



GUIDELINE REVIEW SESSION

**Presented by the OIAA Board
February 10th, 2024**

THE ROAD TO THE NEW GUIDELINES



- ✓ In 2022, an ad hoc Bylaws committee spent 6 months discussing and revising the OIAA Bylaws with help from lawyers from Pro Bono associates. These Bylaws were approved at the September, 2022 Assembly.
- ✓ This necessitated a review and update of the OIAA Guidelines to bring them in line with the new Bylaws. As a result, a Guidelines ad hoc committee was created in late 2022 and worked for almost a year to update our Guidelines.
- ✓ Several different groups worked in parallel to prepare the new Guidelines which the ad hoc committee approved on September 30th, sending the committee-approved Guidelines to the OIAA Board for their approval.
- ✓ At their October and November Board meetings, the OIAA Board reviewed and finalized changes to the Guidelines after dealing with several open issues. The Board approved the Guidelines on January 24th, which are the Guidelines that you and your group will be reviewing.
- ✓ The current copy of the Guidelines can be found on the OIAA website at <https://aa-intergroup.org/oiaa-board/> page and clicking on the OIAA Guidelines button



Previous Guidelines

- ▶ Much Shorter
- ▶ 17 pages long
- ▶ 8 Sections describing a email-based organization
- ▶ Done with a single voice and style
- ▶ No statement on Guiding principles or overview

New Guidelines

- ▶ Fairly extensive
- ▶ 39 pages
- ▶ 7 Sections developed by different teams
- ▶ Diverse voices and styles present
- ▶ Contains an overview and a statement on guiding principles

COMPARISON: PREVIOUS TO NEW

GUIDELINE DOCUMENT OVERVIEW



- ▶ Table of Contents
- ▶ Forward to the Guidelines
- ▶ General Provisions
- ▶ Section 1 – Membership and Intergroup Reps (IGRs)
- ▶ Section 2 – Intergroup Business Meetings
- ▶ Section 3 – Group Conscience: Consensus Model and Assembly Procedures
- ▶ Section 4 – Election Process for Trustees and Officers
- ▶ Section 5 – Trustees, Officers, Administrative Positions and Committees
- ▶ Section 6 - Intergroup Finances and Budget
- ▶ Section 7 - Technology
- ▶ Housekeeping Changes



THE FORWARD

These guidelines reflect the volunteer voices of OIAA expressed by the Ad Hoc Guidelines committee established in 2022 for their development. This committee completed their work in September, 2023. The writing was completed in various subcommittees who focused on the task of updating the original OIAA guidelines to bring them into line with the OIAA bylaws passed by the Assembly in September, 2022. In addition, they reflect the voices of the OIAA board. As such, they reflect the style of those voices who hammered out what they wanted to express to the membership as guidance. Each section was approved by the whole guidelines committee and by the OIAA board.

GENERAL PROVISIONS



- ▶ **A.** The purpose of these new operating guidelines is to create policies in alignment with the Online Intergroup of Alcoholics Anonymous (OIAA), an international online intergroup incorporated as a membership nonprofit in New Jersey, USA, to ensure they are in keeping with the spirit of the 36 principles of Alcoholics Anonymous © (A.A.®).
- ▶ **B.** These operating guidelines outline the OIAA decision-making processes in the spirit of Concept 10, describing how the organization functions. They ensure that OIAA standards of procedure remain democratic in thought and action.
- ▶ **C.** These operating guidelines reflect our group conscience on policies related to the functioning of OIAA. We are committed to diversity, equality, and inclusivity. We represent a broad highway, respecting the voice and the vote of all. Our common welfare comes first.
- ▶ **D.** These guidelines, as they may be amended from time to time, must be approved by a two-thirds (2/3) vote of the membership, which is required for policy changes. Only a simple majority is required for simple, administrative changes. The guidelines are meant to be a companion document to the Bylaws which were approved by the assembly on September 10th, 2022. They will be posted on the OIAA website.

SECTION 1: MEMBERSHIP AND INTERGROUP REPS (IGRS)

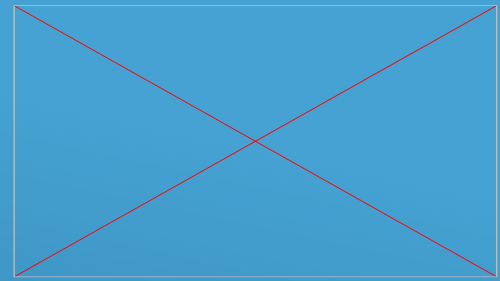
Membership: OIAA is a membership non-profit whose members govern through policy.

