

BYLAWS OF THE UNITY INTERGROUP OF OVEREATERS ANONYMOUS

5115 Excelsior Boulevard
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ARTICLE I – NAME

The name of this organization shall be the Unity Intergroup, hereinafter known as UI or the Intergroup.

ARTICLE II – PURPOSE

Section 1 – Purpose

The primary purpose of this organization is to aid those with the problem of compulsive eating through the Twelve Steps and Twelve Traditions of Overeaters Anonymous (OA), guided by the Twelve Concepts of OA Service, and to serve and represent the OA groups from which the Intergroup is formed. This Intergroup may not make amendments to the Twelve Steps, Twelve Traditions, and Twelve Concepts except as per OA, Inc. Bylaws, Subpart B, Article XIV, Section 1. This Intergroup is in compliance with and qualifies as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding section of any future United States Internal Revenue Law).

Section 2 - The Twelve Steps¹

The Twelve Steps are suggested for recovery in the Fellowship of Overeaters Anonymous. The Twelve Steps are:

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 principals in all our affairs.

Section 3 - The Twelve Traditions²

¹ Permission to use the Twelve Steps of Overeaters Anonymous

² Permission to use the Twelve Traditions of Overeaters Anonymous

The Twelve Traditions are:

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 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. 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.

Section 4 - The Twelve Concepts of OA Service³

The Twelve Concepts are:

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.

³ Permission to use the Twelve Concepts of OA Service

11. Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staff, 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.

ARTICLE III - MEMBERS

Section 1 - Membership

Membership of the Intergroup shall consist of the following:

- A. The Intergroup Board.
- B. Intergroup Representatives, which shall consist of up to two members from each group in the Twin Cities of Minneapolis and Saint Paul and surrounding areas. Visitors are welcome and are encouraged to participate in the discussion.
- C. Group Members not acting as Intergroup Representatives but elected or appointed to carry out specific duties, e.g., Public Information Chair.

Section 2 – Qualifications

Qualifications of eligibility for membership in the Intergroup.

- A. Those groups in the Twin Cities and surrounding areas that have formally registered with the World Service Office and indicated their intention to belong to Unity Intergroup may be considered members. An OA group is defined as set forth in Article V – Overeaters Anonymous Groups
Section 1 – Definition
These points shall define an Overeaters Anonymous group:
 - 1) As a group, they meet to practice the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service.
 - 2) All who have the desire to stop eating compulsively are welcome in the group.
 - 3) No member is required to practice any actions in order to remain a member or to have a voice (share at a meeting).
 - 4) As a group they have no affiliation other than Overeaters Anonymous.
 - 5) It has affiliated as an Overeaters Anonymous group by registering with the World Service Office.
 Section 2 – Composition
A group may be formed, as set forth in Article V, Section 1, by two or more persons meeting together, either
 - 1) in the same physical location (face-to-face),
 - 2) through some form of electronic device (virtually), or
 - 3) a hybrid of physical and virtual.

- B. Each group shall be entitled to a single vote from each of up to two of its selected Intergroup Representatives.
- C. No group may be registered with more than one Intergroup. However, a group may participate in any other Intergroup and a group may be a voting member of another Intergroup.

Section 3 - Intergroup Representatives

- A. Intergroup Representatives shall be selected by the group conscience of the group they represent. Each Intergroup Representative shall be selected by any method deemed appropriate by their group. Each group shall be free to designate an alternate representative when the necessity arises. To ensure rotation of service, it is suggested that groups set a limit on length of Intergroup Representative service and that they encourage other members to share this responsibility.
- B. Intergroup Representatives should be selected for their willingness to serve and commitment to the Twelve Steps and Twelve Traditions of OA.
- C. The primary responsibility of the Intergroup Representative, or alternate, is to represent their group at all meetings of the Intergroup, to act as a liaison between this Intergroup and their group, to see that all communications pertaining to the Intergroup are made available and, where requested, read aloud to the group.

