

Overeaters Anonymous
Unity Intergroup



New Representative
Orientation Manual

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Welcome to Unity Intergroup

Hello and welcome to your first meeting of the Unity Intergroup (UIG) of Overeaters Anonymous. We're glad you have chosen to give service at this level, and want to help you become familiar with what UIG and what members do, and how the meetings function.

Unity Intergroup of Overeaters Anonymous is a clearing house through which groups and members can communicate efficiently and make decisions to reach out to those who still suffer from compulsive eating.

Each group that is registered with UIG may elect/select up to two representatives from their group to represent the group at monthly intergroup meetings. Each representative is given one vote in the making of decisions. UIG operates a 24 hour answering service, maintains a website (www.overeaters.org), maintains and distributes a meeting list of meetings within the boundaries of Unity Intergroup, disseminates information to the public, arranges events and retreats and publishes a monthly newsletter (Society Pages).

The monthly UIG meetings are run by Robert's Rules of Order.

UIG is made up of executive board members, standing committee chairs, Region IV representatives, World Service Delegates, Intergroup representatives and people who hold specific service positions for UIG.

If you should have questions along the way, please do not hesitate to contact one of us or another Unity Intergroup member. The service you are giving at the intergroup level helps OA reach out to those who suffer from compulsive eating.

Yours in service,

Unity Intergroup Board of Directors

Business Assembly 101

Unity Intergroup meetings are held the 2nd Saturday of each month from 12:30-2:30 at the Sumner Library in Minneapolis. 611 Van White Memorial Blvd. (Off of Olson Memorial Hwy.) We meet in the lower level of the library in the Cargill Room.

Purpose of Unity Intergroup: The primary purpose of this organization is to aid those with the problem of compulsive eating through the Twelve Steps of Overeaters Anonymous, and to serve and represent the OA groups from which the Intergroup is formed.

Acronyms:

- **UIG:** Unity Intergroup- Intergroup level of business meeting for the Twin Cities metro area, Brainerd, Buffalo, Hutchinson, , LaCrosse, Mankato, Menomonie, New Ulm, Owatonna, Rochester, St. Cloud, St. Joseph, Willmar, Winona and Wyoming.
- **WSO:** World Service Office- Overeaters Anonymous Headquarters, located in Albuquerque, NM.
- **WSBC:** World Service Business Conference- serves as the collective conscience of the Fellowship of Overeaters Anonymous. Held annually in April or May, this week-long meeting is attended by delegates representing OA intergroups and service boards around the world. It is held to elect trustees, amend bylaws, adopt new business policies and provide information to delegates through presentations and workshops on issues that affect OA as a whole.
- **WSC:** World Service Convention- held every three years to promote recovery, fun and fellowship in Overeaters Anonymous. You can attend workshops, marathons and other OA-related events, and hear speakers from other countries. Come share your experience, strength and hope with hundreds of OA members from around the world.
- **IR:** Intergroup representative

Things To Know

It is important that you attend the Intergroup meetings on the 2nd Saturday of each month to stay informed about Intergroup information, and to be an active participant. If you cannot be there in person, consider attending via telephone conference.

Teleconference access to meetings: 218-339-4600. You will be asked for the access code number. That number is 468702#. To mute and un-mute yourself push *6. Hint-it is helpful to be muted when you are not talking to avoid background noise.

If you cannot attend, please ask an alternate from your meeting to attend. Each month the secretary sends out "Talking Points" a few days after the meeting. If you cannot attend the meeting, this is a good way to get the information back to your group. **Be sure the secretary has your email address, or if you do not have an email address, ask someone in your group if you can give their address for receiving emails.** Bring the Talking Points to your next meeting.

When the purple notebook comes around, initial your name in the front section of the book next to your name. That tells the secretary that you were in attendance. Also be sure to find your meeting in the list of meetings by day of the week and check it to see that the information is accurate. If there are changes to make, make the change on the page, then flag it with a post-it strip so that the registrar will know to make the changes in the records.

Take an active part in the discussion and voting in the Intergroup meeting. This is the way your group has a voice in the Intergroup group conscience.

Familiarize yourself with the 12 Concepts of service, included in this folder.

Bring any concerns your group has to the board. Contact a board member with your concern to get it on the agenda.

Unity Intergroup uses Robert's Rules of Order for conducting the business of the intergroup.

It is permitted to bring lunch and beverages to the meeting. Keep in mind that if you are seated at the table, the teleconference microphones are very sensitive and will pick up the sound of rustling bags, side conversations and tapping fingers on the table and will make it difficult for those attending via telephone conference to hear what is being said. Please silence your cell phone during the meeting.

When speaking at the meeting, please introduce yourself by first name before speaking. If you are not seated at the table, it is important to come up to the table to speak so that you can be heard clearly by those participating by teleconference.

For the benefit of the secretary taking accurate notes, please state your name before making a motion or seconding a motion.

Unity Intergroup meetings are open to all OA members. Anyone present may speak to the topic. However, only Intergroup members or their alternates may vote on measures brought to the floor.

