordinator.
10. Protocol
  - a. Scheduled meetings on the OA Foot Steps platform will provide trained Zoom operators.
    - i. Each meeting will confirm via the registration form that they have at least two (2) members who will serve as zoom operators.
    - ii. Such operators do not have to provide their name or any other details but may choose to do so.
    - iii. Each meeting will provide at least one email point of contact. For anonymity purposes, this may be a generic email address.  
  
Note: Any group upon request will be given an OA Foot Steps email address.
  - iv. If a group does not respond to three consecutive emails from OA Foot Steps, and at least two members of the meeting resources committee have

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- attempted to attend the meeting without success, the meeting may, at the discretion of the board or a committee, sub-committee or working group appointed for that purpose, be removed from the OA Foot Steps platform.
- v. A meeting removed under clause 9(a)(iv) above can request to be added to the platform again if space is available.
  - b. OA Foot Steps business meeting recordings, including conventions, board meetings and committee meetings may be saved to the cloud.
11. Any fundamental changes to Zoom settings (e.g. mandatory waiting room, restrictions for recording location etc.) must be passed by a motion at a regular or special business meeting.
  12. OA Foot Steps will not permanently remove or report any participants, not even intruders.

### **Article XI - Locally Produced Literature**

1. Any literature produced by OA Foot Steps must be approved in a regular or Special business meeting.
2. OA Foot Steps will defer to OA approved literature for guidance and will only offer locally produced literature if no OA approved literature addresses a specific need.

NOTE: A newsletter and blog do not qualify as locally produced literature.

### **Article XII - Amendments**

1. Amendments to this Policy and Procedure Manual or Creation of New Business Motions may be proposed by any registered meeting of OA Foot Steps, the OA Foot Steps Board or a OA Foot Steps Committee.
2. Except as otherwise specified by this Policy and Procedure Manual or the OA Foot Steps Bylaws, amendments to this Policy and Procedure Manual or the creation of New Business Motions may be adopted by a majority of those persons present and voting at any regular or special business meeting of OA Foot Steps provided a quorum is present.
3. Amendments shall be submitted electronically to OA Foot Steps.

Note: The method of submission will be determined by the OA Foot Steps Board.

4. The OA Foot Steps Bylaws Committee will review the amendment and request the motion maker to make any requested changes.
5. The Bylaws Committee will submit the completed motion in order to be published on the Website.
6. All proposed amendments to this Policy and Procedure Manual must be communicated in writing on the OA Foot Steps website or by electronic mail at least thirty (30) days prior to the Business Meeting at which it will be considered.

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7. All proposed New Business Motions must be communicated in writing on the OA Foot Steps website or by electronic mail at least seven (7) days prior to the Business Meeting at which it will be considered.
8. Any changes to the World Service or Virtual Region Bylaws or Policy Manual upon notice from the World Service Office, or Virtual Region shall be made in this Policy and Procedure Manual, and such change will be communicated to OA Foot Steps at the next Business Meeting.

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## **Appendix 1: Continuing Effective Motions**

CEM01: Any of the motions contained within Appendix 1 of the OA Foot Steps Policy and Procedure Manual may be amended or rescinded from the floor of any regular or special meeting of OA Foot Steps without notice, provided a quorum is present, as long as such amendment or rescission is approved by a majority vote of the members present at the time of the vote.

CEM02: Motions that rescind any of the policies contained within Appendix 1 of the Policy and Procedure Manual of OA Foot Steps will be placed in Appendix 2 of the aforementioned Policy Manual and may be reconsidered by a motion to reconsider in line with period of notification.

CEM03: OA Foot Steps will make use of WhatsApp as a means of communication for OA Foot Steps Meetings, OA Foot Steps Committees and the OA Foot Steps Board.

CEM04: OA Foot Steps may provide email accounts on an OA Foot Steps approved platform for OA Foot Steps Committee Chairs, OA Foot Steps Meetings, OA Foot Steps Board Members and Service Volunteers.

CEM05: OA Foot Steps will purchase Seriously Simple Podcast Plug-in.

CEM06: OA Foot Steps will create and maintain a Podcast Speaker Release Form.

CEM07: Motion Rescinded.

CEM08: Motion Rescinded.

CEM09: OA Foot Steps will purchase and maintain Zoom Licenses as required as determined by the Meetings Resources Committee and the OA Foot Steps Board.

CEM10: OA Foot Steps will include in the registration forms for new meetings a question certifying that such meeting will not Screen Share OA Literature unless permission by the World Service Office has been granted.

CEM11: OA Foot Steps will permit any meeting a maximum time limit of ninety (90) minutes.

CEM12: OA Foot Steps will set aside a Zoom platform for seven (7) days a week meetings (held on the even hours at Eastern Standard Time).

CEM13: Motion Rescinded.

CEM14: OA Foot Steps will authorize the OA Foot Steps Treasurer to pay software license fee expenses annually rather than monthly.

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CEM15: OA Foot Steps will authorize the OA Foot Steps Treasurer to pay any requested payments via their own account, and be reimbursed, until such times as a Debit or Credit card can be authorized for the OA Foot Steps Bank Account.