Section 4 - Membership with voice and no vote may be:

- A. In accordance with OA tradition and concepts of service, all members, regardless of group affiliation, length of time in program, prior service, method of working the program, etc. are welcome at Unity Intergroup meetings. They have a voice (may state their views on any business being considered) in all Unity Intergroup discussions but cannot vote on motions or bylaw changes. They may attend, participate and vote on any committee.
- B. Any employee of the Intergroup is welcome at meetings and may provide input on matters of their employment to aid in Intergroup discussions, but they are ineligible to vote. Unlike employees, paid contractors may vote on all Intergroup matters that are not related to their area of service, as long as they are members of the Intergroup.

ARTICLE IV - THE INTERGROUP BOARD

Section I - The Intergroup Board

- A. The Board shall consist of the Chair, Vice Chair, Secretary and Treasurer.
- B. The immediate past Chair, Vice Chair, Secretary and Treasurer may serve as an ex officio, nonvoting member of the Intergroup Board for up to six months following the election of new officers, if requested.
- C. This Intergroup Board shall serve as the Executive Board. In the event the Chair of the Board should be unable to attend any meeting of the board, the next highest-ranking executive officer in attendance shall serve as chair for that meeting. The ranking of these officers shall serve as follows:
 - 1. Vice Chair
 - 2. Treasurer

3. Secretary

Section 2 - Nominations to the Intergroup Board

Nominations to the Board may be made from the floor at the time of election. A nominating committee may also be formed at the discretion of the Intergroup.

Section 3 - Qualifications for the Intergroup Board

- A. Working the Twelve Steps of OA and regular attendance at an active OA meeting for a minimum of one year prior to their nomination for office.
- B. Familiarity with the Twelve Traditions of OA.
- C. Familiarity with the Twelve Concepts of OA Service.
- D. Maintaining a minimum of 1 year of current continuous abstinence, as currently defined by the World Service Business Conference.
- E. Served as an Intergroup Representative for at least three months. It doesn't need to be consecutive, or provisionally holding the position until the Intergroup Representative has attended three months of Intergroup meetings. The Representative can then be voted into the position on the Board. However, this should only be done when it is clear the position will not be filled without this provision.

Section 4 - Method of Election

- A. Elections shall be held annually at a meeting specified for that purpose.
- B. To be eligible for election to the board, nominee must:
 - 1) Meet all qualifications as defined in Article IV, Section 3.
 - 2) Understand responsibilities of the position as defined in Article IV, Section 6, and as defined in the Intergroup job descriptions.
- C. In order to be elected to membership on the Intergroup Board, a nominee must be in attendance (physically or virtually) at the election meetings and must receive a majority vote of all members in attendance and voting.

Section 5 - Term of Office

- A. Board members shall be elected to serve for a period of one year. Newly elected officers shall begin service at the Intergroup meeting following their election.
- B. Board members shall serve no more than two consecutive terms in the same office and shall serve no more than four consecutive years as a board member.
- C. After an interval of two years, a member may again be eligible for election to the board.

- D. Upon election to the board, members shall cease to be a representative of their group and that group shall elect a new Intergroup Representative.

Section 6 – Responsibilities of the Intergroup Board

A. Chair:

- 1) Shall preside over all regular and special meetings of the Unity Intergroup.
- 2) May cast the deciding vote to make or break a tie and may participate in a ballot vote.
- 3) May attend all standing committee meetings.
- 4) Shall ensure that all accounts of the Unity Intergroup are audited annually and that the results of the audit are reported at the annual meeting.
- 5) May appoint another member of Unity Intergroup to be a representative to Region 4 and a delegate to the World Service Business Conference in the event that the Representative or Alternate are unable to attend according to the following order:
 - a. A designated Alternate
 - b. A Unity Intergroup Officer
 - c. A Unity Intergroup member-at-large
- 6) Communicates with Region 4 Board (Chair, Vice Chair, etc.) if there are questions about tradition breaks, etc.
- 7) Shall be open and available to talk with members about concerns or dissatisfactions.
- 8) In case of an emergency, the Chair may speak in the name of Unity Intergroup.
- 9) Serve as liaison to the Convention Committee as needed.
- 10) Shall be solely responsible for signing all legal documents on behalf of Unity Intergroup; this shall include, but is not limited to, hotel and event contractual obligations. Any exception must be reviewed and approved by a majority of the Unity Intergroup Board.
- 11) Shall perform all other duties as prescribed in the Intergroup policy for job descriptions.
- 12) Shall participate in the yearly Finance Committee Meetings.

