

# SNI Policy and Procedure Manual

## I. SNI GENERAL POLICIES

### A. Date and Location of SNI Meetings

1. SNI meetings will be held the first (1<sup>st</sup>) Saturday of each month.
2. SNI meetings will be held at Buffalo Grove Youth Center at 50 ½ Raupp Blvd. Buffalo Grove, IL.
3. Alternative meeting places and/or dates will be announced as needed.

### B. Not for Profit

1. IRS ruled that SNI would be a 501 (c) (3) non-profit, public organization in 2008.

### C. Events

1. Recovery Events will be held at least two (2) times per year.
  - a. The purpose of Recovery Events is to:
    - 1) provide more recovery opportunities for OA members
    - 2) raise funds to support SNI work and send representatives to Region 5 and delegates to the World Service Business Conference
  - b. When looking at venues for SNI Recovery Events, consider these features:
    - affordable price (perhaps special price for non-profit organizations)
    - location which is easy to find and get to
    - convenient parking
    - handicap accessible
    - convenient bathroom facilities
    - adequate space, chairs, and tables for the event
    - kitchen or area to set up coffee, etc.
    - guaranteed availability
    - podium and PA system
    - set up/take down
    - facility for the SNI meeting before the event
    - permission to eat lunch there between the SNI meeting and the event
  - c. The SNI Recovery Event is usually held on the first Saturday of a month, from 1-4 pm. When scheduling an event, consider other OA events to avoid conflicts.
2. SNI may co-sponsor additional Recovery Events.

#### **D. Elections**

1. In even-numbered years the Chair and Treasurer are up for election
2. In odd-numbered years the Vice Chair, Recording Secretary, and Corresponding Secretary are up for election
3. One vote per registered SNI group
4. Voting results will be announced without announcing the actual count of the vote
5. After the results are announced; the ballots will be destroyed
6. See SNI Bylaws Article III, Section 4 for members who are eligible to vote
7. A WSBC delegate/alternate shall be elected as indicated in SNI Bylaws Article IV, Section 5, Paragraph B
8. A Region 5 representative/alternate shall be elected as indicated in SNI Bylaws Article IV, Section 5, Paragraph C

#### **E. Income/Expenses/Budget Items**

1. Only OA approved literature may be sold at any SNI event
2. Prudent reserve will be maintained in the amount of at least half of the yearly budget
3. Make annual donation of \$20 per use of the meeting room to Buffalo Grove Youth Center at 50 ½ Raupp Blvd, Buffalo Grove, IL
4. Send donations to Region 5 and WSO as budgeted and when extra funds are available
5. Budget expense items for the following:
  - a. Chair
  - b. Vice Chair
  - c. Treasurer
  - d. Recording Secretary
  - e. Corresponding Secretary
  - f. Committees: Bylaws, 12th Step Within, Finance, PI/PO, & Newsletter

#### **F. Phone System**

1. Phone Number for SNI is 855-632-6039

#### **G. Insurance**

1. For SNI registered OA Meetings that require Proof of Liability Insurance for their meetings please contact the SNI treasurer
2. Insurance paid in November

#### **H. SNI Meeting Format**

1. SNI meetings will start at 10:00 A.M. and end no later than 12:00 P.M.

2. Read the long version of Concept of the month
3. Previous month's SNI minutes will not be read aloud
4. Closing – Leader's choice from the OA suggested closings

#### **I. Region 5 Convention**

1. Whenever possible, SNI will support Region 5 Convention by donating a basket for the raffle
  - a. Each basket or raffle item will total approximately \$100 to \$125

#### **J. Committees**

1. Each SNI standing committee shall have a Chair or Co-Chair to lead committee meetings
2. Standing committees may meet at monthly SNI meetings when time permits

#### **K. Committee Purposes**

1. **Bylaws Committee**: Keep the SNI Policy and Procedure Manual, Bylaws, and the Standing Rules pertinent and current.
2. **Newsletter Committee**: Provide OA members with pertinent information generated at the SNI meetings; educate the general OA population about service opportunities beyond the group level; and provide a forum for members to share their experience, strength, and hope.
  - a. The name of the newsletter is *Winging It*.
  - b. SNI will not publish any events in the newsletter that contain tradition violations.
  - c. The date and location of the next SNI Meeting will be published.
  - d. The Newsletter Committee will set deadlines for submissions and inform body of this date.
  - e. The newsletter will be available online via the Region 5 OA website and/or sent electronically by request.
  - f. Paper copies will be limited to enough copies for participants of the SNI meeting and the Recovery Event.
  - g. Maintain a file of newsletters from other intergroups.
3. **Nominating Committee**: Seek out qualified members who are willing to serve as SNI Officers, Region 5 Representatives/Alternates, and WSBC Delegates/Alternates. The Vice Chair will head the Nominating Committee and will ask for at least three (3) but not more than five (5) other members to serve on this committee.
4. **Public Information/Professional Outreach (PI/PO)**:
  - a. Take such public information and professional outreach actions as are appropriate or possible on an SNI basis rather than on a group level

- b. Distribute and keep updated materials and information and provide a forum for new ideas to help groups carry the OA recovery message to clergy, health care professionals, health care institutions, correctional institutions, and military personnel (both on and off military bases).
- c. Oversee and keep up to date the SNI website via a Media Coordinator who will work with the SNI Recording Secretary.