CEM16: OA Foot Steps will create within the annual budget a fund of \$200 (Canadian) for the purpose of creation and maintenance of a Newsletter.

CEM17: Motion Rescinded.

CEM18: Motion Rescinded.

CEM19: Motion Rescinded.

CEM20: OA Foot Steps will enable the Zoom settings for Live Transcription on all OA Foot Steps Zoom platforms, and the ability to save the transcript will be turned off.

CEM22: OA Foot Steps will amend the 7th tradition page on the website to include “Your contributions go towards this group's expenses: Zoom account access, web hosting, chips, pamphlets and postage. We welcome contributions of any amount. Paypal charges a set fee for each donation, so larger and less frequent donations go further”.

CEM23: OA Foot Steps will open and maintain a P.O. Box in order to receive correspondence.

CEM24: Motion Rescinded.

CEM25: Motion Rescinded.

CEM26: OA Foot Steps will establish an ad hoc committee on the creation of an OA Foot Steps phone number.

CEM27: OA Foot Steps will purchase Canva Pro for \$120 USD/\$150 CAD a year. The use of Canva will be limited to OA Foot Steps Virtual Intergroup Board Members and OA Foot Steps Virtual Intergroup committees.

CEM28: OA Foot Steps will investigate incorporating OA Foot Steps Intergroup under Canadian federal law as a Non- Profit allowing up to \$1500 CAD discretionary fund as needed for professional and filing fees.

CEM29: OA Foot Steps will avoid the use of gendered language in all resources of OA Foot Steps.

CEM30: OA Foot Steps will avoid the use of acronyms and short forms in all resources and communications with the exception of “OA”.



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CEM31: OA Foot Steps will draw up a contract and appoint an appropriate person. OA Foot Steps will also add a clause to such a contract that ensures GDPR compliance. Such contract will be on the basis of a retainer of Fifty (\$50) United States Dollars per month for basic updates, and up to an additional five (5) hours at Fifty (\$50) United States Dollars per hour for a total of no more than three hundred (\$300) United States Dollars per month.

CEM32: Any motion recorded in the minutes as approved by group conscience will be sent to the Bylaws committee for the purpose of updating of the Bylaws, Policy Manual or Standing Rules.

CEM33: OA Foot Steps will assign to a board member, committee, sub-committee or working group the creation and maintenance of a monthly document, that will include highlights from the board to include but not limited to Minutes, and Key points from the Intergroup meeting and other Intergroup activities.

CEM34: OA Foot Steps will assign to a committee, sub-committee or working group the creation and maintenance of guidelines for the purpose of assisting OA Foot Steps Meetings, OA Foot Steps Committees and the OA Foot Steps board in ensuring meetings are conducted, so as to ensure that they are secure and that all have the possibility to participate fully.

CEM35: OA Foot Steps will establish within the budget a fund of five hundred (\$500) United States Dollars for the purpose of providing OA literature to all those who need it. The delivery of these funds will be determined by a committee, sub-committee or working group created for that purpose.

CEM36: OA Foot Steps will establish within the budget a fund of five thousand (\$5000) United States Dollars for the purpose of providing services inline with the mission statement of the PIPO committee. The delivery of these funds will be determined by a committee, sub-committee or working group created for that purpose.

CEM37: OA Foot Steps will purchase Constant Contact at the Core level membership account of thirteen dollars (\$13) per month with an option to increase the level of account to accommodate future membership growth.

CEM38: OA Foot Steps will establish within the budget a fund of five hundred United States Dollars (\$250) for the purpose of discretionary items not otherwise covered in the budget. If this fund is used further funds will be allocated so that the fund always remains at five hundred United States Dollars (\$250).

CEM39: OA Foot Steps will not use the name of any individual with the minutes or website resources.

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CEM40: OA Foot Steps will maintain a list of all officers present at any board or business meeting. This record will be kept on a password protected platform and will only be accessible to current board members and the bylaws committee chair.

CEM41: OA Foot Steps will purchase and maintain a Digital Telephone Number.

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## **Appendix 2: Rescinded Motions**

CEM07: OA Foot Steps will create and maintain a Standardized Podcast Introduction Statement.

CEM08: OA Foot Steps will purchase and maintain a SignUp Genius account.

CEM13: OA Foot Steps will appoint an ad hoc committee to explore what is needed for a professional webmaster to maintain the OA Foot Steps website as a Special Worker.

CEM17: OA Foot Steps will create an ad hoc committee to explore the possibility of giving OA creative reprieve access to five (5) Zoom Licenses to purchase their own license for their meetings.

CEM18: OA Foot Steps will purchase Zoom cloud storage of 100 Gigabytes.

CEM19: OA Foot Steps will establish OA Foot Steps Virtual Intergroup as a US-based Registered Nonprofit Corporation under regulation (501 c 3).

CEM24: OA Foot Steps will permit the board to have the authority to approve any future World Service Business Conference delegates without the need to vote them in at a VIG meeting.

CEM25: OA Foot Steps will place an icon on the OA Foot Steps Website that will link directly to Creative Reprieve's TikTok account.