B. Vice Chair:

- 1) Shall serve in the absence of the Chair. When acting in the place of the Chair, the Vice Chair shall assume all the duties, responsibilities, privileges, and voting guidelines of the Chair.

- 2) May head a standing committee.
- 3) Shall orient new Intergroup Representatives and Alternates about their duties.
- 4) Shall review and audit bank accounts quarterly and provide a written and verbal report at the Unity Intergroup Board.
- 5) Serve as liaison to the Outreach Committee and Public Information Committees as needed.
- 6) Shall perform all other duties as prescribed in the Intergroup policy for job descriptions.

C. Secretary:

- 1) Shall record and disburse agendas and minutes and maintain a file of all Unity Intergroup Board and Unity Intergroup meetings.
- 2) Shall ensure the meeting minutes are available through the Unity Intergroup website.
- 3) Shall see that a copy of the Unity Intergroup meeting minutes is made available both online and as printed copies at the Intergroup meetings. As a cooperative gesture a link to a copy of the minutes may be sent to the Regional Trustee.
- 4) Shall maintain a file of all minutes of past meetings, Trusted Servant List, and a policies and procedures manual for the Unity Intergroup and an updated Intergroup representative list.
- 5) Shall be responsible for the correspondence of Unity Intergroup.
- 6) Serve as liaison to the Website Coordinator and Newsletter Coordinator.
- 7) Shall perform all other duties as prescribed in the Intergroup policy for job descriptions.

D. Treasurer:

- 1) Shall maintain a checking and savings account, and if necessary, a savings account for the dispersal of Unity Intergroup funds with signatories being the Treasurer, the Chair and other Board Members or other Board appointees as designated by the Chair.
- 2) Shall present a written and verbal report of all bank accounts associated with Unity Intergroup at the monthly Intergroup Board and representative meetings along with posting the monthly reports on the Unity Intergroup website.
- 3) Shall disburse funds following written request and/or submission of bills for which the Unity Intergroup has approved reimbursement.
- 4) Shall reconcile all bank accounts on a monthly basis and present to the Vice Chair for a quarterly audit and report.
- 5) Submit a proposed budget annually to the Intergroup Board and representative meetings.

- 6) Shall make available on an annual basis Unity Intergroup's financial records to a hired tax professional who will file the tax information as chosen by the Board.
 - 7) Shall receive, deposit, acknowledge, and record on Unity Intergroup financial reports all donations.
 - 8) Serve as liaison to the Finance Committee.
 - 9) Annually send the State of Minnesota nonprofit tax-exempt status forms.
 - 10) Retiring Treasurer will complete the annual financial report, update signature cards for Unity Intergroup held accounts, turn over check books, and all records to the new Treasurer.
 - 11) Shall perform all other duties as prescribed in the Intergroup policy for job descriptions.
 - 12) Chair of the Finance Committee.
- E. The Intergroup Board shall provide a means of conducting the Unity Intergroup business in the case of emergencies and/or between meetings of the Intergroup.
- Emergency Business:** Should an emergency arise between regularly scheduled monthly membership meetings that requires action by the Intergroup, the Board shall be entrusted to make decisions but only limited to a real threat to the Intergroup's financial solvency, held property, or endangerment to a member group or individual. Any non-emergency decisions which would establish or change a policy, set a new procedure, alter a committee, event, or organizational structure, or expend or commit funds in excess of \$1000 shall require approval by a vote of the Intergroup prior to implementation.

Section 7 - Vacancies and Resignations

- A. If a member of the Intergroup Board fails to attend two consecutive meetings without prior notice, his/her office may be declared vacant by a majority of those Members present and voting.
- B. Any board member may resign at any time for any reason by giving the Chair of the Intergroup written notice.
- C. Any board member of this Intergroup may be removed from office for due cause by a two-thirds (2/3) vote of the Intergroup Representatives and Group Members at a special meeting announced for that purpose. Due cause includes but is not limited to loss of abstinence, nonattendance at meetings, violation of traditions, or any other activity which threatens the unity of the Intergroup or OA as a whole.

