



# BYLAWS

18 April 2020

<b>ARTICLE I – NAME</b> .....	<b>3</b>
<b>ARTICLE II – PURPOSE</b> .....	<b>3</b>
Section 1 – Purpose .....	3
Section 2 – The Twelve Steps.....	3
Section 3 – The Twelve Traditions .....	3
Section 4 – The Twelve Concepts .....	3
<b>ARTICLE III – MEMBERS</b> .....	<b>4</b>
Section 1 – Membership .....	4
Section 2 – Qualifications .....	4
Section 3 – Intergroup Representatives .....	4
Section 4 – Absences of Intergroup Representatives .....	4
Section 5 – Membership with voice, but no vote, may be: .....	4
<b>ARTICLE IV – THE INTERGROUP BOARD</b> .....	<b>5</b>
Section 1 – The Intergroup Board of Officers .....	5
Section 2 – Nominations to the Intergroup Board.....	5
Section 3 – Qualifications for the Intergroup Board of Officers .....	5
Section 4 – Method of Election.....	5
Section 5 – Term of Office .....	5
Section 6 – Responsibilities of the Intergroup Board.....	6
Section 7 – Vacancies and Resignations .....	6
Section 8 – Filling of Vacancies .....	6
<b>ARTICLE V – MEETINGS</b> .....	<b>6</b>
Section 1 – Regular Meetings .....	6
Section 2 – Annual Meetings .....	6
Section 3 – Special Meetings .....	6
Section 4 – Method of Notification.....	6
Section 5 – Quorum .....	6
Section 6 – Voting Procedures.....	6
<b>ARTICLE VI – COMMITTEES</b> .....	<b>6</b>
Section 1 – Standing Committees .....	6
Section 2 – Special Committees.....	6
Section 3 – Committee Appointments.....	6
Section 4 – Committee Procedures .....	6
Section 5 – Committee Responsibility .....	7
Section 6 – Nominating Committee.....	7
Section 7 – Ex-officio Members .....	7
Section 8 – Committees Bank Account .....	7
Section 9 – Vacancies.....	7
Section 10 – Removal of Committee Chair .....	7
<b>ARTICLE VII – SOURCE OF FUNDS</b> .....	<b>7</b>
Section 1 – Source of Funds.....	7
Section 2 – Prudent Reserve .....	7
<b>ARTICLE VIII – PARLIAMENTARY AUTHORITY</b> .....	<b>7</b>
Section 1 .....	7
<b>ARTICLE IX – AMENDMENTS TO THESE BYLAWS</b> .....	<b>7</b>
Section 1 .....	8
<b>ARTICLE X – MATTERS</b> .....	<b>8</b>
Section 1 .....	8
<b>ARTICLE XI – DISSOLUTION</b> .....	<b>8</b>
Section 1 .....	8
Section 2 .....	8
<b>BYLAW UPDATES</b> .....	<b>9</b>

## ARTICLE I – NAME

The name of this organisation shall be the South & East England Intergroup, hereinafter known as Intergroup or S&E England IG.

## ARTICLE II – PURPOSE

### Section 1 – Purpose

The South and East England Intergroup of Overeaters Anonymous (the Intergroup) exists for the purposes of aiding those with the problem of compulsive eating (through the Twelve Steps of Overeaters Anonymous), and also to serve and represent the OA groups (the definition of a group as given in OA, Inc. Bylaws, subpart B Article V, section 1) from which the Intergroup is formed, by:

- A. Furthering the OA programme.
- B. Carrying the message (in accordance with the Twelve Steps and Twelve Traditions of OA).
- C. Promoting unity among OA groups within the region.

### 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.

© Copyright 1996. All Rights Reserved.

### Section 3 – The Twelve Traditions

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 non-professional, but our service centers may employ special workers.
- 9) OA, as such, ought never be organised; 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.

© Copyright 1996. All Rights Reserved.

### 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 & responsibilities accorded to them by OA Bylaws Subpart A; the rights & responsibilities of the World Service Business Conference are accorded to it by tradition & 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.

