

South Bay Intergroup

Representative Handbook

Revised Sept. 2011

Welcome to Overeaters Anonymous South Bay Intergroup
Please read this Handbook.
Bring it with you to Intergroup Meetings.
Add pages as Intergroup makes changes, and
Pass it along to your successor.

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BYLAWS OF THE SOUTH BAY INTERGROUP OF OVEREATERS ANONYMOUS

PREAMBLE

“In all its proceedings, the South Bay Intergroup of Overeaters Anonymous (‘South Bay Intergroup’, ‘SBI’, or ‘Intergroup’) shall observe the spirit of the O.A. Tradition, taking care that the Intergroup never becomes the seat of wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the members of its Service Board (‘Board’) shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and, whenever possible, by substantial unanimity; that no committee action ever be personally punitive or an incitement to public controversy; that though the Board may act in the service of” Overeaters Anonymous (“OA”) Groups in South Bay, and obey and comply with all applicable federal and California laws; it shall never perform any “acts of government” in contravention of the Twelve Traditions; “and that, like the Society of Overeaters Anonymous, which it serves, the Board itself will always remain democratic in thought and action.”

(This Preamble is adopted from the Third Legacy Manual of AA World Services and AA Co-Founder Bill W.'s Twelve Concepts for World Service, as adopted by the AA General Service Conference on April 26, 1962. This adaptation of copyrighted AA material has been approved by the General Service Board of AA.)

Article I – Name & Purpose of Organization

The name of this organization shall be South Bay Intergroup of Overeaters Anonymous. The primary purpose of the organization is to aid those who suffer from compulsive eating and to serve and represent the OA groups, which comprise the Intergroup. This Intergroup is in compliance with and qualifies as an exempt organization under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Article II– Guiding Principles

The South Bay Intergroup of Overeaters Anonymous shall conduct its membership and Board meetings in accordance with Robert's Rules of Order (unless in conflict with these bylaws or group conscience of the Board, in which case the bylaws or group conscious shall control).

The Twelve Steps are suggestions for individual recovery and the Twelve Traditions for group survival in the Fellowship of Overeaters Anonymous. The Twelve Concepts of Service are also suggestions.

Note: OA, Inc. Bylaws, Subpart B Article XIV Section 1e) sets forth the only procedure to amend either the Twelve Steps or the Twelve Traditions of Overeaters Anonymous.

A. 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

B. 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 O.A. 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 nonprofessional, 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 O.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, television, and other public media of communication.
12. Anonymity is the spiritual foundation of all these traditions, ever reminding us to place principles before personalities.

C. THE TWELVE CONCEPTS OF SERVICE

The Twelve Concepts of OA Service are an ordered set of service principles specifically applicable to Overeaters Anonymous.

The Twelve Concepts may be considered from two perspectives; first, as practical guidelines for world service and second, as a purposefully ordered set of spiritual principles enlightening for all who seek to serve. One woven cord of primary purpose joins the Concepts; they are guidelines to carry the message.

The Twelve Steps are spiritual principles applied in our individual recovery. The Twelve Traditions are the spiritual principles applied in our groups. The Twelve Concepts describe the service structure of OA and the spiritual principles which may effectively relate servants to their work and to each other.

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, the 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 – Membership of the South Bay Intergroup

The membership of the South Bay Intergroup (SBI) shall consist of the SBI Service Board and Intergroup Representatives or their alternates from each member meeting desiring to participate.

- A. Meetings in the South Bay area are deemed members provided that they have registered with the Intergroup secretary and the World Service Office of O. A. Inc. and not be registered with another Intergroup, and that each O.A. meeting meet the criteria set forth by the World Service Business Conference in Article V, Section 1 of Overeaters Anonymous, Inc., Bylaws Subpart B.
- B. Each meeting shall designate one person to serve as its Intergroup Representative.

Article IV – Voting Body

Any elected South Bay Intergroup (SBI) meeting Representative attending any meeting of SBI has a right to be heard.

- A. Quorum shall consist of at least one-third ($\frac{1}{3}$) of the registered meetings in the SBI. No business, other than non-voting (e.g., reports), shall take place unless a quorum of members is present at the commencement of and remains during business.
- B. If, within one-half hour from the time appointed for a members' or Board meeting, a quorum of members is not present, those members present shall adjourn the meeting after hearing non-voting items.
- C. No voting business shall be transacted at any meeting of the Board of Directors unless at least a majority of the Board members is present at the commencement of such business. This constitutes a quorum for Board meetings.
- D. A simple majority shall govern for voting purposes unless otherwise specified within these bylaws.
- E. Each Representative shall be entitled to one (1) vote in the business meeting of the SBI. One Representative may represent more than one meeting, but no Representative may have more than one (1) vote.
- F. Each SBI Service Board member, except the Chairperson, shall be entitled to one (1) vote in SBI meetings.
- G. The Chairperson may only vote in a case where that vote will make or break a tie.