**5. Twelfth Step Within Committee:**

- a. Purpose:
  - 1) To help carry the OA message of recovery to those who still suffer within the fellowship
  - 2) To deal with relapse and issues of membership retention, offering the message of hope
  - 3) To encourage OA members to maintain recovery and prevent relapse.
- b. Activities:
  - 1) Hold Recovery events at least two (2) times per year
  - 2) Strengthen sponsorship
- c. Service:
  - 1) Be well ourselves
  - 2) Give service, be a sponsor, and be friendly
  - 3) Encourage membership retention
  - 4) Attend meetings and OA events

**6. Finance Committee: Prepare the annual budget for approval and oversee the use of funds and prudent reserve. This includes review/audit of bank account records.**

- a. The Treasurer serves as chair of this committee and the SNI Chair serves in an advisory capacity.
- b. Establish quarterly audits of group funds

**L. Amendments to SNI Policies**

- 1. SNI Policy and Procedure Manual and Standing Rules may be amended by a majority vote with prior notice or by a two-thirds vote without prior notice.
- 2. The Policy and Procedure Manual and Standing Rules may be temporarily suspended by a two-thirds vote.
- 3. Editorial changes to the Policy and Procedure Manual and the Standing Rules may be made by the SNI Board when correcting an oversight or typographical error. These changes cannot alter the intent or effect of the policy, and the SNI Chair will report the changes by the next SNI meeting.

**II. RESPONSIBILITIES AND DUTIES OF OFFICERS AND**

## **REPRESENTATIVES OF SNI**

### **A. Technology**

SNI uses email for most of the communication and work done between meetings. It is important that all representatives and those in elected positions have access to the internet and a working email address to efficiently participate in SNI.

### **B. Travel Expenses**

All travel expenses for Region 5 Representatives and WSBC Delegates are to be paid by SNI. Expenses shall include but not be limited to:

1. Hotel Room (to be shared whenever possible)
2. Food
3. Transportation (In the case of Region 5 Representatives, one car expense per assembly)

### **C. Bills and Reimbursement**

All bills/receipts should be submitted to the SNI Treasurer within 30 days of expenditure

### **D. Responsibilities and Duties of the SNI Chair:**

1. Upholds the responsibilities in SNI Bylaws Article IV. Section 6.
2. Presides over all SNI regular, special, and board meetings
3. Prepares all SNI and SNI Board meeting agendas with input from board members
4. Calls emergency business meetings if and when necessary
5. Is an ex-officio member of all SNI committees except for the Nominating Committee
6. Appoints SNI committee chairs as needed
7. Serves Region 5 as an SNI Representative
8. Serves WSBC as an SNI Delegate
9. Signs checks in the absence of the SNI Treasurer
10. Ensures that SNI financial accounts are audited annually
11. Maintains files of:
  - a. SNI minutes and reports
  - b. Correspondence pertinent to the position of SNI Chair
  - c. Handbooks and guidelines for reference
  - d. Legal documents and contracts for meeting rooms and special event activities
12. May vote when anonymous methods are used, otherwise only to make or break a tie

13. Performs other duties as designated by SNI
14. On expiration of term of office, delivers all SNI Chair information, materials, and property to the new Chair or another SNI board member

**E. Responsibilities and Duties of the SNI Vice Chair:**

1. Upholds the responsibilities in SNI Bylaws Article IV. Section 6.
2. Attends all SNI regular, special, and board meetings
3. Performs the SNI Chair duties in his or her absence
4. Chairs the Nominating Committee
5. Conducts SNI elections for SNI officers, Region 5 representatives, and WSBC delegates
6. Maintains records of SNI elections results
7. Is liaison between SNI and SNI committees
8. Is an active member of the Bylaws Committee
9. Maintains and provides current Bylaws
10. Performs other duties as assigned by the SNI Chair
11. On expiration of term of office, delivers all SNI Vice Chair information, materials, and property to the new Vice Chair or the SNI Chair.

