

**New Policies and Procedures Manual of The Mid Peninsula Intergroup of  
Overeaters Anonymous  
adopted on June 6, 2020**

*(Adapted from the old  
BYLAWS OF THE MID-PENINSULA  
INTERGROUP OF OVEREATERS ANONYMOUS  
Updated 9/06/14)*

**Summary of Articles**

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**ARTICLE I — NAME**

The name of this organization shall be Mid-Peninsula Intergroup of Overeaters Anonymous, hereinafter referred to as “Intergroup” or “IG”. Registered Intergroup Number: 09294

**ARTICLE II — PURPOSE**

**Section 1.** The specific and primary purpose of this organization is to aid those with the problem of compulsive eating to overcome that problem through the Overeaters Anonymous Twelve-Step program of recovery and serve the groups of which it is comprised.

This organization is organized exclusively for charitable, religious, educational, and scientific purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The Mid Peninsula Intergroup of Overeaters Anonymous is and shall remain a non-profit association. Notwithstanding any other provisions of these Bylaws, the Intergroup shall not enter into any activity or business unrelated to its proper purpose, or anything which is not permitted to an association exempt from taxation under any applicable State or Federal law, including but not limited to Section 501 (c)(3) of the United States Internal Revenue Code of Regulations pursuant thereto.

**Section 2.** The purpose of this organization is to be the guardian of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of Overeaters Anonymous.

**A. The Twelve Steps\***

1. We admitted we were powerless over food, that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God, as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly ask Him to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continue to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to compulsive overeaters, and to practice these principles in all our affairs.

\* The Twelve Steps of Overeaters Anonymous may only be amended per OA, Inc. Bylaws, Subpart B, Article XIV, Section 1 e.

**B. The Twelve Traditions\***

1. Our common welfare should come first; personal recovery depends upon OA unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for OA membership is a desire to stop eating compulsively.
4. Each group should be autonomous except in matters affecting other groups or OA as a whole.
5. Each group has but one primary purpose - to carry its message to the compulsive overeater who still suffers.

6. An OA group ought never endorse, finance, or lend the OA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every OA group ought to be fully self-supporting, declining outside contributions.
8. OA should remain forever nonprofessional, but our service centers may employ special workers.
9. OA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. OA has no opinion on outside issues; hence the OA name ought never be drawn into public controversy.
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.

\* The Twelve Traditions of Overeaters Anonymous may only be amended per OA, Inc. Bylaws, Subpart B, Article XIV, Section 1 e.

### **C. The Twelve Concepts of OA Service\***

1. The ultimate responsibility and authority for OA World Services reside in the collective conscience of our whole Fellowship.
2. The OA groups have delegated to World Service Business Conference the active maintenance of our World Services; thus, World Service Business Conference is the voice, authority and effective conscience of OA as a whole.
3. The right of decision, based on trust, makes effective leadership possible.
4. The right of participation ensures equality of opportunity for all in the decision-making process.
5. Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.
6. The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.
7. The Board of Trustees has legal rights and responsibilities accorded to them by OA Bylaws, Subpart A; the rights and responsibilities of the World Service Business Conference are accorded to it by Tradition and by OA Bylaws, Subpart B.
8. The Board of Trustees has delegated to its Executive Committee the responsibility to administer the OA World Service Office.
9. Able, trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.
10. Service responsibility is balanced by carefully defined service authority; therefore, duplication of efforts is avoided.
11. Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs, and consultants.
12. The spiritual foundation for OA service ensures that:
  - a. no OA committee or service body shall ever become the seat of perilous wealth or power,

- b. sufficient operating funds, plus an ample reserve, shall be OA's prudent financial principle,
- c. no OA member shall ever be placed in a position of unqualified authority,
- d. all important decisions shall be reached by discussion, vote, and whenever possible, by substantial unanimity,
- e. no service action shall ever be personally punitive or an incitement to public controversy, and
- f. no OA service committee or service board shall ever perform any acts of government, and each shall always remain democratic in thought and action.

\* The Twelve Concepts of Overeaters Anonymous Service may only be amended per OA, Inc. Bylaws, Subpart B, Article XIV.