Article V – Nominations & Elections of SBI Service Board

Election of SBI Service Board members shall be held at the SBI Representatives meeting in October of each year.

- A. Nominees are either nominated by a Representative or self-nominated.
- B. To be eligible for election to the Service Board, a person must, at the time of election:
 - 1) Be regularly attending OA meetings within the SBI area.
 - 2) Have no less than one (1) year in the OA Fellowship.
 - 3) Have at least three (3) months service above the meeting level.

- 4) Have at least six (6) months current abstinence (each person is the sole judge of his or her abstinence), and have taken Steps 4 and 5 of the 12 Steps. May be waived, so long as the person elected maintains abstinence.
 - 5) Be serving or have served as a Representative or alternate to SBI.
- C. To be elected to the Service Board, a nominee must be present at the time of election and must receive a simple majority of the votes cast.
 - D. All members elected to the Service Board shall serve for a term of two (2) full years.
 There are four (4) positions elected in odd-numbered years:
 Chairperson, Secretary, Parliamentarian/Bylaws, and Public Information.
 There are four (4) positions elected in even-numbered years:
 Vice Chair, Treasurer, Outreach, and Editor
 - E. A Service Board member who has completed two (2) consecutive terms of service on the Board shall be ineligible for election for one (1) year thereafter.
 - F. If a member of the Service Board fails to attend two (2) consecutive meetings without leave of absence, the position shall be declared vacant by the board. Requests for leave of absence must be communicated to and approved by the Chairperson. For this purpose, the Intergroup and Service Board meetings held on the same day shall be considered one meeting. A Board member who has been deemed to have vacated his or her position after missing two (2) consecutive meetings without just cause shall be ineligible for election for one year thereafter. Additionally, any member who returns to compulsive overeating or participates in unworthy conduct may be removed from their position by a two-thirds ($\frac{2}{3}$) majority vote of the Service Board. This provision of the bylaws constitutes appropriate notice and no other notice need be given. The Board, by resolution, may adopt guidelines as to what constitutes just cause for the purposes of this Article.
 - G. When a vacancy occurs on the Service Board, the Representatives shall elect an interim board member to fill the remainder of the unexpired term.
 - H. A list of current members of the Service Board and the date of their election shall be available for public inspection and kept on file by the Secretary.

Article VI – The Service Board

- A. The SBI Service Board shall be composed of a Chairperson, Vice-Chairperson, Secretary, Treasurer, Parliamentarian, Editor, Public Information Chair, and Outreach Chair.
 1. Each Service Board position on the SBI shall be elected by a simple majority of Representatives present. Election of officers shall be held annually in October.
 2. Should a vacancy in an office occur, the vacancy shall be filled by election, so long as a quorum is present. The election to fill a vacancy may be held at the same meeting at which the vacancy is announced. The officer thus elected shall serve the remainder of the term vacated. Should the period to be served span less than one year, the elected person shall be deemed to be an interim board member and shall be eligible for election to a full term as a Service board member upon expiration of the partial term. Should the term to be filled exceed one year, the elected board member shall be considered to have filled a full term upon the expiration of the vacated term.

3. Any board member may resign at any time for any reason by giving the Chairman of SBI written notice.
- B. Job descriptions approved by the Service Board for all officers shall be on file with the SBI Vice Chair (Parliamentarian if Vice Chair position is vacant) and copies given to members elected to those board positions.
- C. Service Board members shall:
 1. Attend all regular and special meetings of the Intergroup Representatives and the Service Board.
 2. Submit to and follow the directives of the Representatives on matters of general policies and programs, providing those policies and programs are within the framework of the Twelve Traditions.
 3. Refer all matters arising in the Service Board meetings that require discussion and action on the part of the Representatives to the next regular Representative meeting.

Article VII– Meetings of the South Bay Intergroup

The SBI Representatives and the SBI Service Board shall hold monthly meetings at a regularly scheduled time and day of the month, in a regularly scheduled location.

- A. The regular meetings of the Service Board and the Representatives shall normally be held on the third Saturday of each month.
- B. All meetings shall be noticed and conducted in accordance with Robert’s Rules of Order. A Parliamentarian, if available, shall serve at all SBI meetings.
- C. Ad Hoc meetings, Committee meetings, Special Emergency Meetings shall be conducted according to Robert’s Rules of Order.

