

SAN ANTONIO AREA INTERGROUP POLICY MANUAL

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PURPOSE AND SCOPE, CHANGES, BYLAWS

Purpose and Scope: The San Antonio Area Intergroup Policy Manual defines policies and procedures that are a set of agreed-upon practices made through motions passed in San Antonio Area Intergroup (SAAI) meetings. At the time this policy manual was adopted, motions were only documented in SAAI minutes. Per Robert's Rules of Order, motions like that are called Standing Rules. As this document reflects changes made by those motions and other administrative duties not covered in the bylaws, a policy manual was deemed necessary. This policy manual is intended to clarify and augment the bylaws and not to conflict with them. (See Bylaws and Policy and Procedures for Service Bodies - Overview, 2022 [<https://oa.org/app/uploads/2021/08/bylaws-and-policies-and-procedures-for-service-bodies-an-overview.pdf>].)

Changes: This document may be amended by a vote of a majority of the quorum at an official SAAI meeting.

1. The SAAI Chair will clarify at the time a motion is made if said motion will result in a policy manual change.
2. The Recording Secretary (RS) will maintain this policy manual (see Recording Secretary in this document) and make changes in it as motions are made that result in its change.
3. The RS will maintain a separate document, "Motions Passed at SAAI Meetings", organized chronologically, and started from the inception of the idea of the policy manual.
4. The policy manual will be reviewed annually by the Vice Chair. The document, Motions Passed at SAAI Meetings, should be included in the review and used as a check to ensure the accuracy of the policy manual.

BOARD: MEMBERS' RESPONSIBILITIES

CHAIR

1. Presides at all regular and special meetings of SAAI and the SAAI Board.
2. Establishes agenda for all SAAI meetings.
3. Arranges virtual meetings as needed as a means to conduct business (ie. Zoom, WebEx, Teams).
4. Notifies the Communications Secretary, who notifies group representatives, about special meetings.
5. Recognizes on the SAAI monthly agenda committee chair(s) to whom tasks have been delegated.
6. May attend all standing and special committee meetings.
7. Clarifies at the time a motion is made if it will result in a policy manual change.
8. Helps coordinate the various activities of the SAAI.
9. Contacts any SAAI Board member who fails to attend two (2) consecutive SAAI meetings without being excused by the Chair prior to those meetings.
10. Votes:
 - a. Only to cast the deciding vote to break a tie or
 - b. When vote is by written, secret ballot.
11. Appoints “tellers” to count written ballots in accordance with the current edition of Roberts Rules of Order.
12. Ensures that the SAAI financial account is verified annually.
13. Submits applications for WSO Board approval of Delegates not meeting World Service or Region guidelines.
14. Adheres, in good faith, to the timeline established by this policy manual for providing the monthly SAAI agenda to the Communications Secretary.
15. It is the responsibility of each new Chair to review both the bylaws and the policy manual with regard to their duties and the function of SAAI.

VICE CHAIR

1. Assists the Chair in the performance of his/her service.
2. Serves as Chair in the absence of the Chair at the monthly SAAI meeting (*Bylaws reference*: Article IV, Section 1, C).
3. Appoints or assumes responsibilities of the Recording Secretary in their absence if the Recording Secretary has been unable to find their own replacement.
4. Serves as an ex-officio member of all committees for coordination purposes (except for Nominating Committee [*Bylaws reference*: Article VI, Section 6]).
5. Facilitates the start of a newly established OA meeting by coordinating duties of treasurer, literature, communications, and WSO.
6. Ensures San Antonio Area meetings are listed accurately in the monthly newsletter and on the WSO website.
7. Policy manual:
 - a. Reviews manual annually.
 - b. Uses the document, Motions Passed at SAAI Meetings, in the review to ensure accuracy of the policy manual.
 - c. Submits a report on the policy manual review at a regular SAAI monthly meeting.
8. It is the responsibility of each new Vice Chair to review both the bylaws and the policy manual with regard to their duties and the function of SAAI.