## **Article III — MEMBERSHIP**

### **Section 1. Intergroup Membership**

Membership of the Intergroup is comprised of:

- A. Intergroup Representatives from member groups (defined in this Article).
- B. Intergroup Officers (Article IV).
- C. Region 2 Representative(s) or their Alternate(s) (defined in Article IV).
- D. World Service Business Conference Delegate(s) or their Alternate(s) (defined in Article IV).
- E. Those who hold positions which serve the IG as a whole, such as committee chairs.

### **Section 2. Member Groups**

#### **A. Qualifications of Member Groups for Intergroup Representation**

Virtual groups and physical groups within the defined geographic area (Section 2. A. 3.) that have indicated their intention to belong and meet the following criteria may be considered member groups:

##### **1. Overeaters Anonymous Group (physical or virtual)**

These points define a physical or virtual group:

- a. Meets to practice the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service and provide a place where newcomers can get their questions answered.
- b. Welcomes all who have the desire to stop eating compulsively.
- c. Does not belong to more than one OA Intergroup.
- d. Has no affiliation other than Overeaters Anonymous.
- e. Is registered and in good standing with the World Service Office.
- f. No member is required to practice any actions in order to remain a member or to have a voice (share at a meeting.)

##### **2. Virtual Groups**

A virtual group shall be considered a group if it:

- a. Replicates face-to-face meetings through electronic media and otherwise meets the definition of an Overeaters Anonymous group as defined in Section 2. A. 1.

- b. Are fully interactive.
  - c. Meet in “real time”.
- 3. The IG Geographic Area (physical and virtual groups)**
- a. The Mid-Peninsula Intergroup geographic area includes that part of the San Francisco peninsula between the:
    - i. Pacific Ocean to the west,
    - ii. San Francisco Bay to the east,
    - iii. south border of the City and County of San Francisco, and
    - iv. north edge of the cities of Sunnyvale and Cupertino.
  - b. Meetings near the borders of other OA Intergroups may, at their discretion, choose to belong to an Intergroup other than the OA Mid Peninsula within the restrictions of Section 2. A. 1. and 2.

**Section 3. Intergroup Representatives (hereinafter referred to as “IRs”)**

**A. Qualifications of Intergroup Representatives**

IRs shall be chosen by the group conscience of the meeting group they represent. Abstinance requirements are also determined by the group.

**B. Method of Election**

Each IR shall be selected by any method deemed appropriate by their group.

**C. Term of Office**

- 1. IRs shall serve for a period designated by their group, always subject to recall by the group they represent. A one year period is suggested.
- 2. Each group is encouraged to designate an alternate IR to maintain continued representation in the absence of the main IR.

**D. Voting Privileges**

Each IG Representative (and thereby each member group) shall be entitled to one vote at all IG meetings.

**E. Responsibilities of Intergroup Representatives**

- 1. The primary responsibility of an IR is to:
  - a. Represent the ideas and conscience of their meeting group at all IG meetings.
  - b. Act as a liaison between this IG and their meeting group to gather and disseminate information; reading aloud requests or decisions to the intended recipients.
- 2. Shall familiarize themselves with these bylaws (received from the Vice-Chair).

**F. Vacancies and Resignations**

- 1. **Resignation.** An IR may resign the position at any time with written notice to the Board indicating their intent, and the name of their replacement from their meeting group.
- 2. **Failure to Attend.** Failure of an IR to attend two (2) consecutive meetings of this IG without notification or designation of an alternate:
  - a. May cause their position to be declared vacant.
  - b. The Vice-Chair (or their delegate) shall notify the meeting group of the IR’s consecutive absences (Article IV, Section 6. C. 6.).
  - c. Action shall be taken at the discretion of the meeting group.

**Section 4. Other Intergroup Attendees**

**A. Other Attendees: OA Members**

1. All OA members are welcome to attend any regularly scheduled IG meeting and express a voice regarding any identified agenda topic.
2. Notification of any new topics must be pre-voiced to the Chair prior to the meeting.
3. Voting privileges: Voting privileges may be extended to all attendees for any purpose other than IG elections at the discretion of attending IRs and Board members. Also see: Article V, Section 5. Quorum.

**B. Outside Attendees: Non-OA**

1. At the discretion of the IG group conscience, outside (non-OA) persons may be permitted to attend an IG meeting to present a special issue.
2. Voting privileges: None.