Section 8 - Filling of Vacancies

- A. Vacancies shall be filled by a majority vote at that meeting in which the vacancy occurred, or at the next meeting, or special meeting of the Intergroup. Such persons chosen to fill said vacancies shall serve for the remainder of the unexpired term.
- B. A person chosen to fill any vacancy on the board shall meet the qualifications as defined in Article IV, Section 3, and be aware of all responsibilities of that position as described and defined in Article IV.

ARTICLE V - MEETINGS

Section 1 - Regular Meetings

The Intergroup shall meet monthly at a time and place designated by a majority of the voting members.

Section 2 - Annual Meetings

An annual meeting shall be held in the month of January for the election of officers.

Section 3 - Special Meetings

A special meeting may be called at any time by a majority vote of the Intergroup Board, or by petition of five Intergroup Members, by giving notice as prescribed in Article V Section 4.

Section 4 - Method of Notification

Notification of all meetings shall consist of notices prepared by the Intergroup secretary and distributed to each group secretary and/or Intergroup Representative 30 days prior to the date of the meeting. Notification may also be made by placing an announcement in the Intergroup newsletter, if any, or by mail, and at the prior Intergroup meeting.

Section 5 - Quorum

Those voting members present at any meeting of this Intergroup shall constitute a quorum for all proceedings of the Intergroup.

Section 6 - Attendance

Members of the Intergroup, as defined in Article III, may attend either in person or virtually, and be recognized equally.

ARTICLE VI - COMMITTEES

Section 1 - Standing Committees

The following standing committees are established as needed to carry out the purposes and duties of Unity Intergroup in the most effective and efficient manner. Standing committees include but are not to be limited to:

- A. Newsletter
- B. Public Information
- C. Outreach
- D. Convention
- E. Retreats
- F. Bylaws

G. Finance Committee

The purpose of the Finance Committee is to provide recommendations to the Board and Unity Intergroup regarding financial matters. The Finance Committee shall meet a minimum of twice per year, and its membership consists of:

- The current Unity Intergroup Treasurer
- A previous Unity Intergroup Treasurer
- The current Unity Intergroup Chair
- A previous Unity Intergroup Chair
- All current Chairs who are interested in participating.

The current Unity Intergroup Treasurer is the chair of the Finance Committee, and the term for all members is one year from January through December.

H. Other committees deemed necessary to carry on Intergroup work

Section 2 - Special Committees

The board shall designate such special committees as are deemed necessary for the welfare and operation of the Intergroup.

Section 3 - Committee Appointments

A board member or any OA member in attendance and meeting Intergroup Representative qualifications of maintaining ninety (90) days of continuous abstinence, as currently defined by the World Service Business Convention, may be appointed to chair a standing or special committee with approval of the majority of the committee members in attendance and voting with the exception of the Convention Committee Chair.

- A. Committee Chair or Coordinator shall serve no more than two consecutive terms in the same office (whether elected or appointed) and shall serve no more than two consecutive years as a Committee Chair or Coordinator.
- B. After an interval of two years, a member may again be eligible for election or appointment to that Committee Chair or Coordinator position.

The Convention Committee Chair shall meet the same qualifications as the Intergroup Board as defined in Article IV, Section 3. An OA member meeting these qualifications may be appointed to the position of Convention Committee Chair with the approval of the majority of the committee members in attendance and voting or with approval of the Intergroup Representatives in attendance and voting at an Intergroup meeting.

Section 4 - Committee Procedures

Each standing or special committee shall be responsible for calling and holding meetings and establishing its method of procedures and following the guidelines of the Twelve Traditions of OA.

Section 5 - Committee Responsibility

Any committee decision and/or vote which establishes or changes a policy, sets a procedural plan for a special

event, or expends funds in excess of the approved budget, shall require approval by the Intergroup prior to implementation. Each standing committee chair shall submit a written report to the Intergroup within 60 days of the end of any specific event coordinated by that committee. If any monies are expended from an approved budget, a detailed and itemized report shall be included with the committee report.

Any legal documentation requiring a signature shall be submitted to the Unity Intergroup Board for signature by the Intergroup Chair. (Per article IV, Section 6, Part A, Number 10.)

