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**New Hampshire Intergroup (NHI)**  
**Policies and Procedures**

Last update: December 31, 2023  
Approved: February 4, 2024

This document contains the *Policies and Procedures* adopted by votes taken at NHI Business Meetings over the years since our founding in 1984.

Please refer to our *By-Laws* for specific governance information required by the State of New Hampshire and the Federal Government for nonprofit organizations. (Examples: membership eligibility, qualifications of Board members, elections, Board members terms of office, Business Meeting fundamentals, etc.).

The *By-Laws* were first compiled in 1984. Amendments and changes have been made over the years following the guidelines established in Article IX, Section 1.

See also our *Job Descriptions* describing duties and responsibilities of Officers and Committee Chairs on the NHI website:

<https://oanewhampshire.org/wp-content/uploads/2023/11/Updated-Intergroup-job-descriptions-October-18-2023.pdf> (last updated October 2023)

To view deleted Policies and Procedures, refer to the NHI website:

<https://oanewhampshire.org/about-us/> and select the option:

***NHI Members Only – Historical Documents***

<https://oanewhampshire.org/nhi-members-home/> Enter username and password from the NHI Rep Binder or email the NHI Website Coordinator – [nhiwebsite@oanewhampshire.org](mailto:nhiwebsite@oanewhampshire.org)

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## **New Hampshire Intergroup (NHI) Policies and Procedures**

### **1. POLICIES REGARDING 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 every five years, as required by New Hampshire State Regulations.

NHI obtained tax identification number 22-2531929 from the U.S. Internal Revenue Service. NHI's tax exempt status was renewed May 15, 2012, with an official letter dated January 24, 2014.

NHI is required to file Form 990-N annually by May 15<sup>th</sup>.

NHI's fiscal year runs from January through December.

### **2. POLICIES REGARDING INTERGROUP MEETINGS**

NHI holds business meetings ten months out of the year in January, February, March, April, May, June, September, October, November and December to conduct the business of the intergroup. Meetings are not held during July or August per our By-Laws (Article V – Meetings, Section 1).

NHI's business meetings will be recorded for accuracy and to assist the secretary with the minutes. With the use of Zoom's recording feature, the prior month's recording is deleted once the minutes have been approved.

The secretary's minutes will include a list of intergroup attendees, along with the service positions they hold or if they are a guest. Board members will be listed by their full names and all other attendees will be listed by their first name and last initial. (2/6/02; revised 11/15/11)

When the intergroup meeting is cancelled or changed, the NHI Chair will notify the Secretary and the Website Coordinator to place a notice on the home page of the website, or send an email to the intergroup rep mailing list, and / or initiate calls on the intergroup telephone tree. (2/6/02; revised 2014)

For each NHI Meeting, the necessary documents will be emailed to the NHI Secretary for uploading to Dropbox, and NHI members will be able to download copies from Dropbox.

Anyone who wishes an item to be added to the agenda for a given month, must contact the NHI Chair at least one week before the meeting so it can be added to the agenda. Items not on the agenda will be addressed if time permits.

Intergroup members are asked to turn off their video while eating.

### **3. COMMITTEE-SPECIFIC POLICIES AND PROCEDURES**

#### **a. GENERAL INFORMATION: Terms of Office and Committee Reports**

Committee chairs are selected to serve a two (2) year term. This selection takes place at the June meeting. Committee Chairs may serve an additional two-year term, but it is recommended that they take one year off after serving four consecutive years. Rotation of service positions is desired. If vacancies occur during the year, the NHI Chair will call for volunteers to fill the previous Committee Chair's term. (11/1/09)

All committee chairs are expected to submit a committee report to the secretary each month that NHI meets and attend all Intergroup meetings or arrange to have a committee representative present if possible. (4/24/86; revised 3/5/12)

The specific duties and responsibilities of Committee Chairs can be found on the NHI website: <https://oanewhampshire.org/wp-content/uploads/2023/11/Updated-Intergroup-job-descriptions-October-18-2023.pdf> (last updated October 2023)

#### **b. ANSWERING SERVICE**

The Answering Service toll free and local numbers will be published in all editions of the ***Promises*** newsletter. (11/2/08)

Callers to the Answering Service will hear a voicemail recording when they call. The recording cannot be changed without it being voted on by NHI as a whole.

