

New Hampshire Intergroup
Policies and Procedures
Revised January 2009

TABLE OF CONTENTS

- Corporate Status
- Intergroup
- Meeting
- Newsletter
- Public Information Committee
- Retreat and Sharathon Committee
- Telephone Answering
- Twelfth Step Within Committee
- Treasury
- World Service

CORPORATE STATUS

New Hampshire Intergroup is incorporated as a non-for-profit organization in the State of New Hampshire. NHI's date of incorporation was February 7, 1984. NHI will renew its corporate status periodically, as required by New Hampshire regulations. (12/30/84)

NHI obtained tax identification number 22-2531929 from the U.S. internal Revenue Service. (12/30/84)

NHI's fiscal year runs from January through December.

INTERGROUP

NHI's business meetings will be taped for accuracy and to assist the secretary with the minutes. The tapes will be reused. (11/30/84)

All committee chairs are to be present at all Intergroup meetings or arrange to have a substitute present. (4/24/86)

Each officer and committee chair should prepare and bring to the January meeting copies of the job duties and responsibilities of their office or committee. (8/22/86)

The NHI chairperson will notify the appropriate persons where the intergroup meets and also initiate calls on the intergroup telephone tree, when the meeting is cancelled or changed. (2/6/02)

NHI's bylaws, polices and procedures will be updated yearly. (2/6/02)

The secretary's minutes will include a list of the full names of all officers and the first name, last initial, committee chaired and group represented, or the guest status of everyone attending the intergroup meeting. (2/6/02)

The position of coordinator (committee position) to assist the secretary is approved. (12/5/90)

MEETING LISTS

Meeting lists will be folded. Meetings listed by day, town, and time. (2/6/02)

The contact person and their phone numbers for each meeting will be printed on all meeting lists for use within OA, but not for meeting lists which will be distributed to the general public. (2/6/02)

Meeting lists will be updated and distributed 3 times a year – February, June and October. (4/3/90)

NHI will continue to provide Promises and the meeting list to the groups as no additional cost. (7/30/82)

NEWSLETTER

The Answering Service phone number will be printed in all editions of the Promises. (11/2/80)

NHI will provide the newsletter and meeting lists to the groups at no additional costs. (7/30/82)

The newsletter will 'promote Lifeline' via the Promises newsletter. (11/2/80)

The caption, "This newsletter is made possible through your generous donations" will be printed on each newsletter. (11/29/85)

NHI's monthly income, expenses and working capital will be printed in the newsletter each month. (4/24/86)

Articles and information submitted to the Promises newsletter must be received before the twentieth of the month. (12/27/87)

The newsletter will list the place, time and date of the next month's Intergroup meeting. (8/3/87)

PUBLIC INFORMATION

All NHI public information material such as films, tapes, radio tapes, etc. are to be in the possession of the PI Committee Chairperson. (2/22/85)

The Young People's Committee will be absorbed into the PI Committee. (11/5/00)

NHI will establish and maintain a Web site and authorize an expenditure not to exceed \$300.00 per year. (10/6/02)

REGION SIX

Expenses for mileage, lodging, meals and incidental expenses for NHI delegates to World Service Business Conference and the Region Six representatives will be paid at the current rate issued by the General Services Administration of the Federal Government, depending upon Intergroup funding. (10/6/02, rev. 1/11/09)

World Service Business Conference delegates will also serve as Region Six representatives. (10/28/83)

RETREAT AND SHARATHON

The Retreat and Sharathon Committees will be separate committees (11/21/08)

TELEPHONE ANSWERING SERVICE AND TWELFTH STEP WITHIN

The Twelfth Step and Answering Service Committees will separate committees (11/21/08)

The answering service number will be published in all editions of the newsletter. (11/2/80)

The NHI answering service number will be listed in the white pages of as many New Hampshire telephone directories as possible. (5/5/02)

Answering Service Committee will obtain meeting locations from the OA Web site for inquires that are not on the meeting list. They may also refer calls to the OA Web site. <http://www.oa.org>. (5/5/02) revised 11/21/08

Each request for information about OA will be sent a meeting list, "Our Invitation to You", and "15 Questions". Optional literature to address a specific need may also be included, such as "To the Man", "Welcome Back." (5/5/02)

When returning calls from the answering service, no more than three calls to the caller are necessary. (4/4/87)

TREASURY

A formula of 10% of the monthly contributions and 50% of the profits from sharathons is to be set aside for funding delegates to World Service Business Conference and Region Six business meetings. (5/7/01)

All bank account balances are to be included in the monthly treasury report. (1/25/85)

The retreat account is to be kept separate from the general treasury, and the treasurer's name is to be on the account as well as the chairperson of the retreat committee. (12/7/85)

NHI's monthly income, expenses and working capital will be printed in the newsletter.

NHI's donation to Region 6 will be \$100.00 per quarter, for a total of \$400.00 (5/1/01)

No treasury report will be published in June, July and August (as there are no Intergroup meetings). The September report will contain the June, July and August figures. (1/6/02)

WORLD SERVICE

NHI will have an ad hoc committee review the agenda proposals for the World Service Business Conference to be held in May, and submit their recommendations at the regular monthly meeting for voting. (1/25/85)

Expenses for mileage, lodging, meals and incidental expenses for NHI delegates to World Service Business Conference and the Region Six representatives will be paid at the current rate issued by the General Services Administration of the Federal Government. (10/6/02)