## **Article IV — THE INTERGROUP BOARD**

**Section 1. Intergroup Board Membership**

The Intergroup Board of Officers shall consist of:

- A. Chairperson (Chair)
- B. Vice-Chairperson (Vice-Chair)
- C. Secretary
- D. Treasurer

**Section 2. Officer Qualifications** (for Officer responsibilities, see Sections 6. Responsibilities of Board Officers)

**A. Qualifications For All Board Officers**

To serve, an IG Board member must:

1. Be actively working the Twelve Steps of OA.
2. Be familiar and willing to adhere to the Twelve Traditions of OA.
3. Be a regular attendee of at least one registered meeting group.
4. Abstinence requirement: Have six (6) months of current, continuous abstinence, unless otherwise noted.
5. Prior service requirement: Served six (6) months or more as an IR.
6. The qualifications above may be modified for any Board Officer position by a majority vote of the eligible voting IG members present.

**B. Region 2 Representative Qualifications**

1. Shall meet the qualifications specified in Article IV, Section 2. A. above.
2. Abstinence requirement: minimum six (6) months current, continuous abstinence.
3. Prior service requirement: six (6) months as a Intergroup Representative.
4. Number of Delegates: Mid-Peninsula Intergroup is entitled to one (1) representative for every ten (10) meetings or portion thereof.

Examples: 6 meetings = 1 representative. 11 meetings = 2 representatives.

**C. World Service Delegates/Alternates Qualifications**

1. Shall meet the qualifications specified in Article IV, Section 2. A. above.
2. Abstinence requirement: minimum one (1) year current, continuous abstinence (per World Service Bylaws).
3. Prior service requirement:

- a) At least two (2) years service beyond the group level (per World Service Bylaws).
  - b) Served as Region 2 Representative at Regional Assembly.
4. Number of Delegates: Mid-Peninsula Intergroup is entitled to have one (1) qualified delegate for each fifteen meetings or portion thereof.  
Examples: 1-15 meetings = 1 delegate, 16 = 2 delegates, 31 = 3 delegates.

### **Section 3. Method of Election**

#### **A. Elections to the IG Board shall be:**

- 1. Held at an IG meeting designated for that purpose.
- 2. Usually held in October or as needed if positions are vacated.
- 3. Announced two (2) months in advance (starting in August).
- 4. Chair/Vice-Chair Elections. Chairperson elections shall be held in even numbered years while the Vice-Chair shall be held in odd numbered years.

Note: This is intended to maintain continuity.

#### **B. Nominations**

- 1. Nominations may be made as early as two (2) months before the election meeting, and as late as any time during that meeting before a position is filled.
- 2. At the discretion of the IG, a nominating committee may be formed to develop a slate of candidates in advance, but their function does not preclude nominations from the floor at any time.

#### **C. Nominee Must Be Present**

- 1. Unless special circumstances occur by which a present quorum agrees to allow a specific absence, a nominee must be present at the election meeting in order to be elected to the Board.

#### **D. Majority Vote**

- 1. All elected Board members must receive a simple majority vote of the attending designated IG membership (IRs and Board).

### **Section 4. Term of Office**

#### **A. Term of Office**

- 1. Most Board members shall be elected to serve for a suggested term of two (2) years.
- 2. The Region 2 Representatives and World Service Conference Delegates may be elected for a two (2) year term.
  - a. Elected in Alternate Years: Ideally, representatives and delegates should be elected in alternate years in order to maintain continuity of experience by maintaining overlapping terms of office.

#### **B. Term Limits**

- 1. Board members shall serve no more than two (2) consecutive terms, but may be eligible for re-election again after a one-year interval.
- 2. No person may serve more than a total of six (6) years in the same office except by unanimous consent of all IRs present at an election meeting.

#### **C. Must Cease to Be An Intergroup Representative (For Officer qualifications, see Section 2. Officer Qualifications above)**

- 1. Upon election to the Board, a member should cease to be an IR. Their meeting group is responsible for selecting a new IR as their replacement.
- 2. If no new IR is forthcoming, however, the Board member may continue to act as de

facto IR to maintain communication between the IG and their meeting group.