Unity Intergroup is as strong as OA groups are willing to participate. Please consider serving on a standing committee and encourage your group to do so as well. There are committees that fit many different interests. OA members need not be abstinent to serve on a committee so long as they are not serving as chair of the committee. Service helps keep our recovery strong.

UIG Standing Committees

We encourage you to join a committee and/or promote the committees at your meetings to encourage others to participate in this type of service.

- Anoka Treatment Outreach- Holds OA meetings at Anoka Treatment Center.
- Big Book Study- Each spring UIG sponsors a weekend long Big Book Study, from an OA perspective.
- Buffalo Retreat- Plans a weekend long retreat held at Buffalo, MN each spring.
- By-Laws Committee- regularly reviews UIG by-laws and proposes any changes to UIG for approval.
- Fall retreat- plans a weekend long retreat during September or there-about
- Professional Outreach Committee (POC)- provides information about OA to professionals such as the medical profession, educators and clergy.
- Public Information Committee (PIC)- provides outreach to the general public through events such as the Gay Pride Festival, Women's Expo etc.
- Sponsorship Committee- Plans 2 events annually to educate OA members about sponsorship.
- State Convention- Plans the MN State Convention held in November
- Twelve Step Within Committee- Reaches out to those in the Fellowship who still suffer, to address the relapse and recovery of our members. It explicitly supports members already in the Fellowship.

OA-Approved Literature List

- **Policy Statement on OA-/AA-approved literature adopted by Conference 2010**
“In accordance with our Traditions, we suggest that OA groups maintain unity and honor our Traditions by selling and displaying only approved books and pamphlets at their meetings. This includes OA Conference and board-approved literature; AA Conference-approved literature; and locally produced OA literature. Locally produced literature must be developed according to the *OA Guidelines for Locally Produced Literature*, and should be used with the greatest discretion. Local literature should be considered temporary and discontinued when OA literature approved for general use is available to cover the topic.”
- **Policy statement on literature that is not OA-approved adopted by Conference 1993**
“It is the group conscience of the 1993 World Service Business Conference that the sale or display of literature other than OA-approved literature as described in WSBC Policy 1982b [replaced by WSBC Policy 2010a above] is an implied endorsement of outside enterprises, and therefore is in violation with Tradition Six.”
- **OA Conference-approved literature and material**
This literature has been reviewed according to the procedures for granting the Conference Seal of Approval, and the Conference has agreed that the material has broad application to the Fellowship as a whole.

Books

Beyond Our Wildest Dreams;
For Today; Overeaters Anonymous, Second Edition;
The Twelve Steps and Twelve Traditions of Overeaters Anonymous;
Voices of Recovery

Pamphlets And Other Materials

A Commitment to Abstinence
A Common Solution: Diversity and Recovery
A Guide for Sponsors
A Plan of Eating
A Program of Recovery
Before You Take That First Compulsive Bite, Remember . . .
Black OA Members Share Their Experience, Strength and Hope
Dignity of Choice: Sample Plans of Eating
If God Spoke to OA
Just for Today
Maintaining a Healthy Weight
Many Symptoms, One Solution
Members in Relapse

OA Handbook for Members, Groups and Service Bodies
OA Members Come in All Sizes: Welcome, Whatever Your
Problem with Food
Person to Person
Pocket Reference for OA Members
Questions and Answers
Recovery Checklist
Responsibility Pledge
Sponsoring Through the Twelve Steps
The Tools of Recovery
The Twelve Traditions of Overeaters Anonymous
Think First
To the Family of the Compulsive eater
To the Man Who Wants to Stop Compulsive Overeating, Welcome
To the Newcomer
To the Teen (pamphlet)
Treatment and Beyond
Welcome Back
What If I Don't Believe in "God"?

The following Conference-approved publications have been discontinued in print, but can be downloaded from the OA Web site at www.oa.org/docs.php:

Overeaters Anonymous Cares (flyer)
OA Is Not a Diet Club
The Twelve Steps and Twelve Traditions of OA: A Kid's View
Together We Can—Keep Coming Back: Membership Retention
To the Compulsive Overeater in the Military

OA Board-Approved Literature And Material

This literature emanates from board or Conference committee and has received Board of Trustees approval.

Books

Abstinence
A New Beginning
Lifeline Sampler
The Twelve-Step Workbook of Overeaters Anonymous
Seeking the Spiritual Path

Pamphlets And Other Materials

Anonymity
Archives
Focus on Anorexia and Bulimia Packet

Fourth-Step Inventory Guide
I Put My Hand in Yours book (archival interest only)
I Put My Hand in Yours pocket card
Is Food a Problem for You?

