

Ottawa District Intergroup Bylaws

**BYLAWS**  
**of**  
**Ottawa District Intergroup**  
**OVEREATERS ANONYMOUS**

**Adopted: June 1982**  
**Twelfth Revision: April 2014**

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**BYLAWS  
OF  
OVEREATERS ANONYMOUS  
Ottawa District Intergroup**

**ARTICLE I – Name**

The name of this organization shall be the Ottawa District Intergroup, also known as Intergroup.

**ARTICLE II – Purpose**

*Section 1 – Primary Purpose*

The primary purpose of Intergroup is to aid those with the problems of compulsive eating through the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service, and to serve and represent the OA groups from which it is formed.

*Section 2 – The Twelve Steps, Twelve Traditions, and Twelve Concepts*

- (a) The Twelve Steps suggested for recovery in the Fellowship of Overeaters Anonymous are as follows:
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.

(b) 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 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.

(c) 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 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 with voice and vote includes the following:

- Intergroup Officers,
- Committee Chairs,
- Ad-hoc Committee Chairs, and
- Group Representatives.

#### ***Section 2 – Qualifications***

- (a) Any OA group registered with the OA World Service Office (WSO) within practical proximity to Ottawa, Ontario, may become a member of Intergroup by notifying Intergroup. Virtual groups registered with WSO may affiliate without regard to geographic proximity.

- (b) The Ottawa District Intergroup endorses the definition of an OA group in Overeaters Anonymous, Inc. Bylaws, Subpart B, Article V, Section 1, as written and as it may be amended by a future World Service Business Conference.
- (c) These points shall define an Overeaters Anonymous group:
  - (i) As a group, they meet to practice the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service.
  - (ii) All who have the desire to stop eating compulsively are welcome in the group.
  - (iii) No member is required to practice any actions in order to remain a member or to have a voice (share at a meeting).
  - (iv) As a group they have no affiliation other than Overeaters Anonymous.
  - (v) It has affiliated as an Overeaters Anonymous group by registering with the World Service Office.
- (d) Virtual groups (groups which replicate face-to-face meetings through electronic media) may be an Overeaters Anonymous group if they:
  - (i) Otherwise meet the definition of Overeaters Anonymous groups;
  - (ii) Are fully interactive; and
  - (iii) Meet in real time.

### ***Section 3 – Group Representatives***

- (a) Each member group may be represented at Intergroup meetings by its Group Representative.
- (b) Group Representatives will be selected by the group conscience of the group they represent, and shall serve for the period designated by their group.
- (c) Member groups will advise Intergroup of the name of their Group Representative so Intergroup can maintain an accurate list of those members entitled to voting privileges.



## **ARTICLE IV – Intergroup Board**

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

(a) The Intergroup Board shall consist of two separate groups.

(b) The first group will consist of the following officers:

1. Chairperson
2. Treasurer
3. Secretary
4. Region 6 Representative
5. World Service Business Conference (WSBC) Delegate.

*(Appendix A contains job descriptions of these positions).*

(c) The second group will consist of the chairs of the following standing committees (called Committee Chairs):

1. Literature
2. Telephone and Email Service
3. Publications
4. Public Information
5. Special Events
6. Bylaws.

*(Appendix C contains job descriptions of these positions).*

(d) The persons holding the above-mentioned positions shall be referred to as Intergroup Board Members.

(e) The Chairperson will preside over all Intergroup meetings. In the absence of the Chairperson, the Treasurer will preside; in the absence of both, the Secretary will open the meeting and hold an election for a temporary chair.

***Section 2 – Nominations to the Intergroup Board***

- (a) Each member group may nominate one member for each Board position.
- (b) Nominations to the Board may be made from the floor at the time of election.
- (c) A nominating committee may be formed at the discretion of the Intergroup Board.

