

DMI Policy Manual

DMI Definition: Dallas Metroplex Intergroup (DMI) is a service body of Overeaters Anonymous. DMI carries the OA message to the greater Dallas area by maintaining and distributing meeting lists, serving as community outreach, acting as liaison with other OA service bodies and providing guidance to local groups when requested.

The purpose of this policy manual is to provide some written guidelines for the service roles of the Board of Directors and Committee Chairs, each of whom is expected to help carry the OA message to the best of their ability, utilizing and serving as guardians for the 12 Steps of Overeaters Anonymous, the 12 Traditions of Overeaters Anonymous and the 12 Concepts of Overeaters Anonymous.

This manual is intended as an explanation of procedures but is not to limit creativity of improvement. It is requested the Secretary or Chairperson submit any changes in writing to the Board Advisor to keep this policy manual up to date.

Changes

Changes made between one update and the next will be posted here for ready access and then incorporated into the body of The Policy Manual within 30 days of adoption.

Date of Change	Topic	Specific Language	Location of change
<i>(Date motion passed.)</i>	<i>(Example: Committees)</i>	<i>(Include exact language of motion which passed.)</i>	<i>(List specific page, section, etc.)</i>

Overeaters Anonymous – Dallas Metroplex Intergroup, Inc.

Policy Manual dated August 27, 2019

(Outgoing chairpersons are encouraged to make themselves available to potential candidates to provide guidance.)

Position/Director	Election Month	Term of Office	Abstinance Requirement	Page
<u>Board of Directors</u>				
Chairperson	January	One Year	One Year	p. 3 – A, Att A
Vice-Chairperson	July	One Year	One Year	p. 3 – B
Secretary	January	One Year	One Year	p. 3 – C
Treasurer	July	One Year	One Year	p. 4 – D
Board Advisor	July	One Year	One Year	p. 5 – E
<u>Committees</u>				

<u>Chairs</u>				
Convention Chairperson	January	One Year	90 Days	p. 5 Attachment A
Lifeline	July	One Year	90 Days	p. 6
Literature	July	One Year	One Year	p. 6
Newsletter	January	One Year	90 Days	p. 7
Phone Hotline	July	One Year	90 Days	p. 8
Public Information/ Public Outreach	January	One Year	90 Days	p. 8
Retreat	January	One Year	90 Days	p. 8 / Att. C
Speakers Bureau	July	One Year	90 Days	p. 9
Tri-County	January	One Year	90 Days	p. 9
12 th Step Within	January	One Year	90 Days	p. 10
Website Chair	January	One Year	90 Days	p. 10
Workshop	January	One Year	90 Days	p. 11 / Att B
Delegates, Regional Representatives	November	Two years	One Year plus 2 years of service above the group level	p. 11 Attachment E
Alternates	November	One Year Starts with first Reg. 3/WSO event requested	Six months (See above.)	p. 11 Attachment E
<u>Attachments/Guidelines</u>				
Attachment A	DMI convention guidelines			p. 12
Attachment B	DMI workshop guidelines			p. 14
Attachment C	DMI retreat guidelines			p. 15
Attachment D	Intergroup meeting guidelines			p. 16

Attachment E	Delegates, Alternate Delegates and Regional Representatives	p. 17
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NOTE: In the event no one is elected to serve as Chairperson, an Acting Chairperson may be named to perform the duties of the Chairperson for 60 days to provide continuity. The Acting Chairperson will have at least one year of abstinence and previous DMI service experience, preferably at the Board level.

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The DMI Board of Directors shall consist of the Chairperson, Vice-Chairperson, Secretary,

Treasurer, Board Advisor, and, when applicable, a staff member. The members of the Board are subject to the Laws of the State of Texas, and are expected to exercise the powers vested in them by the law in a manner consistent with the faith that permeates and guides the fellowship of Overeaters Anonymous and in accordance with the Bylaws of DMI. At least three members of the Board should be co-signors on the DMI bank accounts.

A.

Chairperson

Chairperson shall perform but not be limited to the following duties:

1. Preside over all Intergroup meetings and Board of Directors meetings, reminding Members of DMI (which consist of intergroup representatives, alternate group representatives, DMI Board Members, Committee Chairpersons, Delegates, Alternate Delegates and Regional Reps.) of the 30-day abstinence requirement to vote.
2. At Intergroup meetings, only in the event of a tie vote of the Intergroup Representatives (IR) and directors, shall the Chairperson cast a vote.
3. Prepare the agenda for Intergroup meetings and Board of Directors meetings.
4. Call special meetings of the Board of Directors.
5. Oversee preparation and presentation of an annual report of the Intergroup meeting in June of each year and submit a copy to the newsletter.

