

UNITY INTERGROUP BYLAW AMENDMENT #19

MOTION:

Move to revise the bylaws of Unity Intergroup of Overeaters Anonymous, by amending the duties of the Secretary from Unity Intergroup Bylaws, Article IV, Section 6.

| <u>CURRENT WORDING</u> | <u>PROPOSED WORDING</u> |
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| <p>A. Secretary:</p> <ol style="list-style-type: none">1) Shall record and disburse agenda, minutes and maintain a file of all Unity Intergroup meetings.2) Shall insure the meeting minutes are available through alternative distribution options.3) Shall see that a copy of the Unity Intergroup meeting minutes are made available to each Intergroup representative. As a cooperative gesture a copy of the minutes may be sent to the Regional Trustee.4) Shall maintain a file of all minutes of past meetings, shall maintain a policies and procedures manual for the Unity Intergroup and shall work in tandem with the Registrar to maintain an updated Intergroup representative list.5) Shall be responsible for the correspondence of Unity Intergroup.6) Serve as liaison to the Website Coordinator, Registrar and Newsletter Editor.7) Shall perform all other duties as prescribed in the Intergroup policy for job descriptions. | <p>A. Secretary:</p> <ol style="list-style-type: none">1) Shall record and disburse agenda, minutes and Trusted Servants list and maintain a file of all Unity Intergroup meetings.2) Shall insure the meeting minutes and Trusted Servants list are available through alternative distribution options.3) Shall see that a copy of the Unity Intergroup meeting minutes and Trusted Servants list are made available to each Intergroup representative, both online and as printed copies at the Intergroup meetings. As a cooperative gesture a copy of the minutes may be sent to the Regional Trustee.4) Shall maintain a file of all minutes of past meetings, Trusted Servants list and the shall maintain a policies and procedures manual for the Unity Intergroup and shall work in tandem with the Registrar to maintain an updated Intergroup representative list.5) Shall be responsible for the correspondence of Unity Intergroup.6) Serve as liaison to the Website Coordinator, Registrar and Newsletter Editor.7) Shall perform all other duties as prescribed in the Intergroup policy for job descriptions. |

SUBMITTED BY: Unity Intergroup Bylaws Committee.

INTENT: To accurately detail the duties of the Secretary.

IMPLEMENTATION: Post updated bylaws on Unity Intergroup’s website, www.overeaters.org.

COST: Approximately \$60 to post updates to website.

RATIONALE: To accurately list the duties of Secretary for current and future volunteers.