The Answering Service Chair will respond to each request for information about OA by using our resources such as the NHI website [www.oanewhampshire.org](http://www.oanewhampshire.org), the World Service website [www.oa.org](http://www.oa.org), referring the caller to a Meeting contact, NHI Committee Chair, etc. (5/5/02, 11/21/08; updated 2018)

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

#### **c. MEETING LISTS**

Meetings will be listed by day, then by start time, and then alphabetically by town. (2/6/02; revised 11/15/11; updated 2019)

Meeting lists will be updated on the website by the Website Chair every month that NHI meets (September-June) when there is a change to the list. (4/5/09, 1/5/14)

#### **d. PROMISES NEWSLETTER**

Each issue will include the following elements and statements:

- “This newsletter is made possible by your generous donations.” (11/29/85)
- “Articles included in the Promises are based on OAs’ individual experiences. These personal stories are not representative of NHI or OA as a whole.”
- The Answering Service toll free and local numbers (11/2/08)
- The date, time, and location of the next Intergroup meeting. (8/3/87)
- The list of 7<sup>th</sup> Tradition donations received during the previous month

## **PROMISES NEWSLETTER (continued)**

Articles and notices are due to the editor by the 20th of the month. Articles may be submitted:

- Online by emailing the Promises Editor at [nhipromises@oanewhampshire.org](mailto:nhipromises@oanewhampshire.org)
- Mail to Promises Newsletter, c/o NHI, PO Box 1363, Derry, NH 03038-6363.

Material cannot be returned, nor will payment be made. We reserve the right to edit. Other anonymous groups may reprint without permission. (12/27/87)

The Promises newsletter will be made available on the NHI website as a downloadable document.

### **e. PUBLIC INFORMATION / PROFESSIONAL OUTREACH (PIPO)**

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

### **f. RETREAT**

Retreat account funds are tracked by the NHI Treasurer as part of NHI's checking account, but are accounted for separately on NHI financial documents to clearly differentiate the Retreat funds from those of the general treasury. (12/7/85; updated 1/5/14)

The Retreat Committee Chair may decide whether to direct the \$100 transfer from the NHI Expense Budget to the Retreat Scholarship Fund or to the Retreat Operational Fund. (12/2014)

### **g. SHARATHONS / WORKSHOPS**

With the 2015 Budget, the Workshops Committee was created to provide a wide-range of events, combining the funds for Back-to-Basics, Sharathons, and Sponsorship Workshops into one Committee. (12/2014; updated 1/7/18)

### **h. TWELFTH STEP WITHIN**

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

### **i. WEBSITE**

Meeting lists will be updated on the website every month that NHI meets (September-June) if a change has been made. (4/5/09, revised 1/5/14)

## **4. BUDGET-SPECIFIC POLICIES AND PROCEDURES**

### **a. GENERAL OPERATING FUND EXPENSE BUDGET**

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

Each year as part of budgeting, NHI reviews its donation to Region 6 to make sure it is affordable and appropriate. Currently, NHI makes a quarterly donation to Region 6 of \$50.00 per quarter, for an annual total of \$200.00. (11/14/12, revised 1/7/18)

When NHI has individual meetings willing to donate Raffle baskets to the R6 Convention, NHI will not fund a separate Raffle basket. (1/7/18)

With the 2018 budget, NHI will make a flat quarterly donation of \$75.00 to WSO via WSO's Automatic Recurring Contribution (ARC) function, for an annual total of \$300.00 per year. (12/8/13, revised 1/7/18)

No treasury report will be published in July (for June's financials) and August (for July's financials), as there are no Intergroup meetings. In September, the treasurer will provide financial reports for June, July and August. (1/6/02)

With the 2018 Budget, the Workshops Committee combines all the funds and expenses for Back-to-Basics, Sharathons, and Sponsorship Workshops into one Committee. (12/2014; updated 1/7/18)

To fund the Zoom account expense, NHI will use the NHI Business Meeting 7th Tradition to offset that expense. (2021) At the end of the year, if donations in that account have exceeded the budget goal, the leftover amount will be transferred to the Delegate Fund. (December 3, 2023)

### **b. DELEGATE FUND - REGION SIX REPRESENTATIVES AND WORLD SERVICE DELEGATES BUDGET**

NHI funds delegates to the World Service Business Conference and Region Six business meetings using a transfer from the General Fund based on the following:

- a percentage of the monthly contributions; over the years, this percentage has ranged from 25% to as high as 38%. (12/4/11, revised 12/8/13 and 1/7/18)
- the current percentage is 36% of Meeting Donations (2023-2024)
- 100% of the profits from Ways and Means sales
- 50% of the profits from Sharathons

### **c. RETREAT BUDGET**

The Retreat account is to be kept separate from the general treasury. (12/7/85; updated to current practice 1/5/14)

NHI funds the annual Retreat with a \$100 transfer from the NHI Expense Budget to the Retreat Fund. The Retreat Committee Chair may decide whether to direct the \$100 transfer to the Retreat Scholarship Fund or to the Retreat Operational Fund. (12/2014)

### **d. REIMBURSEMENT REQUESTS**

An Officer or Committee Chair who needs to travel on NHI official OA business for some reason may request mileage reimbursement at the NHI mileage rate of \$.45 per mile. (May 7, 2023)

### **e. TRAVEL REIMBURSEMENT POLICIES – revised November 29, 2018 ; last updated December 31, 2023**

In keeping with OA's Seventh Tradition, New Hampshire Intergroup (NHI) is self-supporting -- using contributions from Meetings to cover administrative and service expenses related to carrying the message of recovery.