Article VIII – Committees of the SBI

- A. The Chairperson, together with the Service Board, may appoint such committees as are deemed necessary for the welfare and operation of the SBI. Such committees may include, but need not be limited to: Budget, Special Events, Young People, Website, Meeting Liaison, Volunteers, Operations, Hospitals & Institutions. The Chairperson is an ex-officio member of every committee. A job description of each committee shall be kept on file by the Vice-Chair.
- B. Ad Hoc committees may formed as needed to study complicated issues and make recommendations to the Intergroup.
- C. Service Board may request itemized Expense Reports from committees.

Article IX – Region 2 Representatives and World Service Conference Delegates.

The South Bay Intergroup of Overeaters Anonymous shall be part of the Region 2 of Overeaters Anonymous that consists of the states of California, Hawaii, a small portion of Nevada, and the country of Mexico. The SBI shall elect Delegates to the Regional and World Service Conference.

- A. Region 2 Representatives shall attend all Region 2 Assemblies for which they are funded, and World Service Conference Delegates shall attend all World Service Conferences for which they are funded.
- B. Region 2 Representatives and World Service Conference Delegates shall submit written reports at the next Intergroup Representative meeting, outlining the proceedings of the assembly or conference attended.
- C. Region 2 Representatives and World Service Conference Delegates shall attend all regular and special Intergroup meetings.
- D. Region 2 Representatives and World Service Conference Delegates will poll Representatives and members at meetings for their input and votes on issues that they anticipate voting for or against on South Bay Intergroup's behalf at upcoming assemblies and conferences. Delegates will present all the facts of the issues in a scrupulously unbiased manner, so as to obtain "an informed group conscience" from members, according to the Twelve Traditions.

Article X – Nomination and Elections of Region 2 Representatives and World Service Conference Delegates

Requirements and procedure for electing Region 2 Representatives and World Service Conference Delegates shall be the same as requirements and procedures for electing SBI Service Board members, as outlined in Article V.

Representatives may elect one (1) representative to serve as both Region 2 Representative and World Service Conference Delegate, or more than one to each R2 Assembly and WS Business Conference, up to the number allowed by World Service and Region 2, as long as SBI has budgeted their travel expenses and has adequate funds left in the treasury to meet South Bay Intergroup's regular expenses for the year.

Article XI – SBI Contract Personnel

- A. At the discretion of the SBI Service Board, personnel may be hired for the purpose of operating a business office; said person shall not be a member of the SBI Service Board.
- B. Such personnel shall manage the business affairs as directed by the SBI Service Board and shall report thereon at each monthly meeting of the SBI and/or as directed by the Service Board.
- C. Such personnel shall refer all matters of major determination of policies, expenditures, or unusual fund commitments and changes in personnel to the SBI Service Board.

Article XII – Financial Structure

The activities of the SBI of OA shall be financed primarily by the contributions of individuals affiliated with its meetings.

- A. SBI may accept donations from O.A. meetings, from individual members of O.A. in accordance with the general practice of Overeaters Anonymous and the Twelve Traditions of O.A., and income (“overage”) from occasional activities authorized by the Service Board.
- B. SBI may not accept bequests from any outside source because it conflicts with the Seventh Tradition of Overeaters Anonymous.
- C. The use of all monies received shall conform to the Twelve Traditions of O.A.
- D. The Chairperson and the Treasurer are the only authorized signatories on SBI bank accounts.

Article XIII – Major Policy Matters

The policies of Overeaters Anonymous World Service Conference and Board of Trustees are adopted as the policies of South Bay Intergroup. Matters not so covered which relate to major policy affecting O.A. as a whole shall be referred to the O.A. World Service Board of Trustees.

Article XIV – Amendments to S.B.I.’s Bylaws

These bylaws may be amended at any time by a majority of the members present at any regular meeting of the Intergroup Representatives, provided a copy of the proposed amendment or revision has been made available to the members before the meeting at which action is to be taken on the amendment.

Article XV – Legal Disclaimer

Notwithstanding any other provisions of these bylaws, the Intergroup shall not carry on any other activities not permitted to be carried on by an association exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

- A. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to a non-profit fund, association, foundation or corporation, which is organized and operated exclusively for charitable, education or religious and/or scientific purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- B. No part of the net earning of this association shall ever inure to or be used for the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the association shall be empowered to pay reasonable compensation for services rendered and to make payment and distribution in furtherance of the express purposes for which it is formed.

