

Notes on the Updated Bylaws

Red = Removed

Yellow = Added

Blue = Explanation for the change

Page 1

Title

1. 5515 Excelsior Boulevard, Box 325, St Louis Park, MN 55416. Correction of the Unity Intergroup address to the new one.

Section 1 - Purpose

2. 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 was added to be compliant with World Service changes.

Section 2 – The Twelve Steps

3. 1. Permission to use the Twelve Steps of Alcoholics Anonymous for adaptation granted by AA World Services, Inc. 1. Permission to use the Twelve Steps of Overeaters Anonymous. Footnotes changed by World Service from Alcoholics Anonymous to Overeaters Anonymous.

Section 3 – The Twelve Traditions

4. 2. Permission to use the Twelve Traditions of Alcoholics Anonymous for adaptation granted by AA World Services, Inc. 2. Permission to use the Twelve Traditions of Overeaters Anonymous. Footnotes changed by World Service from Alcoholics Anonymous to Overeaters Anonymous.

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Section 4 – The Twelve Concepts of OA Service

1. 3. Permission to use the Twelve Concepts of OA Service. Footnote 3 added to Section 4.

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Section 1 - Membership

1. B. Intergroup Representatives, (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. Intergroup Representatives stated twice.

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 (i) in the same physical location (face-to-face), (ii) through some form of electronic device (virtually), or a hybrid of physical and virtual.

2. Each group shall be entitled to a single vote from each of up to two of its selected Intergroup Representatives(s).
Extra (s) not needed.
3. 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.
Changed to keep the registration and quantity of groups accurate and to reflect that some groups are active in more than one Intergroup.

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Section 4 - Absences of Intergroup Representatives

The Intergroup secretary shall notify the representative's group of any Intergroup Representatives' absences.

This has never been done. An old, rather punitive bylaw removed to reflect current practice.

Section 5 4 – Membership with voice and no vote may be: B. Any employee of the Intergroup is welcome at meetings and may provide input, as needed, on matters of their employment to aid in Intergroup discussions but 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.

This clarifies how the employees and paid contractor members of the Intergroup can vote.

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Section 3 – Qualifications for the Intergroup Board

1. D. Maintaining a minimum of 1 year of current continuous abstinence, – as defined in the Overeaters Anonymous World Service Business Conference Policy Manual Continuing Effect Motion, 1988b, as currently defined by the World Service Business Conference.
Instead of defining abstinence by a specific year when a motion was passed, it is changed to the

current World Service definition. This will always make it the most current definition.

2. 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 the Intergroup meetings. The Representative can then be voted into the position on the Board. However, this should only be done when it is clear that the position will not be filled without this provision.

Clarifying how provisionally holding a position can be done.

Section 4 – Method of Election

3. C. In order To be elected to membership on the Intergroup Board, a nominee must be present in attendance at the election meetings and must receive a majority vote of all members present in attendance and voting.

“Present” implies in person, while “in attendance” covers in person and virtual per the bylaws.

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Chair:

1. A. 4) insure changed to ensure.

2. A. 9) Serve as liaison to the Convention Committee as needed.

Adding “as needed” covers the possibility that there wouldn't be a Convention Committee.

3. A. 12) Shall participate in the bi-yearly yearly Finance Committee Meetings.

Changed to reflect current practice.

Vice Chair:

4. B. 4) Shall review and audit bank accounts quarterly and provide a written and verbal report at the Unity Intergroup Board. or Steering Committee meetings.

Currently there are no Steering Committee meetings.

5. B. 5) Serve as liaison to the Outreach Committee and Public Information Committees as needed

Adding “as needed” covers the possibility that there would not be an Outreach Committee or a Public Information Committee.

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Secretary:

1. C. 1) Shall record and disburse agendas and minutes and Trusted Servants lists maintain a file of all Unity Intergroup Board and Unity Intergroup meetings.

Removed “Trusted Servant list” for privacy reasons.

2. C. 2) Shall insure ensure the meeting minutes and Trusted Servant lists are available through

the Unity Intergroup website.

Changed to correct word and removed Trusted Servant lists for privacy reasons.

3. C. 3) Shall see that a copy of the Unity Intergroup meeting minutes and Trusted Servants list are made available both online and as a printed copies copy at the Intergroup meetings.
Removed Trusted Servant list for privacy reasons.
4. C. 4) Shall maintain a file of all minutes of past meetings, a Trusted Servants list, and policies and procedures manual for the Unity Intergroup, and shall work in tandem with the Registrar to maintain an updated Intergroup representative list.
There is currently no Registrar position.
5. C. 6) Serve as liaison to the Website Coordinator, Registrar and Newsletter Editor Coordinator.
There are currently no Registrar position and change Newsletter Editor to Coordinator because the position involves more than editing.

