

BYLAWS
of
Ottawa District Intergroup
OVEREATERS ANONYMOUS

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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
- Group Representatives of Member Groups, and
- Intergroup Liaisons.

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. This definition is as follows:

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.

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.

Section 4 – Intergroup Liaisons

- (a) Neighbouring Intergroups may designate a representative to be a Member of the ODIG.

- (b) Intergroup Liaisons will be selected by the group conscience of the Intergroup they represent, and shall serve for the period designated by their Intergroup.

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. Vice-Chair
 3. Treasurer
 4. Secretary
 5. Region 6 Representative
 6. World Service Business Conference (WSBC) Delegate.

(Part II contains job descriptions of these positions).

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

1. Twelfth-Step Within
3. Publications
4. Public Information / Professional Outreach

(Part II contains job descriptions of these positions).

- (d) The persons holding the above-mentioned positions shall be referred to as Intergroup Board Members or simply Board Members.
- (e) The Chairperson will preside over all Intergroup meetings. In the absence of the Chairperson, the Vice-Chair 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) All nominations to the Intergroup Board must be endorsed by a registered Member Group.
- (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 a requirement of 1 (one) year of current, continuous abstinence, 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 their ability.
- (c) Are either i) attending an Overeaters Anonymous group affiliated with Intergroup, or ii) regularly attending a virtual group.
- (d) Have submitted the proper application form (found on oa-ottawa.ca in Documents) to Intergroup when the election is to take place when necessary.

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.
- (c) Voting will be done by secret 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 initially for a one-year term which begins on the first day of January, renewable for no more than two additional one-year terms.
- (b) Board Members may serve no more than three consecutive one-year terms in the same position. A Board Member may serve again in that position after a leave of one year from that position.
- (c) Notwithstanding paragraphs (a) and (b), the Region 6 Representative and the WSBC Delegate will be elected for a one-year term, renewable for up to four more one-year 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, they 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 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 V, 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 IV, Section 5(b). Preference for vacancies will be given to any candidate who ran for but was 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 on a date and time determined by a majority of the voting members.

(b) Elections will be held during the regular business meeting in December.

Section 2 – Special Meetings

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

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 or acting Chairperson will be counted as a voting member at Intergroup meetings.
- (c) 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, 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.

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 and distributed to Intergroup in advance of the monthly meeting.

Section 3 – Annual Statement

- (a) The Intergroup Treasurer shall prepare an annual statement of revenue and expenditures 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 and distributed to Intergroup in advance of the January Intergroup meeting.

Section 4 – Annual Budget

- (a) The Intergroup Treasurer shall prepare a draft budget for the coming year and present it to Intergroup for acceptance at the January Intergroup meeting.
- (b) This draft budget is to be prepared and distributed to Intergroup in advance of the January Intergroup meeting.

Section 5 – 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 6 – 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 7 – 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 two regular meetings 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 one regular meeting.

Section 3 – Voting

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