Article XVI – Duties and Responsibilities

Chairperson

1. Represent SBI in all matters involving outside enterprises.
2. Prepare an agenda of business items for SBI Service Board and Representative meetings.
3. Chair SBI meetings in accordance with the bylaws, the Traditions, and Robert's Rules of Order.
4. Develop and present activity reports at SBI meeting.
5. Function as a fiduciary in matters requiring allocation and disbursement of the funds provided for SBI business.
6. Attend all SBI sponsored activities to represent SBI interests and support the activity.
7. Draft all correspondence from SBI directed within the Fellowship of O.A. on matters affecting SBI as a whole.
8. Register with SBI's bank as legal signatory upon election to the position, and transfer the registration to the new Chair upon completion of term.
9. Act as an ex-officio member of each committee.
10. Sign SBI approved legal contracts between SBI and outside enterprises.
11. Co-sign financial documents as requested by the SBI Treasurer.
12. Investigate and report to SBI on any issues affecting SBI as a whole.
13. Interact with other Intergroup Chairpersons to continually seek improvements in SBI service.
14. Be responsible, jointly with Treasurer, for mail pick-up and distribution.

Vice-Chair

1. Attend all SBI Service Board and Representatives meetings.
2. Chair SBI meetings in the absence of the Chairperson in accordance with the SBI bylaws.
3. Act as Intergroup liaison with Region 2 and World Service for Intergroup Funding Assistance (IFAP) which helps Intergroups that lack funds to provide transportation for its delegates.
4. Share responsibility as an ex-officio member of each committee.
5. Other duties as may be required by the SBI Service Board or delegated by the Representatives.
6. Maintain the South Bay Intergroup Policy and Procedures Manual and update it annually or as needed.

Secretary

1. Attend all SBI meetings.
2. Maintain accurate Minutes of the Service Board and Representatives meetings, as described in the Policy and Procedures Manual.
3. Maintain all correspondence files for SBI.
4. Keep a separate list of all motions and policies of changes voted on at Intergroup meetings or handed down from World Service, to ensure that duplication effort and voting does not occur.
5. Responsible or registering R2 Representatives with Region 2 and WS Delegates with World Service.
6. Maintain a current list of SBI Service Board members and R2 Rep/WS Delegates including their full names, addresses, phone numbers, e-mail addresses, their current positions, and the starting dates of their terms of office.
7. Provide a copy of the SBI Representatives Meeting Minutes to the Free Flight Editor by the deadline for inclusion in the next Free Flight.
8. Other duties as may be required by the SBI Service Board or Representatives.
9. Submit a monthly written report if requested by the Service Board.
10. Bring past Minutes to SBI meetings for reference, corrections, and approval as outlined in the Policy and Procedures Manual.

Treasurer

1. Attend all SBI meetings.
2. Maintain a checking account for SBI funds, and a savings account if requested by Intergroup.
3. Be a signatory, jointly with Chairperson, on all SBI accounts at financial institutions and co-sign all financial documents including insurance policies.
4. Submit a written monthly financial report to the SBI Service Board and Representative meetings.
5. Verify the validity of all bills charged to the SBI and arrange for their payment.
6. Be responsible for coordinating the preparation of all fiscal and income tax related matters and filings required by the California State Franchise Tax Board, Internal Revenue Service, and local tax authorities.
7. Submit a monthly written report regarding all contributions and disbursements to the Free Flight Editor for publication.
8. Chair the Annual Budget Committee meeting, as described in the Policy and Procedures Manual.
9. Oversee the current South Bay Intergroup Budget.
10. Perform other duties as may be required by the South Bay Intergroup.

Parliamentarian

1. Attend all SBI meetings
2. Serve in the official capacity as Parliamentarian at all SBI meetings and advise the Chairperson of any nonconformity.
3. Serve as Chair of the Bylaws Committee, as described in the Policy and Procedures Manual.
4. Propose bylaws amendments as required to keep the SBI bylaws current or to remedy any conflict with World Service or Region 2 bylaws.
5. Prepare copies of the South Bay Intergroup Bylaws and distribute to every member of the SBI Service Board and Intergroup Representatives.
6. Prepare and distribute copies of amendments to the bylaws to SBI Service Board members and Representatives.
7. Draft Motions and amendments to Region 2 and World Service Conference Bylaws as may be proposed by the Intergroup.
8. Other duties as may be required by the Service Board or Representatives.

Public Information Chair

1. Attend all SBI Service Board and Representatives meetings.
2. Act as liaison between the news media and SBI.
3. Provide O.A. literature, Free Flight Newsletters, and Panels of Speakers for local hospitals, doctors' offices, schools, recovery homes, jails, and military bases.
4. Act as liaison between SBI and Los Angeles County Social Services Directory.
5. May form committees of volunteers as needed to assist in performing above duties.
6. Other duties as may be required by SBI.