1.1 – Non-voting membership is open to any A.A. member who wishes to join the intergroup allowing participation on the various service committees and participation in the discussions of the Assemblies, Forums and Workshops. However, non-voting members do not offer motions or vote. Membership is not required to list your online A.A. group in the Meeting Directory.

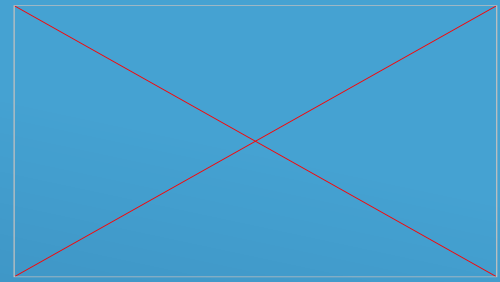
1.2 – Voting membership is made up of any registered and qualified online A.A. group who joins as a member, current intergroup Trustees and Committee Chairs. Member Group's exercise its voice and vote through an Intergroup Representative ("IGR") or Alternate IGR.

1.2.1 – Member voting rights and responsibilities. Members vote on policy matters including:

- ▶ Election of the Board of Trustees
- ▶ Approval of the Annual Budget
- ▶ Adopt and Amend the Bylaws
- ▶ Adopt and Amend the Operating Guidelines
- ▶ Approval of a new Standing Board Committee
- ▶ Approval of a new Standing Service Committee
- ▶ Dissolution of Standing Board or Standing Service Committees

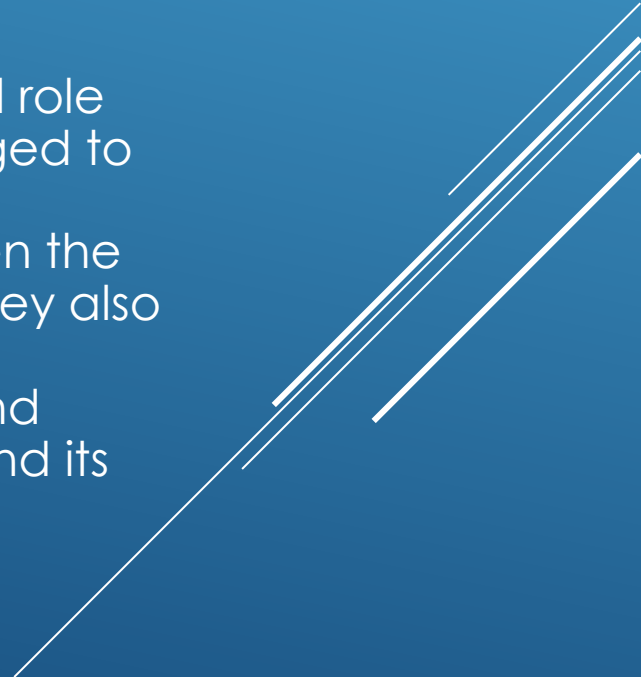


SECTION 1: INTERGROUP REPRESENTATIVES (IGRS)



1.3 – The Intergroup Rep is the elected voice of their group and a voting member of OIAA. IGR's share the thoughts, ideas and needs of their groups through participation in Assemblies, Forums and Workshops.

- ▶ The IGR is the link between the groups and all of OIAA. This is a critical role as the IGR serves their group and all of OIAA. Each group is encouraged to elect an IGR and an alternate IGR.
- ▶ IGRs bring their voices and votes to the Annual General Meeting when the assembly elects OIAA's Trustees and approves the annual budget. They also attend other Assemblies throughout the year.
- ▶ IGRs stay informed of the business of OIAA through OIAA's website and keeps their groups well-informed about what is going on with OIAA and its member groups.
- ▶ The IGR provides their groups current directory information.



