

PROPOSED POLICY & PROCEDURES MANUAL AMENDMENTS

To be voted on at 07/07/2024 GPI Meeting

Key: ~~Text being removed~~ **Text being added** *Explanatory note, does not impact text*

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Amendment 1: Set a process for GPI to close meetings which are not following Tradition 4

ADD:

Article I: Membership Qualifications for GPI; Section 4: Groups and Tradition 4

Tradition 4 states that “Each group should be autonomous except in matters affecting other groups or OA as a whole.”

GPI does not involve itself with the operation of any individual group within GPI unless something which rises to the level of a tradition 4 violation is taking place.

1. Individual groups affiliated with GPI shall strive to adhere to the following in order to avoid negative impacts to OA as a whole:
 - A. Ensure that at least one person will be in attendance at each meeting so that newcomers do not arrive to an empty meeting
 - i. If this is not possible for one week or longer, notify the GPI Webmaster so that it can be posted on the GPI website, as well as the WSO website if appropriate
 - B. If meeting via Zoom, the group utilizes appropriate security features to protect group members from harassment
 - C. In the event that GPI learns of a group that is consistently not meeting the criteria in items A or B, a member of GPI will:
 - i. If possible, attend the meeting as often as feasible and
 1. Point out the Strong Meeting Checklist at <https://oa.org/group-resources-list/strong-meeting-checklist/>

2. Point out other meeting supports available to the group via oa.org
3. If relevant, point out Zoom security training resources
- ii. If attending the meeting is not possible, reach out to the contact person(s)
2. In the event that GPI learns of a group which has not been meeting for more than 30 days but still appears on the GPI or WSO meeting list, GPI will:
 - A. Contact the last known meeting contact(s) to find out the meeting's status
 - i. If the meeting has dwindled down to one member, discuss options for either reviving or closing the meeting
 - ii. If it is unclear, explain that at least one person must attend the meeting each week if the meeting is to continue to appear on meeting lists
 1. If the contact person is temporarily unable to attend, the group can be listed as temporarily not meeting on both the GPI & WSO websites
 2. Once the contact person is again able to attend, the group is re-activated
 - iii. It is not acceptable for a contact person to only attend when a newcomer or someone else has reached out beforehand to indicate that they will attend.
 1. Not everyone calls before attending a meeting
 2. Arriving to an empty room, telephone line or Zoom meeting is very discouraging for newcomers as well as returning members, and impacts OA as a whole.
 - B. If after discussion no resolution has been reached – i.e. the meeting contact refuses to attend the meeting regularly, take any action to strengthen the meeting and attract other members, yet refuses to close the meeting – GPI will instruct the webmaster to remove it from the GPI meeting list and formally close it with WSO.

Rationale: In the past, GPI has received complaints about groups which exist on the meeting list but not in reality; i.e., members tried to attend the meeting and it was consistently not there. Normally in such situations GPI reaches out to the meeting contact person and discovers that the meeting indeed closed at some point and GPI was simply never notified. But in rare instances, a member or members will be unwilling to close a meeting that they are also unwilling to attend. The above is an attempt to codify how GPI will proceed in these difficult cases.

Amendment 2: Update Treasurer job description (protect Treasurer's personal information, flexible donations to R7 & WSO, update procedures/terminology)

FROM:

Article III: Executive Board; Section 3: Responsibilities of Individual Executive Board Members, Treasurer

1. Monthly shall:
 - K. Pick up mail at least twice a month.
 - L. Collect meeting contributions from monthly GPI Speaker Meeting and pay an additional \$5/month for the facility donation due to the extended use resulting from the monthly GPI Speaker Meeting.
2. Quarterly shall:
 - A. Attend Finance Committee meeting
 - B. Make quarterly donations to Region 7 and WSO, as well as any quarterly rent payments for GPI meeting space.
3. Yearly shall:
 - A. (Jan) Submit to Finance Committee a numerical year end summary for previous year; work with Finance Committee to compile yearly financial report.
 - B. (Jan) Provides the annual GPI report of contributions to the Q1 Voices of Recovery newsletter for publication requesting that each group Treasurer review the report and immediately report any discrepancies to the Treasurer.
 - C. (Jan) File IRS taxes (postcard 990) and 1099/1096 forms for paid contractors.