Outreach Committee Chair

1. Attend all SBI Service Board and Representatives meetings.
2. Act as liaison between SBI and telephone service providers.
3. Provide callers with information about OA and the meetings in the South Bay area.
4. Bring any messages for Service Board members to SBI meetings and distribute them.
5. Other duties as may be required by South Bay Intergroup.

Free Flight Editor

1. Attend all SBI Service Board and Representatives meetings.
2. Responsible for the editing and printing of the monthly newsletter, which includes the directory of meetings in the South Bay area.
3. Obtain from the Secretary: the Minutes of the most recent Representatives meeting, including documentation of representative attendance, for inclusion in the Free Flight.
4. Obtain a report from the Treasurer for inclusion in the Free Flight, including the most recent contributions from meetings.
5. Distribute copies of the Free Flight at monthly Intergroup meetings.
6. Any other duties that may be required by SBI.

Special Events Chair

1. Responsible for the arrangement of South Bay Intergroup marathons, workshops, and other special events.
2. Responsible for notifying the Free Flight Editor, Region 2 Calendar on oar2.org, and the OA Datebook on oa.org.
3. Maintain a list of qualified speakers for O.A. functions. A revised list shall be prepared for distribution to South Bay Intergroup meetings, neighboring Intergroups, and Region 2.
4. May form committees of volunteers to assist in the above duties.
5. Any other duties that may be required by SBI.

Website Chair (Webmaster)

1. Is elected by a simple majority of representatives to a two-year term.
2. Maintains the South Bay Intergroup website (<http://www.oasouthbay.org>) with up-to-date news and general information.
3. Liaisons with the website host (provider) company.
4. Attends all SBI meetings unless excused.
5. May form committees of volunteers as needed to assist with the above duties.
6. Any other duties that may be required by SBI.

Meetings Liaison Chair

1. Responsible for maintaining communications between SBI and member meetings, particularly those not represented at SBI meetings.
2. Responsible for maintaining SBI files of meetings including names, phone numbers, addresses, and email addresses of contact persons.

3. Monitor the World Service web listing of meetings for necessary corrections and supply the necessary changes to World Service and SBI.
4. Provide forms, instruction, and any other assistance required.
5. May form committees of volunteers to assist with the above duties.
6. Any other duties required by the SBI.

Young People's Chair

Assists in the formation of new young people's meetings and lends support to existing groups. Serves as a resource for young people who need information about the O.A. program.

1. Publicize the need for abstinent adults to work with young people.
2. Expand public awareness of young people's meetings and be responsible for starting Young People's meetings. Search out new venues where young compulsive eaters may be served by O.A.
3. Work with the Public Information committee to participate in health fairs and panel presentations on school campuses.
4. May form committees of volunteers to assist with the above duties.
5. Any other duties required by SBI.

Region 2 Representatives and World Service Delegates

1. Attend all SBI Representative monthly meetings.
2. Have at least 2 years of service above the group level when elected.
3. Be a regular attendee of a meeting that is a registered affiliated member of World Service and Region 2.
4. At the time of his/her election, Delegate and/or Alternate must have abstained from compulsive eating continuously for one year immediately prior to and including the date of his/her election.
5. Region 2 Representatives and World Service Conference Delegates shall attend all assemblies and conferences for which they are funded.
6. If a Region 2 Representative or World Service Conference Delegate fails to attend two consecutive monthly Intergroup meetings without prior notification to the Chair, the position shall be declared vacant by the Board.
7. Region 2 Representatives and World Service Conference Delegates must obtain approval of all anticipated expenditures before making reservations.
8. A written report must be submitted to the next Intergroup Meeting following the event and, where possible, included in the Free Flight. A synopsis of the event shall be provided to any Representative or Service Board member who asks for one.
9. An expense report shall be handed in to the Intergroup Treasurer within thirty (30) days after the event.
10. Maintain a notebook of World Service and Region 2 information and make it available at SBI meetings as a source of information.
11. Other duties that may be required by South Bay Intergroup.

Intergroup Representative

1. Attend all South Bay Intergroup monthly Representative meetings or be represented by the alternate.
2. Provide Intergroup with their correct name, address, and phone number, and contact information regarding the meeting being represented.
3. Act as liaison between South Bay Intergroup and the meeting being represented.
4. Take an active part in the activities of South Bay Intergroup.
5. Voice the group conscience of the meeting he/she represents.