***Section 3 – Qualifications for the Intergroup Board***

To qualify for election to the Intergroup Board, an individual must:

- (a) Have 6 (six) months of current, continuous abstinence except as follows (each personal shall be the sole judge of his or her abstinence)
  - (i) There shall be an abstinence requirement of 1 (one) year, and 1 (one) year of previous service on Intergroup Board for the positions of Chairperson and Treasurer.
  - (ii) The World Service Business Conference Delegate/Alternate must meet the qualifications and requirements as outlined and defined in the OA, Inc. Bylaws, Subpart B, Article X, Section 3c. Current requirements are 1 (one) year of current abstinence and at least 2 (two) years of service beyond the group level.
- (b) Be working the Twelve Steps, Twelve Traditions and Twelve Concepts of OA service to the best of his/her ability.
- (c) Are either i) attending an Overeaters Anonymous group affiliated with Intergroup, or ii) regularly attending a virtual group.
- (d) Have submitted the application form found in Appendix B to Intergroup when the election is to take place.

***Section 4 – Election of Board Members***

- (a) The applications of the nominees will be read at the time of election.

- (b) Nominees must be present at the election meeting. For election, the candidate must receive a majority of votes.
- (c) Voting will be done by paper ballot. If a position is uncontested, and no voting member objects, voting may be done by a show of hands.

***Section 5 – Term of Office***

- (a) A Board Member will be elected for a one year term which begins on the first day of January.
- (b) Board Members may serve no more than two consecutive terms in the same position. A member may serve again in that position after a leave of one year from that position.
- (c) The Region 6 Representative and the WSBC Delegate may serve up to a maximum of five consecutive full terms.
- (d) No Board Member may serve more than 12 consecutive years on Intergroup. Such member may serve again after a leave of one year from Intergroup.

***Section 6 – Vacancies and Resignations***

- (a) If a Board Member misses three consecutive Intergroup meetings without submitting a report, he/she may be removed from the position by a majority vote of the ballots cast either at a regular Intergroup meeting or a special meeting announced for that purpose.
- (b) Board Members being considered for removal must be advised of this in writing and encouraged to represent themselves at the removal meeting.
- (c) Any Board Member may resign at any time for any reason by giving the Chairperson of the Intergroup written notice.

- (d) Any Board Member may be removed from office for due cause by a 2/3 majority vote of the ballots cast at a regular or special meeting announced for that purpose.
- (e) A special meeting of Intergroup called to remove a Board Member must be done in the manner outlined in Article IV, Section 2 of these bylaws.

***Section 7 – Filling of Vacancies***

- (a) Vacancies shall be filled by a willing OA member by a majority vote at a regular business meeting or a special meeting after the vacancy occurs. Such persons chosen to fill said vacancies shall serve for the remainder of the unexpired term.
- (b) Mid-term replacements are eligible to be subsequently elected for 2 (two) full terms of service on the Intergroup Board.
- (c) A person chosen to fill any vacancy on the Intergroup Board shall meet the qualifications as defined in Article IV, Section 3, and shall not be in violation of Article V, Section 5(B). Preference for vacancies will be given to any candidate nominated for but not elected to the vacant position.

***Section 8 – Parliamentarian***

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.

**ARTICLE V – Meetings**

***Section 1 – Regular Meetings***

- (a) Regular business meetings of Intergroup shall be held monthly, except in December, on a date and time determined by a majority of the voting members.
- (b) The regular business meeting in November will be designated for the election of Intergroup Board members.

***Section 2 – Special Meetings***

Special meetings may be called at any time by a majority vote of the Intergroup Board, with a minimum of 3 (three) days' notice to all members entitled to vote at regular meetings.

***Section 3 – Quorum***

Those Group Representatives and Intergroup Board members present at any Intergroup meeting shall constitute a quorum, and a simple majority shall govern for voting purposes.

***Section 4 – Voting***

- (a) Each member of Intergroup will have one vote. No member shall have more than one vote. Each OA member shall have a voice.
- (b) The Chairperson will be counted as a voting member at Intergroup meetings and will vote only in the event of a tie.
- (c) For the purposes of special meetings, votes may be cast through electronic means.

**ARTICLE VI – Committees**

***Section 1 – Composition***

- (a) Each committee is to be comprised of OA members who volunteer and who are interested in serving the specific needs of the committee.
- (b) None will govern, but all may serve.
- (c) Each committee member should be permitted certain authority and responsibility, allowing freedom of action by each member within their area of responsibility.

***Section 2 – Reporting***

- (a) Each Committee Chairperson will be responsible for attending Intergroup meetings to deliver a monthly progress report on committee activities.
- (b) Should the Committee Chairperson be unable to attend a regular Intergroup meeting, he or she 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.

