

BY – LAWS

and

CHARTER

of

Overeaters Anonymous

Ottawa District Intergroup

Adopted: June 1982

Tenth Revision: February 2006

Preamble

Motto: ALWAYS, TO KEEP IT SIMPLE.

In order that the fellowship of Overeaters Anonymous may better function, there is hereby created Overeaters Anonymous Ottawa District Intergroup. Its purpose is to help the compulsive overeater who still suffers.

Intergroup serves its member groups but has no authority on its own. Member groups maintain control over Intergroup through their Intergroup Representatives.

One of Intergroup's best services is to help build unity and love among its member groups.

Pledge: ALWAYS TO EXTEND THE HANDS AND HEART OF OA TO ALL WHO SHARE MY COMPULSION; FOR THIS, I AM RESPONSIBLE.

**BY – LAWS
OF
OVEREATERS ANONYMOUS
Ottawa District Intergroup**

**ARTICLE I
Aims and Principles**

These by-laws constitute the rules adopted by Overeaters Anonymous Ottawa District Intergroup, herein called Intergroup, for governing its meetings and affairs in accordance with the principles contained in the Charter of Overeaters Anonymous Ottawa District Intergroup.

**ARTICLE II
Headquarters**

The headquarters and principal office of Intergroup shall be in the City of Ottawa Ontario, Canada, at the place designated by the Officers of Intergroup from time to time.

**ARTICLE III
Meetings**

1. Regular business meetings of Intergroup shall be held monthly, except in December, on a date and time determined by the Officers of Intergroup from time to time.
2. Each member group may be represented at Intergroup meetings by its duly selected Group Representative or by one alternate Representative.
 - A. 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 that 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.
3. Each Group Representative or their alternate Representative and each Intergroup Officer shall have a voice and a vote; however, no individual may have more than one vote. Any OA member shall have a voice.
 4. Emergency meetings may be called at any time by the Intergroup chairperson or by any other three Officers of Intergroup, with a minimum of 24 hours notice to all members entitled to vote at regular meetings.
 5. Those Group Representatives and Intergroup Officers present at any Intergroup meeting shall constitute a quorum, and a simple majority shall govern for voting purposes.
 6. All Intergroup meetings shall be conducted in accordance with Robert's Amended Rules of Order except when in conflict with these bylaws.

ARTICLE IV Group Representation

1. Any OA group within practical proximity to Ottawa, Ontario may become a member of Intergroup by registering with the Intergroup Corresponding Secretary, and by registering with the OA World Service Office, indicating they are a member of OA Ottawa District Intergroup.
2. Each member group may be represented by an OA person at Intergroup meetings.
 - a. Group Representatives and alternates shall serve for the period designated by their group, and are always subject to recall by the group they represent.
 - b. Member groups will advise the Recording Secretary of Intergroup, of the name of their Representative so Intergroup can maintain an accurate list of those members entitled to voting privileges.

ARTICLE V
Intergroup Service Board

1. The OA Ottawa District Intergroup Service Board shall consist of two separate groups with six permanent positions in each.

The first group will consist of six officers, herein referred to collectively and interchangeably as Service Board Officers or Officers, and shall be comprised of:

1. Chairperson
2. Treasurer
3. Recording Secretary
4. Corresponding Secretary
5. Region 6 Representative
6. World Service Conference Delegate (WSO).

(Appendix A contains job descriptions of these positions).

The second group will consist of six permanent committees, herein referred to as Service Board Committees or Committees, and shall be comprised of:

1. Literature
2. Telephone Answering Service
3. Newsletter
4. Public Information
5. Special Events
6. Bylaws.

(Appendix C contains job descriptions of these positions).

Persons heading the above-mentioned Service Board Committees shall herein be referred to interchangeably as Service Board Committee Chairpersons (Chairs) or Committee Chairpersons (Chairs).

The Service Board Officers and Service Board Committees shall herein collectively and interchangeably be referred to as the Intergroup Service Board or Service Board.