6. Know and understand The Traditions. Ensure that the Traditions are not violated. Bring violations to the attention of the Intergroup Chairperson and the Intergroup Representatives.
7. Each Representative shall be entitled to one (1) vote.
8. Ensure that his/her group has copies of the monthly newsletter, the Free Flight.
9. Other duties as may be required by SBI.

Bylaws Committee

1. Is chaired by the Parliamentarian.
2. Acts to foster a greater awareness within the Fellowship of the uses and purposes of bylaws and specific amendments proposed and/or adopted.
3. May propose new Bylaws and/or new amendments to existing bylaws.
4. Responsible for remedying any conflict with Region 2 or World Service bylaws.
5. Responsible for preparing copies of the bylaws and distributing to Service Board members, representatives, and new representatives.
6. Responsible for preparing copies of each revision or amendment and distributing at SBI meeting and to Region 2 and World Service.
7. Draft such amendments to the Region 2 and World Service Bylaws as may be proposed by the Intergroup.
8. Perform other duties as may be required by the Intergroup or delegated by the Parliamentarian.

Public Information Committee

Works on methods of getting out the O.A. message, provides ideas and materials for local efforts, and is concerned with questions of anonymity and misinformation about O.A. on a public level.

1. Responsible for all public information activities at the local level such as participating in area health fairs, holding Public Information nights, and communicating with the news media.
2. Ensures that South Bay Intergroup participation in any outside event or in media publicity is in accordance with the Twelve Traditions of Overeaters Anonymous.

OPERATING POLICIES & PROCEDURES

South Bay Intergroup developed these operating policies and procedures over the years as problems arose and solutions were found, as mistakes were made and corrected, and in some cases, when money was lost and lessons learned the hard way. These Policies and Procedures have been approved by the majority of the representatives; they can be changed or added to by majority vote of the Representatives when new problems arise and new solutions are necessary. These Policies and Procedures, together with the Budget and the Bylaws, help the Intergroup and its every-changing cast of representatives provide the services that the meetings continually need, stay relatively organized, and stay solvent. They reflect South Bay Intergroup's only purpose: to provide services that the OA meetings in the South Bay area need.

- A. The group conscience is more important than the technicalities of the actual motion.
- B. R2 Rep./WSC Delegate will estimate their expenses before making travel reservations and will consult with the Treasurer to insure availability of sufficient funds in the WS and R2 budgets. If Intergroup does not have sufficient funds to pay these expenses and still meet the rest of Intergroup's obligations, Intergroup may send one person or none. As per bylaws, R2 Rep./WSC Delegate must give their report of the R2 Assembly or WS Conference to Intergroup at the next Intergroup meeting following the Assembly or Conference, and will submit receipts to Treasurer within 30 days of returning from the Assembly or Conference. South Bay Intergroup pays the following expenses for R2 Rep./WSC Delegate attending R2 Assembly or WS Conference, if sufficient funds are available:
 1. Registration Fees
 2. Lodging at conferences held outside the greater Los Angeles area of: Los Angeles County, Orange County, Ventura County, San Diego County and Riverside County.
 3. Transportation:
 - Air fare if the conference is held outside the greater Los Angeles area described above.
 - Reimbursement of gasoline receipts for conferences held within the greater Los Angeles area described above, based on the most direct route between the delegate's home and the Conference site.
 4. Reasonable meal expenses: SBI will reimburse for meal receipts for the days R2 Rep./WSC Delegate attended an Assembly or Conference, up to the amount of the per diem listed on the government website: usmilitary.about.com for the city where the Assembly or Conference was held. (The easiest way to get the information for Albuquerque (for example) is to search Google: Per Diem Albuquerque New Mexico, then select usmilitary.about.com from the list of websites, then scroll down to the chart.) Extravagant meal expenditures will not be reimbursed.
- C. Expense reports may be reviewed by any member of the Service Board or Representatives at any time.
- D. Expenses such as Office Supplies must pertain directly to one's function.
- E. Any expenses incurred by committees cannot exceed budgeted approvals.
- F. Mileage reimbursement is not available for Service Board Members, Representatives' or Delegates' attendance at meetings, events or conventions.
- G. Free Flight format will include:
 - a calendar of events
 - minutes of the latest Intergroup meeting including Treasurer's report and a list of representatives present at the meeting
 - contact information and donation information for Intergroup, World Service, and Region 2
 - names and numbers of Officers and Committee Chairs of the SBI
 - names and numbers of people willing to take 12-step calls

- a schedule of the OA meetings in the South Bay area
- and the phrase “The opinions expressed are those of the individual and not OA. as a whole.”