***Section 3 – Ad hoc Committees***

- (a) Ad hoc committees may be formed at any time to service a specific Intergroup need.
- (b) Ad hoc committees are subject to the same guidelines as Intergroup's standing committees as specified in these bylaws. Chairs of ad hoc committees will have a vote on Intergroup, but will not be considered a Board member.
- (c) Upon completion of an ad hoc committee's specific task, or upon removal by a majority vote of Intergroup, the committee will dissolve and will no longer be represented at Intergroup.

**ARTICLE VII – Financial Operations**

***Section 1 – Books***

The Intergroup Treasurer shall keep a set of books, which will be open to perusal upon request, detailing Intergroup's receipts and disbursements.

***Section 2 – Monthly Statement***

- (a) The Intergroup Treasurer will prepare a monthly statement of receipts and disbursements and present it to Intergroup.
- (b) This statement is to be prepared in triplicate, one copy each for the Treasurer, the Chairperson and the Secretary.

***Section 3 – Annual Statement***

- (a) The Intergroup Treasurer shall prepare an annual statement of receipts and disbursements and present it to Intergroup at the January Intergroup meeting.
- (b) The fiscal year shall be from January 1 to December 31.
- (c) This statement is to be prepared in triplicate, one copy each for the Treasurer, the Chairperson, and the Secretary.

***Section 4 – Signing Officers***

- (a) The Intergroup Treasurer and Chairperson shall be designated signing officers for the bank accounts of Ottawa District Intergroup.
- (b) One other Board officer shall be nominated and ratified by Intergroup as a third designated signing officer at an Intergroup meeting.
- (c) Designated signing officers shall serve as such during their term(s) on Intergroup. If a signing officer vacates or is removed from Intergroup, a replacement will be chosen by a majority vote of the voting members of Intergroup.

***Section 5 – Cash Receipts***

Cash receipts are handled as follows:

- (a) All monies must be deposited to the appropriate bank account of 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.

***Section 6 – Cash Disbursements***

Cash disbursements are handled as follows:

- (a) All expenditures must be supported by approved vouchers/receipts.
- (b) Vouchers/receipts must be forwarded to the Intergroup Treasurer.
- (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.
- (e) Advances for expenses may be given at the discretion of both the Treasurer and the Chairperson.
- (f) The cash disbursements journal must be kept up to date, indicating the date, amount, recipient and particulars of each expenditure.

**ARTICLE VIII – Headquarters**

The headquarters 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 IX – Parliamentary Procedure**

All Intergroup meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revised* except when in conflict with these bylaws.

## **ARTICLE X – Amendments**

### ***Section 1 – Proposals to Amend***

- (a) Amendments to these bylaws may be proposed by any voting member of Intergroup, provided a request to have it placed on the agenda is submitted to the Intergroup Chairperson in writing at least 10 days before the meeting at which the proposal is to be introduced.
- (b) Each proposal must be accompanied by a clearly-stated reason for suggesting the amendment.
- (c) Amendments to the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA may be made only as per OA, Inc. Bylaws, Subpart B, Article XIV, Section 1.

### ***Section 2 – Notice***

Amendments to these bylaws 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. If amendments are required to maintain consistency with Overeaters Anonymous, Inc. Bylaws Subpart B, the required notice is 30 days.

### ***Section 3 – Voting***

In order to adopt an amendment to these bylaws, a 2/3 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.

### ***Section 4 – Appendices***

Amendments to any of the Appendices to these bylaws may be proposed by any voting member of Intergroup at any regular Intergroup meeting. To adopt any such amendments a simple majority vote is required.

## **ARTICLE XI –Legal Disclaimer**

### ***Section 1 – Dissolution***

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

1. to the nearest OA Intergroup
2. to Region 6
3. to the World Service Office
4. to a not-for-profit fund, association, foundation, or corporation which is organized and operated exclusively for charitable, education, or scientific purposes and which has established its tax exempt status according to Canadian law.

### ***Section 2 – Deregistration***

Upon dissolution, Intergroup shall deregister with the World Service Office by submitting a written request to the World Service Office, region chair and region trustee.