The twelve persons holding the above-mentioned positions shall herein collectively and interchangeably be referred to as Service Board Members or Intergroup Service Board Members.

2. Each member group may nominate one member for each Service Board position, in time for the October meeting of Intergroup.
 - a. *There shall be an abstinence requirement of ONE YEAR for the positions of Chairperson and Treasurer, and SIX MONTHS for all other positions. The World Service Business Conference established the following requirements for their delegates: All candidates for World Service Business Conference Delegate/Alternate (whether or not a member of the R6 Board) shall have at least ONE YEAR of current abstinence, TWO 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 3c.*
 - b. Based on group conscience, nominees should be selected for their judgment, stability, experience, willingness, and for their faithful adherence to the Twelve Steps and Twelve Traditions of OA.
 - c. In order to be nominated for Chairperson and Treasurer, an individual will have served Intergroup previously in some capacity for a period of ONE YEAR.
 - d. A short resume is to be received by Intergroup from each nominee in time for the October meeting of Intergroup.

(Appendix B is a sample format for these resumes).

3. The Service Board Officers will hold a special meeting to screen all resumes and narrow the nominees to three candidates per position.
 - a. The candidates for each position will be contacted by the current Chairperson and requested to attend the November meeting of Intergroup.
 - b. Prior to the November meeting of Intergroup, all other nominees will be informed by the current Chairperson that they are not among the final

- three candidates. They will be thanked for their participation and encouraged to serve Intergroup on a Service Board Committee.
4. At the November Intergroup meeting, voting and tabulation will take place as follows:
 - a. The resumes of the candidates will be read at the November meeting of Intergroup by the candidates or the Recording Secretary of the meeting, after which voting by secret ballot will take place.
 - b. Ballots will be collected and tabulated by two non-voting OA members in attendance at the meeting.
 - c. This procedure will be repeated until all Service Board positions have been voted on, after which the members who have tabulated the results announce the names of the new Service Board Members.
 - d. In the event of a tie, the candidates' names will be put on individual slips of paper, folded and placed in a basket. One slip will be drawn by the outgoing Chairperson, and handed to one of the tabulators to be announced. The person whose name was drawn will become the new Service Board Officer.
 5. The Service Board will be elected for a one year term which begins on the first day of January. Service Board Members are always subject to recall by a majority vote of the voting members present at that meeting.
 - a. A special meeting of Intergroup must be called to recall a Service Board Member in the manner outlined in Article III, Section 4 of these by-laws.
 - b. Service Board Members being considered for recall must be advised of this by registered mail and encouraged to represent themselves at the recall meeting.
 6. Members may serve a maximum of TWO YEARS in one position on the Intergroup Service Board after which they may rotate to another position. No member may continue in the same position for more than TWO YEARS. The exceptions are the Region 6 Representative(s) and the WSO Delegate(s), who may serve up to a maximum of FIVE consecutive full terms. However, each

may continue to serve Intergroup as a member only of a Service Board Committee or as a Group Representative.

NOTE: The Chairperson and/or Treasurer may serve up to a maximum of two consecutive full terms on the Intergroup Service Board not including the required ONE year service as specified in Article V, 2c. TWO full years will pass before Service Board Members may again be elected to the Intergroup Service Board. However, each may continue to serve Intergroup as a member only of a Service Board Committee or as a Group Representative.

7. Service Board Members who do not complete their terms of office will be replaced by a willing OA member selected by the remaining Service Board Officers and approved by Intergroup at a regular business meeting.
 - a. The Service Board Member's chair will be deemed vacant if an Officer fails to report at three Intergroup meetings.
 - b. Mid-term replacements are eligible to be subsequently elected for TWO full terms of service on the Intergroup Service Board.
 - c. Preference for vacancies will be given to any candidate nominated for but not elected to the vacant position.
8. The Chairperson will preside over all Intergroup business meetings. In the absence of the Chairperson, the Treasurer will preside; in the absence of both the Corresponding Secretary will preside.