SECTION 2: INTERGROUP BUSINESS MEETINGS



Section 2.1 – Agenda

Section 2.2 – New and Old Business

Section 2.3 – Presenting Items for new Business

Section 2.4 – Clarification

Section 2.5 – Conduct of Business

Section 2.6 – Appeals

Section 2.7 – Responsible Behavior

Section 2.8 – Summary for Submitting and Agenda Item



SECTION 2: RESPONSIBLE BEHAVIOR



- ▶ In the intergroup assembly, all participants should keep in mind that everyone shares responsibility with the chairperson for keeping order.

- ▶ The following are not permitted in the assembly:
 - ✓ Any comments intended to disrupt the proceedings
 - ✓ Offensive or aggressive comments
 - ✓ Personal attacks or insults.

- ▶ Self-expression is encouraged, but comments should address the issue at hand and not any individual, ever reminding us to place principles before personalities.

SECTION 2: SUMMARY OF SUBMITTING AN AGENDA ITEM



- ✓ **An item for consideration can come from any voting member or committee.**
- ✓ **All costs associated with the item must be detailed by the presenter and sent to the finance committee for review.**
- ✓ **After review by the finance committee, if required, the item is sent to the chairperson for clarification and consideration by the board.**
- ✓ **After clarification, the chairperson places the item on an assembly agenda as an item of new business and notifies the item presenter.**
- ✓ **Once an item is placed on the agenda, it becomes a motion.**



- ▶ Purpose of “Rules”-How to best facilitate an informed group Conscience, giving all opportunity to participate
- ▶ 6 months to craft section
- ▶ Difference of opinion about Consensus and Parliamentary Procedure model
- ▶ Researched where each was used (US/Canada-Parliamentary; International-Consensus model)
- ▶ Gave each Chair the latitude to choose which model to use

SECTION 3: GROUP CONSCIENCE-CONSENSUS MODEL AND ASSEMBLY PROCEDURE



SECTION 4: ELECTION PROCESS FOR TRUSTEES AND OFFICERS

The board will set the date for the annual general meeting, or assembly, to elect officers to serve two-year terms beginning January 1st of the next year and will post it on the calendar.