One of our expenses is reimbursing our elected Delegates to the World Service Business Conference (WSBC) and our elected Representatives to the Region 6 Assemblies. NHI's delegates and representatives vote on our behalf concerning OA policies, services, and literature.

Each year, NHI determines the number of delegates and representatives to send to WSBC and Region 6 Assemblies based on available funds.

Delegates and Representatives are required to present receipts with a completed expense form in order to be reimbursed for their travel expenses. The expense forms can be downloaded from the [oanewhampshire.org](http://oanewhampshire.org) website.

Delegates and Representatives are also expected to provide a verbal report and a written report of the Conference or Assembly at the Intergroup meeting immediately after the event.

Please note that alcohol and non-event entertainment expenses are not reimbursable.

Other necessary travel expenses will be considered by the Board on a case-by-case basis.

#### Sources Consulted:

- U.S. General Services Administration <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- Triangle North Carolina Intergroup <http://triangleoa.org/>
- Greater New York Metro Intergroup <http://www.oanyc.org/metro-intergroup-info>
- Denver Intergroup <https://www.oadenver.org/>
- Philadelphia Area Intergroup <http://oa-philadelphia.org/>
- New Jersey Intergroup <http://www.northjerseyioa.com>

## **Reimbursable Expenses for World Service Business Conference (WSBC) Delegates**

- A. Airfare with the delegate making every effort to obtain reasonable flights at the lowest available coach rate as far in advance as possible.
- B. Baggage fee for 1 bag, if applicable
- C. Mileage to/from the Logan or Manchester airports at the NHI mileage rate of \$.45 per mile (May 7, 2023)
- D. Tolls to/from Logan airport
- E. Logan Express bus ticket, if used
- F. Manchester airport parking fees, if used, at the lowest long-term parking rate
- G. Shuttle/cab rides to/from the Albuquerque airport and hotel
- H. Tips (bus, shuttle, cab, hotel staff)
- I. Hotel room and taxes at the Conference Hotel for a maximum of six nights  
The WSBC conference usually has a hotel associated with the event. The Delegate is not required to stay at the Conference hotel, however the price paid by Intergroup will not exceed one-half the cost of the daily room rate in a double occupancy room at the Conference hotel. It is up to the Delegate to verify this with the NHI Treasurer when submitting the expense form. The Conference hotel rate includes breakfast.
- J. Meal expenses  
Delegates attending the Conference shall receive meal reimbursement for expenses incurred during the dates of their service and during travel dates to and from the service destination. Delegates are encouraged to participate in the hotel breakfast. Lunches, dinners, and incidentals should not exceed \$50 a day.

Representatives may submit reimbursement for the following meals: dinner on Friday evening, Saturday breakfast, Saturday luncheon, and Saturday dinner. Meals and incidentals should not exceed \$25 for Friday evening and \$50 for Saturday.



## **Cancellation and Refunds/Repayment of Expenses for World Service Business Conference (WSBC)**

### **Delegates**

- A. Our delegates are “trusted servants” and commit to attending WSBC in good faith early in the year, often by mid-February. In order to obtain reasonable flights at the lowest available rate, airline tickets must be purchased as far in advance as possible.
  
- B. In the event a delegate must cancel travel plans for which she/ he has already been reimbursed by NHI, the delegate agrees to:
  - 1) Apply for a refund through the airline, knowing that airlines have strict conditions on refunds. If a refund is received, she/ he will reimburse NHI for the ticket price
  - 2) Reuse the credit for the ticket on personal travel within 12-months (applies only to Southwest Airlines’ current policy), and reimburse NHI for the price of the original ticket
  - 3) Use the pre-paid travel insurance and file a claim with the insurer.
    - i. When/If the claim is paid, the delegate will reimburse NHI in the amount of the claim payment received
    - ii. If the claim is rejected, the delegate will submit a written explanation of the situation that led to the cancellation to NHI
  - 4) If the delegate does not have travel insurance, the delegate will submit a written explanation of the situation that led to the cancellation to NHI
  
- C. Any unused registration fees will be considered a donation by NHI to the World Service Office

### **Reimbursable Expenses for Region 6 Representatives**

- A. Mileage to/from the Assembly at the NHI mileage rate of \$.45 per mile (May 7, 2023)
- B. Mass Pike tolls
- C. Hotel room and taxes at the Assembly Hotel for one night, double occupancy rate

The Region 6 Assembly usually has a hotel associated with the event. The Region Rep is not required to stay at the Assembly hotel, however the price paid by Intergroup will not exceed one-half the cost of the daily room rate in a double occupancy room at the Assembly hotel. It is up to the Representative to verify this with the NHI Treasurer when submitting the expense form.