The Chairperson may request the selection of an OA member to serve as a parliamentarian to assist in conducting Intergroup meetings and in tabulating voting results. The parliamentarian will not be entitled to voting privileges for performing this service.

9. The Chairperson will be counted as a voting member at Intergroup meetings and will vote only in the event of a deadlock. All other Service Board Members as well as Group Representatives will have regular voting privileges.

ARTICLE VI
Service Board Committees

1. Each committee is to be comprised of OA members who volunteer and who are interested in serving the specific needs of the committee.
 - a. None will govern, but all may serve.
 - b. Each committee member should be permitted certain authority and responsibility, allowing freedom of action by each member within their area of responsibility.
2. Each Committee Chairperson will be responsible for attending Intergroup meetings to deliver a monthly progress report on committee activities.
3. Should a Service Board Officer or Committee Chairperson be unable to attend a regular Intergroup meeting, they will advise the Intergroup Chairperson of this in advance and arrange for an alternate committee member to deliver the committee's progress report to Intergroup.
4. Each Committee Chairperson shall have voting privileges at Intergroup meetings. Committee members attending Intergroup meetings as alternate for absent Chairpersons are entitled to voting privileges.
5. Ad hoc committees may be formed at any time to service a specific Intergroup need (e.g., fund-raising events, by-laws).
6. Ad hoc committees are subject to the same guidelines as Intergroup's permanent committees as specified in Article V, Sections 1 through 7 and Article VI, Sections 1, 2 and 3 of these by-laws.
7. Upon completion of an ad hoc committee's specific task, or upon recall by a majority vote of Intergroup, the committee will dissolve and will no longer be represented at Intergroup.

ARTICLE VII
Financial Operations

1. The Intergroup Treasurer shall keep a set of books, which will be open to perusal upon request, detailing Intergroup's receipts and disbursements.
2. The Intergroup Treasurer will prepare a monthly statement of receipts and disbursements and present it to Intergroup
 - a. This statement is to be prepared in triplicate, one copy each for the Treasurer, the Chairperson and the Recording Secretary.
3. The Intergroup Treasurer shall prepare an annual statement of receipts and disbursements and present it to Intergroup at the January Intergroup meeting.
 - a. The fiscal year shall be from January 1st to December 31st.
 - b. This statement is to be prepared in triplicate, one copy each for the Treasurer, the Chairperson, and the Recording Secretary, and will also appear in the Intergroup newsletter.
4. The Intergroup Treasurer and Chairperson shall be designated signing officers for the bank accounts of Overeaters Anonymous Ottawa District Intergroup. One other Service Board member shall be nominated and ratified by Intergroup as a third designated signing officer at the November Intergroup meeting.
 - a. Based on Intergroup conscience, the additional designated signing officer should be selected for judgment, stability, experience, willingness and for faithful adherence to the Twelve Steps and Twelve Traditions of Overeaters Anonymous.
 - b. Designated signing officers shall serve during the term of the Intergroup Treasurer, and are always subject to recall by a majority vote of the voting members of Intergroup.

5. Cash receipts are handled as follows:
 - a. All receipts must be deposited to the appropriate bank account of Overeaters Anonymous Ottawa District Intergroup as soon as possible after receipt.
 - b. The cash receipts journal must be kept up to date, indicating the date, amount and origin of all funds received.
6. Cash disbursements are handled as follows:
 - a. All expenditures will be supported by approved vouchers/receipts.
 - b. Vouchers/receipts will be forwarded to the Intergroup Treasurer in due course.
 - c. Reimbursements will be issued as soon as possible after receipt of voucher/receipt.
 - d. Cheques will be signed by any two of the three designated signing officers.
7. The cash disbursements journal must be kept up to date, indicating the date, amount, recipient and particulars of each expenditure.

ARTICLE VIII Amendments

1. Amendments to these by-laws may be proposed by any member group or voting member of Intergroup, provided they are submitted to the Intergroup Chairperson in writing at least 10 days before the meeting at which the proposal is to be introduced.
 - a. Each proposal must be accompanied by a clearly-stated reason for suggesting the amendment.
2. Amendments to these by-laws may be voted on at any regular Intergroup meeting, provided a copy of the proposal has been submitted to Intergroup at

least 60 days before the meeting at which voting on the proposal is to take place.