TREASURER

1. Has financial experience or serves "in training" for six months prior to assuming total responsibility.
2. Monthly:
 - a. Monitors/maintains SAAI credit card, PayPal account and main account of Broadway Bank checking and savings accounts.
 - b. Deposits donations (physical and from PayPal) to Broadway Bank.
 - c. Sends monthly contributions to WSO and Region III.
 - d. Pays \$50 in rent to Church of Reconciliation for monthly SAAI meeting, Newcomers' Meeting, and other bills as needed.
 - e. Submits financial reports for all SAAI and related bank accounts and reports at the monthly SAAI meeting.
3. Annually:
 - a. Audits the SAAI account during the final month of each fiscal year (June).
 - b. Prepares annual report ("closeout report") including the main account and related bank accounts, literature and Annual Retreat finances for the SAAI fiscal year (July through June) and presents at the July SAAI meeting.
 - c. Completes and files the annual IRS Form 990 to maintain good standing for tax exempt non-profit status. This form must be submitted no later than five months (November) after the end of the SAAI fiscal year (June).
4. Collects and disperses all monies needed at SAAI events and includes these in financial reports to the SAAI.
5. Is cosignatory with at least one other Board member. Each new Treasurer goes to the SAAI bank with current signers on operations account with a copy of the minutes stating who is to be added and removed from the account .
6. Calls for a group conscience vote for any expenditure over \$50 and ensures all checks over \$50 have two signatures (cosignatories). In case of emergency, two signatures shall be waived and concurred by group conscience at the next meeting.
7. Becomes an approved signer on all bank accounts for SAAI committees that have their own bank accounts. Each new Treasurer goes to the committee's bank account with current signers on the account with a copy of the minutes stating who is to be added and removed from the account.
8. Requests Regional Representative(s) funding, if necessary, from Region III at least 45 days prior to Region III Assembly/Convention.
9. Serves as Chair in the absence of the Chair and Vice Chair at the monthly SAAI meeting (*Bylaws reference*: Article IV, Section 1, C).
10. It is the responsibility of each new Treasurer to review both the bylaws and the policy manual with regard to their duties and the function of SAAI.

RECORDING SECRETARY

1. Records minutes of the monthly SAAI meetings to include attendance.
2. Emails draft copies of the meeting minutes to attendees for corrections.
3. Submits corrected minutes to Communications Secretary for distribution at least 48-hours prior to next SAAI meeting.
4. Signs minutes once approved (per Robert's Rules of Order).
5. Emails to attendees the announcements from the most recent SAAI meeting to be mentioned at OA meetings.
6. Compiles reports submitted to SAAI in the final monthly meeting minutes.
7. Maintains all filed reports on a month-to-month basis.
8. Maintains a file of all minutes of past meetings, including reports, flyers, newsletters, and other pertinent documents and submits these to the Archives Committee at the end of each year or at the end of his/her term.
9. Maintains the SAAI Policy Manual.
10. Maintains the document Motions Passed at SAAI Meetings.
11. Notifies groups who have not been represented at each SAAI meeting.
12. Serves as Chair in the absence of the Chair, Vice Chair, and Treasurer at the monthly SAAI meeting (*Bylaws reference*: Article IV, Section 1, C).
13. It is the responsibility of each new Recording Secretary to review both the bylaws and the policy manual with regard to their duties and the function of SAAI.

COMMUNICATIONS SECRETARY

1. Maintains communication for the SAAI. Communication comprises mail (email and USPS mail), monthly newsletter (The Swan), and the website.
2. Appoints committee chairs in order to delegate tasks as needed to assist with the responsibilities.
3. Communications:
 - a. Mail:
 - i. Accesses PO box monthly or as needed.
 - ii. Distributes and/or responds to USPS correspondence as indicated.
 - iii. Maintains all passwords necessary to access the SAAI email and receives and responds to email.
 - b. Monthly Newsletter (The Swan):
 - i. Facilitates editing, publishing, and distributing the SAAI newsletter.
 - ii. Keeps a calendar of upcoming events taking place within SAAI, Region III, and WSO and shares the information through the SAAI newsletter.
 - c. Website:
 - i. Coordinates and edits website content.
 - ii. Keeps a calendar of upcoming events taking place within SAAI, Region III, and WSO and shares the information through the SAAI website.
 - iii. Maintains availability of audio library files on the website and the two physical CD collections, if necessary.
 - iv. Maintains control of all passwords and information necessary to access and update the SAAI website.
 - v. Maintains records of the SAAI website costs (hosting, domain and other related charges) and establishes payment method and schedule.
 - vi. Works with Treasurer to ensure costs are budgeted and payments made by Communications Secretary are reimbursed by the SAAI.
4. Maintains updated lists to include intergroup representatives, standing committees, SAAI Board members, delegates, regional representative(s), and group meeting lists and points of contact. Makes lists available to WSO, Region III, and all SAAI members as needed.
5. Reports at the monthly SAAI meeting.
6. Serves as Chair in the absence of the Chair, Vice Chair, Treasurer, and Recording Secretary at the monthly SAAI meeting (*Bylaws reference*: Article IV, Section 1, C).
7. It is the responsibility of each new Communications Secretary to review both the bylaws and the policy manual with regard to their duties and the function of SAAI.