- H. Nothing will be sold during the Representatives of Service Board meetings.
- I. At each Intergroup meeting, the Secretary will read aloud the Minutes of the previous meeting, then ask if there are any corrections. Secretary will note any corrections in the Minutes of the current meeting then ask for a Motion to Approve the Minutes as amended. (Note: Secretary does not actually erase or change or ‘correct’ the text of the Minutes of the previous meeting nor send out ‘revised’ Minutes; noting the amendments to the previous meeting in the Minutes of the current meeting is the legal way to make corrections in Minutes.) If there are no corrections, the Secretary will ask for a Motion to ‘Approve the Minutes as read’. Once the Motion to Approve the Minutes, either ‘as read’ or ‘as amended’, is Seconded and Voted upon and Passed, the Minutes may not ever be changed.
- J. Secretary will take notes during every Service Board meeting and Representatives meeting. At the end of the Representatives meeting, Secretary will read her/his notes aloud and ask if there is anything that should be reworded or corrected before the official Minutes are typed. The notes may be corrected or changed; notes do not need to be voted on or ‘approved’; they are ‘unofficial’.
- K. Secretary will print out and maintain a hard copy of the approved Minutes of every meeting, and will be responsible for maintaining the hard copies of all past meetings, organized chronologically so that they may be used as a reference and in case of audit. Secretary will send, by email or postal mail, a copy of the approved Minutes to every Service Board Member.
- L. South Bay Intergroup does not sponsor retreats, in the traditional sense, as dictionaries define the term “sponsor”, but may enter into a “Limited Sponsorship” arrangement that protects SBI and OA members from any financial responsibility while enabling a retreat group to distribute flyers to OA meetings and announce their retreat in OA meetings as OA business.
- Such ‘Limited Sponsorship’ may be granted on a case-by-case basis; it does not guarantee the same arrangement to the same group the next time or to any different retreat group.
 - A request for ‘Limited Sponsorship’ must be made at a regular meeting of the SBI and approved by a majority of the representatives present.
 - The retreat group will indemnify, Overeaters Anonymous and South Bay Intergroup from any and all financial losses/responsibility.
 - SBI does not fund retreats or front money for retreats.
 - The retreat group must demonstrate financial viability and procure any liability insurance required by their venue.
 - Retreat groups may voluntarily donate portions of the ‘overages’ to Intergroup.
 - Everyone who attends the retreat will pay their own way and a reasonable share of the retreat’s overall expenses, with the possible exception of a main speaker.
 - The retreat may not offer ‘scholarships’.
 - The retreat may not have any other affiliation, religious or otherwise.

- The retreat may not fund-raise in OA meetings or solicit donations from OA members but may accept reservations and deposits before and after OA meetings.
- The retreat must be open to all members of Overeaters Anonymous and must conform with Steps and Traditions.

M. South Bay Intergroup will adopt a Budget each year in November.

- The Budget is based upon income and expenditures of the previous year, modified by any necessary or anticipated changes.
- The Budget committee, consisting of the Treasurer, Parliamentarian, Vice-Chair, and any representatives who wish to participate, will meet in October of each year to write a Budget.
- Budget Committee Chair will announce in September the upcoming Budget Committee meeting and remind intergroup Committee Chairs to present written and/or oral requests for any money they anticipate needing during the coming year to fulfill their duties, with explanations for any differences between their request and the previous year's budgeted amount, to the Budget Committee in October.
- Budget Committee will tabulate all the requests and compare them to the amount of income Intergroup can reasonably expect to receive in the coming year from the usual sources: meeting donations, member donations, and special event overages. Budget Committee will reconcile the two totals, adjusting as necessary, to achieve a Balanced Budget.
- Budget Committee will present their report and recommendations for a Balanced Budget to Representatives at the November Intergroup meeting.
- Representatives may discuss and modify the Budget before approving it.
- Once the Budget is approved, the Treasurer may reimburse committee members for receipts for budgeted items and expenses, at monthly intergroup meetings, up to the amount approved without additional approval from representatives, if a committee needs more money, or need money for an expense that is not listed in the Budget, they must request approval from the Representatives. Representatives will examine Intergroup's funds and responsibilities and vote on whether or not to approve the extra money, bearing in mind that the survival of the individual depends upon the survival of the group.
- Budget Committee will hold seven' meetings during the year to review expenditures and income, and will make periodic 'state of the Budget' reports to Intergroup, along with recommendations of any amendments or extra fund-raising if necessary.

N. Any potential claims on the Intergroup's Liability Insurance must be presented at an Intergroup Service Board Meeting.

Glossary

This Glossary is intended to provide an explanation and background of terms and concepts frequently referred to during Intergroup meetings.