3. In order to adopt an amendment to these by-laws, a 66 percent majority vote is required from the voting members of Intergroup present at the Intergroup meeting at which voting on the proposal is scheduled to take place.

**CHARTER
OF
OVEREATERS ANONYMOUS
Ottawa District Intergroup**

Overeaters Anonymous is a Fellowship of individuals who, through shared experience, strength and hope, are recovering from compulsive overeating. We welcome everyone who wants to stop eating compulsively. There are no dues or fees; we are self-supporting through our own contributions, neither soliciting nor accepting outside donations. OA is not affiliated with any public or private organization, political movement, ideology or religious doctrine; we take no position on outside issues. Our primary purpose is to abstain from compulsive overeating and to carry this message of recovery to those who still suffer.

**ARTICLE I
NAME**

The name of this organization shall be OVEREATERS ANONYMOUS OTTAWA DISTRICT INTERGROUP, hereinafter known as Intergroup.

ARTICLE II PURPOSE

Section 1 – Purpose

The purpose of Intergroup is to co-ordinate Overeaters Anonymous activities common to the member groups in accordance with the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of Overeaters Anonymous and with the Overeaters Anonymous, Inc., Bylaws, Subpart B.

Note: Amendments cannot be made to The Twelve Steps, The Twelve Traditions, and The Twelve Concepts unless necessary to maintain conformity with Overeaters Anonymous, Inc., Bylaws, Subpart B.

Section 2 - The Twelve Steps

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

1. Our common welfare should come first; personal recovery depends upon OA unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for OA membership is a desire to stop eating compulsively.
4. Each group should be autonomous except in matters affecting other groups or OA as a whole.
5. Each group has but one primary purpose - to carry its message to the compulsive overeater who still suffers.
6. An OA group ought never endorse, finance or lend the OA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every OA group ought to be fully self-supporting, declining outside contributions.
8. Overeaters Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. OA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Overeaters Anonymous has no opinion on outside issues; hence the OA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, television, and other public media of communication.
12. Anonymity is the spiritual foundation of all these traditions, ever reminding us to place principles before personalities.

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 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.

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 and 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 Legal Disclaimer

Should Intergroup dissolve, and after the settlement of any incurred debts any remaining assets are to be donated in the following priority:

- a) to the nearest OA Intergroup
- b) to Region 6
- c) to the World Service Office
- d) to a non-profit fund, association, foundation, or corporation which is organized and operated exclusively for charitable, education, or scientific purpose and which has established its tax exempt status according to Canadian Law.

No part of the net earnings of the Intergroup shall ever inure to or for the benefit of or to be distributable to its members, or officers, or other private persons.

APPENDIX A
Job Descriptions for Service Board Officers

NOTE: There is an abstinence requirement of one year for the positions of CHAIRPERSON and TREASURER.

I – Chairperson

1. Presides over regular Intergroup meetings according to Robert's Amended Rules of Order.
 - a. May request the selection of an OA member to serve as parliamentarian to assist in this task.
2. Prepares and follows an agenda for Intergroup meetings to ensure they flow in an orderly fashion.
 - a. Accepts topics for the agenda from voting members of Intergroup up to 10 days before any regular Intergroup meeting.
 - b. Has one tradition read at each regular Intergroup meeting.
 - c. Makes every reasonable effort to ensure that group conscience prevails in all decisions made by Intergroup.
3. Serves as an ex officio member on all Intergroup Committees and liaises between them.
4. Serves as a designated signing officer for the bank accounts of Overeaters Anonymous Ottawa District Intergroup.
5. Acts as guardian of the Traditions for all levels of OA connected with Intergroup, and assists in problem solving wherever difficulties may arise.
6. Convenes a meeting of Service Board Officers before the October Intergroup meeting for the purpose of nominating candidates at the November election.