- D. (Jan) Check expiration date of state sales tax exemption and submit renewal application as needed (every 5 years in 2019, 2024, etc.).
- E. (Jan) Keep up with all financial obligations due to WSBC delegates.
- F. (Feb) Pay annual Liability Insurance bill.
- G. (Feb) Keep up with all financial obligations due to Spring Region 7 Assembly.
- H. (Mar) Submit approved Yearly Financial Report (YTD data from the spreadsheet plus a narrative of overall financial health of GPI in the previous calendar year) to GPI at March meeting.
- I. (Mar-Jun) Perform yearly review of financial forms on gpioa.org and submit any needed changes to secretary@gpioa.org and/or webmaster@gpioa.org as appropriate.
- J. (Jul) Create a proposed budget for the following year including the prudent reserve and review with the Finance Committee. The Treasurer and Finance Committee will assign a dollar amount to each expense detail line item based upon the prior year's budget.
- K. (Aug) Keep up with all financial obligations due to Fall Region 7 Assembly.
- L. (Oct) Update check signers with bank as needed to include newly elected Executive Board members, another signer to be named by the Finance Committee, and remove those rotating out of their service positions.
- M. (Oct) Review and finalize the proposed budget and line item detail with the Finance Committee.
- N. (Oct) Present proposed budget to the Executive Board for review and approval.
- O. (Nov) Pay annual Zoom fee (pay for one year, not per month)
- P. (Dec) Present final budget at regular December GPI Meeting for approval by the body of GPI.
- Q. (Dec) Pay annual PO Box fees.
- R. (Dec) Contact Pair Networks re: upcoming year's billing so GPI can take advantage of any prepayment discounts.

TO:

Article III: Executive Board; Section 3: Responsibilities of Individual Executive Board Members, Treasurer

- 1. Monthly shall:
 - K. Pick up mail at least ~~twice~~ **once** a month. ***If the Treasurer is willing to provide their address to members individually, members could send contributions to that address.***
 - ~~L. Collect meeting contributions from monthly GPI Speaker Meeting and pay an additional \$5/month for the facility donation due to the extended use resulting from the monthly GPI Speaker Meeting.~~
- 2. Quarterly shall:
 - A. Attend Finance Committee meeting.
 - B. Make quarterly donations to Region 7 and WSO ***as determined by GPI as needed***, ~~as well as any quarterly rent payments for GPI meeting space.~~
- 3. Yearly shall:
 - A. (Jan) Submit to Finance Committee a numerical year end summary for previous year; work with Finance Committee to compile yearly financial report.
 - ~~B. (Jan) Provides the annual GPI report of contributions to the Q1 Voices of Recovery newsletter for publication requesting that each group Treasurer review the report and immediately report any discrepancies to the Treasurer.~~
 - C. (Jan) File IRS taxes (postcard 990) and 1099/1096 forms for paid contractors.
 - D. (Jan) Check expiration date of state sales tax exemption and submit renewal application as needed (every 5 years in 2019, 2024, etc.).
 - E. (Jan) Keep up with all financial obligations due to WSBC delegates.
 - F. (Feb) Pay annual Liability Insurance bill.
 - G. (Feb) Pay annual PO Box fees.**
 - H. (Feb) Keep up with all financial obligations due to Spring Region 7 Assembly.
 - I. (Mar) Submit approved Yearly Financial Report (YTD data from the spreadsheet plus a narrative of overall financial health of GPI in the previous calendar year) to GPI at March meeting.
 - J. (Mar-Jun) Perform yearly review of financial forms on gpioa.org and submit any needed changes to secretary@gpioa.org and/or webmaster@gpioa.org as appropriate.