PARLIAMENTARIAN

1. Ensures Roberts' Rules of Order and SAAI bylaws are adhered to during SAAI meetings.
2. Chairs Bylaws Committee for annual review of the bylaws. The Bylaws Committee comprises SAAI Board members and any other interested SAAI members.
3. Provides all current and new members of the SAAI Board with a link to and/or a copy of the most recently approved bylaws and policy manual.
4. It is the responsibility of each new Parliamentarian to review both the bylaws and the policy manual with regard to their duties and the function of SAAI.

WSO DELEGATE(S) / REGIONAL REPRESENTATIVE(S)

1. Attends Region III Assembly/Convention and/or World Service Business Conference (WSBC) when approved by SAAI as a voting delegate or representative.
2. Serves as point of contact, maintaining communications between SAAI, Region III, and World Service Office.
3. Presents and files a written report to SAAI within 45 days after WSBC or Region III Assembly/Convention.
4. Is funded by a majority vote. Any function attended will be reimbursed based on one-half of double occupancy.
5. WSO Delegate presents to SAAI any motions and by-law proposed changes to be voted on at the World Service Business Conference.
6. Agrees to committee service as required by WSO/Region III.
7. Reports monthly at the SAAI meeting.
8. It is the responsibility of each new WSO Delegate / Regional Representative to review both the bylaws and the policy manual with regard to their duties and the function of SAAI.

COMMITTEES: GENERAL PROCEDURES AND SPECIFIC DUTIES

(Bylaws reference: Article VI)

Committees: Committees are established by the SAAI for the purpose of carrying out SAAI business in accordance with Tradition 5: Each group has but one primary purpose — to carry its message to the compulsive overeater who still suffers. A committee can be a person or a group of people who carry out tasks in accordance with their specific function. A committee in SAAI can be identified because it has a Chair.

At the inception of this policy manual, committees included 12-and-12, Audio Library, Archives, Bylaws, Hotline, Newcomers, Nominating, Professional Outreach, and Public Information. This policy manual: 1) recognized Annual Retreat and Literature as new committees since each required a bank account separate from SAAI's main bank account, and 2) returned Audio Library (CDs) to the Communications Secretary (CS) since digital audio files are used much more frequently than CDs and those digital files are available on the OA website (maintained by the CS).

Chairs: Committee chairs are represented in the SAAI Chair's agenda at the most recent SAAI monthly meeting. All committee chairs recognized in the SAAI Chair's agenda and in attendance at the monthly meeting have a vote in the business of the SAAI for that month. Each committee chair always has the option of calling a committee meeting. If a meeting is called, the committee chair needs to notify the SAAI Chair and Vice Chair. The SAAI Vice Chair is always considered an ex officio member of all committees except the Nominating Committee.

General Procedures for Committees:

1. Details for individual committees are included in this policy manual.
2. Any function requiring a separate bank account will be recognized as either an ad hoc or standing committee.
3. Each committee shall follow the SAAI Timeline as presented in this policy manual for information they will present at the monthly SAAI meeting.
4. Any committee with a bank account must report in a timely fashion (see Timeline in this document) to the SAAI Treasurer. The report will include monthly income, expenses and balance of the committee's account so the Treasurer can present this information at the SAAI monthly meeting.
5. Each committee, to conduct the business of that committee, is allotted \$25.00 per fiscal year as a reimbursable expense without approval. Any other expenses need to be approved by SAAI.

6. Each standing or special committee shall be responsible for calling and holding meetings, and using established methods of procedures, subject to the guidelines of the Twelve Traditions of OA.

Specific Duties: As outlined for each Committee on the following pages.