7. If unable to attend an Intergroup meeting, the Chairperson advises the Treasurer in advance or Corresponding Secretary if the Treasurer is unavailable so arrangements can be made for the Treasurer or Corresponding Secretary to preside according to the prepared agenda.
8. Writes to all Group Representatives in January, welcoming them to Intergroup, informing them of Intergroup meeting dates, times and locations, and suggests duties which they might carry out as Group Representatives.
9. Ensures that at the November election two non-voting members are present at that meeting to collect and tabulate ballots.
10. Contacts candidates nominated for Service Board positions and requests that they attend the November meeting of Intergroup.
11. Prior to the November meeting of Intergroup, contacts all other nominees and informs them that they are not among the final three candidates.

II - Treasurer

NOTE: There is an abstinence requirement of one year for the positions of CHAIRPERSON and TREASURER.

1. Maintains bank accounts in the name of Overeaters Anonymous Ottawa District Intergroup and serves as designated signing officer of same.
2. Collects donations from member groups, deposits them in the appropriate bank account and issues receipts for these funds.
3. Pays Intergroup expenses and keeps copies of all bills in an orderly fashion.
 - a. Pays monthly expenses such as rent, Bell Canada.
 - b. Pays expenses for authorized delegates to Region Six and World Service Conference when approved by Intergroup.
 - c. Pays deposits for literature and up-coming OA events which have been approved by Intergroup.

- d. Reimburses approved out-of-pocket expenses made on behalf of OA Ottawa District Intergroup by individual members.
4. Keeps a simple set of books, which are open to perusal upon request, detailing Intergroup's income and expenses.
5. Prepares a monthly statement of income and expenses, in triplicate, and presents it at the subsequent regular Intergroup meeting.
6. Prepares an annual statement of income and expenses at the close of the fiscal year and presents it to Intergroup by the January meeting of Intergroup.
7. Communicates with all Service Board Members and assists in determining financial policy as required.
8. Assists or advises Treasurers of member groups upon request.
9. In the absence of the Chairperson, assumes the duties of the Chairperson.
10. Advises the Chairperson in advance if unable to attend an Intergroup meeting, so the prepared Treasurer's report may be presented by another Service Board Member.
11. Retains for a period of seven years the books detailing Intergroup's income and expenses, and the related paperwork including bank statements, deposit books, canceled cheques, expense receipts and donation receipts.

III - Recording Secretary

NOTE: There is an abstinence requirement of six months for this position.

1. Takes minutes at Intergroup meetings, records them and forwards a copy to the Chairperson within two weeks of the meeting.
2. Gives a copy of the minutes of the last meeting and the agenda for the next meeting of Intergroup to all Intergroup members in attendance.

3. Reads the minutes from the previous meeting at each regular Intergroup meeting and enters the adopted minutes in the Intergroup business meeting book.
4. Maintains a list of current Group Representatives and distributes the list to Intergroup members in January and June.
5. Notifies each Service Board Member of upcoming business meetings.
6. Keeps a list of available speakers for distribution to speaker meetings if requested.
7. Advises the Chairperson in advance if unable to attend an Intergroup meeting, so minutes can be read and recorded by another Intergroup Officer.
8. Retains each month for historical purposes, the Minutes, the Treasurer's Report, the Literature Report and the Sunshiner in a binder set up each year for this purpose.

IV - Corresponding Secretary

NOTE: There is an abstinence requirement of six months for this position.

1. Collects mail from Intergroup's post office box at least once per week. Upon receipt, he/she forwards the mail to the appropriate recipient.
2. Keeps a record of all incoming and outgoing correspondence and reports on all of the above at each regular Intergroup meeting
3. In consultation with the Chairperson and one other Service Board member, prepares all Intergroup correspondence.
4. Advises WSO delegate immediately of any changes in the list of groups affiliated with Intergroup.
5. Contacts unaffiliated groups in the Ottawa District and invites them to register with WSO and Intergroup.

