

BYLAWS
OF THE MARIN COUNTY INTERGROUP
OF OVEREATERS ANONYMOUS

(Last amended January 2005)

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ARTICLE I: NAME

The name of this organization shall be the Marin County Intergroup, hereinafter known as 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 of Overeaters Anonymous, and to serve and represent the OA groups from which the Intergroup is formed,

Section 2 - The Twelve Steps

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 principles in all our affairs."

Section 3 - The Twelve Traditions

The Twelve Traditions of Overeaters Anonymous 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 O.A. 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 O.A. group ought never endorse, finance, or lend the Overeaters Anonymous name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose."
7. "Every O.A. 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. "O.A., 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 O.A. 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

The Twelve Concepts of OA Service 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 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.

ARTICLE III: MEMBERS

Section 1 - Membership

Membership of the Intergroup shall consist of the following:

- A. The Intergroup Board.
- B. Intergroup Representatives (IRs), which shall consist of one (1) member from each group within the geographic area. Visitors are welcome and are encouraged to participate in the discussion.
 - 1. Geographic area shall be defined as the County of Marin.
- C. Group members not acting as IRs but elected or appointed to carry out specific duties, e.g., PI Chairman.

Section 2 – Qualifications

Qualifications or eligibility for membership in the Intergroup.

- A. Those groups within the region or the geographic definition of the Intergroup that have formally registered with the World Service Office and indicated their intention to belong to Intergroup may be considered members. An OA group is defined as the following:
 - 1. As a group, they meet together to practice the Twelve Steps and Twelve Traditions of OA.
 - 2. All who have a 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 OA,
 - 5. A group may be formed by two (2) or more persons meeting together as set forth in Article IV, Section 1 of Overeaters Anonymous, Inc. Bylaws Subpart B.

- B. Each group shall be entitled to one (1) vote through its elected IR. An IR representing more than one (1) group will be allowed only one (1) vote.
- C. No group may be registered with another Intergroup.

Section 3 - Intergroup Representatives (IR)

- A. Intergroup representatives shall be selected by the group conscience of the group they represent. Each IR shall be selected by any method deemed appropriate by their group. These IRs shall serve for a period designated by their group, always subject to recall by the group they represent. Each group shall be free to designate an alternate representative when the necessity arises.
- B. IRs should be selected for willingness to serve and commitment to the Twelve Steps and Twelve Traditions of OA, and should have six (6) months in OA and three (3) months of abstinence.
- C. The primary responsibility of the IR, 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 Intergroup are made available and, where requested, read aloud to the group.

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

- A. Any employee.
- B. Any member of the Fellowship who is not a duly elected representative or alternate.

ARTICLE IV: THE INTERGROUP BOARD

Section 1 - Intergroup Board

- A. The board shall consist of at least a Chairperson, Vice-Chair, Secretary, and Treasurer.
- B. The immediate past Chairperson shall serve as an ex-officio member of the Intergroup Board for one year. The Intergroup Board may also include other positions such as the World Service Business Conference Delegate(s) and alternate(s), Region II Representative(s) and alternate(s). Their duties shall be set by policy adopted by the Intergroup and contained in the Intergroup job descriptions.
- C. This Intergroup Board shall serve as the executive board. In the event the chairperson 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

- A. 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 for one (1) year.
- B. Familiarity with the Twelve Traditions of OA.
- C. Familiarity with the Twelve Concepts of OA Service.
- D. Six (6) months of current abstinence.
- E. Regular attendee of an active group for a period of one (1) year and to be or have been an IR.
- F. The World Service Business Conference Delegate/alternate (whether or not a member of the Intergroup Board) shall have at least one (1) year of current abstinence 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.
- G. The regional representative/alternate (whether or not a member of the Intergroup Board) shall meet qualifications and requirements as outlined and defined in the Region 02 Bylaws, and as required for election to the board by Article IV, Section 4, of these bylaws.

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 present at the election meeting and must receive a majority vote of the Board and IRs present and voting.

Section 5 - Term of Office

- A. Board members shall be elected to serve for a period of two (2) years,
 - 1. On odd-numbered years, Chairperson and Secretary shall be elected. On even-numbered years, Vice-Chair and Treasurer shall be elected.
 - 2. Newly elected officers shall begin service at the Intergroup meeting following their election.
- B. Board members shall serve no more than one consecutive term in the same position, and no more than four (4) consecutive years over all.
- C. After an interval of one (1) year, a member may again be eligible for election to their prior office.
- 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. Chairperson:
 - 1. Shall preside at all regular and special meetings of this Intergroup and Intergroup Board.
 - 2. Shall be responsible for establishing the agenda for all Intergroup meetings.
 - 3. May cast the deciding vote to make or break a tie.
 - 4. May attend all standing committee meetings.
 - 5. Shall ensure that the general account of the Intergroup be audited annually
 - 6. May pick up mail from Post Office Box and distribute as appropriate
- B. Vice-Chair:
 - 1. Shall serve in the absence of the Chair.
 - 2. May pick up mail from Post Office Box and distribute as appropriate,
 - 3. Shall perform all other duties as prescribed in the Intergroup policy for job descriptions.