© Copyright 1996. All Rights Reserved.

Article II Sections 2, 3 & 4 are only amendable by WSO Board of Trustees

## ARTICLE III – MEMBERS

### Section 1 – Membership

Voting Membership of the Intergroup shall consist of the following:

- A. The Intergroup Board of Officers: See Article IV section 1
- B. Intergroup Representatives (IR's), which shall consist of one member from each affiliated group within the geographic area.
  1. Geographic area shall be defined as: London, Berkshire, Buckinghamshire, Cambridgeshire, Essex, Hertfordshire, Kent, Middlesex, Norfolk & Suffolk, and also parts of Bedfordshire, Hampshire & Surrey. Virtual Groups may request to join the intergroup, and these requests will be considered and voted on by the Intergroup on a case by case basis.

### Section 2 – Qualifications

- A. Qualifications of eligibility for membership in the Intergroup: Those groups within the region or the geographic definition of Intergroup that have formally registered with the World Service Office and indicated their intention to belong to Intergroup may be considered members.
- B. The Intergroup OA South and East England endorses the definition and composition of an OA group in Overeaters Anonymous, Inc Subpart B, Article V, sections 1 and 2;

Definition:

These points shall define an Overeaters Anonymous group:

1. As a group, they meet together to practice the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service.
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 Overeaters Anonymous.
5. It has affiliated as an Overeaters Anonymous group by registering with the World Service Office.

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
- iii) both

- C. Each group shall be entitled to vote through its elected IR or designated alternate (see Section 3A).
- D. No group may be registered with another Intergroup.

### Section 3 – Intergroup Representatives

- A. Intergroup Representatives (IR's) 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 IR's shall serve for a period designated by their group, though it is recommended that this will be for a period of no less than 2 years. This is always subject to recall by the group they represent.
- B. IR's should be selected with (a) a suggested 6 months' current abstinence, (b) willingness to serve, (c) commitment to the Twelve Steps & Twelve Traditions, (d) at least six months in the program & (e) experience of service at group level.
- C. The primary responsibility of the IR, or alternate, is to: (a) represent their group at all meetings of the Intergroup, (b) to act as a liaison between this Intergroup & their group, (c) to see that all communications pertaining to Intergroup are made available &, where requested, read aloud to the group, (d) to contribute to committee/project work at Intergroup level.

### Section 4 – Absences of Intergroup Representatives

Should the IR be unable to attend an alternate group representative may be sent.

## **Section 5 – Membership with voice, but no vote, may be:**

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

## **ARTICLE IV – THE INTERGROUP BOARD**

### **Section 1 – The Intergroup Board of Officers**

- A. The Board shall consist of at least a Chair, Executive Secretary and Treasurer. It may also include but not be limited to:
  - 1. Vice Chair
  - 2. Recording Secretary
  - 3. Website Officer
  - 4. Telephone Officer
  - 5. Newsletter Officer
  - 6. Social Media Officer
  - 7. Delegates (National Assembly, Region 9 and World Service)
- B. The immediate past Chair shall serve as an ex-officio member of the Intergroup Board for one year. If possible, outgoing officers should be contactable (by phone) for one year after their service ends. The Intergroup Board may also include other positions such as the World Service Business Conference delegate(s), committee chair(s)/regional representative(s). Their duties shall be set by policy adopted by the Intergroup and contained in the Intergroup job descriptions.

### **Section 2 – The Executive Committee**

The Executive Committee shall consist of the Chair, Vice Chair, Executive Secretary, Recording Secretary and Treasurer.

### **Section 3 – Nominations to the Intergroup Board**

Nominations to the Board may be made from the floor at the time of election. Self-nominations are acceptable. A nominating committee may also be formed, at the discretion of the Intergroup.