6. In the absence of the Chairperson and the Treasurer, assumes the duties of the Chairperson.
7. Advises the Chairperson in advance if unable to attend an Intergroup meeting, so the Corresponding Secretary's report can be presented by another Intergroup Officer.

V - Region Six Representative

NOTE: There is an abstinence requirement of six months for this position.

1. Attends and participates in Region Six Business meetings, subject to Intergroup approval and availability of funds for travel and accommodation.
2. Prepares a written report for presentation to all Intergroup members at the Intergroup meeting following the Region 6 Assembly and mails a copy to each District group.
3. Maintains contact with Region Six (e.g. correspondence, telephone).
4. Keeps informed of all Region Six news, special events, etc. and has notices of special events in neighbouring Intergroups within the Region Six placed in Intergroup's newsletter well in advance of the event date.

VI - World Service Conference Delegate

NOTE. All candidates for World Service Business Conference Delegate/alternate shall have at least one (1) year of current abstinence, two 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 3c.

1. Represents Intergroup at the annual World Service Conference held in May, subject to Intergroup approval and availability of funds for travel and accommodation.
2. Keeps Intergroup in close touch, through the World Service Office, with OA throughout the world and keeps the WSO and other groups informed about Intergroup's problems and progress, needs and wishes.

3. Receives and shares with Intergroup all mail from WSO, the yearly Conference report, and the Annual International Meeting Directory.
4. Advises WSO immediately of any changes in the list of groups affiliated with Intergroup.
5. Helps the group solve problems and avoid mistakes by drawing on all the facilities of the World Service Office.

APPENDIX B
 FORMAT OF RESUME FOR SERVICE BOARD NOMINEES

Mail completed form to:
 OA OTTAWA DISTRICT INTERGROUP
 PO BOX 157
 STATION B
 OTTAWA, ONT K1P 6C4

Name:

Street Address:

City & Province: _____ Postal Code:

Telephone: () _____ Email

Intergroup position nominated/applied for:

Name of OA group which nominated/endorsed you:

How long have you been in Overeaters Anonymous? Years Months

For World Service Business Conference Delegate candidates only:

What is the date of the start of your current continuous abstinence _____,

and how many years have you served above the group level? _____

Briefly outline your personal experience in Overeaters Anonymous.

List the kinds of service you have done at group and Intergroup levels.

Why would you like this position?

Endorsement: Based upon group conscience, the members of the above OA group endorse this nominee for the position of

Fill in name of Intergroup position

Signature of Group Secretary or Group Treasurer

NOTE: Member Groups may duplicate this form as required

APPENDIX C RESPONSIBILITIES OF PERMANENT COMMITTEES

NOTE: There is an abstinence requirement of six months for these positions.

I. All Committees

1. Committees are comprised of any OA members who are concerned with the specific needs each committee serves.
2. Intergroup will elect a Chairperson of each committee to serve for one year.
 - a. The Chairperson of each committee will attend Intergroup meetings to report monthly on committee activities, and will liaise between the committee and Intergroup.
 - b. The Chairperson will not govern the committee, but rather assist in coordinating the functions of the committee.
 - c. The Chairperson will make known to OA members the need for volunteers to join the committee.
 - d. The Chairperson of a committee is always subject to recall by a majority vote of the voting members of Intergroup.
3. The activities of all committees are subject to the approval of Intergroup.
4. Committee Chairpersons will advise the Intergroup Chairperson in advance if unable to attend a meeting, and must arrange for an alternate committee member to present the committee's report to Intergroup.

II - The Literature Committee

NOTE: There is an abstinence requirement of six months for this position.

1. Maintains an inventory of OA and AA literature including starter kits up to maximum amount determined by Intergroup from time-to-time.
2. Arranges the sale of OA literature to member groups and/or to individual members or groups organizing Intergroup-sponsored events.
3. The Corresponding Secretary is to be advised of new groups and lone members requesting kits, for follow-up.

III - The Telephone Service Committee

NOTE: There is an abstinence requirement of six months for this position.