B.

Vice-Chairperson

Vice-Chairperson shall perform but not be limited to the following duties:

1. Fulfill the duties of the Chairperson in the Chairperson’s brief absence or incapacitation.
2. Assist the Chairperson in the performance of the Chairperson’s duties when requested to do so by the Chairperson.
3. Take a roll call of the Board Members, Committee Directors, Delegates and Alternate Delegates.
4. Maintain a current list of groups that are registered with WSO in the DMI.
5. Frequently exchange information with the Web Director about changes in group meetings.

C.

Secretary

Secretary shall perform but not be limited to the following duties:

1. Take minutes at all Intergroup meetings. Prepare minutes for copying and distribution to each registered Intergroup Representative (or Group Secretary), Board of Director and Committee Director.
2. Take minutes of all the board of Directors meetings.
3. Keep a copy of all approved minutes for reference in the folder in the file room at the DMI office. The Secretary may also file other documents distributed at the monthly DMI meetings.
4. Prepare special meeting notices no less than seven (7) days before each meeting.
5. Unless the Chairperson does this, give notice of the next monthly meeting prior to adjournment at each regular monthly meeting.
6. Prepare any correspondence as requested by the majority of IRs or Board of Directors.

D.

Treasurer

Treasurer shall perform but not be limited to the following duties:

1. Maintain the corporate bank account.
2. Utilize online banking options, including making payments, whenever convenient.
3. Any paper checks issued are required to have two (2) signatures.
4. Maintain an online account with whichever financial institution that DMI banks with and to grant access to that account to one other board member.
5. Balance the bank statement monthly so as to be in agreement with the checkbook and all records.
6. Receive and process all items of money for DMI, enter same into record book and deposit into bank account.
7. Disburse funds through the check book as directed by DMI.
8. Maintain an accurate account of all funds received and disbursed in the record book. Funds are to be totaled and reported to DMI monthly.
9. Contribute 10% of General Fund receipts to WSO and 5% of General Funds receipts to Region 3, contingent to prudent reserve as stated in Bylaws. Art. XII – 2
10. Prepare or have prepared forms and reports required by the Internal Revenue Service and/or the State of Texas.

E.

Board Advisor

NOTE: The DMI Board Advisor Director has a special role to serve as guardian for the 12 Traditions of Overeaters Anonymous and should strive to be aware of, raise questions about and possibly suggest changes if DMI actions may not be in keeping with the Traditions.

Board Advisor shall perform but not be limited to the following duties:

1. Be familiar with the Bylaws of OA-DMI, Inc., the Articles of Incorporation, the Twelve Traditions, Alcoholics Anonymous, AA Comes of Age, the Twelve Concepts of Service, and guidelines from WSO.
2. Advise the Board of Directors so that they may ensure diligent adherence to the Bylaws, the Articles of Incorporation, and the Twelve Traditions in any motion, procedure, or action of DMI or the Board of Directors.
3. Register or have registered with the State of Texas as a designated agent for DMI.
4. Seek legal assistance when authorized to do so by the Board of Directors or a majority of the IR.
5. Notify immediately the Board of Directors of any pending litigation brought against DMI.
6. Be familiar with Robert's Rule of Order (recent edition) and advise when requested.
7. Maintain and update the DMI Policy manual. Keep the latest version of the Policy manual available on the DMI website. Post to the DMI website any DMI-approved changes to the Policy Manual within 30 days after the vote.

The following committees are authorized by DMI. The Committee Chairs shall be elected by majority vote at the Intergroup. Three months of current continuous abstinence is required for Chair. New committees may be added or deleted by a majority vote of IR. The Chairperson of DMI or the majority of IR may create any ad hoc committee need. It is expected that each Committee Chair shall strive to incorporate the OA Twelve Traditions as they perform service.

Convention	Retreat
Lifeline	Speakers Bureau
Literature	Tri-County Liaison
Newsletter	Twelve Step Within
Phone Hotline	Website
Public Information/Public Outreach	Workshop

Convention Chair

Convention Chair shall perform, but not be limited to the following duties:

1. Plan and hold a convention annually.
2. Coordinate, supervise, and assist a committee working on the convention. The committee should include but not be limited to the Convention Chairperson, Co-Chair appointed by Chair person, Treasurer, Registrar, Hotel Liaison, Literature, Hospitality, Program, Door Prizes/Raffle, Decorations/Signs, Printing, Transportation, Publicity and others.
3. Read the guidelines from WSO (Region 3 if applicable).
4. Keep DMI informed of the proceedings of the committee.