12-AND-12

1. Develops and/or delegates responsibility for programs for 12th Step Within, International Day of Experiencing Abstinence (IDEA), Sponsorship Workshop, Unity Day, and any other SAAI special event that carries the message to the still suffering compulsive overeater in and out of the fellowship.
2. Assists Annual Retreat Committee as needed.
3. Excess funds from this committee's events are designated for the Region Representative(s) and WSO Delegate(s) expenses.
4. Committee may be reimbursed by Treasurer for documented expenses up to \$25 per fiscal year without prior approval from SAAI.
5. Reports monthly at the SAAI meeting.
6. It is the responsibility of each new 12-and-12 Committee Chair to review both the bylaws and the policy manual with regard to their duties and the function of SAAI.

ANNUAL RETREAT
(New Committee)

1. Reports financial activity monthly to the SAAI Treasurer.
2. Development:
 - a. Negotiates contract with retreat venue for minimum attendance. Updates contract when registrations exceed minimum.
 - b. Works with 12-and-12 Committee to secure a retreat leader and topic.
3. Registration:
 - a. Maintains a spreadsheet for registrations and develops a budget to determine registration fees.
 - b. Option to use SAAI PO box for mail registrations and correspondence. Alternatively, may maintain a PO box more convenient to the Annual Retreat Committee Chair.
 - c. Maintains on-line registration that links to PayPal.
4. Finances:
 - a. The committee chair and the SAAI Treasurer are approved signers on the bank account. Each new Annual Retreat Committee Chair goes to Broadway Bank with current signers on the account with a copy of the minutes stating who is to be added and removed from the account.
 - b. Maintains checking account with Broadway Bank to deposit registrations and pay for expenses.
 - c. Maintains a PayPal account to enable on-line registration payments to flow into the Annual Retreat's Broadway Bank account (named "Overeaters Anonymous SA Area").
 - d. Maintains a prudent reserve in the checking account in case registrations fall short of minimum.
 - e. Ensures retreat expenses are covered (eg, tips for kitchen staff, scholarship donations, etc.).
5. Committee may be reimbursed by Treasurer for documented expenses up to \$25 per fiscal year without prior approval from SAAI.
6. Reports monthly at the SAAI meeting.
7. It is the responsibility of each new Annual Retreat Committee Chair to review both the bylaws and the policy manual with regard to their duties and the function of SAAI.

ARCHIVES

1. Maintains and organizes SAAI physical and electronic files of a historically significant nature.
2. Works with Communications Secretary to ensure archive materials on the website are up to date.
3. Committee may be reimbursed by Treasurer for documented expenses up to \$25 per fiscal year without prior approval from SAAI.
4. Reports monthly at the SAAI meeting.
5. It is the responsibility of each new Archives Committee Chair to review both the bylaws and the policy manual with regard to their duties and the function of SAAI.

BYLAWS

1. Chaired by the Parliamentarian. In the absence of a Parliamentarian, the SAAI Chair leads this committee.
2. Reviews bylaws annually and presents proposed changes to SAAI at a monthly meeting. Intergroup Representatives present those proposed changes to their individual meeting members for feedback. At the next SAAI meeting, Intergroup Representatives report that feedback and the proposed changes are voted on the by SAAI Board.
3. Committee may be reimbursed by Treasurer for documented expenses up to \$25 per fiscal year without prior approval from SAAI.
4. It is the responsibility of each new Bylaws Committee Chair to review both the bylaws and the policy manual with regard to their duties and the function of SAAI.

HOTLINE

1. Uses SAAI cell phone to respond to inquiries via calls, voicemails or texts. (Cell phone and monthly service are determined by the SAAI Board.)
2. Directs callers to WSO website for newcomers material or sends that material to the caller directly.
3. Sends monthly report to the Recording Secretary and the SAAI Chair that details all communication received and made each month.
4. In their absence, arranges for someone to cover the Hotline and, if necessary, report at the monthly SAAI meeting.
5. Committee may be reimbursed by Treasurer for documented expenses up to \$25 per fiscal year without prior approval from SAAI.
6. Reports monthly at the SAAI meeting.
7. It is the responsibility of each new Hotline Committee Chair to review both the bylaws and policy manual with regard to their duties and the function of SAAI.