Meeting Formats

Milestone Recovery Coins
Newcomer Meeting Leader's Kit
New Group Starter Kit
OA Guidelines
"One Day at a Time" (wallet card)
Our Invitation to You (condensed reprint)
Sample Intergroup Bylaws
Service, Traditions and Concepts Manual
Twelfth-Step-Within Handbook

Public Information Materials

About OA (flyer)
Bulletin Board Attraction Card
Compulsive Overeating: An Inside View
Fifteen Questions (flyer)
Introducing OA to Health Care Professionals
Introducing OA to the Clergy
"Many Symptoms, The OA Solution" (TV PSA)
New-Prospect Card
Professional Outreach Manual
Professional Presentation Folder
Public Information Service Manual
Recovery from Relapse Packet
Seventh Tradition of OA
"Start Living the Life You Deserve" (radio PSA)
To Parents and Concerned Adults (flyer)
To the Teen (flyer)

Periodicals

Lifeline (subscription magazine)
A Step Ahead (quarterly newsletter)
Courier (annual newsletter)

Audiovisual

"And Now a Word from Our Cofounder . . ."
Hearing Is Believing: OA Members Speak . . .
OA-It Works
The Twelve Steps and Twelve Traditions of Overeaters Anonymous

Twelve Steps

The Twelve Steps are the heart of the OA recovery program. They offer a new way of life that enables the compulsive eater to live without the need for excess food.

The ideas expressed in the Twelve Steps, which originated in Alcoholics Anonymous, reflect practical experience and application of spiritual insights recorded by thinkers throughout the ages. Their greatest importance lies in the fact that they work! They enable compulsive eaters and millions of other Twelve-Steppers to lead happy, productive lives. They represent the foundation upon which OA is built.

The Twelve Steps of Overeaters Anonymous

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 asked 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. Continued 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.

Permission to use the Twelve Steps of Alcoholics Anonymous for adaptation granted by AA World Services, Inc.

The Twelve Steps' Spiritual Principles

A spiritual principle is associated with each of the Twelve Steps. The Principles in the Twelve Steps (as listed in Step Twelve of *The Twelve Steps and Twelve Traditions of Overeaters Anonymous*):

- Step One: Honesty
- Step Two: Hope
- Step Three: Faith
- Step Four: Courage
- Step Five: Integrity
- Step Six: Willingness
- Step Seven: Humility
- Step Eight: Self-discipline
- Step Nine: Love for others
- Step Ten: Perseverance
- Step Eleven: Spiritual Awareness
- Step Twelve: Service

Twelve Traditions

The Twelve Traditions are the means by which OA remains unified in a common cause. These Twelve Traditions are to the groups what the Twelve Steps are to the individual. They are suggested principles to ensure the survival and growth of the many groups that compose Overeaters Anonymous.

Like the [Twelve Steps](#), the Twelve Traditions have their origins in Alcoholics Anonymous. These Traditions describe attitudes which those early members believed were important to group survival.

The Twelve Traditions of Overeaters Anonymous

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. Overeaters Anonymous should remain forever non-professional, 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. Overeaters Anonymous 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.

Permission to use the Twelve Traditions of Alcoholics Anonymous for adaptation granted by AA World Services, Inc.

The Twelve Traditions' Spiritual Principles

A spiritual principle is associated with each of the Twelve Traditions. The Principles in the Twelve Traditions (as listed in the *Service, Traditions and Concepts Workshop Manual*):

Tradition One: Unity

Tradition Two: Trust

Tradition Three: Identity

Tradition Four: Autonomy

Tradition Five: Purpose

Tradition Six: Solidarity

Tradition Seven: Responsibility

Tradition Eight: Fellowship

Tradition Nine: Structure

Tradition Ten: Neutrality

Tradition Eleven: Anonymity

Tradition Twelve: Spirituality

The Twelve Concepts of OA Service

Concept One

The ultimate responsibility and authority for OA world services reside in the collective conscience of our whole Fellowship.

Concept Two

The OA groups have delegated to the World Service Business Conference the active maintenance of our world services; thus, the World Service Business Conference is the voice, authority and effective conscience of OA as a whole.

Concept Three

The right of decision, based on trust, makes effective leadership possible.

Concept Four

The right of participation ensures equality of opportunity for all in the decision-making process.

Concept Five

Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.

Concept Six

The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.

Concept Seven

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.

Concept Eight

The Board of Trustees has delegated to its Executive Committee the responsibility to administer the OA World Service Office.

Concept Nine

Able, trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.

Concept Ten

Service responsibility is balanced by carefully defined service authority; therefore, duplication of efforts is avoided.

Concept Eleven

Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs and consultants.

Concept Twelve

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 acts of government, and each shall always remain democratic in thought and action.

The Twelve Concepts' Spiritual Principle

A spiritual principle is associated with each of the Twelve Concepts.

Concept One: Unity

Concept Two: Conscience

Concept Three: Trust

Concept Four: Equality

Concept Five: Consideration

Concept Six: Responsibility

Concept Seven: Balance

Concept Eight: Delegation

Concept Nine: Ability

Concept Ten: Clarity

Concept Eleven: Humility

Concept Twelve:

- (a) Selflessness
- (b) Realism
- (c) Representation
- (d) Dialogue
- (e) Compassion
- (f) Respect

I Put My Hand In Yours Prayer

*I put my hand in yours,
and together we can do
what we could never do alone.*

*No longer is there a sense of hopelessness,
no longer must we each depend
upon our own unsteady willpower.*

*We are all together now,
reaching out our hands
for power and strength
greater than ours,
and as we join hands,
we find love and understanding
beyond our wildest dreams.*