5. Within 30 days of the convention, prepare and present a wrap-up report for DMI, highlighting attendance, best practices, net proceeds and lessons learned.
6. Update the DMI guidelines for conventions when necessary and give to the Board Advisor. (See Attachment A.)
7. Maintain the convention file and keep copies of everything to pass on to the following Chairperson.
8. Carry the message of OA to the compulsive overeater who still suffers.

Lifeline Chair

Lifeline Chair shall perform but not be limited to the following duties:

1. Register with WSO as the Lifeline Representative for DMI.
2. Seek new subscribers to the Lifeline magazine at each DMI meeting and at various other OA functions.
3. To promote Lifeline, consider preparing special sign-up packages and making them available for DMI members to take back to their groups, or visit area groups.
4. Encourage area OA members to submit stories to Lifeline for publication, reminding them of the Lifeline writers' guidelines and print schedules.
5. Try to carry the message of OA to the compulsive overeater who still suffers.

Literature Chair

Literature Chair shall perform but not be limited to the following duties:

1. Keep an adequate amount of WSO conference-approved books, pamphlets, newcomer packets and serenity coins on hand.
2. Process inbound shipments of literature and price items for sale, including amounts for freight and sales tax, when applicable.
3. Promote awareness of literature at various meetings.
4. Stay informed about new pamphlets and books produced by WSO.
5. Manage inventory of OA-approved literature and reconcile physical inventory to collections.
6. Work with the DMI Treasurer to stay aware of how much money is available to purchase literature.
7. Present to the DMI Treasurer any receipts for literature for reimbursement on a timely basis.
8. At the monthly DMI meeting present a high-level summary of recent purchases.

Newsletter

NOTE: The Newsletter Chair has a special role to serve as guardian for the 12 Traditions of Overeaters Anonymous and should strive to be aware of, raise questions about and possibly filter out materials that may not be in keeping with the Traditions.

Newsletter Chair shall perform but not be limited to the following duties:

1. Promote contributions of articles from OA members. Specify deadlines.
2. Prepare and edit articles for publication.
3. Prepare the lay-out for printing.
4. Secure the best reasonable copy price for the newsletter.
5. Finalize the newsletter for printing by the Wednesday prior to the Intergroup meeting.
6. Have printed and ready for distribution at the monthly DMI meeting.
7. The following items should be included in each issue:
 - a. Coming events
 - b. The DMI definition.
 - c. Link to oadallas.org
 - d. DMI meeting announcement
 - e. DMI Board, Directors, and Delegates list with their phone numbers
 - f. Special promotional or outreach activities of DMI.
 - g. Brief summary of key actions at previous DMI meeting.
 - h. Brief articles contributed by OA members.
 - i. Brief summary of Delegate's report.
 - j. Notice of upcoming calls for action from groups, i.e., proposed bylaw change.
8. In addition, these items may be included:
 - a. Current sponsors list
 - b. Current late night call list
 - c. Current speakers list
 - d. Subscription form
 - e. List of contributing groups
 - f. List of groups represented at Intergroup meeting
9. Follow the guidelines from WSO concerning newsletters.
10. Use the remaining space for items submitted by local contributors, Lifeline, Grapevine, other newsletters, etc. List credit on any materials from Overeaters Anonymous, Alcoholics Anonymous and others if known.
 - a. DO NOT use copyrighted materials without acknowledgement.
 - b. In keeping with the OA Traditions, do not refer to non-conference-approved literature.
11. Try to carry the message of OA to the compulsive overeater who still suffers.

Phone Hotline Information Chair

Phone Hotline Information Chair shall perform the following duties:

1. Is responsible for overall management of the DMI hotline information telephone service.
2. Work with the website director and public information and other committee Chairpersons regarding upcoming events.

3. Record or arranges to record current greeting on the voice mail. Maintain a written back-up of this greeting and provides to Board of Directors.
4. Coordinate with volunteers available to be listed as daytime contacts on the greeting.
5. Reach out to groups to seek groups to retrieve messages on a monthly basis.
6. Provide retrieval and response instructions to groups. Maintain a written back-up of instructions and provides to Board of Directors.
7. Publish calendar of host groups in newsletter and/or website.
8. Research cost effective voice mail service annually and advises Board of Directors.
9. Research the publication timelines for the listing of the Hotline number in phone directories throughout the year and advises Board of Directors.
10. Contact Newsletter editor to include a thank you note to participating groups to be published in the current issue of Letters of Hope.
11. Try to carry the message of OA to the compulsive overeater who still suffers.