LITERATURE
(New Committee)

1. Literature:
 - a. Purchases OA and AA literature that individuals and group meetings may then buy from this committee. Literature stock may be made available at SAAI events, including Annual Retreat, Idea Day, Intergroup, Newcomers' Meeting, Unity Day, and other special events. The main purpose is to carry the OA message through conference approved literature.
 - b. Identifies best practices for purchasing new OA and AA literature and retiring literature that is out of print or out of date.
 - c. Provides an annual literature inventory.
2. Literature bank account:
 - a. Has a designated bank account, currently through Credit Human, that is used to purchase OA and AA literature from World Service Office and San Antonio Central Service Office.
 - b. The committee chair and the SAAI Treasurer are approved signers on the bank account. Each new Literature Committee Chair goes to Credit Human with current signers on the account with a copy of the minutes stating who is to be added and removed from the account.
 - c. Committee chair determines the best use of this bank account.
 - d. Committee chair balances the Literature bank account and reports income and expenses monthly to the SAAI Treasurer.
 - e. The SAAI Board provides sufficient funds for large purchases and the Literature Committee Chair repays these funds as purchases are made.
3. New meeting(s):
 - a. Provides an OA approved new meeting literature kit to any new meeting.
 - b. Provides \$50 in credit towards literature to help establish the meeting.
4. Committee may be reimbursed by Treasurer for documented expenses up to \$25 per fiscal year without prior approval from SAAI.
5. Reports monthly at the SAAI meeting.
6. It is the responsibility of each new Literature Committee Chair to review both the bylaws and the policy manual with regard to their duties and the function of SAAI. Reports monthly at the SAAI meeting.

MEMBER EXPERIENCE COMMITTEE

1. Administers the SAAI Zoom account.
 - a. Interact with Zoom Communications, Inc. and SAAI to secure and maintain the SAAI Zoom contract, contract renewals, and contract payments through the SAAI Treasurer.
 - b. Maintain Zoom protocols for usage and security of the account, including the periodic changing of host codes and communication of those changes to the relevant parties.
 - c. Interact with individual SAAI meetings' contact persons/group reps to:
 - i. Provide instructions regarding how to use the codes.
 - ii. Emphasize the need for a plan of action to handle meeting disruptions safely and present methods to consider.
 - d. Reinforce that any changes to the Zoom account that may affect all users or must be presented and voted on during the SAAI meetings.
2. Entertain, explore, plan, and present ideas to the SAAI Board projects and events that may improve the overall experience of SAAI individual members and SAAI individual meetings as they relate to SAAI's Purpose (SAAI Bylaws Article II Section 1).
 - a. Alternatively, during time constraints, ideas may be presented to the Chair plus the Vice Chair and approved via email.
3. Coordinates with the Communications Secretary to deliver information to members.
4. Executes motions passed.
5. Committee may be reimbursed by Treasurer for documented expenses up to \$25 per fiscal year without prior approval from SAAI.
6. Reports monthly at the SAAI meeting.
7. It is the responsibility of each new Member Experience Committee Chair to review both the bylaws and the policy manual with regard to their duties and the function of SAAI.

NEWCOMERS' MEETING

1. Holds monthly newcomers' meeting either in person, virtual, or hybrid.
2. Coordinates with Literature Chair to ensure an adequate supply of newcomers' packets and meeting lists.
3. Committee may be reimbursed by Treasurer for documented expenses up to \$25 per fiscal year without prior approval from SAAI.
4. Reports monthly at the SAAI meeting.
5. It is the responsibility of each new Newcomers' Meeting Committee Chair to review both the bylaws and the policy manual with regard to their duties and the function of SAAI.

NOMINATING

1. Nominating Committee Chair (NCC) asks any outgoing Board member(s) / Committee Chair(s) to serve on the Nominating Committee, as well as NCC asking current SAAI Board members, committee members, intergroup representative or any OA member who attends meetings affiliated with SAAI to serve on the Nominating Committee.
 - a. It is best to have at least two members in addition to the NCC.
 - b. One or more current, immediate past, or prior SAAI Board member should be invited to serve on Nominating Committee.
 - c. The SAAI Board oversees the Nominating Committee.
2. Major responsibilities:
 - a. Convenes Nominating Committee in April.
 - b. Reviews bylaws for abstinence and other requirements for SAAI Board.
 - c. Contacts current SAAI Board to see who may wish to serve another term.
 - d. Generates possible candidates for open positions.
 - e. Assigns a Nominating Committee member to contact potential candidates and sets deadline for reporting results.
 - f. Submits the slate of SAAI Board nominees to the SAAI Chair prior to May meeting.
3. Any outgoing Board member is encouraged to assist the Nominating Committee in finding their replacement to ensure continuity of service.
4. Committee may be reimbursed by Treasurer for documented expenses up to \$25 per fiscal year without prior approval from SAAI.
5. Reports the slate of nominees at May SAAI meeting.
6. It is the responsibility of each new Nominating Committee Chair to review both the bylaws and the policy manual with regard to their duties and the function of SAAI.