**F. Responsibilities and Duties of SNI Treasurer:**

1. Upholds the responsibilities in SNI Bylaws Article IV. Section 6.
2. Attends all SNI regular, special, and board meetings
3. Maintains SNI funds and checking/savings accounts with the SNI Chair and Treasurer as signatories
4. Submits monthly financial reports to SNI
5. Provides for annual financial reviews
6. Records contributions and deposits within a month of receipt
7. Records and issues disbursement checks
8. Balances checkbook monthly and submits it for audit at SNI meetings
9. Checks the SNI PO Box regularly for contributions, bills, etc.
10. Emails a list of contributions with group number, location, day, and time to the Newsletter Editor for inclusion in each issue of *Winging It*
11. Keeps SNI tax exempt number, non-profit status, and insurance current
12. Prepares annual proposed budget with input from SNI committee chairs, the SNI Board, and the Finance Committee for approval and adoption by SNI
13. Reserves the meeting room for hybrid SNI meetings
14. Performs other duties as assigned by the SNI Chair
15. On expiration of the term of office, after a financial review, delivers all money, books, and other SNI property to the new Treasurer or the SNI Chair

### **G. Responsibilities and Duties of the SNI Recording Secretary:**

1. Upholds the responsibilities in SNI Bylaws Article IV. Section 6.
2. Attends all SNI regular, special, and board meetings
3. Transcribes minutes of all SNI and SNI Board meetings
4. After board approval, emails SNI meeting minutes to the SNI fellowship
5. After SNI approval, submits SNI meeting minutes to be posted on the Region 5 website
6. Maintains files of historic and current minutes, motions, and reports
7. Circulates a sign-in sheet around at SNI meetings and maintains records to verify candidate requirements
8. Maintains a list of SNI Participants (Officers, Representatives/Alternates, Committee Chairs, Region 5 Representatives, WSBC Delegates, and Visitors) with contact information
9. Maintains the SNI Fellowship email list and sends out emails as directed by the SNI Chair
10. Updates Region 5 with changes in SNI information
11. Serves as the SNI board liaison to the Media Coordinator of the PIPO committee.
11. Performs other duties as assigned by the SNI Chair
12. On expiration of term of office, delivers all SNI Recording Secretary information, material, and property to the new Recording Secretary or the SNI Chair

### **H. Responsibilities and Duties of Corresponding Secretary:**

1. Upholds the responsibilities in SNI Bylaws Article IV. Section 6.
2. Attends all SNI regular, special, and board meetings
3. Coordinates/monitors the SNI phone system and returns calls as soon as possible
4. Updates SNI meeting list information for groups that are new, have dissolved, or have changed day, time, location, or contact information
5. Distributes updated meeting list at SNI meetings, submits it for posting on the Region 5 website, and provides it to the Newsletter Editor for inclusion in each issue of *Winging It*
6. Is a Contact Person for WSO
7. Handles correspondence as directed by SNI
8. Assists groups with registration and information changes with WSO, as needed
9. Records each group's WSO assigned group number as available and verifies group affiliation with SNI and Region 5
10. Performs other duties as assigned by the SNI Chair

11. On expiration of term of office, delivers all SNI Corresponding Secretary information, materials, and property to the new Corresponding Secretary or the SNI Chair

**I. Responsibilities of SNI Representatives and/or Alternates:**

1. Attends and participates in SNI meetings
2. Actively serves on a committee or subcommittee
3. When voting, consider group conscience of the meeting you represent
4. Distributes/reports information obtained at SNI meetings to represented meeting
5. Keeps a copy of the SNI Handbook up-to-date and brings it to SNI meetings.
6. On expiration of term of service, passes the handbook on to the next representative from their meeting or to the SNI Corresponding Secretary

**J. Responsibilities of SNI WSBC Delegates/Voting Alternates:**

1. Maintains one current year of abstinence and attend SNI meetings
2. SNI will send delegate(s) to WSBC each year depending on the available funds and the number of delegates SNI is allowed by the WSBC formula
3. Terms of service shall be two (2) years (For more details, see Article I Section D Paragraph 7 of these policies.)
4. Complete paperwork required of all delegates/alternates to attend WSBC (including approval signatures)
5. Attends all business sessions at WSBC
6. Serves on a committee at WSBC
7. Submits an expense report to SNI Treasurer complete with all receipts for reimbursement
8. Delegates/alternates are required to submit a written report to the intergroup upon their return from WSBC
9. When voting, considers what is best for OA as a whole as well as the group conscience of SNI

**K. Responsibilities of SNI Region 5 Representatives/Voting Alternates:**

1. Maintains one current year of abstinence and attend SNI meetings
2. SNI funds representatives to attend Region 5 Assembly. Number depends on funds available and number of meetings registered with WSO
3. Term of service is two (2) years (For more details, see Article I Section D Paragraph 8 of these policies.)
4. Completes required paperwork or online registration
5. Takes the Region 5 Handbook to each Region 5 Assembly



6. Is present and on time during all business sessions
7. When voting, considers what is best for Region 5 as well as the group conscience of SNI
8. Updates the Region 5 Handbook as material is provided
9. Transfers the handbook and other materials to successor or SNI Chair upon completion of term of office