Public Information Chair/Pubic Outreach (PI/PO)

PI/PO Chair shall perform, but not be limited to the following duties:

1. The PI/PO chair will focus on creative ways to carry the message.
2. To convey to the general public the fact of Overeaters Anonymous existence and what OA OA can do for the still suffering compulsive eater.
3. Information to referring providers about our existence, purpose and how OA can be of assistance to their patients/clients.
4. Project details will be shared with/discussed at/ brought to Intergroup and budgetary requests and reports will be submitted to the Intergroup.
5. All projects should follow our Traditions especially Anonymity
6. Broaden outreach to include men, anorexic, bulimics.
7. Utilize WSO literature for guidance.
8. Chair can acquire help as needed.

Retreat Chair

Retreat Chair shall perform, but not be limited to the following duties:

1. Plan and hold one retreat per year.
2. Coordinate, supervise and assist a committee working on the retreat.
3. Prepare a retreat plan and budget well in advance of the retreat and track deposits, actual expenses and attendance.
4. Work with the DMI Treasurer to ensure timely payment of all approved, outstanding amounts.
5. Within 30 days of the retreat, prepare and present a wrap-up report for DMI, highlighting attendance, best practices, net proceeds and lessons learned.
6. Update the DMI guidelines for retreats when necessary and give to the Board Advisor. (See Attachment C).
7. Keep DMI informed of the proceedings of the committee.
8. Maintain a retreat file and keep copies of materials to be given to the following director.

9. Try to carry the message of OA to the compulsive overeater who still suffers.

Speakers Bureau Chair

Speakers Bureau Chair shall perform, but not be limited to the following duties:

1. Help new and/or struggling groups.
2. Suggest new ideas for meeting topics or programs.
3. Keep a current list of speakers and help groups find speakers when requested.
4. Enlist individuals or groups with strength, hope and experience to help new/and or struggling groups.
5. Encourage people to share with other groups.
6. Try to carry the message of OA to the compulsive overeater who still suffers.

Tri-County Liaison

Tri-County Liaison shall perform, but not be limited to the following duties:

1. Keep communications flowing between both intergroups.
2. Exchange newsletters with Tri-County.
3. Report to DMI news concerning Tri-County.
4. Attend Tri-County Intergroup meetings, as well as the DMI Intergroup Meetings.
5. Notify Tri-County of DMI upcoming special events.
6. If requested, exchange DMI minutes with the Tri-County OA Intergroup.
7. Try to carry the message of OA to the compulsive overeater who still suffers.

Twelve- Step Within

The Twelve-Step Within Chair shall perform, but not be limited to the following duties:

1. Be the liaison with groups concerning newcomers and members who are not returning
2. Promote at DMI and through the groups the need to stay in touch with new and returning members.
3. Possibly promote a 12-step within representative for each group to carry out these duties.
4. Work with the DMI Workshop Chairperson to promote special events for newcomers and struggling members.
5. Keep the DMI Newsletter Director updated on any activities; prepare short blurbs about events if needed.

Website Chair

NOTE: The Website Director has a special role to serve as guardian for the 12 Traditions of Overeaters Anonymous and should strive to be aware of, raise questions about and possibly filter out materials that may not be in keeping with the Traditions.

Website Chair shall perform, but not be limited to the following duties:

1. Maintain meeting list information in cooperation with Vice Chair and Newsletter Editor.
 - a. Produce meeting list containing locations, contact persons and phone numbers. Maintain and update list.
 - b. Vice chair (DMI) will collect changes /and additions and will notify the Web director. (Via e-mail)
 - c. Upcoming event information will be researched, updated and maintained by Web committee.
2. Meeting and event information will be put into 2 paper formats.
 - a. Without names and phone numbers to be mailed and delivered to the public. In a format to be mailed directly. (For use by Public Information/Institutions Directors)
 - b. With names and phone numbers to be used internally within OA. These will be updated monthly and printed for each DMI monthly meeting.
2. All of this information will be available to the newsletter editor.
3. Meeting and event information will be posted on the oa.dallas.org website, using the version without names and phone numbers.
4. Shall maintain the oadallas.org website. Will be responsible for passwords and checking emails to the website.
5. Act as liaison with web hosting company. Be aware of the month the annual invoice is due and let the DMI Treasurer know it is coming up.
6. Act as a temporary service sponsor to the incoming website director.
7. Try to carry the message of OA to the compulsive overeater who still suffers.