Section 6 - Nominating Committee

The Intergroup may have a nominating committee of three to five members to recommend persons to serve as officers, Regional Representatives, and World Service Business Conference Delegates and persons to fill vacancies and to serve on the next nominating committee. The Chair of the Intergroup shall not serve on the committee but may provide background information and input as requested by the committee.

Section 7 - Ex-officio Members

- A. Past committee chairs may serve in an ex officio, non-voting capacity in their respective committees.
- B. The Intergroup Chair is an ex-officio member of all committees except the Nominating Committee.

Section 8 – Committee Bank Account

- A. If it is deemed necessary by the board that a committee shall open a bank account, the following procedure shall be followed:
 - 1) The committee chair and/or the treasurer of Intergroup shall be cosigners on the account.
 - 2) The committee chair and/or treasurer shall keep all financial records and shall present a detailed, itemized report of transactions and transfer funds, as required, to the Intergroup within 60 days following any event for which monies were expended or received.
 - 3) The committee chair and/or treasurer shall arrange for an audit of the committee account during the final month of each year. The audit shall take place at the same time as the audit for the general account of the Intergroup.

Section 9 – Vacancies

Should a vacancy, resignation, or removal of a committee chair occur, all pertinent information shall be turned over to the Intergroup chair. The committee members shall then elect a new committee chair to serve the remainder for the unexpired term.

Section 10 – Removal of Committee Chair

A committee chair may be removed from office for due cause by a two-thirds (2/3) vote of the Intergroup board. Due cause includes but is not limited to - loss of abstinence, nonattendance at meetings, violation of traditions, or any other activity which threatens the unity of the Intergroup or OA as a whole.

Section 11 – Rotation of Service

A committee chair or coordinator may serve in an elected position for two (2) consecutive terms. Each term is one year in duration. After that the committee chair or coordinator cannot be elected to that position for a period of two (2) years before being elected or nominated to that post to ensure rotation of service.

Article VII – SOURCE OF FUNDS

Section 1 – Source of Funds

- A. Voluntary contributions of the member groups shall be the primary source of funds.
- B. Secondary source of income may be such occasional projects or activities as may be authorized by the Intergroup according to Tradition Six.
- C. The Intergroup may accept donations from OA members, conforming to the general practice of OA.
- D. The maximum allowable annual donation to the Intergroup by OA members is to be limited to an amount set by vote of the Intergroup and listed in the Intergroup policy manual. (Note: The limit for WSO is currently five thousand dollars (\$5,000), subject to change by the Board of Trustees.)
- E. The acceptance of bequests or donations from any outside source is prohibited.
- F. The maximum allowable bequest to the Intergroup by OA members is to be limited to an amount set by the vote of the Intergroup and listed in the Intergroup policy manual. (Note: The bequest limit for WSO is currently one hundred thousand dollars (\$100,000), subject to change by the Board of Trustees.)
- G. The Intergroup shall not accept the responsibility for trusteeship over or enter into the distribution or allocation of funds set up outside of Overeaters Anonymous.

Section 2 - Prudent Reserve

There shall be no accumulation of funds beyond current necessities, with retention of only a prudent reserve for contingencies. Funds in excess shall be donated to Region 4 and the World Service Office annually as budgeted and directed by the Intergroup.

ARTICLE VIII – REGION REPRESENTATIVES AND WORLD SERVICE BUSINESS CONFERENCE DELEGATES

Section 1 – Primary Representatives and Delegates

According to the requirements for the number of affiliated meetings set by Region 4 and the World Service Business Conference, Unity Intergroup shall select the maximum number of Representatives to send to Region 4 and the maximum number of Delegates to send to the World Service Business Conference to serve alternating, two-year terms. If the meeting membership of the Intergroup falls below the requirements to send at least two Representatives and two Delegates, then one Representative or one Delegate each shall be selected to serve a two-year term.

Section 2 – Additional Representatives and Delegates

Additional Region 4 Representatives and Alternates or World Service Business Conference Delegates and Alternates may be elected at the time of registration for any Region 4 Assembly or the World Service Business Conference within Region 4 or World Service Business Conference guidelines of number of Representatives and Delegates allowed.

Section 3 – Election of Representatives and Delegates

Elections for the primary Region 4 Representatives and World Service Business Conference Delegates will be held at the same time as the elections for Intergroup officers. Additional Representatives, Delegates and Alternates may be elected at any meeting.