### **Section 4 – Qualifications for the Intergroup Board of Officers**

- A. The Executive Committee and Outreach Committee chair should have current continuous abstinence for a minimum of 12 months. All other officers are required to have current continuous abstinence for a minimum of 6 months. In addition, National Service Board nominees should have current continuous abstinence for a minimum of 2 years.
- B. Officers should:
  - 1. Have been working the Twelve Steps of OA for at least 6 months.
  - 2. Be familiar with the Twelve Traditions and Twelve Concepts of OA.
  - 3. Be a regular attendee of an active group for a period of at least 1 year.
  - 4. Have attended two or more previous IG meetings as an intergroup representative or visitor.
- C. The World Service Business Conference delegate shall meet qualifications and requirements as outlined and defined in the Overeaters Anonymous Inc Bylaws. Subpart B Article X, Section 3c and as is required for election to the IG board by Article IV Section 4 of these bylaws.
- D. The Regional Representative shall meet the qualifications and requirements as outlined and defined in The Region 9 Bylaws and as required for election to the Board by Article IV Section 4 of these bylaws.
- E. The Treasurer will be of a sound financial background. A credit check will be made by the bank when the application is made for the Treasurer to be a signatory and account holder, and thus the Treasurer must be in a position to be eligible for such an application to be approved.

### **Section 5 – Method of Election**

- A. Elections shall be held annually at a meeting specified for that purpose (usually November). The Region 9 and National Assembly delegates can be elected at a meeting earlier in the calendar year, usually May.
- B. To be eligible for election to the Board, the 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. Candidates, or the candidates' proxy, must be present at the election meetings.
- D. Candidates, or their proxy, must give a brief summary of their previous record of service to the fellowship and suitability for the post. Any nominations by proxy must submit this summary in writing.
- E. All elections will take place by a ballot of all those present eligible to vote.

### **Section 6 – Term of Office**

- A. Board Members shall be elected to serve for a period of one year. It is expected that Region 9 and World Service delegates will stand for their positions for 3 consecutive terms.
- B. Newly elected officers shall begin service at the Intergroup meeting following their election.
- C. Board members shall serve no more than 3 consecutive terms in the same office.
- D. After an interval of 5 years a member may again be eligible for election to their prior office.

## **Section 7 – Responsibilities of Intergroup Officers**

- A. The Executive Committee shall conduct Intergroup business between meetings of the Intergroup as necessary.
- B. All Executive Committee members must attend at least 4 Intergroup meetings a year, exclusive of the special meeting designated for discussion of WSBC motions.
- C. All Intergroup Officers, excepting NSB Officers, must attend at least 3 Intergroup meetings a year, exclusive of the special meeting designated for discussion of WSBC motions.

## **Section 8 – Vacancies and Resignations**

- A. If a member of the Intergroup Board fails to attend 2 consecutive meetings without prior notice or fails to attend the required number of meetings a year, his/her office may be declared vacant by a majority of those members present and voting. The Chair will be responsible for contacting any Board member on the first occasion that he/she fails to attend any Intergroup meeting without prior notice.
- 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 2/3 majority vote of the voting members.

## **Section 9 – Filling of Vacancies**

- A. Vacancies can 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 every two months at a time and place designated by a majority of the voting members. Meeting times and places will be decided at previous meetings.

## **Section 2 – Annual Meetings**

An annual meeting shall be held in the month of November 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 ten Intergroup members, by giving notice as prescribed in Article V, Section 4.

## **Section 4 – Method of Notification**

At each Intergroup meeting, notification shall be given of the next meeting date. This information is also available on the OASEE Intergroup website and in the agenda packet which is distributed to all IG contacts by the Executive Secretary 2 weeks prior to each meeting.

## **Section 5 – Quorum**

Eleven (11) voting members will constitute a quorum at any meeting of this Intergroup.

## **Section 6 – Voting Procedures**

The meetings will be conducted in a manner which is democratic in spirit and action. Wherever possible, agreement will be reached by general consensus, but if there is no agreement, a vote will decide the action. Votes can be cast by persons legally entitled to vote. The spirit will always prevail over the letter of the law.