Workshop Chair

Workshop Chair shall perform, but not be limited to the following duties:

1. Plan and/or coordinate up to six (6) DMI workshops or seek individual groups to host workshops.
2. Maintain a calendar of events to assist the groups in the selection of workshop dates to prevent scheduling conflicts.
3. Update the DMI guidelines for workshops when necessary and give to the Board Advisor.
4. Keep DMI informed of upcoming workshops.
5. Work with OA groups requesting help with planning workshops.
6. Read the guidelines from WSO concerning special events.
7. Try to carry the message of OA to the compulsive overeater who still suffers.

DELEGATES

The Delegates and Alternate Delegates are elected by a majority vote at a DMI meeting. A delegate's term is two (2) years from the election. The number of delegates and alternate delegates to be elected is determined by the number of groups in DMI registered by WSO. The formula: One delegate per 15 groups or any part thereof, or as recommended by WSO with an equal number of alternates.

Lead Delegate

Lead Delegate shall be elected from among the active delegates. He/she shall perform but not be limited to the following duties:

1. All duties of a regular delegate.
2. Orientation of all new delegates.
3. Monitor attendance of all delegates at specified functions.
4. Arrange for alternates to replace unavailable delegates.
5. Submit delegate reports to DMI.
6. Lead delegates' meetings.
7. Present delegate annual budget at first Intergroup meeting following the annual convention.
8. Obtain Regional funding to attend Regional assemblies.

Delegates

Delegates shall perform but not be limited to the following duties:

1. Attend the monthly DMI meeting.
2. Regularly communicate with any other Delegates or Alternate Delegates from DMI.
3. Attend the Region 3 assemblies/WSO conferences as requested by DMI.
4. Write a report of assemblies/WSO conferences to be published in the newsletter. If there are multiple Delegates or Alternate Delegates, this will be a joint report.
5. Give a written expense report with unused expense money to the DMI treasurer by the first DMI meeting following the Region 3 assembly/WSO conference.
6. Delegate shall notify the Chairperson of the delegates immediately if unable to attend an assembly/conference.
7. Attend DMI functions whenever possible.
8. Keep groups informed of Region/WSO news.
9. Retain WSO delegate status if elected to regional steering committee other than Regional Chairperson.
10. Try to carry the message of OA to the compulsive overeater who still suffers.

Alternate Delegate and Regional Representatives

Alternate Delegates and Regional Representatives shall perform but not be limited to the following duties:

1. Attend the monthly DMI meetings.
2. Attend the monthly delegate's meeting
3. Perform all the applicable duties of the delegates.

4. Try to carry the message of OA to the compulsive overeater who still suffers.

See also Attachment E.

Attachment A

DMI convention guidelines

1. The convention is to be held on a date approved by the DMI.
2. Ideally, the Hotel contract should be negotiated within thirty (30) days of the previous year's convention.
3. The Committee should include but not be limited to:
 - a. Treasurer of the convention committee shall set up a separate account for all convention money. It is the treasurer's responsibility to deposit all incoming monies and pay all bills that have a valid receipt. The treasurer shall strive to have a complete financial report at the earliest possible DMI meeting. A written record of all income and expenses should be kept. The proceeds of the convention shall be given the DMI treasurer to be deposited in the proper account.
 - b. Registrar shall provide a mailing address for the registration forms. Keep accurate records of the names and addresses of those registered. Send a copy of the registration forms to the Program Chairperson; send registration fees to the Treasurer. Form a committee to handle the registration at the hotel, provide name-tags, registration packets, etc.
 - c. Hotel Liaison shall work directly with the hotel concerning the convention. All arrangements concerning rooms, prices, rates, meeting rooms, banquets, meal function, responsibilities, hospitality suites, speakers rooms, and etc. should be written and signed by the Hotel Liaison (or Chairperson) and the hotel personnel. Handle any problems concerning the hotel and convention participants.
 - d. Literature person shall arrange for a supply of literature to be available for purchase. Form a committee to staff the literature table during the convention. Keep accurate records of amounts of literature bought and sold.
 - e. Hospitality person shall be in charge of the hospitality suite at the convention. The Hospitality Chair may make arrangements to provide tea, coffee, soft drinks at a fee to the participants of the convention. Form a committee to work in the hospitality suite.
 - f. Program person shall work with the committee to determine speakers, topics, time, banquets speaker, procedure for obtaining speakers, etc. Oversee smooth flow of the convention and check to see if each room has speakers.

