

## **Policies and Procedures, CT Intergroup (Adopted 6/20/2022, updated 10/16/23)**

1. CTIG will maintain a speaker list of OA members. In order to be on the CT Intergroup speaker list, speakers must have a minimum of two months continuous, current abstinence.
2. CTIG will maintain an updated meeting list on the CTIG website. The list will include meetings affiliated with CTIG and may include neighboring meetings with approval of the Board. It is the job of the Webmaster, Vice Chair or Chair to change meeting information on the CTIG website once a group notifies CTIG and WSO of the change.
3. CTIG committees will discuss their proposed initiatives and budget needs in the monthly CTIG meetings to obtain group conscience support for their plans and expected expenses. Opportunities that need budget approval before the next CTIG meeting can be approved by the Chair if the request is for \$200 or less; emergency requests over \$200 need to be approved by the CTIG Board.
4. If a member asks Intergroup for 'seed money' for a new meeting, \$100 will be allocated if the budget allows and:
  - a) the meeting is registered with oa.org as affiliated with CTIG.
  - b) funds are used for space rental, virtual platform (i.e., Zoom) expenses or literature paid to a facility, virtual meeting provider and/or literature seller. Receipts may be requested by the CTIG Treasurer.

Funds can be repaid by Seventh Tradition donations to CTIG after the meeting has accumulated a prudent reserve.

5. The current group conscience of CTIG is to hold Intergroup meetings on Zoom.
6. Individuals representing CTIG at Region 6 Assembly will be paid for their actual mileage at the current prevailing mileage rate set by Region 6 for Region business. The maximum number of miles reimbursed will be that between the R6 Rep's home address in CT (or Elmwood CT if the Rep lives out of state) and Albany NY by the shortest route as calculated by Google Maps. If an overnight stay is needed for service commitments at the Region 6 Assembly, hotel expense may be reimbursed at half the room rate at the Assembly hotel.
7. Individuals representing CTIG at World Service Business Conference will be reimbursed actual expenses up to \$1500 per conference, upon presentation of receipts for such expenses.
8. If voting ever takes place in CTIG meetings held by phone, each person voting must state their name and vote to ensure an accurate tally, which will be read back by the recording secretary.
9. If CTIG meetings must exceed 1.5 hours to ensure all business is taken care of, such extension can only take place upon a majority vote of those present, and only for an additional 30 minutes.

10. CTIG shall maintain a calendar of upcoming Region 6 and World Service deadlines, and any other important dates.

11. Among its other duties, it shall be the responsibility of the Public Information and Professional Outreach Committee to maintain a calendar of health fairs in the area at which CTIG may be represented.

12. Committee chairs may be recruited by the Board for one year terms if appointed in December or to complete a term if appointed during the year.

13. CTIG will organize and support at least one marathon, workshop or event every year.

14. CTIG will maintain phone service with an (860) area code for Hotline purposes.

15. CTIG will maintain a post office box for correspondence. The CTIG Treasurer and Chair will each maintain a key to the Intergroup PO Box unless otherwise approved by the Board.

16. Flyers, newsletters, group emails (e.g., Friends of CT Intergroup emails), PIPO and other communications (including mailings, billboards, advertisements, articles about OA, workshop flyers, etc.) need to be reviewed and approved by the Chair in advance, to insure we are conforming to OA's 12 Traditions and copyrights. The Chair may also ask a Board member or the immediate past chair to help with these reviews. Flyers about CTIG events must say they are sponsored by CTIG, or have the IG name on the flyer.

17. The CTIG Treasurer and CTIG Chair shall be authorized signors on CTIG bank accounts. Neither person may sign checks reimbursing themselves. Checks reimbursing expenses paid by the Treasurer must be signed by the CTIG Chair. Checks reimbursing expenses paid by the Chair must be signed by the CTIG Treasurer.

18. The bank card associated with the CTIG bank account may be used to pay CTIG expenses with the approval of the Treasurer and Chair. Expenses paid by the bank card will be added to the monthly Treasurers report on a separate line.