- K. (May) *Order IRS forms 1099 and 1096 at irs.gov.*
- L. (Jul) Create a proposed budget for the following year including the prudent reserve and review with the Finance Committee. The Treasurer and Finance Committee will assign a dollar amount to each expense detail line item based upon the prior year's budget.
- M. (Aug) Keep up with all financial obligations due to Fall Region 7 Assembly.
- N. (Oct) Update check signers with bank as needed to include newly elected Executive Board members, another signer to be named by the Finance Committee, and remove those rotating out of their service positions.
- O. (Oct) Review and finalize the proposed budget and line item detail with the Finance Committee.
- P. (Oct) Present proposed budget to the Executive Board for review and approval.
- Q. (Nov) Pay annual Zoom fee (pay for one year, not per month)
- R. (Dec) Present final budget at regular December GPI Meeting for approval by the body of GPI.
- ~~S. (Dec) Pay annual PO Box fees.~~
- T. (Dec) *Work with Webmaster to c*ontact *web hosting company* Pair Networks re: upcoming year's billing so GPI can take advantage of any prepayment discounts.

Rationale for change: 1K, 2B, 3R (T) amended and 3G, 3K added to match current practice, 1L, 3B, 3Q (S) removed as no longer relevant

Amendment 3: Update Secretary job description (change dates for reminders, Main Motion to Continuing Effect Motion, public & secure archives posting, keep GPI address book)

FROM:

Article III: Executive Board; Section 3: Responsibilities of Individual Executive Board Members, Secretary

1. Take minutes at each GPI meeting
 - A. Minutes shall include a detailed attendance record of all attendees
 - B. Minutes shall clearly state each main motion and whether it passed, failed, or was tabled
 - C. All reports must be appended to the minutes
2. Take minutes at each Executive Board meeting
 - A. If the Secretary is unable to attend the Executive Board meeting, another member of the Executive Board must take minutes
 - B. Executive Board minutes may not be taken by a member of the Secretarial Committee unless that person is also a member of the Executive Board
3. Compile documents for each GPI meeting, and send to webmaster@gpioa.org by 12p (noon) the Wednesday immediately prior to the GPI meeting. Documents shall include the following:
 - A. Agenda
 - B. Minutes
 - C. Reports
 - D. Executive Board Minutes
 - E. Financial Reports
 - F. Other documents as needed, to include but not limited to:
 - i. February: WSBC Agenda items and Bylaws changes
 - ii. March: Annual Financial Report summary
 - iii. December: Annual budget
4. Maintain updated copies of the following documents and provide said updates to webmaster for posting on gpioa.org within 1 (one) month:
 - A. GPI Bylaws and Appendices (have one printed copy at each Face to Face GPI meeting for reference as needed)
 - B. GPI Policy and Procedure Manual (have one printed copy at each Face to Face GPI meeting for reference as needed)

5. Make any needed changes/updates to relevant committee documents as requested by GPI members after their yearly review and provide said updates to webmaster for posting on gpioa.org within 1 (one) month.
6. Responsible for sending appropriate documents to webmaster for GPI online archive.
7. Responsible for sending any relevant calendar information to webmaster for updating the GPI website.
8. Responsible for compiling necessary contact information for all GPI members and sending to webmaster for updating the GPI address book.
9. [*additional duties as currently listed in PnP Manual*]

TO:

Article III: Executive Board; Section 3: Responsibilities of Individual Executive Board Members, Secretary