- g. Entertainment person shall be responsible for coordinating the entertainment. Skits, plays, music, dance, banquet entertainment may be included.
 - h. Public information person shall be responsible for sending notices to Horizon, WSO Lifeline, WSO "Notebook", and other newsletters. A committee shall work on setting up radio and television interviews. Local newspapers shall be notified of the upcoming convention.
 - i. Transportation person shall help coordinate rides from the airports to the convention site.
 - j. Raffle and Door Prize person shall form a committee to sell raffle tickets at the convention. He/She shall collect prizes to be given away and be in charge of the give-aways at the convention.
 - k. Printing person shall be responsible for getting information flyers ready as soon as possible. Registration forms should ideally be ready three to four months before the convention. Programs, banquet tickets, love notes, and other items to be printed are the responsibility of the printing person.
 - l. Decorations person shall be responsible for providing signs of the topics and times at the convention. Banquet centerpieces shall also be made and any other decorations.
 - m. Co-Chair person shall be responsible to help Chair person with any needs. Will be in training to replace the Chair when term is up.
4. Try to get as many groups as possible to participate in the planning and the actual working of the convention. It is DMI's convention.
 5. Send registration forms (through the Registrar) to all those outside of DMI who attended the previous year.
 6. Prepare for walk-ins when printing programs, name-tags, etc.
 7. Keep an accurate folder of materials and "what did or didn't work" for the next convention planner.
 8. Absolutely insist on enjoying life! (pg. 132 Big Book)

Attachment B

DMI Workshop Guidelines

If your group is planning to host a workshop at the DMI office, please follow these guidelines:

Ask Higher Power to be a part of the planning and execution of the workshop. Strive to utilize the OA Steps, the Tools and the Traditions, as well as the Concepts of Service, in both the planning and implementation of DMI Workshops.

1. Read and become familiar with WSO guidelines concerning workshops.
2. Commit to using OA-approved literature sources and members' experience, strength and hope as the base for workshop content.
3. Select a topic.

4. Select a team of helpers.
5. Determine the location and times for the workshop.
 - a. If you would like to host the Workshop at the DMI office, please contact the Chairperson and Secretary as soon as possible to secure the date of your choice.
 - b. Abide by any guidelines of the host space.
6. Publicize the event:
 - a. Plan and print programs/flyers. Keep in mind that there is usually no or minimal funds available for flyers.
 - b. Contact "Letters of Hope" with publicity information.
 - c. Contact the DMI Web Director to post your event.
 - d. Contact WSO early to list in "Lifeline."
7. Arrange for speakers.
 - a. Select speakers for experience with this particular topic, their desire and some agreed baseline amount of abstinence.
 - b. You may want to select a panel of 3-4 people as only 2-3 may show.
8. The workshop committee may include the following:
 - a. The registrar shall provide registration supplies, i.e. name-tags, pens, sign-in book, change, money box.
 - b. If water is provided, a drink person should be assigned.
 - c. The literature person shall be responsible for ordering a supply of literature in advance from the DMI literature director and for getting volunteers to man the literature table.
 - d. The program person shall design, print, and fold programs. Flyers may be passed out at Intergroup. Contact other intergroups to send information.
 - e. Keep track of all receipts and expenditures. The proceeds of the workshop shall be given to the DMI Treasurer to be deposited in the delegate fund.
9. Often, it is a good idea to do a post-event review: what worked, what did not work so well, was it the right topic, what would you do differently?

Attachment C

DMI Retreat Guidelines

1. A retreat is to be held on a date approved by the DMI.
2. The Hotel or camp contract should be negotiated six (6) months prior to the retreat.
3. The Committee should include but not be limited to:
 - a. Treasurer of the retreat committee shall set up a separate account for all retreat money. This account shall require two signatures

on all checks issued. It is the treasurer's responsibility to deposit all incoming monies and pay all bills that have a valid receipt. The treasurer shall strive to have a complete financial report at the earliest possible DMI meeting. A written record of all income and expenses should be kept. The proceeds of the retreat shall be given the DMI treasurer to be deposited in the WSO delegate fund.

b. Registrar shall provide a mailing address for the registration forms. Keep accurate records of the names and addresses of those registered. Send registration fees to the treasurer. Form a committee to handle the registration at the hotel, provide nametags, registration packets, etc.

c. Hotel (Camp) Liaison shall work directly with the hotel concerning the retreat. All arrangements concerning rooms, prices, rates, meeting rooms, banquets, meal function, responsibilities, hospitality suites, speakers rooms, and etc. should be written and signed by the Hotel (Camp) Liaison (or Chairperson) and the hotel (camp) personnel. Handle any problems concerning the hotel (camp) and retreat participants.

d. Literature person shall arrange for a supply of literature to be available for purchase. Form a committee to man the literature table during the retreat. Keep accurate records of amounts of literature bought and sold.