### ***Section 3 – Not-for-profit Status***

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 except that Intergroup shall be empowered to pay reasonable compensation for services rendered and to make payment and distribution in furtherance of the expressed purpose for which it was formed.

## APPENDIX A

### DUTIES AND RESPONSIBILITIES OF INTERGROUP OFFICERS

Amended: April 2014

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

#### I – Chairperson

1. Presides over regular Intergroup meetings using *Robert's Rules of Order, Newly Revised* as a guide. The Chairperson 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 and Concept 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 among them.
4. Serves as a designated signing officer for the bank accounts of 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. If unable to attend an Intergroup meeting, the Chairperson will make best efforts to advise the Treasurer in advance.

7. Writes to all new Group Representatives, welcoming them to Intergroup, informing them of Intergroup meeting dates, times and locations, and suggests duties which they might carry out as Group Representatives.
8. Ensures that at the November election two non-voting members are present at that meeting to collect and tabulate ballots.
9. Perform other duties as may be required by Intergroup.

## **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 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, telephone, Internet hosting.
  - b. Pays expenses for authorized delegates to Region Six and World Service Business 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 Intergroup by individual members.
4. Keeps a simple set of books, which are open to perusal upon request, detailing Intergroup's income and expenses.

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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 at the January meeting of Intergroup.
7. Communicates with all Intergroup 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 Intergroup 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.
12. Perform other duties as may be required by Intergroup.

### **III - 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. Presents 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.
5. Notifies each Intergroup Member of upcoming business meetings.
6. Advises the Chairperson in advance if unable to attend an Intergroup meeting, so minutes can be presented and recorded by another Intergroup Officer.
7. 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.
8. Collects mail from Intergroup's post office box prior to the regular business meeting and forwards the mail to the appropriate recipient at the meeting.
9. Keeps a record of all incoming and outgoing correspondence and reports on all of the above at each regular Intergroup meeting.
10. Advises WSBC delegate immediately of any changes in the list of groups affiliated with Intergroup.
11. In the absence of the Chairperson and the Treasurer, conducts a vote to see who would assume the duties of the Chairperson.
12. Perform other duties as may be required by Intergroup.

#### **IV - Region 6 Representative**

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

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1. Attends and participates in Region 6 Assemblies, 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 submits a copy to the Publications Committee to put in the Newsletter.
3. Maintains contact with Region 6 (e.g. correspondence, telephone).
4. Keeps informed of all Region 6 news, special events, etc. and submits notices of special events in neighbouring Intergroups within the Region 6 in Intergroup's newsletter in advance of the event date.

### **V - World Service Business 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 Business Conference, 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 correspondence from WSO, including the annual WSBC Agenda Questionnaire, motions, and final report.
4. Advises WSO immediately of any changes in the list of groups affiliated with Intergroup.
5. Helps the Member groups solve problems and avoid mistakes by drawing on all the facilities of the World Service Office.

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**APPENDIX B**

**APPLICATION FORM FOR INTERGROUP BOARD NOMINEES**

Amended: April 2014

Bring completed form to Intergroup or email it to [oa-ottawa@hotmail.com](mailto:oa-ottawa@hotmail.com)

Name:

Address:

City & Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Email \_\_\_\_\_

Intergroup position nominated/applied for:

How long have you been abstinent? Years        Months

For World Service Business Conference Delegate candidates only:  
how many years have you served above the group level? \_\_\_\_\_

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

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Why would you like this position?

Endorsement: As a member of OA with more than 6 months of abstinence, I  
(please print) \_\_\_\_\_

endorse this nominee for the position of \_\_\_\_\_

Signature of endorsing member:

Qualifications: I meet the qualifications as outlined in Article IV, Section 3 of  
these Bylaws.

(signature) \_\_\_\_\_

## APPENDIX C

### RESPONSIBILITIES OF STANDING COMMITTEES

Amended: April 2014

*NOTE: There is an abstinence requirement of six months for Committee Chairs.*

#### **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 Chair of each committee to serve for one year.
  - a. The Chair of each committee will attend Intergroup meetings to report monthly on committee activities, and will liaise between the committee and Intergroup.
  - b. The Chair will not govern the committee, but rather assist in coordinating the functions of the committee.
  - c. The Chair will make known to OA members the need for volunteers to join the committee.
  - d. The Chair of a committee is always subject to removal 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 Chairs 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**

1. Maintains an inventory of OA-approved 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 Secretary is to be advised of new groups and lone members requesting kits, for follow-up.
4. Includes financial information with the monthly Intergroup report.