1. Maintains a telephone answering service.
2. Provides guidelines to volunteers regarding responses to telephone inquiries.
3. The committee arranges for OA volunteers to collect messages from the telephone message service daily and to return all calls as soon as possible.
4. The Committee Chairperson ensures that all OA volunteers are advised of new or canceled meetings, and changes in meeting times or locations.
5. Maintains an Intergroup telephone directory publishing the names and numbers submitted by individuals and groups.
6. Committee members advise the Corresponding Secretary about long-distance callers so the secretary can mail out meeting information.

IV - The Newsletter Committee

NOTE: There is an abstinence requirement of six months for this position.

1. Gathers and screens contributions from OA members for placement in Intergroup's regular newsletter - The Sunshiner.
2. Ensures current information about up-coming OA events is included in each issue.
3. Prepares the layout for the newsletter each month, and arranges for its printing and distribution soon after each regular Intergroup meeting.

V – The Public Information Committee

NOTE: There is an abstinence requirement of six months for this position.

1. Determines how to best carry the OA message to the third party in the Ottawa district.
2. Carries the OA message within the bounds of the Traditions and as suggested in the World Service Information Kit.
3. Handles all inquiries about OA from the general public, the public media, concerned private enterprises and/or government agencies.
4. Maintains, publishes and distributes the Intergroup meetings directory.

VI - The Special Events Committee

NOTE: There is an abstinence requirement of six months for this position.

1. Suggests to Intergroup OA events to sponsor.
2. Coordinates all special events sponsored by Intergroup.
3. Informs and invites all neighbour Intergroups to special events sponsored by Intergroup.
4. Retains a copy of all Ottawa District Intergroup special events flyers for historical purposes.

VII - The Bylaws Committee

NOTE: There is an abstinence requirement of six months for this position.

1. Reviews the bylaws and suggests bylaw amendments
2. Maintains a manual with a summary of Motions of Continuing Effect, i.e. motions that are matters of policy.
3. Provides each Service Board Member and Group Representatives with a copy of the updated Intergroup Charter, Bylaws and Manual upon request.

APPENDIX D
Responsibilities of Group Representatives

1. Be a regular OA member who attends that group.
2. Attend all IG meetings or send an alternate.
3. Bring news from your group to IG (meeting size, changes to format and/or location).
4. Bring 7th Tradition contributions.
5. Mail or bring back completed phone lists to the Telephone Chairperson.
6. Announce IG news to your group.
7. Vote on issues concerning OA as a whole in the Ottawa area.
8. Bring Sunshiners, phone lists and meeting lists to your group.
9. An abstinence requirement of 3 months is suggested, however, this is a group conscience decision.

APPENDIX E
Motions of Continuing Effect
Ottawa District Intergroup

1. Distribution of Sunshiner

September 27, 1984

That we return a Newsletter to those who send us one.

2. No Outside Enterprises in the Sunshiner

November 22, 1984

That we no longer have the ads promoting The Serenity Renewal for Families in the Sunshiner.

3. Food at Special Events

February 28, 1985

That only tea, coffee, milk and diet drinks are served at official Intergroup events.

4. Intergroup News in Sunshiner

February 28, 1985

That Intergroup News is published in the Sunshiner.

5. Public Information Representation

April 25, 1985

That two people be chosen to represent OA on P 1 assignments.

6. French

May 23, 1985

That the French groups join the Telephone Answering Service.

7. Literature

February 27, 1986

That only OA and A.A. approved literature to be ordered.

8. Room Rental at McNabb

May 24, 1986

That Intergroup continue to rent rooms for new groups excluding Sunday Morning.

9. Special Interest/Focus Groups

February 25, 1989

That all special wording to indicate special interest groups or special focus groups be omitted from all meeting lists and other literature authorized by Intergroup. The special words include but are not limited to bulimia, bulimic, anorexia, anorexic, relapse, HOW.

10. Voting Members

March 18, 1989

That the number of voting members be established at the beginning of Intergroup meetings.

11. Roberts Rules of Order

June 1990

That the book, Robert's Rules of Order, remain with the Chairperson.