e. Hospitality person shall be in charge of the hospitality suite at the retreat. Make arrangements (if not provided by the camp) to provide tea, coffee, soft drinks at a fee to the participants of the retreat. Form a committee to work in the hospitality suite.

f. Program person shall work with the committee to determine speakers, topics, times, procedure for obtaining speakers, etc. Oversee smooth flow of the retreat.

g. Public Information person shall be responsible for sending notices to Horizon, WSO Lifeline, WSO "Notebook", and other newsletters.

h. Raffle person shall form a committee to sell raffle tickets at the retreat.

i. Printing person shall be responsible for getting information flyers/registration forms ready as soon as possible. Programs and other items to be printed is the responsibility of the printing person.

4. Try to get as many groups as possible to participate in the planning and the actual working of the retreat. It is DMI's retreat.

5. Send registration forms to all those outside of DMI who attended the previous year.

6. Prepare for a number of walk-ins when printing programs, nametags, etc.

7. Keep an accurate folder of materials and "what did and didn't work" for the next retreat planner.

Attachment D

Intergroup Meeting guidelines

The following guidelines are suggested for the conduct of regular monthly meetings.

- a. The "Twelve Traditions: will be read at the beginning of each meeting.
- b. All Intergroup meetings will be non-smoking.
- c. The "Seventh Tradition" basket will be passed at each Intergroup meeting.
- d. The 7th Tradition collected from the monthly DMI meetings will go to the DMI general operating fund.
- e. All persons attending will introduce themselves, their DMI position and/or the group they represent.
- f. The Chairperson will announce that IRs must have 30 days abstinence to vote.
- g. Time should be provided at the end of the meeting to allow for announcements.
- h. Any group representative who misses a DMI meeting for two (2) consecutive months shall be dropped from DMI mailings.

OA Meetings:

- a. Meetings held in DMI Office
 1. Any group that calls themselves Overeater's Anonymous, abides by the Twelve Traditions, and is registered with World Service, shall be able to meet in the meeting room regardless of what Intergroup they are aligned with.
 2. A meeting rent of 100% of the 7th Tradition shall be paid to DMI.
 3. The meeting will not be responsible for its own literature, but will instead order its literature by making a request to the Literature Director.
- b. All OA meetings
 1. Each new starting group gets: 1 Hard cover Big Book, 1 OA Twelve and Twelve, 10 Newcomer packets, 1 Group Handbook, 1 Group Meeting Record Book, Our Invitation to You, suggested formats
 2. Each group is autonomous and responsible for their own literature. Literature may be ordered by:
 - a. Call in order to Literature Director and pick up at Intergroup meeting.
 - b. Call in order to Literature Director and pick up during Office hours.

Attachment E

Delegates and or Representatives

Alternate Delegates and or Alternate Regional Representatives

Policy Manual

Definitions

- A. DMI Definition: Dallas Metroplex Intergroup (DMI is a service body of Overeaters Anonymous. DMI carries the OA message of OA to the greater Dallas area by maintaining and distributing meeting lists, serving as community outreach, acting as liaison with other OA service bodies and providing guidance to local groups when requested.
- B. Regional Representative: A Regional Representative is an elected person who represents the DMI at Region III Assemblies.
- C. World Service Conference Delegate: A World Service Conference Delegate is an elected person who represents the DMI at the World Service Conference (W.S.C.).
- D. A Regional Representative and a World Service Conference Delegate may be the same person. For simplification both shall be referred to as Delegate in this manual.
- E. Alternate Regional Representative: An Alternate Regional Representative is an elected person who represents the DMI at Region III Assemblies, in absence of Regional Representative.
- F. Alternate World Service Conference Delegate: An Alternate World Service Conference Delegate is an elected person who represents the DMI at the World Service Conference (W.S.C.), in absence of a World Service Delegate.
- G. An Alternate Regional Representative and an Alternate World Service Conference Delegate may be the same person. For simplification both shall be referred to as Alternate Delegate in this manual.

SUGGESTED QUALIFICATIONS FOR DELEGATES, ALTERNATE DELEGATES AND/OR REGIONAL REPRESENTATIVES

1. One year of current continuous abstinence for Delegates, Regional Representatives and six months of continuous abstinence for Alternate Delegates, plus two years of service above the group level.
2. Has given away at least one inventory.
3. Three absences in a twelve month period from the Delegate Meeting and/or the DMI meeting shall be cause to dismiss the Delegate and or Alternate Delegate from the position by a majority vote of the Intergroup Representatives at the next regular meeting of the Dallas Metroplex Intergroup of Overeaters Anonymous Inc.
4. Two absences from a funded event, such as World Service Conference and or

Region III Assembly shall be cause to dismiss the Delegate and or Alternate Delegate from the position by a majority vote of the Intergroup Representatives at the next regular meeting of the Dallas Metroplex Intergroup of Overeaters Anonymous Inc.