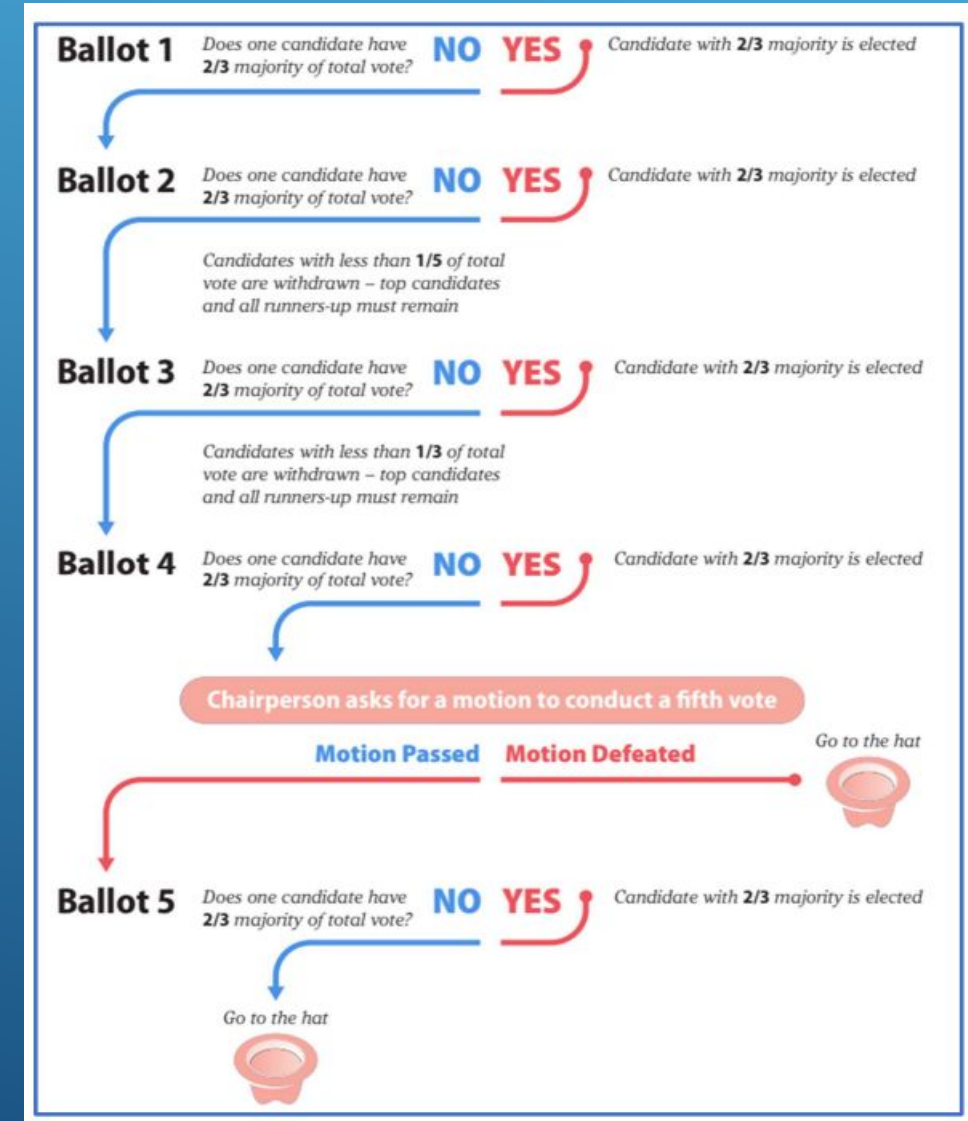
4.1 Voting Membership

- ✓ Intergroup Representatives (IGRs)
- ✓ IGR Alternates if the IGR is not in attendance.
- ✓ Standing committee chairs
- ✓ Standing committee alternates if the chair is not in attendance.
- ✓ Board of trustees, both officer and non-officer trustees

SECTION 4: ELECTION PROCESS FOR TRUSTEES AND OFFICERS

4.1 Candidate Process

- ✓ The secretary will call for the candidates from the OIAA membership 60 days prior to the annual meeting.
- ✓ Candidates for OIAA officer positions are required to have held an OIAA service position previously but there is no such eligibility requirement for non-officer, trustee positions [Bylaws Section 4.02, Guidelines Section 5.1.1]
- ✓ During the election annual meeting candidates will nominate themselves
- ✓ All candidates will have equal time to introduce themselves and offer a complete, accurate, and candid description of their qualifications for handling the responsibilities of the position.
- ✓ Voting will take place using the Third Legacy procedure (see page 22 in the Guidelines)



(Reprinted from the A.A. Service Manual combined with the Twelve Concepts for World Service, 2021 – 2023 Edition, Appendix G, pg.111 with permission of A A W S)



SECTION 5: TRUSTEES, OFFICERS, ADMINISTRATIVE POSITIONS, & COMMITTEES

**5.1 - Board member responsibilities
Eligibility & Qualifications**

**5.2 - Officers
Chairperson, Vice Chair, Secretary, Treasurer, Technology Chair
Position responsibilities**

5.3 - International Trustee and Trustee-at-Large

5.4 - Alternates

5.5 - Committees - 12 step work, Charters

SECTION 6: INTERGROUP FINANCES AND BUDGET



6.1 - Annual Budget Preparation, Membership Approval, and Reports

6.2 - Financial Independent Audit/Internal Financial Review

6.3 - Prudent Reserve / Cash Retention

6.4 – Contributions

6.5 - Bank Accounts

6.6 - Unbudgeted Expenses

6.7 - Vendors and Service Providers: The Vendor Process

6.8 - Disbursement of Excess Funds



SECTION 7: TECHNOLOGY

Committee consists of 3 primary service branches: member services, web services and cloud admin.

Responsible for development, administration, and maintenance of OIAA's technologies.

Promotes OIAA's mission of assisting online groups in their common purpose of carrying the AA message to alcoholics.

7.1 - The OIAA Website

7.2 - OIAA Organizational Workspace

Housekeeping Changes

SECTION 7.1: THE OIAA WEBSITE



- OIAA's primary portal to our members, our groups, and our services.
- Managed by the OIAA technology committee's web services team.
- OIAA's website, data, and privacy policies are maintained on the website.

SECTION 7.1: THE OIAA WEBSITE (cont'd.)



7.1.1 Join OIAA

OIAA.Registrar@aa-intergroup.org

GET HELP NOW ▾ ONLINE MEETINGS ▾ GROUPS ▾ OIAA IN ACTION ▾ SERVICE COMMITTEES ▾ JOIN OIAA ▾ CALENDAR ▾ CONTACT US

Join OIAA

Membership **is not** required to list your online A.A. group in the Meeting Directory or to participate on any of our many Service Committees.