- D. Meal expenses

Region Representatives attending the Assembly shall receive meal reimbursement for expenses incurred during the dates of their service and during travel dates to and from the service destination. Region Reps are encouraged to participate in the catered buffet lunch on Saturday. As an example for Fall 2018, Reps paid \$10 per person, and Region 6 subsidized the remaining lunch costs.

- E. Tips

## 5. SPEAKER RECORDING POLICY– updated May 27, 2019

New Hampshire Intergroup (NHI) practices and ensures that we support OA’s Eleventh and Twelfth Traditions in our service work. One area of service work involves hosting events with members who share their experience, strength, and hope. These events may involve one speaker or a panel of speakers.

We also follow the **OA Guidelines for Anonymity in the Digital World** to “guard against the assumption that any one person’s recovery represents OA as a whole.”

OA’s Eleventh and Twelfth Traditions state:

11. *Our public relations policy is based on attraction rather than promotion: we need always maintain personal anonymity at the level of press, radio films, television, and other public media of communication.*
12. *Anonymity is the spiritual foundation of all these Traditions, ever reminding us to place principles before personalities.*

In hosting events with speakers, NHI follows this policy and procedure:

*If speakers are going to be recorded, the hosting Committee will approach each speaker requesting his or her permission to be recorded.*

*Each speaker will be asked to sign a Release Form similar to the one used by Region 6 for Convention speakers.*

*By signing the Release Form, each speaker is permitting NHI to use the recording in a legitimate manner and allowing us to post the recording on our website. The speaker is acknowledging that NHI is not responsible for any copies made of the recording. **See attached Release Form.***

*Speakers wishing to remain anonymous should use a fictitious name.*

*When posting recordings, NHI will list the recordings by topic rather than by speaker. If speaker names are listed, we will not use full names; we will use only first names or first names with last initials.*

*In keeping with Region 6 practices, recordings will not be edited. We ask that the hosting Committee take responsibility for ensuring that Speakers comply with the Traditions.*

*Recordings will be posted if they adhere to the Twelve Traditions and OA Guidelines, particularly with respect to:*

- *anonymity*
- *only mentioning OA-approved literature*
- *not endorsing any outside enterprises (including mentioning other 12 Step fellowships by name)*

*If OA members have concerns about a recording, they are encouraged to contact the hosting Committee.*

*An appropriate disclaimer shall be posted on the NHI website with the recordings: “The opinions expressed in these recordings are those of individual OA members and do not represent OA or New Hampshire Intergroup (NHI) as a whole.”*

**Sources Consulted:**

**The Twelve Steps and Twelve Traditions of Overeaters Anonymous**, second edition

**OA Guidelines for Anonymity in the Digital World**, 2016

<https://oa.org/files/pdf/Anonymity-Guidelines-V2-proof.pdf>

**By-Laws and Policies and Procedures of Greater New York Overeaters Anonymous Metro Intergroup**

[http://www.oanyc.org/wp-content/uploads/2018/12/INTERGROUP-BYLAWS-12082018-By-Laws\\_Greater\\_NY\\_Metro\\_IG.pdf](http://www.oanyc.org/wp-content/uploads/2018/12/INTERGROUP-BYLAWS-12082018-By-Laws_Greater_NY_Metro_IG.pdf)

**Sample Release Form** - Region 6 Convention Planning Documents

<https://oaregion6.org/en/>

**Sample Release Form** - Overeaters Anonymous (Great Britain)

<https://www.oagb.org.uk/wp-content/uploads/2019/05/Speaker-Release-Form-Audio-Sharing-May-2019.docx>

**Sample Release Form** - San Gabriel Valley-Inland Empire Intergroup of Overeaters Anonymous <https://www.oasgvie.org/speaker-release-form.html>

**Sample Release Form** - Overeaters Anonymous of Sacramento, Inc.

<https://www.sacvalleyoa.org/speaker-release-form.html>

**SPEAKER RECORDING POLICY– updated May 27, 2019**



**RELEASE FORM FOR RECORDINGS**

Workshop: \_\_\_\_\_

Date: \_\_\_\_\_

Time Started: \_\_\_\_\_ Time Ended: \_\_\_\_\_

=====  
I grant New Hampshire Intergroup (NHI) the perpetual right to use recordings of my voice made in connection with the Workshop on this date \_\_\_\_\_ in any legitimate manner at the discretion of NHI.

If I choose to remain anonymous, I will use a fictitious name.

I relinquish all rights, title and interest I have in the original recordings or in any copies made.

Print Name:

Signature:

Date:

\_\_\_\_\_