# **ARTICLE VI – COMMITTEES**

## **Section 1 – Standing Committees**

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:

- A. Public Information.
- B. Telephone Helplines.
- C. 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**

The Chair shall initially appoint a committee Chair from those present who meet qualifications. The committee may then elect a permanent chair.

## **Section 4 – Committee Procedures**

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 5 – Committee Responsibility**

Any committee decision and/or vote which: (a) establishes or changes a policy, (b) sets a procedural plan for a special event, (c) 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 at each Intergroup meeting and at the end of any specific event coordinated by that committee. If any monies are expended from an approved budget, a detailed and itemised report shall be included with the committee report.

## **Section 6 – Nominating Committee**

The Intergroup may form a nominating committee to recommend persons to serve as officers, IR's, and WSBC delegates and persons to fill vacancies and to serve on the next nominating committee. The number of members on the committee shall be a minimum of three. 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 capacity in their respective committees.
- B. The Intergroup Chair is an ex-officio member of all committees except the nominating committee.

## **Section 8 – Committees 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 co-signers on the account. Two signatures shall be required on all cheques.
  - 2. The Committee Chair shall keep all financial records and shall present a detailed, itemised report of transactions to the Intergroup at the next intergroup meeting, following any event for which monies were expended or received.

## **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 Chair shall then appoint a new committee Chair to serve the remainder of the unexpired term.

## **Section 10 – Removal of Committee Chair**

A Committee Chair may be removed from office by a two-thirds (2/3) vote of the IR's present at the IG meeting at which it is discussed. For example, removal may be based on unworthy conduct, non-attendance, lack of responsibility for commitments required by the post.

# **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 authorised by the Intergroup according to Tradition Six.
- C. The Intergroup may accept donations from OA members, confirming with the general practice of OA.
- D. The acceptance of bequests or donations from any outside source is prohibited.
- E. 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 the retention of only a prudent reserve for contingencies, which will be re-determined yearly by the Treasurer in January. The Intergroup sends a monthly contribution to the National Service Board (OAGB) by direct debit to assist the NSB in making long term financial plans based on a secure income. At the end of each quarter, any money left in the current account beyond the prudent reserve should be sent on as follows: 60% will be sent to the NSB (OAGB), 10% will be sent to Region 9 and 30% will be sent to World Service. However, in exceptional circumstances (e.g. a special financial appeal from OAGB, Region 9 or WSO) the intergroup will consider this and act accordingly.

# **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

## **Section 1**

The principles of the rules contained in the current edition of Roberts 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

These bylaws, with the exception of Article II, Sections 2, 3 and 4, may be amended at any time by a 2/3 majority vote of voting members present at any regular or special meeting of the Intergroup, provided a copy of the proposed amendment has been submitted in writing and received by each group affiliated with this Intergroup at least 30 days prior to the meeting in which action is to be taken on the amendment.

Service bodies 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.

### Section 2

These bylaws shall be reviewed annually, post WSBC, with resultant proposals brought to the September Intergroup meeting.

## ARTICLE X – MATTERS

### Section 1

- A. Matters which affect this Intergroup and/or groups within its service area shall, in the first instance, be referred to the Executive Committee and subsequently to the Intergroup Board of Officers if necessary.
- 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 XI – DISSOLUTION

### Section 1

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 Region 9 and/or OAGB.

### Section 2

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 formed.



## BYLAW UPDATES

First adopted:	AGM 1982
Amended:	1984, 1987, 1989, 1991, 1999, 2000, 2001, 2003, 2004, 2007, 2008, 2009
Updated:	Saturday 2 July 2011
Updated:	Saturday 10 September 2011 / x11 Bylaw Amendments
Updated:	October 2012/ Amendments passed September 2012 IG meeting
Updated	January 2016 – amendments passed at January 2016 IG meeting
Updated	6 April 2016 after review from WSO
Updated	1 October 2016 – amendments passed at September 2016 IG meeting
Updated	23 January 2018 – amendments passed at November 2017 IG meeting
Updated	18 April 2020 – amendments passed at January 2020 IG meeting