### **Section 5. Voting Privileges**

1. Each IG Board Officer (including the Chair) is entitled to one vote at all IG meetings; however, the Chair normally (traditionally) does not vote. The chair may cast the deciding vote to break a tie, or may vote to make a tie in order to continue discussion or postpone an unresolved issue (Section 6. B. 3).

### **Section 6. Responsibilities of Board Officers**

#### **A. Responsibilities of All Board Officers**

1. **Meeting Attendance.** Officers shall attend all IG meetings unless prior notice is given or an emergency arises. Board members who expect to be absent should arrange for another Board member (or IR if necessary) to fulfill their duties at that meeting.
2. **Correspondence.** Shall provide the IG Chair with copies of all IG correspondence (sent or received).
3. **Committee Attendance.** All Board members may attend any and all committee meetings.
4. **Transition.** Officers are responsible for working with the incoming Board officer to ensure a smooth transition.

#### **B. Chairperson (Chair) Responsibilities**

2. **Preside at Meetings.** Shall preside at all regular and special meetings of the IG, except in rare instances when the Vice-Chair shall be specifically notified of the need to stand in for the Chair.
3. **Agenda.** Shall be responsible for establishing an agenda for all IG meetings, and for maintaining the necessary direction and impetus to deal with that agenda within the scheduled meeting time.
4. **Voting Privileges.** Normally (traditionally) does not vote but may cast the deciding vote to break a tie, or may vote to make a tie in order to continue discussion or postpone an unresolved issue.
5. **Review Treasurer's Report.** Shall review the Treasurer's report on a monthly basis.
6. **Budget Committee.** Shall serve on the Budget committee.

#### **C. Vice-Chairperson (Vice-Chair) Responsibilities**

1. Shall serve in the absence of the Chairperson in all capacities listed above as needed.
2. Shall serve as interim Chair until the election of a new Chairperson if the office of Chairperson is formally vacated at any time other than during the normally scheduled elections.
3. Shall aid the Chairperson in any way that shall be deemed appropriate by the IG in accord with the Chair.
4. Shall distribute a copy of these bylaws to each current and new IG member.
5. Shall Chair the Bylaws committee.
6. **Audit Committee.** Shall serve on the annual Audit Committee.
7. Shall notify the meeting group of an IR's consecutive absences (as specified in Article III, Section 3. F. 2 and Article IV, Section 6. C. 6.).



## **D. Secretary Responsibilities**

### **1. Meeting Minutes**

- a. Take minutes of all Intergroup meetings.
- b. Send a copy of the minutes to Chair for approval; then, to all IG members one week after the IG meeting. Recipients include:
  - i. IRs
  - ii. Board Members
  - iii. Webmaster (to post on the IG website)
  - iv. Anyone who has been present at the current and/or previous two (2) meetings, unless such person has indicated specifically that they will not be attending future IG meetings. Note: This is intended to maintain continuity of information.
- c. Maintain an electronic file of all minutes of past meetings to be passed intact to their successor.
- d. Maintain current a list of IG and attendee's contact information.

### **2. Correspondence**

Note: The following may also be assigned to the Chair or another member.

Shall work with all IG members to:

- a. Maintain a file of received correspondence, dated with received date.
- b. Maintain a file of correspondence requiring a response from anyone in the IG.
- c. Direct received correspondence to the appropriate Board officer or committee chairperson.
- d. Maintain file of outgoing IG correspondence issued by anyone in the IG.
- e. Partner with, or stand in for the Mail person to ensure distribution of all mail, if necessary.

### **3. Notifications**

Note: The following may also be assigned to the Chair or another member.

- a. **Changes in IG Information.** Shall notify all meeting groups and the World Service Office of any changes in Mid-Peninsula IG particulars (such as: Changes in membership, contact information, and other similar information).

## **E. Treasurer Responsibilities**

1. Bank account. Maintains an IG bank account for receipt and disbursement of IG funds.
  - a. Both the Treasurer and Chair shall have access to this account with signing authority.
  - b. This account may not be a personal account.
2. Monthly report. Submits a monthly report to the IG meeting for IG Board approval including:
  - a. monthly activity,
  - b. balance sheet, and
  - c. copy of the current bank statement.
3. Provides archived financial records upon request. Any request should be funneled through the Chair.
4. Serves as Chairperson of the Budget Committee.