Treasurer:

- 1 D.1) Board Member(s) to Board members. Other Board appointees(s) to other Board appointees.
6. D. 8) Serve as liaison to the Ways and Means/Finance Committee and manage Delegate/Scholarship Funding.
There are currently no Ways and Means Committee or Delegate/Scholarship Funding.

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Section 6 – Responsibilities of the Intergroup Board

1. 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.
Added to provide guidance for emergency and non-emergency decisions of the Intergroup Board.

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ARTICLE V – MEETINGS

Section 6 – Attendance

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

Added the virtual way of attending the meetings.

ARTICLE VI - COMMITTEES

Section 1 – Standing Committees

1. (Put in a definition of what a “Standing Committee” is

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: (I want to list them all – a list for Committee Chairs and Coordinators)

The notes in red were for the previous bylaws committee and should be removed because they were not meant to be part of the actual bylaws. Added “as needed” because some committees are not being used.

2. The current Convention Chair; and

All current Retreat Chairs whose events bring in funds exceeding \$5,000 who are interested in participating.

For the past few years there has not been a “current Convention Chair” and being too specific about other current Chairs and “exceeding \$5,000” excludes almost everyone from being part of the standing committees, so this should be removed.

Section 3 – Committee Appointments

A board member or any OA member present, in attendance, meeting Intergroup Representative qualifications maintaining ninety (90) days of continuous abstinence defined in the Overeaters Anonymous World Service Business Conference Policy Manual Continuing Effect Motion, 1988b 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 present in attendance and voting, with the exception of the Convention Committee Chair.

Instead of defining abstinence by a specific year, changing it to the current definition so it will always be up to date. “Present” implies in person, while “in attendance” covers in person and virtual per the bylaws.

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 present in attendance and voting or with approval of the Intergroup Representatives present in attendance and voting at an Intergroup meeting.

“Present” implies in person, while “in attendance” covers in person and virtual per the bylaws.

Section 4 – Committee Procedures

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

Committees do not need the Intergroup Board’s approval to call or hold meetings.

Section 5 – Committee Responsibility

- A. Committee members who represent Unity Intergroup at an outside event with an expected event audience of less than 10,000 are to have a minimum of 30 days of current back -to-back abstinence. (2013)
- B. Committee members who represent Unity Intergroup at an outside event with an expected event audience of more than 10,000 are to have a minimum of six (6) months of current back-to-back abstinence. (2013).

Removed to reflect current practice.

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Section 8 – Committee Bank Account

1. 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. Two signatures shall be required on all checks. Having two signatures and both the committee chair and treasurer cosigning was removed by previous motions.
 - 2) The committee chair and/or treasurer shall keep all financial records and shall present a detailed, itemized report of transaction, and transfer funds, as required, to the Intergroup within 60 days following any event for which monies were expended or received.

Adding “and/or treasurer” also gives the treasurer authority to help with signatures, financial records, and audits.
 - 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.

Adding “and/or treasurer” gives the treasurer authority to help with signatures, financial records, and audits.

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Section 1 – Source of Funds

1. The acceptance of bequests or donations from any outside source is prohibited.

This only makes sense if the word “outside” is added.

Section 1 – Primary Representatives and Delegates

1. If we fall 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.

Defines “we” as the Intergroup’s meeting membership.
Removing “/” and changing to “and two” clarifies that there are two Representatives and

two Delegates.

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Section 2 – Additional Representatives/and Delegates

Representatives/Alternates changed to Representatives and Alternates. Delegates/Alternates changed to Delegates and Alternates. Representatives/Delegates changed to Representatives and Delegates

Changed clarify that both can be added.

Section 3 - Election of Representatives/and Delegates

Changed clarify that both can be added.

That we hold the election for Primary Region 4 Representatives at the same times as the election of Intergroup officers and that we hold the election for Primary WSBC Delegates in December to meet the WSBC January registration deadline.

Additional Representatives/Delegates/Alternates may be elected at any meeting when we decide to register and send Delegates/Representatives/Alternates to a scheduled meeting.

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.

Changed to current practice.

Section 4 – Qualifications

A. Delegate/Alternate changed to Delegate and Alternate. Representatives/Delegates changed to Representatives and Delegates

Changed clarify that both can be added.

B. regional representative/alternate changed to Region 4 Representative and Alternate.

Changed clarify that both can be added. Also clarifying that this is Region 4.

Section 5 – Registering and Sending Representatives/and Delegates to Meetings

Changed clarify that both can be added.

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

Added language to clarify.

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.

Added Article IX -Professional Services to describe the duties of paid contractors.

Article ~~IX~~ – Parliamentary Authority

Changed IX to X after adding Professional Services

Article ~~X~~ ~~XI~~– Amendments to These Bylaws. Capitalize ~~Board~~.

Changes to numbering.

Article ~~XI~~ ~~XII~~– Major Policy Matters

Changes to numbering.

Article ~~XII~~ ~~XIII~~– Dissolution

Changes to numbering.