- a. Try to attend as many DMI-sponsored Conventions/Retreats/Workshops as possible.
- b. Regularly attend a regular Overeaters Anonymous (O.A.) meeting, officially registered with the DMI.

SUGGESTED DUTIES FOR DELEGATES AND/OR ALTERNATE DELEGATES,:

- A. Attend W.S.C. and/or Region III Assemblies as requested by the DMI. If an emergency arises and the Delegate cannot attend, the DMI Delegate Chairperson is to be notified immediately.
- B. Vote in accordance with DMI requests at W.S.C. and or Region III Assemblies, unless new information changes the intent of the request. When direct request are not available from the DMI, the Delegate should vote in the best interest of O.A. as a whole.
- C. Jointly write a report with the attending Delegates to be submitted to the editor of the "Letters of Hope" for publication, as well as the Chairperson of the DMI.
- D. If there are multiple Delegates and Alternate Delegates, communications will be exchanged regularly so the Delegates are kept apprised of each other's activities and can present them at the DMI meetings in a unified and cohesive manner. E. Promote at least one fund raising project each year.
- F. Delegates and or Alternate Delegates shall serve at the seniority level to which they were elected, and move up in consecutive order.
- G. Delegates whose term of office has expired may be re-elected to the current level of seniority as a Delegate.
- H. The term of office for a Delegate and or Alternate Delegate starts upon the first time they are asked to attend a Region III Assembly or W.S.C., whether they can attend or not. The term of office is two years.
- I. If a Delegate and/or Alternate Delegate are elected to the Regional Steering Committee, said person should step down as a Regional Representative, but retain their status as a Delegate and or Alternate Delegate to W.S.C. Upon complication of the Region III Steering Committee office, said Delegate and or Alternate Delegate shall resume the same level of seniority as held for W.S.C.
- J. If a Delegate and/or Alternate Delegate are elected to the Region III Chairperson or a Trustee of Overeaters Anonymous Inc., said person should resign as Delegate and or Alternate Delegate.
- K. The Representative in the highest seniority level shall act as Chairperson over all Delegates and or Alternate Delegates and said person shall act as a liaison to the DMI. The Delegate with the next highest seniority shall act as the Vice Chairperson, and fulfill the duties of the Chairperson in their absence.
- F. The Duties of the Vice Chairperson of the Delegates is to take roll at Delegate and or Alternate Delegates meetings and to keep a record of each person's term of office.
- G. When an Alternate Delegate is serving in the Delegate capacity, the Alternate Delegate should observe all Delegate policies.
- H. When an Alternate Delegate moves up to a Delegate position, then said person should follow the qualifications for the term of the office of Delegate.
- I. When none of their Alternate Delegates have a year of current continuous abstinence, then the Alternate Delegate with longest abstinence

will be requested to serve as the Delegate for that function. Otherwise the Alternate Delegates move up in order elected.

SUGGESTED FISCAL RESPONSIBILITIES.

- A. Region III funds are to be petitioned for all persons attending Regional Assembly/Conventions.
- B. All unused DMI expense money will be returned to the DMI Treasurer as soon as possible. All unused Region III expense money will be returned to the Region III Treasurer within one week of the Region III Assembly.
- C. Give a written accounting of all expense money spent to the DMI Treasurer by the next meeting of the DMI. The DMI Treasurer and or the Delegate Chairperson will provide the accounting form for the Delegate usage.
- D. Transportation funding for events shall be based on the lowest direct air fare, or vehicular costs as per IRS per mile, not to exceed the cost of the amount given for air fare.
- E. Parking shall be reimbursed up to ten (\$10) per twenty four (24) hour period.
- F. Hotel Rooms shall be funded for ½ of one room per night when ever possible.
- G. Meals shall be based upon a per diem of up to \$40.00 per day in actual expenses for Regional Assemblies and up to fifty (\$50) per day in actual expenses for World Service Conference.
- H. Miscellaneous expenses will be reimbursed not to exceed five (\$5) dollars per Regional event, and fifteen (\$15) for World Service Conference.
- I. Rigorous honesty is expected of each delegate in all of our affairs.

REGIONAL REPRESENTATIVES:

Same as Delegates except only attend Regional 3 Conventions