12. Profit on Special Events

February 23, 1991

That the financial objective of the Special Events Committee be to break even or to make a marginal profit unless the special event is specifically designated a fundraiser.

13. Closing Prayer

January 25, 1992

That Intergroup meetings be closed with the Serenity Prayer.

14. WSO Intergroup Survey

January 25, 1992

That the survey be completed by the WSO Representative and two other members of Intergroup.

15. Reports to Intergroup

February 22, 1992

That reports of Officers, Committee Chairs and Group Representatives be included in the minutes.

16. Petty Cash

November 28, 1992

That a statement of all outstanding petty cash be part of the monthly financial statement.

17. Telephone Service Recording

January 27, 1993

That the outgoing message include at least three names and telephone numbers of members who would be willing to be a source of information about meeting times and places for anyone who called.

18. Telephone Service Anonymity

February 27, 1993

That written instructions be given to all persons doing telephone answering service, that telephone numbers are not to be given out unless personal permission is authorized.

19. Expense List

March 27, 1993

That each Committee Chairperson presents a list of expenses supporting requests for payment from Intergroup.

20. WSO Materials

June 25, 1994

That paperwork sent to Intergroup from WSO be retained for one year by the WSO Delegate.

21. Starter Kits

June 25, 1994

That the Literature Committee will send out free starter kits to new groups.

22. Motion Sheets

September 23, 1994

That Intergroup use Motion Sheets at their meetings.

23. New OA Groups Literature Funding

January 25, 1997

That new OA groups be given a loan of \$50 worth of literature to a total yearly maximum of \$200. The literature Committee will bill Intergroup for the order. The loan is to be repaid as soon as possible. This motion is to be reviewed in one year.

24. New Intergroup Meeting Time

February 22, 1997

That the monthly IG meetings begin at 10:15 and end no later than 12:00.

25. Increase in Telephone Answering Advertisement

June 28, 1997

That the OA ads are to be published in all current telephone directories in the Ottawa Carleton region. The small print ads will be published in both the white and yellow pages under weight loss and addiction and in both official languages.

26. Telephone Answering Service

August 23, 1997

That the telephone-answering volunteers be abstinent for a minimum of 30 days.

27. Group Reports

February 28, 1998

Group reports to be done by group representatives of designated alternates only.

28. Group Donations

February 28, 1998

We print group donations in the Sunshiner on a bi-yearly basis, to be submitted by the treasurer.

29. Responsibility Pledge

January 22, 2000

That the Responsibility Pledge be read at the close of the intergroup meeting **before** the Serenity Prayer.

30. Region 6 Representative Funding

July 28, 2001

That the Region 6 Representative receives financial support from Intergroup for each Region 6 Assembly attended by the Representative. Said support to be as follows: \$0.20 per kilometer for travel, meal costs to a total of \$35.00 per day, and two nights accommodation if the drive is more than 6 hours in duration.

31. Sunshiner Posting on Website

August 23, 2003

The Sunshiner will be posted on the OA Ottawa website.

32. Coordinating WSO and Region 6 Donations

September 27, 2003

The Treasurer of Intergroup coordinates the receiving and disbursing of donations going to WSO and Region 6 from groups in the Ottawa Intergroup area.

33. Web Site – March 25, 2006

That the Public Information Committee will maintain the OA Web Site

34. OA Newspaper Ad

November 25, 2005

That the Ottawa Citizen advertisement announce all OA meetings and be paid for by Intergroup

35. OA Newspaper Ad

June 23, 2006

That Intergroup and Rainbow group will split the cost of the weekly Ottawa Citizen advertisement for now

36. Region 6 Representation

March 24, 2007

That Ottawa District Intergroup send additional representatives as allowed to Region 6 business meetings subject to Intergroup approval. The additional representatives are to be members of Intergroup

37. Mailing of Intergroup Minutes

June 28, 2008

That the corresponding secretary mail by Canada Post our Intergroup Minutes to out-of-town Group Representatives who request them