## **III - The Telephone and Email Service Committee**

1. Maintains a telephone answering service and monitors incoming emails.
2. Provides guidelines to volunteers regarding responses to telephone and email inquiries.
3. The committee arranges for volunteers to collect messages from the telephone message service, as well as emails sent to the Ottawa website, daily, and to respond to all calls as soon as possible.
4. The Committee Chair ensures that all volunteers are advised of new or cancelled meetings, and changes in meeting times or locations.
5. Maintains an Intergroup service directory publishing the names and numbers submitted by individuals and groups.
6. Refers calls or emails to the appropriate Intergroup Board Member in the case of requests regarding, for example: mail-outs (Secretary); literature (Literature Committee Chair); Special Events (Special Events Chair); Public Information (PI Chair) etc.

## **IV - The Publications Committee**

## Ottawa District Intergroup Bylaws

1. Oversees the publication and distribution of the Intergroup's regular newsletter – The Sunshiner. The newsletter shall be administered by a newsletter editor appointed by the Publications Committee chair. The newsletter editor shall gather and screen contributions from OA members for placement in the newsletter, prepare the layout for the newsletter each month, and arrange for its printing and distribution soon after each regular Intergroup meeting.
2. Maintains or oversees the maintenance of the website established in the name of oa-ottawa.ca (the Website). The website shall be administered by a webmaster appointed by the Publications Committee chair, who may, as necessary, delegate technical functions of website maintenance to a service volunteer or outside contractor.

### **V – The Public Information Committee**

1. Carries the OA message within the bounds of the Twelve Steps, the Twelve Traditions and the Twelve Concepts.
2. Handles all public information inquiries from the general public, the public media, concerned private enterprises and/or government agencies
3. Maintains, publishes and distributes the Intergroup meeting directory (hard copy) and advises the Publications Committee chair of any meeting changes that have come to the attention of the committee.
4. Includes financial information with the monthly Intergroup report.

### **VI - The Special Events Committee**

1. Suggests to Intergroup OA events to sponsor.
2. Coordinates all special events sponsored by Intergroup.
3. Informs and invites all neighbouring Intergroups to special events sponsored by Intergroup.

## Ottawa District Intergroup Bylaws

4. Retains a copy of all Intergroup special events flyers for historical purposes.
5. Includes financial information with the monthly Intergroup report.

### **VII - The Bylaws Committee**

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 Intergroup Board Member and Group Representative with a copy of the updated Intergroup Bylaws upon request.

## **APPENDIX D**

### **RESPONSIBILITIES OF AD HOC COMMITTEES**

Amended: April 2014

#### **I – The French-English Liaison Committee**

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

1. Brings news and information of events, etc. from the Outaouais French Intergroup to the Ottawa District Intergroup.
2. Informs the Outaouais French Intergroup of developments from the Ottawa District Intergroup that are deemed relevant.
3. Observes procedures, bylaws and motions in both Intergroups, which may be helpful to either.
4. Helps in procuring bilingual OA members from the Ottawa Intergroup to do service for meetings and events which will be sponsored by the Outaouais French Intergroup.
5. May assist the Ottawa District Intergroup, as needed, in simple translation from English to French for public information material/literature.

## **APPENDIX E**

### **RESPONSIBILITIES OF GROUP REPRESENTATIVES**

1. Be a regular OA member who attends that group.
2. Attend all Intergroup meetings or send an alternate.
3. Bring news or any issues from your group to Intergroup.
4. Bring 7th Tradition contributions.
5. Mail or bring back completed phone lists to the Telephone and Email Service Chair.
6. Announce Intergroup 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 F**