### **G. Region 2 (R2) Representative Responsibilities**

1. Attend Region 2 Assembly meetings of Overeaters Anonymous and be present during all business sessions.
2. Serve on an R2 Committee and take an active role in the activities of the Region Assemblies.
3. Voice the group conscience of this Intergroup represent but know that you are responsible to the Region and OA as a whole.
4. Serve Overeaters Anonymous and Region 2 for the full term. Newly elected delegates shall begin their term at the first Assembly of the new year.
5. Length of Service. Serve no more than four (4) consecutive years, except for reasons to be decided by the group conscience of the Intergroup.
6. Reporting. Submit a written report listing the actions of the Region to the IG. The report shall be made within two (2) weeks (prefer by the next IG meeting) following attendance at Region 2 Assembly.
7. Provide the following information to appropriate Region 2 members:
  - a. Verify that the Region has the correct names and addresses of the Region Representatives from your Intergroup. Also inform the Region of any address or phone number changes of the Region Representatives, Alternate, or the Intergroup.
  - b. When a R2 Rep has resigned, he/she shall:
    - i. Notify the R2 Publications Coordinator of the resignation at least 45 days prior to an R2 Assembly.
    - ii. Pass on the R2 Assembly booklet (containing R2 Assembly minutes, agenda, donations, and so forth) to the new R2 Rep or the Intergroup.
8. Share Intergroup newsletters and flyers with other R2 Representatives.
9. Keep your area informed of happenings in the Region and OA as a whole.
10. Know and understand the Twelve Traditions.
  - a. Help them to be implemented in your Intergroup area.
  - b. Problems with the Traditions should be brought to the attention of the parties involved or to the Region 2 Trustee/Board if additional help is needed.
11. May attend all standing committee meetings.

### **H. World Service Conference Delegate (WSCD) Responsibilities**

1. **Attend World Service Business Conferences (WSBC)** of Overeaters Anonymous, and shall:
  - a. Arrive at WSBC Monday or Tuesday.
  - b. Serve on a WSBC committee.
  - c. Attend workshops.
  - d. Attend all voting sessions on Thursday, Friday and Saturday.
  - e. Share a room with another attendee, if possible.
2. **Length of Service:**
  - a. Serve Overeaters Anonymous and the World Service Business Conference until the following Conference.
  - b. Serve no more than four (4) consecutive years, except for reasons to be decided by the group conscience of the Intergroup.
3. **Report:**

- a. Submit a written report listing the actions of the Conference to the IG.
  - b. The report shall be made within one (1) month following attendance at the Conference.
4. **Committees:** May attend all standing committee meetings.

## **Section 7. Resignations and Vacancies of the IG Board**

### **A. Resignation and Unexcused Absences.**

1. **Resignation.** Any Board member may resign at any time for any reason by giving the Chairperson written notice.
2. **Two Consecutive Absences.** If a Board member or committee Chair has two consecutive unexcused absences (an unexcused absence is defined as not notifying the Chairperson in advance and/or not providing a written report), then the Chairperson (or another officer) will make three attempts to contact the person to ensure their wellbeing.
3. **Removed from Office.** Any Board member may be removed from office by a two-thirds vote of the IG at a regular or special meeting announced for that purpose.

### **B. Filling Vacancies**

1. **Third Absence.** If there is a third unexcused absence, then his/her office may be declared vacant by a majority of those members present and voting, pursuant to the provisions of Section 7. B. below.
2. **Majority Vote.** Vacancies shall be filled by a simple majority vote at that meeting in which the vacancy occurred, or at a future regular or special meeting announced for that purpose.
3. **Meet Qualifications.** A person elected to fill any vacancy on the Board must meet the qualifications and be aware of the responsibilities of that position as described and defined in Article IV.

## **Article V — INTERGROUP MEETINGS**

### **Section 1. Monthly Meeting**

- A. The IG shall meet once a month at a time and place designated by consensus of the IG membership.

### **Section 2. Officer Elections**

- A. The IG shall hold Officer elections in October unless voted otherwise by a majority of the membership to elect officers.
- B. Consideration should be given to arrange for the elections at least two (2) months prior to the scheduled World Service Conference in order to allow adequate time for the preparation of newly elected delegates.
- C. These elections may be held at the regular monthly meeting or at a special meeting for the express purpose of conducting the elections, at the discretion of the IG (Article IV, Section 3).

