

## Arizona Serenity in the Desert Policy Manual

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JOB DESCRIPTIONS FOR ASDI.....	3
TRAVEL EXPENSE FUNDING GUIDELINES.....	5
A.    Appropriate Expenses: .....	5
B.    Cash Advance: .....	5
C.    Expense Report: .....	5
D.    Reimbursement:.....	5
E.    Limitations:.....	6
SPECIAL COMMITTEE STANDING RULES .....	6
TAX ID NUMBER & IRS 501(C)(3) DESIGNATION.....	7
ASDI PRUDENT RESERVE POLICY .....	7

## JOB DESCRIPTIONS FOR ASDI

Board Members are encouraged to occupy not more than one service position at each OA service level. The Board shall review all ASDI contractual commitments prior to their execution. Board members shall attend ASDI and Board meetings. Board Members having three (3) unexcused ASDI and/or Board meeting absences within a twelve (12) month period are subject to recall. Board members shall attend and participate in ASDI functions. Shall maintain a file of position duties; such file shall be forwarded to the next elected replacement.

### A. Chair

- Chair ASDI and Board meetings.
- Serve as a World Service Delegate and Region III Representative;
- Appoint committee chairs to conduct ASDI business;
- Serve as ex officio member of all ASDI committees;
- Register with the Arizona Corporation Commission as the statutory agent for Arizona Serenity In The Desert, Inc. ASDI, Inc.;
- Assure that all annual reports, including those that may be due to the Arizona Corporation Commission, the State of Arizona, and the Internal Revenue Service, are filed accurately and on a timely basis.

### B. Vice Chair

- Assume duties of the chair in the absence of the chair.
- Assure representative and delegate travel and hotel reservations are made in a timely manner.
- Maintain a calendar of OA events.

### C. Treasurer

- Accurately record and report receipts and disbursements of all ASDI funds.
- Disburse funds only upon approved written request or presentation of a receipt for an authorized expense.
- Disburse funds for representative and delegate traveling expenses.
- Prepare monthly financial reports, with current expenses and fund balances that fairly and accurately reflect ASDI's financial condition.
- Maintain a prudent reserve fund.

- Disburse available funds in excess of the prudent reserve and expected current expense to Overeaters Anonymous, Inc. and Region III of Overeaters Anonymous, Inc.
- Prepare and present the annual budget prior to the ASDI Annual meeting.
- Seek and request travel funding from Region III and WSO.

## **D. Recording Secretary**

- Record and report the minutes of ASDI and ASDI Board meetings.
- Present for approval the unapproved minutes of previous ASDI meetings and ASDI Board meetings at each regularly scheduled ASDI meeting.
- Submit copies of the approved minutes to the Communications Secretary for disbursement by mail or through the E-care to all interested members.
- Shall maintain a file of minutes of past meetings.

## **E. Communication Secretary**

- Distribute copies of the approved minutes to all ASDI groups and individual members by mail and/or e-mail. Minutes also to be sent to the Region III Trustee.
- Coordinate with the Meeting List Update Chair to maintain a current group registration with the OA World Service Office.
- Disburse the newsletter and all pertinent information regarding upcoming events to all ASDI groups and interested members by mail or e-mail.
- Disseminate information on ASDI activities with other Region III intergroups and WSO for publication in Lifeline and other OA publications..

## **F. World Service Delegates and Region III Representatives**

Elected members will serve as delegates to the World Service Business Conference (WSBC) and representatives to the Region III assemblies.

World Service Delegates and Region Representatives represent ASDI, at the annual World Service Business Conference (WSBC), and Region III assemblies, sharing their experience with other delegates and representatives. The WSBC and regional assemblies represent the collective conscience of OA and that of our region on business and policy matters. Delegates and representatives are chosen on the basis of judgment, experience, stability, abstinence, willingness and faithful adherence to the principles of the OA Program of Recovery. Each delegate and representative is expected to participate in discussions and deliberations to arrive at an informed group conscious for the welfare of our Fellowship.

WSBC delegates shall attend the annual World Service Business Conference and participate in committee work in accordance with WSBC procedures. Delegate responsibilities may include committee service throughout their term of office until the next WSBC.

ASDI World Service Delegates and Regional Representatives are an integral part of our service organization. As such, each delegate, representative and alternate is encouraged to actively participate and assume a leadership role.

ASDI World Service Delegates and Regional Representatives may attend and participate at ASDI Board Meetings but do not have a vote.

## TRAVEL EXPENSE FUNDING GUIDELINES

ASDI will provide full travel expense funding for delegates and representatives who travel on behalf of the intergroup. The intent of the intergroup is to insure that our delegates and representatives are selected solely on the basis of their ability and desire to serve the fellowship. Specifically, the ability of ASDI delegates and representatives to pay their own travel expenses should not be a selection criterion.