C. Secretary:

1. Shall see that minutes are kept of all Intergroup and Intergroup Board meetings and that a copy of the Intergroup minutes is made available to each IR. As a cooperative gesture, a copy of the minutes may be sent to the regional trustee.
2. Shall maintain a file of all minutes of past meetings.
3. Shall direct correspondence to the appropriate officer or committee chair and maintain a file of outgoing correspondence.
4. Shall distribute notices of all meetings of the Intergroup as described in Article VI.
5. May attend all standing committee meetings.
6. May pick up mail from Post Office Box and distribute as appropriate.
7. Shall perform all other duties as prescribed in the Intergroup policy.

D. Treasurer:

1. Shall maintain a checking and savings account, if necessary, for dispersal of Intergroup funds.
2. Shall submit financial reports each month at the Intergroup meetings.
3. Shall serve as chair of the Budget Committee, if such a committee exists.
4. May attend all standing committee meetings.
5. Shall be cosignatory with one other Board member or an appointee of the Board.
6. May pick up mail from Post Office Box and distribute as appropriate.
7. Shall perform all other duties as prescribed in the Intergroup policy for job description.

E. The Intergroup Board shall provide a means of conducting the Intergroup business in the case of emergencies and/or between meetings of the Intergroup.

F. World Service Conference Delegate(s):

1. Shall attend the World Service Conference of Overeaters Anonymous.

2. In all areas, the World Service Conference Delegate shall meet qualifications and requirements as outlined and defined in the Overeaters Anonymous, Inc. Bylaws, Subpart B.
3. Shall serve Overeaters Anonymous and the Word Service Conference until the following Conference.
4. Shall be willing to report, either orally or in writing as designated by the Intergroup, the actions of the Conference to all groups the Intergroup represents; to keep the Intergroup and represented groups aware of WSO information; to communicate important information to the area.
5. May attend all standing committee meetings.

G. World Service Conference Alternate(s):

1. Shall attend the World Service Conference of Overeaters Anonymous if the Delegate is unable to serve.
2. In all areas, the World Service Conference Delegate shall meet qualifications and requirements as outlined and defined in the Overeaters Anonymous, Inc. Bylaws, Subpart B.
3. Shall serve Overeaters Anonymous and the Word Service Conference until the following Conference.
4. Shall be willing to report, either orally or in writing as designated by the Intergroup, the actions of the Conference to all groups the Intergroup represents; to keep the Intergroup and represented groups aware of WSO information; to communicate important information to the area.
5. May attend all standing committee meetings.

H. Regional Representative (s) (RRs):

1. Shall attend all region assemblies.
2. In all areas, the RR shall meet all qualifications and requirements as outlined in the Region 2 Bylaws.
3. Shall serve Overeaters Anonymous and Region 2 for the full term as designated by Region bylaws.
4. Shall be willing to report, either orally or in writing as designated by the Intergroup, the actions of the region assembly to all groups represented; to keep the Intergroup and represented groups aware of Regions information; to communicate important information to the area.
5. May attend all standing committee meetings.

I. Regional Representative Alternate(s):

1. Shall attend all region assemblies if the RR is unable to serve.
2. In all areas, the RR shall meet all qualifications and requirements as outlined in the Region 2 Bylaws.
3. Shall serve Overeaters Anonymous and Region 2 for the full term as designated by Region bylaws.
4. Shall be willing to report, either orally or in writing as designated by the Intergroup, the actions of the region assembly to all groups represented; to keep the Intergroup and represented groups aware of Regions information; to communicate important information to the area.
5. May attend all standing committee meetings.

Section 7 - Vacancies and Resignations

- A. If a member of the Intergroup Board fails to attend two (2) 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 by a two-thirds (2/3) vote of the IRs at a special meeting announced for that purpose.

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: COMMITTEES

Section 1 - Standing Committees

- A. The following standing committees may be established as required to carry out the purposes of Intergroup in the most effective and efficient manner. Standing committees may include but not be limited to:
 1. Newsletter
 2. Literature

3. Public Information
4. Twelfth Step Within
5. Budget
6. Meeting Liaison
7. Special Events
8. Bylaws
9. Hospitals, Institutions, Professionals, Military
10. Other committees, standing or special, deemed necessary to carry on special work.