1. Take minutes at each GPI meeting
 - A. Minutes shall include a detailed attendance record of all attendees
 - B. Minutes shall clearly state each ~~main motion~~ **Continuing Effect Motion** and whether it passed, failed, or was tabled
 - C. All reports must be appended to the minutes
2. Take minutes at each Executive Board meeting
 - A. If the Secretary is unable to attend the Executive Board meeting, another member of the Executive Board must take minutes
 - B. Executive Board minutes may not be taken by a member of the Secretarial Committee unless that person is also a member of the Executive Board
3. **Send out email cleanout reminder to Executive Board, Standing Chairs, Regional Representatives/Alternates & WSBC Delegates/Alternates by noon on Friday the week before the GPI meeting**
4. Compile documents for each GPI meeting, and send to webmaster@gpioa.org by 12p (noon) the Wednesday immediately prior to the GPI meeting. Documents shall include the following:
 - A. Agenda
 - B. Minutes
 - C. Reports
 - D. Executive Board Minutes
 - E. Financial Reports
 - F. Other documents as needed, to include but not limited to:
 - i. February: WSBC Agenda items and Bylaws changes
 - ii. March: Annual Financial Report summary
 - iii. December: Annual budget
5. Maintain updated copies of the following documents and provide said updates to webmaster for posting on gpioa.org within 1 (one) month:
 - A. GPI Bylaws and Appendices (have one printed copy at each Face to Face GPI meeting for reference as needed)
 - B. GPI Policy and Procedure Manual (have one printed copy at each Face to Face GPI meeting for reference as needed)
6. Make any needed changes/updates to relevant committee documents as requested by GPI members after their yearly review and provide said updates to webmaster for posting on gpioa.org within 1 (one) month.
7. Responsible for sending appropriate documents to webmaster for GPI **public and secure** online archives, **or posting directly to secure online archive as feasible.**
8. Responsible for sending any relevant calendar information to webmaster for updating the GPI website.
9. Responsible for compiling necessary contact information for all GPI members and ~~sending to webmaster for~~ updating the GPI Address Book.
10. [*additional duties as currently listed in PnP Manual*]

Rationale: update to match current practice

Amendment 4: Update Finance Committee Chair qualifications to require attendance at one GPI meeting per year

FROM:

Article IV: Finance Committee (FC); Section 2: Qualifications of the FC Chairperson

The Chairperson of the FC shall be appointed annually by the GPI Exec Board. The GPI Treasurer may not chair the FC. The FC Chairperson must have at least one (1) year of current abstinence. The FC Chairperson can serve for no more than two (2) consecutive years, but is eligible to rotate out to a rank-and-file FC member.

TO:

Article IV: Finance Committee (FC); Section 2: Qualifications of the FC Chairperson

The Chairperson of the FC shall be appointed annually by the GPI Exec Board. The GPI Treasurer may not chair the FC. The FC Chairperson must have at least one (1) year of current abstinence, **and must attend at least one GPI meeting per year**. The FC Chairperson can serve for no more than two (2) consecutive years, but is eligible to rotate out to a rank-and-file FC member.

Rationale: keep Finance Committee connected with the workings of GPI

Amendment 5: Add requirement that Standing Chair applicants are working with a sponsor

FROM:

Article VII: Standing Committees; Section 3: Qualifications
Standing Committee Chairpersons shall

1. Have been actively working the Twelve Step recovery program for a period of no less than three (3) months.

TO:

Article VII: Standing Committees; Section 3: Qualifications
Standing Committee Chairpersons shall

1. Have been actively working the Twelve Step recovery program **with a sponsor** for a period of no less than three (3) months.

Rationale: make it clear that all applicants for service positions must be working with a sponsor

Amendment 6: Update Webmaster job description to remove Secretary duties, clarify Website Development Guidelines and online archive duties, update terminology

FROM:

Article VIII: Special Worker: Webmaster/Administrator
Section 1: Description

The Webmaster/Administrator (GPI SW) is an independent contractor, and is not a direct employee of GPI. The contract is reviewed yearly.

The only tax filing responsibilities of GPI in regard to the GPI SW shall be a yearly filing of IRS form 1099.

Section 2: Responsibilities

Webmaster Duties

1. Maintain and update the pages, links, and information on <http://www.gpioa.org> in accordance with the OA Website Development Guidelines
2. Interact with the web hosting company to ensure that the website is working properly

3. Administer all email accounts and pairLists for GPI, including sending out monthly reminders to clean out GPI email boxes and keep track of who is responsible for the email boxes of vacant positions
4. Monitor web hosting disk usage and file size to avoid cost overruns
5. Compile any information requested from web reports for GPI
6. Maintain the GPI database and publicly accessible online archive at www.gpioa.org, password protected online archive at www.gpioa.org (including an updated contact/attendance file for GPI members)
7. Maintain master GPI calendars (Events and Service) at gpioa.archive@gmail.com
8. Respond to all webmaster related emails at webmaster@gpioa.org and info@gpioa.org; route other messages as necessary to the appropriate service person/committee
9. Send out email cleanout reminder to Executive Board, Standing Chairs, Regional Representatives/Alternates & WSBC Delegates/Alternates by 5p the Sunday before the GPI meeting

TO:

Article VIII: Special Worker: Webmaster/~~Administrator~~

Section 1: Description

The Webmaster/~~Administrator~~ (GPI SW) is an independent contractor, and is not a direct employee of GPI. The contract is reviewed yearly.