Section 4 – Qualifications

In addition to any qualifications set by Region 4 or the WSBC, Representatives, Delegates, and/or Alternates shall meet the same qualifications as those of the Intergroup officers and shall be subject to the same provisions for removal from office.

- A. The World Service Business Conference Delegate and Alternate shall have at least one (1) year of current abstinence, two (2) years of service beyond the group level, and meet qualifications and requirements as outlined and defined in the Overeaters Anonymous, Inc. Bylaws, Subpart B, Article X, Section 3, and as required for election to the Board by Article IV, Section 4, of these bylaws.
- B. The Region 4 Representative and Alternate shall meet qualifications and requirements as outlined and defined in the Region 4 Bylaws, and as required for election to the board by Article IV, Section 4, of these bylaws.

Section 5 – Registering and Sending Representatives and Delegates to Meetings

Although elected, the final decision to register and send the Representatives, Delegates and Alternates to any scheduled Region 4 Assembly or World Service Business Conference shall be made at the time of registration for the meeting based on available funds and any other considerations the Intergroup members feel are appropriate.

Article IX – Professional Services

The Intergroup has determined that three professional services need to be performed by paid contractors. This is due to the skill level and time commitment required for each of them. The services are bookkeeper, web content manager and Constant Contact manager. Along with the requirements of being a member of the Intergroup, each professional service position has additional qualifications.

A. Bookkeeper

Practical application of bookkeeping/accounting skills including:

Knowledge of debits and credits and the difference between accounting and bank debits and credits.

Ability to apply activity to QuickBooks online software account, adding deposits and recording ACH and check disbursements from checks received, PayPal and Square accounts.

Create adjusting journal entries.

Reconcile the bank accounts with monthly bank statements.

Understanding of budgeting and financial planning.

B. Web Content Manager

Upload files (Intergroup documents, newsletters, event flyers) to the media library.

Hyperlink media library URLs to content on webpages.

Insert registration URLs on Event page.

Respond to email requests/questions from Contact Us page (TBD).

Update meeting info on the Find A Meeting page.

Contact web developer if a site function breaks or if a new webpage is needed.

C. Constant Contact Manager

Maintains the list of OA members who have asked to receive information from Constant Contact.

Manages the Constant Contact links to the OA members who have asked to receive its notifications.

Sends out updates, fliers, and other information as requested by the Intergroup Board and other committees through Constant Contact.

ARTICLE X – PARLIAMENTARY AUTHORITY

Section 1

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this Intergroup in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the Twelve Traditions, in compliance with Overeaters Anonymous, Inc. bylaws or any special rules of order this Intergroup may adopt.

ARTICLE XI – AMENDMENTS TO THESE BYLAWS

Section 1

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 meetings of the Intergroup, provided a copy of the proposed amendment has been posted online at least 30 days prior to the date of the meeting at which action is to be taken on the amendment. Notification may also be made by placing an announcement in the Intergroup newsletter, if any, or by including the proposed change in the regular meeting minutes.

Amendments to the Twelve Steps and Twelve Traditions of OA may only be made as per OA, Inc. Bylaws, Subpart B, Article XIV, Section 1.

ARTICLE XII – MAJOR POLICY MATTERS

Section 1

- 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, which affect Subpart A of the Bylaws of Overeaters Anonymous, Inc., shall be referred to the Board of Trustees.

- C. Matters which affect Subpart B of the Bylaws of Overeaters Anonymous, Inc., or which relate to the Twelve Steps, Twelve Traditions and Twelve Concepts shall be referred to the World Service Business Conference.

ARTICLE XIII – DISSOLUTION

Section 1

To deregister, the Intergroup must submit a written request to the World Service Office, Region 4 Chair and Region 4 trustee.

Section 2

Upon dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to the World Service Office of Overeaters Anonymous, and/or to Region 4.

Section 3

No part of the net earnings of this association shall ever inure to or be used for the benefit of, or be distributed to, its members, trustees, officers, or other private persons, except that the association shall be empowered to pay reasonable compensation for services rendered and to make payment and distribution in furtherance of the express purposes for which it is formed.