Section 2 - Committee Chairperson Elections

- A. The board shall designate such committees as are deemed necessary for the welfare and operation of the Intergroup.
- B. Qualifications for committee chairs shall be one (1) year in OA and six (6) months abstinence. A board member or any OA member present meeting the qualifications may be appointed to chair a standing committee with approval of the established quorum.
- C. The chair may appoint a committee chair from those IRs present, if no one is elected.

Section 3 - Term of Office

- A. Board members shall be elected to serve for a period of one (1) year
 - a. On off-numbered years, Chairperson and Secretary shall be elected. On even-numbered years, Vice-Chair and Treasurer shall be elected.
 - b. 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 position, and no more than four (4) consecutive years over all.

Section 4 - Committee Chairperson Election Procedures

- A. In order to be elected committee Chairperson, a nominee must be present at the election meeting and must receive a majority vote of the Board present and voting.

Section 5 - Committee Procedures

- A. 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 the guidelines of the Twelve Traditions of OA.

Section 6 - Committee Responsibility

- A. Any committee decision and/or vote which establishes or changes a policy, sets a procedural plan for a special event, or expands funds in excess of the approved budget, shall require prior approval by the Intergroup prior to implementation. Each standing and special committee chairperson shall give a verbal report to the Intergroup monthly and shall provide a written report at the end of any specific event coordinated by that committee. If any monies are expended from an approved budget, a detailed and itemized financial report shall be included with the committee report.

Section 7 - Nominating Committee

- A. The Intergroup may have a nominating committee to recommend persons to serve as officers, RRs, and WSBC delegates and persons to fill vacancies and to serve on the next nominating committee. The number of members on the committee should be three. The chairperson of the Intergroup shall not serve on the committee, but may provide background information and input as requested by the committee.

Section 8 - Ex-officio Members

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

Section 9 - 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 the Treasurer of the Intergroup shall be cosigners on the account. Two signatures shall be required on all checks.
 - 2. The committee chair shall keep all financial records and shall present a detailed, itemized report of transactions to the Intergroup monthly and following any event for which monies were expended or received.
 - 3. The committee chair 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 10 – Vacancies

- A. Should a vacancy, resignation or removal of committee chair occur/all pertinent information shall be turned over to the Intergroup Chair. The Chair shall then appoint a new committee chair to serve the remainder of the unexpired term.

Section 11 - Removal of Committee Chair

- A. Committee Chair shall be removed from office by a two thirds (2/3) of the Intergroup Board. Removal is based on inappropriate conduct, non-attendance, and/or non-reporting.

ARTICLE VI: MEETINGS

Section 1 - Regular Meetings

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

Section 2 - Annual Meetings

- A. An annual meeting shall be held in February for the election of officers.

Section 3 - Special Meetings

- A. A special meeting may be called at any time by a majority vote of the Intergroup Board, or by petition of three Intergroup members, by giving notice as prescribed in Article V, Section 3.

Section 4 - Method of Notification

- A. Notification of all meetings shall consist of notices prepared by the Intergroup secretary and distributed to each group secretary and/or IR ten (10) days prior to the day of the meeting, or notification may be made by placing the announcement in the Intergroup newsletter, or at the prior Intergroup meeting.

Section 5 – Quorum

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

Section 6 - Meeting Procedure

- A. It is suggested that at the beginning of every meeting, OA's Twelve Steps and Twelve Traditions be read. In addition, it is required that the Twelve Concepts of OA Service be read.

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 five thousand dollars (\$5,000) per member.
- 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 vote of the Intergroup and listed in the Intergroup Policy Manual.
- G. The Intergroup shall not accept the responsibility of trusteeship over, or enter into the distribution or allocation of funds set up outside of Overeaters Anonymous.

Section 2 - Prudent Reserve

- A. 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 2 and to the World Service Office on a regular basis as budgeted and directed by the Intergroup.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Section 1

- A. 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 or any special rules of order this Intergroup may adopt.

ARTICLE IX: AMENDMENTS TO THESE BYLAWS

Section 1

- 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 IRs and board members present at any regular or special meeting of the Intergroup, provided a copy of the proposed amendment has been submitted in writing to each group affiliated with this Intergroup at least one month prior to the meeting in which action is to be taken on the amendment.

ARTICLE X: 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 and Twelve Traditions and Twelve Concepts shall be referred to the World Service Business Conference.

ARTICLE XI: DISSOLUTION

Section 1

- A. Upon the 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 2, or to a non-profit fund, association, foundation or corporation, 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 2

- A. No part of the net earning of this association shall ever inure 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 purpose for which it is formed.