The only tax filing responsibilities of GPI in regard to the GPI SW shall be a yearly filing of IRS form 1099.

Section 2: Responsibilities

Webmaster Duties

1. Maintain and update the pages, links, and information on <http://www.gpioa.org> in accordance with the OA Website Development Guidelines, **to include the following:**
 - A. **Current GPI meeting list (both a printable version for mailings and a calendar based version)**
 - B. **Sign up for the GPI email list**
 - C. **Newcomer information**
 - D. **Current VOR Newsletter (if available)**
 - E. **Calendar of GPI events, GPI meetings, Executive Board meetings and Committee meetings**
 - F. **GPI Service related information**
 - G. **Online archive of documents which meet GPI's anonymity policy for public posting**
 - H. **Any other information deemed necessary by GPI**
2. Interact with the web hosting company to ensure that the website is working properly
3. Administer all email accounts and pairLists **mass distribution email lists** for GPI, ~~including sending out monthly reminders to clean out GPI email boxes and keep track of~~ **including** who is responsible for the email boxes of vacant positions **(will work with Secretary as needed)**
4. Monitor web hosting disk usage and file size to avoid cost overruns
5. Compile any information requested from web reports for GPI
6. ~~Maintain the GPI database and publicly accessible online archive at www.gpioa.org, password protected online archive at www.gpioa.org (including an updated contact/attendance file for GPI members)~~
7. Maintain master GPI calendars (Events and Service) **secure online archive at gpioa.archive@gmail.com as described in Article XI: Miscellaneous Information; Archive Policy: Sections 2.2 and 2.3**
 - A. **The GPI Address book to be maintained by the Secretary**
8. Respond to all webmaster related emails at webmaster@gpioa.org and info@gpioa.org; route other messages as necessary to the appropriate service person/committee
9. ~~Send out email cleanout reminder to Executive Board, Standing Chairs, Regional Representatives/Alternates & WSBC Delegates/Alternates by 5p the Sunday before the GPI meeting~~

Rationale: update to remove Secretary duties and match current practice

Amendment 7: Update GPI Anonymity Policy

FROM:

Article IX: Miscellaneous Information, Anonymity Policy

Any documents which will be posted publicly online must not contain a member's last name, including in an email address. Relevant documents include but are not limited to: GPI Agendas, GPI Minutes, GPI Reports, Financial Reports, Executive Board Minutes, the VOR, and any event flyers.

TO:

Article IX: Miscellaneous Information, Anonymity Policy

Any documents which will be posted publicly online must not contain a member's last name, including in an email address. Relevant documents include but are not limited to: GPI Agendas, GPI Minutes, GPI Reports, Financial Reports, Executive Board Minutes, the VOR, and any event flyers.

Any service related documents posted publicly online must not contain a member's phone number, with the exception of meeting contact phone numbers on the meeting list.

If requested by a known OA member, members of the Executive Board, Standing Chairs, Regional Representatives and Alternates, and World Service Delegates and Alternates, are free to privately share the others' phone numbers. Phone numbers may not be posted in a public forum.