### **MOTIONS OF CONTINUING EFFECT**

1. Distribution of Sunshiner
2. No Outside Enterprises in the Sunshiner – Rescinded
3. Food at Special Events
4. Intergroup News in Sunshiner
5. Public Information Representation
6. French
7. Literature
8. Room Rental at McNabb – Rescinded
9. Special Interest/Focus Groups
10. Voting Members
11. Roberts Rules of Order
12. Profit on Special Events
13. Closing Prayer – Rescinded
14. WSO Intergroup Survey - Rescinded
15. Reports to Intergroup
16. Petty Cash – Rescinded
17. Telephone Service Recording – Rescinded
18. Telephone Service Anonymity
19. Expense List
20. WSO Materials
21. Starter Kits – Rescinded
22. Motion Sheets
23. New OA Groups Literature Funding - Rescinded
24. New Intergroup Meeting Time
25. Increase in Telephone Answering Advertisement – Rescinded
26. Telephone Answering Service
27. Group Reports
28. Group Donations – Rescinded
29. Responsibility Pledge
31. Sunshiner Posting on Website
32. Coordinating WSO and Region 6 Donations – Rescinded
33. Web Site – Rescinded
34. OA Newspaper Ad – Rescinded
35. OA Newspaper Ad – Rescinded
36. Region 6 Representation
37. Mailing of Intergroup Minutes
38. Website Cost

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39. Coordinating WSO and Region 6 Donations
40. OA Newspaper Ad
41. Region 6 Representative Funding
42. Reading 12 Concepts at IG Meetings
43. List of Group Representatives
44. WSO Delegate Fund – Rescinded

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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 – Rescinded

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 PI assignments.

6. French

May 23, 1985

That the French groups join the Telephone Answering Service.

7. Literature

February 27, 1986

That only OA and AA approved literature to be ordered.

8. Room Rental at McNabb – Rescinded

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 is to break even or to make a marginal profit unless the special event is specifically designated a fundraiser.

13. Closing Prayer – Rescinded

January 25, 1992

That Intergroup meetings be closed with the Serenity Prayer.

14. WSO Intergroup Survey - Rescinded

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 – Rescinded

November 28, 1992

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

17. Telephone Service Recording – Rescinded

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 – Rescinded

June 25, 1994

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

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22. Motion Sheets

September 23, 1994

That Intergroup use Motion Sheets at their meetings.

23. New OA Groups Literature Funding - Rescinded

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 – Rescinded

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 or designated alternates only.

28. Group Donations – Rescinded

February 28, 1998

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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 – Rescinded

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 – Rescinded

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 – Rescinded

March 25, 2006

That the Public Information Committee will maintain the OA Web Site

34. OA Newspaper Ad – Rescinded

November 25, 2005

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

35. OA Newspaper Ad – Rescinded

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

September 24, 2016-Amended

That the secretary send Intergroup Minutes to Group Representatives who request them

38. Website Cost

September 24, 2016-Amended

- Our domain name has been renewed until March 23, 2018 with GoDaddy for \$33.88 for a period of 2 years.
- The service for our web server has been renewed until August 9, 2017 with HostGator for \$178.20 for a period of 3 years.

39. Coordinating WSO and Region 6 Donations

April 28, 2012

That the treasurer of Intergroup coordinate the receiving and disbursing of donations going to WSO and Region 6 in the name of Intergroup only, not individual groups

40. OA Newspaper Ad

September 24, 2016-Rescinded

That the Ottawa Citizen advertisement be paid for by Intergroup.

That the Ottawa Citizen advertisement be paid for by Intergroup

41. Region 6 Representative Funding

May 26, 2012



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That the Region 6 Representative receives financial support from Intergroup to attend Region 6 Assembly – Said support to be as follows: \$0.40 per kilometer for travel, meal costs to a total of \$50.00 per day, and two nights' accommodation

42. Reading 12 Concepts at IG Meetings

May 26, 2012

That one of the 12 Concepts (corresponding to the meeting month) be read at Intergroup meetings

43. List of Group Representatives

September 24, 2016-Amended

That the Secretary meets the obligation to create a list of group reps twice a year by referring to the sign-in sheet/minutes of the previous 6 months.

44. WSO Delegate Fund – Rescinded

August 25, 2012

Pursuant to a request from WSO, that funds sent to Intergroup earmarked for WSO, unless otherwise specified by the donating group, be automatically sent to the “WSO Delegate Fund” and that this practice continue **until May 2013**.