### **Section 3. Special Meetings**

- A. The IG may call additional special meetings at any time by a majority vote of the IG

Board by giving notice as in Section 4 below.

**Section 4. Notification of a Meeting**

- A. The IG may announce any meeting by means of notices prepared by the IG Secretary which are distributed to each meeting group Secretary or IR at least ten (10) days before the intended IG meeting date.
- B. If time allows, notification may also be made by placing an announcement on the IG **Website** or newsletter, and/or verbally at the prior IG monthly meeting.

**Section 5. Quorum**

- A. Those voting members present at any meeting of this IG shall constitute a quorum for all proceedings of this IG meeting.
- B. Voting privileges may be extended to all attendees for any purpose other than IG elections at the discretion of attending IRs and Board members.

**Article VI — COMMITTEES**

**Section 1. Standing Committees**

**A. List of Committees**

The following committees may be established as required to carry out the purpose of IG in the most effective and efficient manner. These may include, but not be limited to:

<b>Committee Name</b>	<b>Purpose and Responsibilities</b>
Audit	<p><b>Also See Article VII. Section 3.</b>  <b><u>Important:</u> The committee shall not solely be comprised of IG Board Officers who have check signing privileges to avoid conflict of interest.</b></p> <ul style="list-style-type: none"> <li>1. Primary responsibilities are to:               <ul style="list-style-type: none"> <li>a. ensure that the 7th tradition of self support is being adhered to by meeting groups, and</li> <li>b. conduct an annual review and audit of the prior year’s financials.</li> </ul> </li> <li>2. The annual review is traditionally conducted in January; however, the responsibility of this committee is to ensure that no more than 18 months goes by without the completion of this important activity.</li> <li>3. This committee is also responsible to ensure that funds are accounted for, and that bank accounts are setup in a way that ensures accessibility by the Chair and Treasurer in the event one of the Board Members are not available or no longer in position.</li> </ul>
Budget	<p><b><u>Committee Members:</u> See Article VII</b>  <b><u>Purpose:</u> The purpose of the Budget Committee is to:</b></p> <ul style="list-style-type: none"> <li>1. Ensure prudent fiscal and financial planning of the Intergroup funds.</li> <li>2. Interacts with fellow committee Chairs to ensure funds are</li> </ul>

	available for planned activities.
Bylaws	<p>Also see Article IX – Bylaw Amendments.</p> <p><u>Committee Members:</u> Vice Chair and at least two other IG members.</p> <p><u>Purpose:</u></p> <ol style="list-style-type: none"> <li>1. Purpose of this committee is to keep the Mid-Peninsula Intergroup bylaws current.</li> <li>2. Review current bylaws at least every three years or as issues arise that necessitate review.</li> </ol>
Webmaster	<p><u>Webmaster Qualifications:</u></p> <ol style="list-style-type: none"> <li>1. Shall meet the qualifications specified in Article IV, Section 2.</li> <li>2. Prior Webmaster experience recommended, but not mandatory. If no experience shall have strong desire and ability to learn web based platform technology.</li> </ol> <p><u>Webmaster Responsibilities:</u></p> <ol style="list-style-type: none"> <li>1. Acts as the main point-of-contact responsible for timely posting of all board correspondence and other updates to the Mid-Peninsula OA website (such as minutes, reports, events, historical information, and the bylaws).</li> <li>2. Ensures annual renewal of website licensing.</li> <li>3. Ensure logon/passwords, and other website instructional information is kept secure and is transitioned to incoming Webmaster.</li> <li>3. Reviews all website content prior to publication.</li> <li>4. Makes a monthly report at the IG meeting.</li> </ol>
Newsletter	<ol style="list-style-type: none"> <li>1. Updates the Recovery Connection newsletter on a monthly basis.</li> <li>2. Make copies of the newsletter and distributes at the IG meeting. This may be assigned to another member.</li> <li>3. Acts as point person to receive meeting logistic additions and changes.</li> <li>4. Passes meeting logistic information onto the Webmaster on a monthly basis or as needed. The newsletter person may update the website directly if trained to do so.</li> <li>5. Provide the R2 Publications Coordinator with Intergroup newsletters.</li> <li>6. Makes a report to the IG, if needed or requested.</li> </ol>
Telephone	<ol style="list-style-type: none"> <li>1. Carries on the 12<sup>th</sup> Tradition by serving as point person for those who call the answering service. May ask another member to make the call.</li> <li>2. Serve as a liaison between the Mid-Peninsula Overeaters Anonymous answering service. Follows up on any questions about billing, pricing, and service.</li> <li>3. Attend IG meetings and reports on results for the month.</li> </ol>
Mail Pickup	<ol style="list-style-type: none"> <li>1. Gathers incoming mail from the IG mailbox on a weekly basis.</li> <li>2. Distributes mail to appropriate members.</li> </ol>