South Bay Intergroup (SBI): The part of the OA Fellowship that consists of representatives from O.A. meetings in the South Bay Area. Examples of other Intergroups are: Los Angeles, San Fernando Valley, San Francisco, Brooklyn, London, Honolulu. The purpose of South Bay Intergroup is to provide the services that the O.A. meetings in the south bay area need. O.A. meetings are where compulsive eaters help each other abstain from compulsive eating. At SBI meetings, representatives exchange information, report to each other, handle the business associated with a non-profit organization, discuss and vote on issues and procedural matters, do committee work, vote on expenditures, organize recovery events, and other activities associated with recovery.

Region 2 (R2) (Note: never R II): All Intergroups in California, Hawaii, Mexico, and a small portion of Nevada. There are eight (8) Regions in the United States, Canada, & Mexico. Regions 9 and 10 encompass all other countries. R2 has two (2) business meetings (Assemblies) and a Convention annually.

World Service: The Overeaters Anonymous World Service Office is located in Albuquerque, New Mexico. Annually, World Service holds the World Service Business Conference (WSBC) where approximately 200 delegates come from all over the world to discuss and vote on issues affecting O.A. as a whole. World Service also maintains the O.A. archives and writes, revises, and prints O.A. literature.

Parliamentary Procedure: Intergroup meetings, Region 2 meetings, and World Service meetings are conducted according to Robert's Rules of Order Newly Revised, the same text that is utilized by most governments and non-profit organizations to run meetings efficiently and fairly. O.A. makes exceptions wherever Robert's Rules of Order might conflict with our Steps or Traditions.

Standing Committees: Have a continuous existence because their work is on going (i.e., Special Events Committee) Ad Hoc Committees are formed for a specific purpose and are dissolved when their task is completed.

Debate Procedure & Suggestions

The business of Intergroup is accomplished by: motions being made, seconded (or dying for lack of a second), discussed, and voted upon; resulting in the motion being either adopted or lost or tabled. Some motions are trivial (such as a motion to adjourn), while those that allocate funds, establish policy, or modify existing policy may be quite substantial and hotly debated.

Everyone in O.A. benefits when representatives who are speaking to a motion use facts and information to support their position and succinctly explain how a motion will solve a problem or improve O.A. Emotional appeals are of little help. Withholding information to skew voting is patently dishonest. O.A. and all the individuals in it are best served when decisions are made by the "informed group conscience". When speaking on the con side, it is not necessary to offer an alternative solution: A bad or misguided idea is just that. The Chairman of the Intergroup meeting may choose to utilize the "three pro and three con" format from Robert's Rules if needed.

Most votes are decided by simple majority. A representative who wishes to change a previous decision must first make a motion to undo the previous decision; it must pass by a *two-thirds* ($\frac{2}{3}$) majority or the previous decision stands. This procedure can be used to dispense efficiently (and not waste meeting time) with repetitive requests from members who "can't take no for an answer".

DONATIONS: Self-Supporting the 60-30-10 Way

After regular meeting expenses are met (rent, beverage supplies, literature, etc.) and a prudent reserve equal to a few month's rent (or an amount that the group conscience deems adequate should the meeting have to move to a new location) is achieved, World Service suggests that the remainder of each meetings' 7th Tradition collections be distributed as follows:

60% to South Bay Intergroup - P O Box 918. Harbor City, CA 90710 - www.oasouthbay.org - for:

- Maintaining the telephone hotline for 12-step calls and inquiries.
- Publishing Newsletters and Meeting Directories.
- Sending delegates to World Service and Region 2.
- Paying Liability Insurance.
- Providing literature for hospitals & institutions, health fairs, etc.
- Arranging Special Events.
- Maintaining the www.oasouthbay.org website.
- Maintaining a P. O. Box and Bank account.

30% to OA World Service - P0 Box 44020, Rio Rancho, NM 87174 - www.oa.org - for:

- Maintaining the World Service Office and archives.
- Supporting meeting, Intergroup, and region services throughout the world.
- Carrying the O.A. message worldwide through public information and cooperation with professionals.

10% to Region 2 - 4733 Torrance Blvd., POB 335, Torrance CA 90503 - www.oar2.org - for:

- Maintaining communication with meetings and Intergroups.
- Sponsoring regional assemblies and conventions.
- Coordinating regional activities.
- Publishing newsletters.
- Contributing to delegates' expenses for regional assemblies.

Individual members of O.A. may contribute directly:

- For their birthday (giving O.A. one dollar for every year of abstinence)
- In Memoriam (in memory of a deceased loved one)
- Bequests in wills (OA, Inc. will accept a bequest in any amount from the will of a deceased member.)