

OASEE IG

Policy

This document is to be kept with the current copy of the OASEE IG Bylaws.

OASEE IG_Policy.doc

Last Updated: 21/12/2011

POLICY: THE UPHOLDING OF THE TRADITIONS (JANUARY 2001)

It is this Intergroups (IG) responsibility to support groups in upholding the Traditions. If the IG becomes aware that any of the Traditions appear to be broken by a group, IG undertakes to take the following course of action:

- Two members of IG will visit the meeting as IG Representatives (Reps) in order to clarify and hopefully resolve the issue. The IG Reps will explain the breach in the Traditions and discuss the situation with the group. If the matter can be resolved successfully at this time, the IG Reps will report back to the next IG that the matter is resolved, and confirm this in writing to the group.
- Alternatively, if the matter cannot be immediately resolved, the IG Reps will ask the group to take a group conscience, and set a date (one month from the date of the visit) for the group to contact the IG Reps with the results of their group conscience. A further visit to the group by IG Reps to help with a clarification may be arranged if requested. If the matter has been resolved the IG Reps will report back to next IG meeting that the matter is resolved, and confirm this in writing to the group.
- If resolution has still not been achieved, and the Traditions still appear to be broken by the group, the IG Reps will inform the group that the matter will be discussed at the next IG meeting, where further action will be decided. A representative and other members of the group will be encouraged to attend and to participate in the discussion. The group will be informed of the IG's decision in writing.
- If in IG's opinion, a group has persisted in breaking the traditions of OA, in spite of IG representations, the IG decision may include as a last resort, removal of the group from the meetings list.

Rationale:

- Tradition 4: Each group is autonomous, except in matters affecting other groups or OA as a whole.
- The series of actions outlined above respect an individual group's autonomy whilst recognising that breaches of the Traditions have an impact on OA as a whole and therefore cannot be ignored.
- The aim is to be supportive as sometimes all that is required that the breach be brought to the notice of the group. It is quite possible for such a breach to occur unintentionally.
- The actions proposed will help IG to deal with any breach in a more systematic way and limit the time taken to achieve a resolution of the problem.

POLICY: VOTING NOMINATION FORMS (AUGUST 2004)

AGM Nomination Forms along with Job Descriptions to be issued three weeks prior to the AGM and returned to the Secretary prior to commencement of the AGM.

POLICY: ELECTION OF OFFICERS TO MULTIPLE POSTS (NOVEMBER 2008)

Following the September 2008 IG election of representatives to stand for election at the National Assembly as NSB Officers, the November 2008 meeting asked that the following policy document be recorded: "In future we should think carefully before electing one officer into three different positions."

POLICY: EMAIL DISTRIBUTION OF MINUTES (MARCH 2009)

1. The attendance sheet at IG will contain room for Reps to add their email addresses and an 'opt in' column to indicate that they are happy to receive copies of the minutes by email only.
2. If Reps choose this option they will not be sent paper copies of the minutes.
3. A rep or a meeting may choose to change their preference at any IG meeting by indicating.
4. The current presumption will be that paper copies of the minutes will be posted out to all reps who have not specifically requested to receive only electronic copies.
5. The long term aim of the IG in this regard will be to utilize electronic mail where possible in order to save postage and photocopying costs, and possibly to eventually cease to send out minutes by post altogether.

POLICY: TRAVEL EXPENSES (MARCH 2009, EXPANDED JANUARY 2010)

OASE England Intergroup (OASEEIG) Officers may incur expenses as a result of performing their elected service roles. The treasurer of OASEEIG is responsible for reimbursing IG Officers for the following types of expenses:

1. Travel costs
2. Stationary costs (including postage costs, stamps, envelopes and financial ledgers used solely for IG work)
3. Website software for the operation of the OASEEIG website
4. Photocopying expenses for the production of the IG pack and documents for the IG meetings
5. OA literature to support the IG Officers' work such as HIPM and Public Information Guides

Travel costs: Officers expenses for the following will be covered:

1. Cost of return second/economy class travel to the location.
2. Cost of a taxi or public transport when necessary as part of the journey.
3. Payment of 35p per mile driven.
4. The hotel charge for a standard room and breakfast for the duration of the event.
5. When travelling to the WSBC in New Mexico SEEIG will pay for one additional night at the hotel so that the rep may travel in the day before the conference starts.
6. £10 per day food allowance if meals are not included in the hotel/conference arrangements.
7. The IG will pay reasonable travel insurance costs where necessary.
8. A float may be given in advance where necessary.
9. Any upgrades to this policy will be paid for personally. It is assumed that all members will be parsimonious with OA funds at all times.

Costs which cannot be reimbursed by OASEEIG include care costs (eg child care, adult care costs etc)

All expenses must be accompanied by a receipt (wherever possible) and an expense form

Any other expenses which fall outside the scope of the above criteria must be submitted to the IG Board for review and consideration. The board will then decide whether this expense can be reimbursed.

POLICY: GROUP AND OFFICER REPORTS (JULY 2009)

Time for group reports will stay on the IG Agenda to ensure that Reps have a voice and an opportunity to request feedback and time on Any Other Business. However, Reps will be encouraged to say that they have nothing to report if there is no matter from their groups requiring discussion or mention at IG level.

POLICY: PROTECTION OF VULNERABLE NEWCOMERS (JANUARY 2010)

Information to groups about how to protect vulnerable newcomers from predatory sexual behaviour in meetings. In previous intergroup meetings the following advice has been given:

1. Have two greeters, one of each sex, if possible.
2. Encourage the greeters to introduce new members to members of the same sex.
3. Emphasise in the meeting format that it is suggested that members find help from members of the same sex.
4. If there is concern in your meeting about this issue call a group conscience to discuss it.
5. Remind experienced group members that we all have a responsibility to watch out for new members.
6. If you require more help please contact intergroup.

POLICY: REQUIREMENTS FOR PROFESSIONAL OUTREACH WORK (JANUARY 2010)

To be qualified to do professional outreach work on behalf of the intergroup, it is recommended that members:

- a) Have a minimum of six months abstinence
- b) Have worked through steps 1-9 and continue to be working steps 10-12
- c) Have a working knowledge of OA's 12 traditions and
- d) Have physical recovery

A member is understood to have experienced physical recovery if they consider themselves

- (i) To be in a healthy weight range
- (ii) To have made significant progress in approaching a healthy weight range.

POLICY: PROTOCOL FOR IG SERVICE (JULY 2010)

When sending out a notice or meeting documents by email the sender shall use blind carbon copy to protect the privacy of the respondents. When sending out documents for debate via email, all the recipients' addresses shall be visible so that the reply all function may be used to facilitate discussion.

POLICY: EVENT FUNDING DECISIONS (JULY 2010)

Funding decisions for public information / professional outreach events and materials shall be brought before the intergroup and determined by group conscience wherever possible.

If the timeline is such that a decision needs to be made before the next intergroup meeting, then a decision can be made by the Intergroup Board (Chair, Vice Chair, Secretary and Treasurer) as trusted servants on behalf of the intergroup.

In making such a decision the board will have regard for the current financial position of the intergroup, the traditions and concepts of service and the likely views of the meeting on such an issue based on their experience at intergroup.

A decision would require at least a $\frac{3}{4}$ vote in favour, and if possible a unanimous decision should be reached in such cases.

POLICY: WEBSITE IG DOCS (MAY / DEC 2010)

To develop our website IG Docs section as an area to store master copies of all Intergroup Officer's service documents.