	3. Makes a report to the IG, if needed or requested.
Public Information	<ol style="list-style-type: none"> <li>1. Carries the OA message of recovery to the compulsive overeater who still suffers.</li> <li>2. Works to find ways to inform the general public and professionals about the OA program of recovery. <u>Note:</u> Be mindful that OA is a program of attraction, not promotion.</li> <li>3. Makes a report to the IG, if needed or requested.</li> </ol>
Twelve Step Within	<ol style="list-style-type: none"> <li>1. The Twelfth-Step-Within committee was created to reach out to those in the Fellowship who still suffer and to address the relapse and recovery of our members.</li> <li>2. Strengthens Overeaters Anonymous by sharing information and ideas that generate recovery within the Fellowship.</li> <li>3. Twelfth Step Within does not focus on attracting new members; it explicitly supports current members.</li> <li>4. Makes a report to the IG, if needed or requested.</li> </ol>
Activities	<ol style="list-style-type: none"> <li>1. Creates and prepares Intergroup special events such as Day-in-OA to promote recovery, fellowship unity, and to raise funds for the IG.</li> <li>2. Maintain an electronic file of all pamphlets, flyers, and other publications that are sponsored by this IG, Region 2, and/or the World Service Office (such as Day in OA, retreats, and so forth). Send copies to Webmaster for posting.</li> <li>3. Enter upcoming events on the R2 Events Calendar on <a href="http://www.oar2.org">www.oar2.org</a>.</li> <li>4. Makes a report to the IG, if needed or requested.</li> </ol>
Other Committees	<p>Special committees may be created to conduct special work deemed necessary by the IG.</p> <p>Examples of such committees include (but not limited to): Sponsorship, Young People, Literature/Lifeline, LGBT, Diversity Outreach, Anorexic/Bulimic, and so forth).</p>

## B. Committee Membership and Chairs

1. **Committee Chair.** The IG Chair, with the consent of the members present, will appoint a committee Chair for any standing or special committee from among the IRs volunteering to serve on that committee.
2. **Committee Chair Vacancies.** Should a vacancy occur in any standing committee, all pertinent information shall be turned over to the IG Chair, who shall then pass on the information to a new Chair appointed (Section 2. B. above).

## C. Committee Procedures

1. Each committee may adopt its own rules for calling and holding meetings and its methods of carrying out its function, subject to the guidelines of the Twelve Traditions (Article II, Section 2. B.) and the discretion of IG.

## D. Committee Monies

1. If a committee requires funds, it shall research and prepare an estimate of monies needed, and submit it in writing to the IG for advance approval whenever possible.

2. If a committee receives and/or disburses funds, it shall keep a detailed, itemized report (including receipts) of all transactions.
3. A committee handling money shall submit their itemized report along with any net income or unexpended advance to the IG Treasurer and the IG at the next meeting within two months after the receipt or expenditure of such monies.
4. There shall be no personal bank accounts used.

## **Article VII — FUNDS**

### **Section 1. Source of Funds**

- A. Voluntary contributions from the member meeting groups shall be the primary source of IG funds.
- B. Secondary income may be from such occasional projects or activities as may be authorized by the IG in line with the Twelve Traditions of OA.
- C. IG may accept direct donations from OA members, conforming to the general practice of OA. The maximum allowable donation to IG by an individual member is limited to the amount specified in the current World Service guidelines.
- D. The acceptance of bequests or donations from any source outside the OA fellowship is prohibited by the Twelve Traditions.
- E. IG shall not accept the responsibility for trusteeship over, or enter into the distribution or allocation of, funds set up outside the fellowship of OA.