Rationale: update GPI Anonymity Policy as requested to protect anonymity of GPI servants and OA members

Amendment 8: Set up a GPI Archive Policy for physical and electronic storage

ADD:

Article XI: Miscellaneous Information; Archive Policy [Note: to be placed after Anonymity Policy]

Section 1: Physical Storage

Section 1.1: The following items are to be stored in the GPI Storage Locker for as long as needed:

1. GPI original articles of incorporation and IRS documentation
2. GPI stock of literature for sale at GPI Face to Face Special Events
3. GPI Outreach materials
4. Fun Not Food Picnic materials
5. 500 pound folding camp chairs for use at events
6. GPI materials for Retreat and other Special Events
7. Physical copies of the following documents in archive safe storage:
 - A. all VORs
 - B. all regular GPI Meeting Lists (i.e., not variable COVID meeting lists)
 - C. all Event Flyers

Section 1.2: The following items are to be stored in the GPI Storage Locker for 7 years:

3. GPI yearly financial records, to include the following:
 - A. bank statements
 - B. check stubs
 - C. physical copies of monthly bills (Verizon, storage locker, GPI Special Worker invoices)
 - D. physical copies of expense reports and receipts
 - E. tax forms

Section 2: Electronic Storage

All items stored electronically on the GPI website are subject to the size limits of our web hosting account.

Section 2.1

The following items are to be publicly available on the GPI website:

1. GPI meeting records (including Agenda, Minutes, Executive Board Minutes, Financials, and other meeting documents with the exception of WSBC related Agenda & Bylaws documents) which conform with GPI's Anonymity Policy
2. VORs which conform with GPI's Anonymity Policy
3. Flyers and materials for events hosted by GPI or groups within GPI which conform with GPI's Anonymity Policy
4. Yearly summaries of group contributions to GPI after January 1, 2010
5. Yearly summaries of group representation at GPI after January 1, 2016

Section 2.2

The following items are to be securely available online to all current GPI members (Executive Board, Standing Chairs, Regional Representatives/Alternates, World Service Business Conference Delegates/Alternates):

1. Current and all past Speakers lists
2. VORs which do not conform with GPI's Anonymity Policy
3. Flyers and materials for events hosted by GPI or groups within GPI which do not conform with GPI's Anonymity Policy

The following items are to be securely available to the GPI Executive Board:

1. GPI Address Book
2. GPI master spreadsheet
3. Regular GPI meeting lists (i.e., not variable COVID meeting lists)
4. GPI meeting records (including Agendas, Reports, Minutes, Executive Board Minutes, Financials, and other meeting documents with the exception of WSBC related Agenda & Bylaws documents) which do not conform to GPI's Anonymity Policy

Section 2.3

Electronic storage is subject to the disk size limitations of the GPI web hosting account. Documents may be purged from the online archive if needed to remain within our disk allotment in the following order:

1. Flyers and Materials for events hosted by GPI or groups within GPI which do not conform with GPI's Anonymity Policy (flyer must be present in physical storage before being deleted)
2. Materials for events hosted by GPI or groups within GPI which do conform with GPI's Anonymity Policy (flyer must be present in physical storage before being deleted)
3. Oldest regular GPI meeting lists (must be present in physical storage before being deleted)
4. Oldest VORs (must be present in physical storage before being deleted)
5. GPI meeting records (including Agendas, Reports, Minutes, Executive Board Minutes, Financials, and other meeting documents with the exception of WSBC related Agenda & Bylaws documents) which do not conform to GPI's Anonymity Policy
6. GPI meeting records (including Agenda, Reports, Minutes, Executive Board Minutes, Financials, and other meeting documents with the exception of WSBC related Agenda & Bylaws documents) which conform to GPI's Anonymity Policy

Rationale: written to codify GPI's archive policy prior to implementing an online archive and disposing of items in physical storage

Amendment 9: Create a standard non-affiliation response to outside organizations/persons requesting to be a resource for members

ADD:

Miscellaneous Information: Sample Non-Affiliation Communication *[to be placed after GPI Zoom Account]*

Occasionally outside organizations, both commercial and non-profit, will contact GPI to inquire about serving as a resource for our members. The following standard response will save time when handling such inquiries.

[Address as needed]

As per our twelve traditions, in particular tradition 6, Overeaters Anonymous does not affiliate in any way with outside organizations.

Here's a link to our twelve traditions if you have further questions:

<https://oa.org/working-the-program/twelve-traditions/>

Thank you,

[Name and last initial of GPI trusted servant]

Rationale: documenting standard response for this situation