### A. Appropriate Expenses:

1. transportation, which may include: air fare; car rental; automobile mileage; taxi; airport limousine / shuttle service;
2. lodging;
3. meals;
4. miscellaneous tips; parking.

### B. Cash Advance:

When requested, the treasurer will provide each ASDI traveler, at least one week prior to the first day of travel, with a cash advance based on a reasonable estimate of the individual's expected expenses for the duration of the trip.

### C. Expense Report:

Within thirty (30) days after an ASDI funded trip, each ASDI traveler will submit an expense report to the treasurer. The report will include receipts for all reimbursable expenses.

### D. Reimbursement:

ASDI travelers are reimbursed for all appropriate expenses from the cash advance provided by the treasurer. When actual expenses, within established limitations, exceed the amount advanced, the treasurer will reimburse the traveler for the additional expenses. When actual expenses, within established limitations, are less than the amount advanced, the traveler will return the unused portion of the cash advance to the treasurer. Pending ASDI Board approval, the treasurer will reimburse an ASDI traveler for reasonable travel expenses that unavoidably exceed established limitations. An ASDI

traveler will not be reimbursed for expenses without the presentation of an appropriate receipt or other evidence of the expenditure.

Expense reports for all travel expenses, as well as requests for reimbursement, shall be submitted to the ASDI Treasurer on the appropriate form and will include original receipts for expenditures. No receipts are required for miscellaneous tips.

### **E. Limitations:**

Expense reimbursement to each ASDI traveler is subject to the following limitations; exceptions are subject to approval by the ASDI Board.

1. the amount funded for air fare will be equal to the lowest possible round-trip air fare base available at the time reservations are made for the group.
2. The maximum daily meal allowance, including tips, is \$50.00; the pro rated amounts per meal for partial days traveled are: breakfast, \$10.00; lunch \$15.00; dinner \$25.00.
3. travelers will reserve lodging at the venue and the room rate designated by the event host.
4. where propriety permits, per diem lodging expense will be reimbursed only on a double-occupancy per room basis; else, the single-occupancy room rate will be reimbursed; travelers must make every effort to share a double-occupancy room.
5. when personal vehicles are used for ASDI travel, mileage reimbursement shall be limited to the IRS standard automobile mileage reimbursement rate (currently \$.445 per mile).
6. the amount funded for airport transportation and parking (least expensive available--generally long-term parking) will require payment receipts.
7. Miscellaneous tips will not exceed \$40.00 per trip.

## **SPECIAL COMMITTEE STANDING RULES**

- Each committee serves at the direction of the group conscience of ASDI; the ASDI directive serves as the basis for the committee agenda;
- Each committee shall create a statement of purpose.
- Each committee is open to any ASDI member wishing to attend the committee meetings; only committee members may vote.
- Committee members will elect a committee chairperson.

- At the beginning of each committee meeting the committee chairperson will read the committee's purpose or charge, as received from ASDI, or, created by the committee and ratified by ASDI.
- Problems or concerns about the focus of the committee will be brought to the committee's attention for discussion.
- Committee concerns that cannot be resolved within the committee may be presented to ASDI by any committee member for discussion, deliberation and resolution.
- All committee actions, suggestions and recommendations are subject to ratification by ASDI.
- Committee will determine its annual budget requirements and submit a request to the Treasurer for those funds to be budgeted.

### **TAX ID NUMBER & IRS 501(C)(3) DESIGNATION**

Meetings **may not** use ASDI's tax ID number for bank accounts. Each group may request their own tax ID number from the IRS. Doing so, will impose certain tax reporting requirements on the applicant group. As well, **ASDI's IRS 501(c) (3) designation does not extend to meetings.** The IRS regulations are specific regarding the use and prohibit such use without ASDI assuming significant financial and tax reporting requirements. The requirements are too restrictive to be considered. Also, because each group is autonomous, imposing such IRS regulations on our groups would present the specter of tradition violations. The designation and use does extend to intergroup service committees.

### **ASDI PRUDENT RESERVE POLICY**

The dollar amount of the prudent reserve is to be recommended by the ASDI Finance Committee as part of the annual budgeting process.

Urgent use of the ASDI Prudent Reserve must be approved by the ASDI Board and later, at a regularly scheduled intergroup meeting, ratified by a majority of the intergroup representatives present and voting. Use of the Prudent Reserve will be prioritized for the following purposes:

- A. Rent of the office space and utilities;
- B. Other contractual obligations (e.g., existing contracts with retreat or other vendors);
- C. Delegate/Region Representative travel to World Service and Region III business meetings;
- D. Other use of the ASDI Prudent Reserve is to be approved by the ASDI Board and a majority of the intergroup representatives present and voting at a regularly scheduled intergroup meeting.