More about membership – [Why Join OIAA](#)

We recommend creating a group email rather than a personal email so when your IGR / Secretary / Group Contact rotates out the email address can stay the same.

7.1.2 Meeting Directory

ONLINE INTERGROUP
ALCOHOLICS ANONYMOUS

GET HELP NOW ▾ ONLINE MEETINGS ▾ GROUPS ▾ OIAA IN ACTION ▾ SERVICE COMMITTEES ▾ JOIN OIAA ▾ CALENDAR ▾ CONTACT US

Meeting Directory Helpful Tips ▾

What's The Point Thursday 4:15 pm

[Zoom](#) ID: 370 763 6449

5:30pm New Jersey time Every Day since 3/16/20.

Looking for a good meeting you haven't attended yet? JOIN US!!
Wondering "What's?? The Point!!" -- JOIN US!!
Rotating chair people and topics nightly. We DO provide meeting / court verifications.
No Password - waiting room / safety protocols enabled.

[Email](#) [Calendar](#) ▾

7: What's The Point

Search

Sunday Monday Tuesday
Wednesday Thursday Friday
Saturday Ongoing

Discord Email Forum
FreeConferenceCall GoTo
Google Meet Jitsi Phone Skype
WebEx Zoom

7.1.3 Online Meeting Support

GET HELP NOW ▾ ONLINE MEETINGS ▾ GROUPS ▾ OIAA IN ACTION ▾ SERVICE COMMITTEES ▾ JOIN OIAA ▾ CALENDAR ▾ CONTACT US

Meeting Directory Updates

If you are an official representative of a listed Online Meeting in the Meeting Database, and would like to update your listing, please use the form below. These can include time/date changes, description edits, updates to links, phone numbers, or passwords, listing removal, etc.

Be sure to clearly identify the meeting you'd like edited and detail all changes. A member of the team will follow up with you.



SECTION 7.1: THE OIAA WEBSITE (cont'd.)

7.1.4 IGR Hotlist

7.1.5 Group/Member Events

7.1.6 Member Stories

7.1.7 OIAA Calendar

The screenshot shows the OIAA website navigation menu with the following items: GROUPS ▾, OIAA IN ACTION ▾, SERVICE COMMITTEES ▾, IGR Hotlist, Group Reports, Member Stories, and 7th Tradition Contribution. Below the menu is a calendar for February 2024. The calendar highlights two events on Saturday, February 10:

- Finance Committee Meeting**
February 10 @ 2:00 pm - 3:30 pm (EST)
Start time where you are: 1:00 pm CST
[Finance Committee Meeting](#)
We meet on the 2nd Saturday of the month.
ID: 834 4415 8877
Code: Finance
Our Meeting is open to all members.
- Guidelines Review Session**
February 10 @ 2:00 pm - 3:30 pm (EST)
Start time where you are: 1:00 pm CST
To familiarize you and your group with the new Guidelines.
To be voted on at the March Assembly.
Zoom ID: 810 0074 2990
Passcode: Bylaws



SECTION 7.1: THE OIAA WEBSITE (cont'd.)

7.1.8 OIAA Committee Pages

SERVICE COMMITTEES ▾ **JOIN OIAA** ▾ **CALENDAR** ▾

- 12th Step (Steppers)
- Communications
- Conventions
- Cooperation with the Professional Community (CPC)
- Finance
- Policy & Admissions (PAC)
- Public Information (PIC)
- Technology
- Unity


help Now

7.1.9 News and Updates

News & Updates

The OIAA Unity Committee would like to invite your group to participate in OIAA's first 2024 INTERNATIONAL ONLINE CONVENTION

The 2024 OIAA INTERNATIONAL ONLINE CONVENTION October 25, 26, & 27 The OIAA Unity Committee would like to invite your group to participate in OIAA's first 2024 INTERNATIONAL ONLINE CONVENTION, a celebration of Alcoholics Anonymous and the language of the heart as it is expressed in... [Read More](#)

[OIAA: Your Online Lifeline](#)