### **Section 2. Accumulation of Funds**

#### **A. Fund Accumulation**

There shall be no accumulation of funds beyond current immediate and long-term expected necessities, except for the retention of a prudent reserve to cover unforeseen contingencies.

#### **B. Excess Funds**

Excess funds shall be donated to Region 2 and World Service as directed by IG consensus.

### **Section 3. Auditing of Funds**

#### **A. Audit Conducted By**

An annual audit of the IG funds shall be conducted by the Audit Committee.

**Important: The Audit Committee should not solely be comprised of people who sign the checks to avoid conflict of interest.**

1. IG Vice Chairperson, Chair of this committee
2. Treasurer (advisory role only)
3. At least one other IG member (suggest a former World Service Delegate or a former Region 2 Representative for their experience)
4. An independent OA member selected specifically for their financial expertise if at all possible.

#### **B. Audit Completion and Report Date**

1. This audit is to be completed and reported on at the last meeting before the annual election of officers to the IG Board (usually September).

2. Any recommendations for changes in the handling of IG monies shall be made at that time.

#### **Section 4. Budgeting of Funds**

##### **A. Budget Submitted to the IG**

The projected IG budget for the year is to be submitted in writing to the IG by the Budget Committee consisting of the new:

1. IG Chairperson
2. Treasurer (Committee Chairperson)
3. At least one other IG member.

##### **B. Completion and Approval Dates**

1. The projected budget shall be submitted one month after the annual elections.
2. The projected budget shall be approved with whatever modifications are decided upon by the IG membership at the following monthly meeting.

### **Article VIII — PARLIAMENTARY AUTHORITY**

#### **Section 1. Parliamentary Authority**

- A. The rules contained in the current edition of “*Robert’s Rules of Order*” shall govern this IG in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws, the Twelve Traditions, or any special rules of order World Service Office or this IG may adopt.

### **Article IX — BYLAW AMENDMENTS**

#### **Section 1. Amendments**

- A. These Bylaws, with the exception of Article II, Sections 2, 3, and 4, may be amended at any time by a two-thirds (2/3) vote of the Intergroup Representatives and Board Members present at any regular or special meeting of the Intergroup.
- B. Bylaws shall be reviewed, and updated if necessary, by the Audit Committee every three (3) years.
- C. Bylaw amendments to be voted upon shall be proposed in writing at the regular Intergroup meeting one month prior, so that Intergroup representatives can present the proposals to their represented meeting groups for their consideration.
- D. When an amendment is changed, a new bylaw is adopted, or an amendment is repealed, a copy of any and all changes to the bylaws (both previous and updated content) shall be maintained by the Secretary and posted to the IG website.
- E. Any amendments to these bylaws must be submitted for approval by the Overeaters Anonymous Region 2 Trustee before they are deemed effective.



## Article X — MAJOR POLICY MATTERS

### Section 1. Major Policy Matters

- A. Matters which affect this Intergroup and/or groups within its service area shall be referred to the Board of this Intergroup.
- B. Matters which relate to Overeaters Anonymous as a whole shall be referred to the R2 Board or the World Service Board of Trustees.

## Article XI — DISSOLUTION

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. After paying or adequately providing for the debts and obligations of Mid Peninsula Intergroup of Overeaters Anonymous, the remaining assets shall be distributed to the World Service Office of Overeaters Anonymous, which is organized and operated exclusively for charitable, education, religious and/or scientific purposes and which has established its tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code.

### Section 1. Distribution of Remaining Funds

- A. In the event this Intergroup ceases operation, and all debts have been paid, all remaining funds shall be distributed to other Overeaters Anonymous service bodies or the World Service Office in accord with Tradition Six.

### Section 2. Distribution Restrictions

- A. No part of the net earnings of this association shall ever be used for the benefit of, or be distributed to its members, trustees, officers, or other private persons.
- B. Exception: The association shall be empowered to pay reasonable compensation for services rendered, and to make payment and distribution in furtherance of the express purpose for which it is formed.

### Section 3. Deregistration

- A. In order to deregister, Mid-Peninsula IG must submit a written request to the WSO, R2 Chair and R2 Trustee.