PROFESSIONAL OUTREACH

1. It is the responsibility of each new Professional Outreach Committee Chair to review the WSO Professional Outreach Manual.
2. Develops goals based on the WSO Professional Outreach Manual.
3. Reaches out to San Antonio area professional groups and/or coordinates the efforts of local OA groups interested in carrying the message to explain what Overeaters Anonymous is and what we offer to hospitals, treatment centers, correctional facilities, religious organizations, schools, libraries, corporations, and civilian and military communities.
4. May reach out individually and/or assist others to reach out to a health professional to explain the OA program of recovery sharing only from their personal experience.
5. Is familiar with OA literature for professional outreach and provides such literature on outreach calls.
6. Committee may be reimbursed by Treasurer for documented expenses up to \$25 per fiscal year without prior approval from SAAI.
7. Reports monthly at the SAAI meeting.
8. It is the responsibility of each new Professional Outreach Committee Chair to review both the bylaws and the policy manual with regard to their duties and the function of SAAI.

PUBLIC INFORMATION

1. It is the responsibility of each new Public Information Committee Chair to review the WSO Public Information Service Manual.
2. Develops goals based on the WSO Public Information Service Manual.
3. Serves as liaison between the community and Overeaters Anonymous for the SAAI while adhering to the Twelve Traditions of OA.
4. Coordinates public service announcements utilizing all forms of media.
5. Coordinates with local, community events open to the public to share OA at these events.
6. Committee may be reimbursed by Treasurer for documented expenses up to \$25 per fiscal year without prior approval from SAAI.
7. Reports monthly at the SAAI meeting.
8. It is the responsibility of each new Public Information Committee Chair to review both the bylaws and the policy manual with regard to their duties and the function of SAAI.

TIMELINE FOR SAN ANTONIO AREA INTERGROUP MEETINGS

Purpose: The purpose of the timeline is so all SAAI members have a chance to review the agenda, minutes, treasurer's and other report(s) prior to the monthly SAAI meeting. Therefore, it is suggested that the Communication Secretary (CS) send out via email pertinent items no later than 48 hours prior to the monthly SAAI meeting and that all SAAI members planning to attend review this information prior to the SAAI monthly meeting.

Minutes / Treasurer's Report / Agenda: The CS is responsible for sending these to the SAAI membership at least 48 hours prior to the next SAAI monthly meeting ("timely fashion").

1. Minutes: Draft minutes will be submitted by the Recording Secretary (RS) to every member attending the most recent SAAI meeting within one week of said meeting. Those attendees should review the draft minutes to make any changes, if needed, and return those corrections to the RS within one week of receipt of the draft minutes. The RS will submit final minutes in a timely fashion to the CS for distribution prior to the next monthly SAAI meeting.
2. Treasurer's Report: Any committee with a bank account must report in a timely fashion to the SAAI Treasurer. The report will include monthly income, expenses, and balance of the committee's account. The SAAI Treasurer will include this information in their report and submit that in a timely fashion to the CS for distribution prior to the next monthly SAAI meeting.
3. Agenda (New Business Items):
 - a. New business items must be received by the Chair in a timely fashion for inclusion in the agenda that will be distributed via email by the CS.
 - b. Alternatively, new business items may be brought to the floor at the monthly SAAI meeting, time permitting. Monthly meetings customarily run for one hour. If new business items from the floor cannot be addressed within this timeframe, they will be put on the agenda for the following monthly meeting.

REFERENCES

Bylaws and Policy and Procedures for Service Bodies - Overview: <https://oa.org/app/uploads/2021/08/bylaws-and-policies-and-procedures-for-service-bodies-an-overview.pdf>

San Antonio Area Intergroup Bylaws: https://oasanantonio.com/wp-content/uploads/2020/06/SAAI_Bylaws_June-2020-1.pdf