Over the course of 2023, as the Online Intergroup of Alcoholics Anonymous (OIAA) was being built into an international organization, the communications committee was trying to develop language that captured the essence of what OIAA is and does. Language that could be effectively translated into most... [Read More](#)

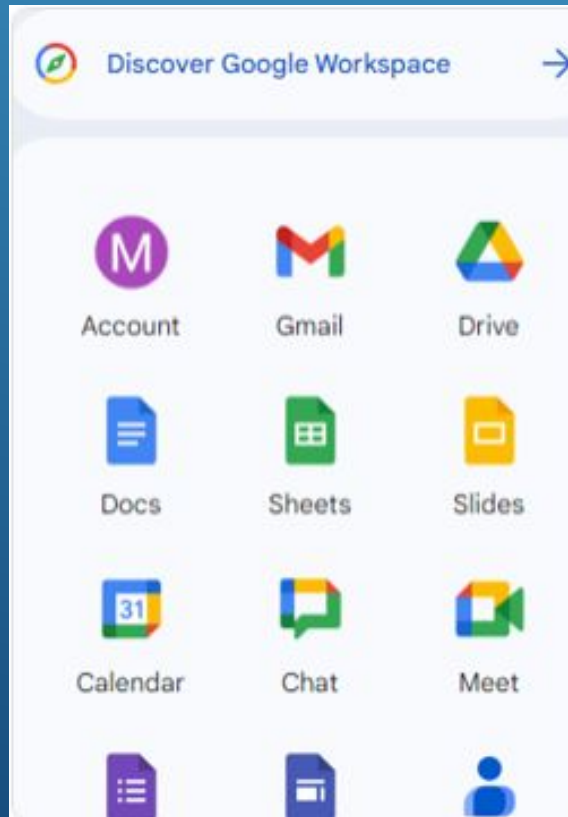
[Board Announcement: Open Position-Trustee-at-Large](#)

Due to a conflict of interest, our trustee-at-large has resigned. Although he revealed his work in another organization, both in his service resume and at our 2023 December election, the legal documents, Conflict of Interest, Whistleblower, and Document Retention, required by the state of... [Read More](#)



SECTION 7.2: ORGANIZATIONAL WORKSPACE

- All international online orgs are required to use “back office” or “corporate tool” technologies
- **Google Workspace for Nonprofits:** OIAA’s technology platform for all functions and tools
- Workspace is managed, administered, & supported by the OIAA tech committee’s cloud services team



- 7.2.1 Workspace Accounts/Gmail
- 7.2.2 Google Groups
- 7.2.3 Google Drive/Shared Drives
- 7.2.4 Google Calendar
- 7.2.5 Google Meet

SECTION 7.2: ORGANIZATIONAL WORKSPACE (cont'd.)



7.2.6 Zoom and the OIAA Event Support Team

7.2.7 Event Support Team advance notice requirement: 2 weeks

A screenshot of the Zoom web interface. The top navigation bar includes 'zoom', 'Products', 'Solutions', 'Resources', 'Plans & Pricing', and 'Guidelines Committee'. The left sidebar shows a 'PERSONAL' menu with items like Profile, Meetings (highlighted), Webinars, Phone, Personal Contacts, Personal Devices, Whiteboards, Notes (NEW), Surveys (NEW), Recordings, Clips (NEW), Scheduler, Settings, Data & Privacy (NEW), and Reports. The main content area displays a list of recurring meetings. The 'ADMIN' section is partially visible at the bottom.

Meeting Type	Meeting Name	Meeting ID	Host
Recurring	OIAA Communications Committee	810 0074 2990	Zoom OIAA
Recurring	OIAA Tech Committee	827 1812 3646	Zoom OIAA
Recurring	OIAA Finance Committee	831 1330 3832	Zoom OIAA
Recurring	CPC Committee	834 4415 8877	Zoom OIAA
Recurring	OIAA Assembly/Forum/Workshop	837 4412 9366	Zoom OIAA
Recurring	OIAA Board Meeting	839 1683 1125	Zoom OIAA
Recurring		840 0946 3911	Zoom OIAA



SECTION 7: HOUSEKEEPING CHANGES

The OIAA board reserves the right to make housekeeping changes to the guidelines such as email or linking changes with notification to the membership only.

All significant policy changes will be sent to the membership for approval by 2/3 majority vote.