

**BY-LAWS  
OF  
OVEREATERS ANONYMOUS  
CENTRAL ONTARIO INTERGROUP**

**1981**

With amendments from,

June 1982

May 1983

May 1986

May 1987

May 1988

May 1989

Oct 1999

May 2004

May 2004

May 2005

May 2008

May 2011

May 2012

May 2013

Feb 2017

May 2018

**Motto**

None will govern but all may serve.

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

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

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

**Pledge**

Always to extend the hands and hear of OA to all who share my compulsion; for this I am responsible.

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# Central Ontario Intergroup By-Laws

## Members

### 1) Membership

Membership of Intergroup with voice to vote includes the following

- A) The Intergroup Board or officers or Committee Chairs
- B) Intergroup Representatives from each Group
- C) World Service Business Conference Delegate and Regional Representatives

### 2) Qualifications

Qualifications for membership in Intergroup;

- A) Groups registered with World Service Office and wishing to belong to the Intergroup may be members
- B) No Group may be registered with another Intergroup

### 3) Intergroup Representatives

- A) An Intergroup Representative (IR) will be selected by the group conscience of the group they represent.
- B) The duty of the IR is to represent the group at Intergroup meetings and serve as a contact to carry communications between the Intergroup and the home meeting,

## Article I Name

1. The name of this organization shall be **OVEREATERS ANONYMOUS CENTRAL ONTARIO INTERGROUP**, hereafter known as Intergroup.

## Article II Purpose & Definition

1. The primary purpose of Intergroup shall be to aid those with the problem of compulsive overeating through the Twelve Steps of Overeaters Anonymous, and to serve and represent the OA groups & Virtual Groups from which the Intergroup is formed.

2. An OA Group is defined as per OA Inc. Bylaws Subpart B Article V, Section 1 namely:

These points shall define an Overeaters Anonymous group:

- 1) As a group, they meet to practice the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service.
- 2) All who have the desire to stop eating compulsively are welcome in the group.
- 3) No member is required to practice any actions in order to remain a member or to have a voice (share at a meeting).
- 4) As a group they have no affiliation other than Overeaters Anonymous.

- 5) It has affiliated as an Overeaters Anonymous group by registering with the World Service Office.

### **Article III      The Twelve Steps**

1. We admitted that we were powerless over food and 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 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 a result of these steps, we tried to carry this message to compulsive overeaters and to practice these principles in all our affairs.

### **Article IV (a)      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 the 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 centres 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.

#### **Article IV (b) The Twelve Concepts of OA Service**

1. The ultimate responsibility and authority of 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 by-laws Subpart A; the rights and responsibilities of the World Service Business Conference are accorded to it by Tradition and by OA by-laws 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 should 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, staff and consultants.
12. The spiritual foundations for OA service ensures that;
  1. No OA committee or service body shall ever become the seat of perilous wealth or power;
  2. Sufficient operating funds, plus an ample reserve shall be OA's prudent financial principle;
  3. No OA member shall ever be placed in a position of unqualified authority;

4. All important decisions shall be reached by discussion, vote and, wherever possible, by substantial unanimity.
5. No service action shall ever be personally punitive or an incitement to public controversy; and
6. No OA service committee or service board shall ever perform acts of government and each shall always remain democratic in thought and action.

## **Article V            Legal Disclaimer**

1. Intergroup is organized exclusively as a non-profit fellowship within the meaning of the Canadian Income Tax Act and as such shall not carry out any activities which would conflict with this status or with the Twelve Steps and Twelve Traditions of Overeaters Anonymous.
2. Intergroup shall be carried on without purpose of gain for its members and any profits or other accretions to the organization shall be used in promoting its objectives.
3. Should Intergroup dissolve and after the settlement of any incurred debts, any remaining assets are to be donated to the nearest eligible Overeaters Anonymous Intergroup within Canada in accordance with the fifth tradition of Overeaters Anonymous and subject to Canadian law.

## **Article VI            Aims and Principles**

1. These by-laws constitute the rules adopted by Overeaters Anonymous Central Ontario Intergroup for governing its meetings and affairs.

## **Article VII           Headquarters**

1. The headquarters and principal office of Intergroup may be in Toronto, Ontario, or at the place voted on by the member groups

## **Article VIII          Meetings**

1. Regular meetings of Intergroup shall be held the second Saturday of each month, or on an alternate date as determined by the officers of Intergroup.
2. Each member group may be represented at Intergroup meetings by its duly selected Intergroup representative. If a person is representing more than one group at Intergroup they will still only have one vote.
3. Participation will be in person or remotely through electronic means as determined by Intergroup.
4. Those group delegates and Intergroup officers present in person or remotely at any Intergroup meeting shall constitute a quorum, and a simple majority shall govern for voting purposes.
5. Intergroup officers Group Representatives and delegates, with the exception of Treasurer and Literature Committee Chair, may attend meetings and vote either in person or remotely by using the technology voted on by the member group

6. Notice of intent to participate remotely must be provided to the Secretary at [secretary@coig.com](mailto:secretary@coig.com) at least 4 days in advance.
7. Remote participation for Group Representatives will be prioritised and granted based on the distance of the Group from Intergroup's meeting place, if request is received 4 days or sooner than the meeting time; the further away the higher the priority.
8. Requests for remote participation less than four days in advance of the scheduled meeting will be handled on a best efforts basis only.
9. Emergency Intergroup meetings may be called at any time by a) the Intergroup chairperson b) by any three Board Officers c) or by three Group delegates representing three separate registered meetings.
10. To call such a meeting, notice must be sent to all meetings listed in the Office Manager's List. The time and location of the meeting should provide ample time for the meetings to be notified and send an Intergroup Representative if they choose.
11. All Intergroup meetings shall be conducted in accordance with Robert's Rule of Order.

## **Article IX Group Representation**

1. Any OA group in Ontario may become a member of Intergroup by contacting the Office Manager and registering with the World Service Office as a member of Central Ontario Intergroup.
2. Each member group may, by any method of its own choice, select one Intergroup representative and two alternate representatives to ensure representation at Intergroup meetings.
3. Based on group conscience, representatives and alternates should be selected for their judgment, stability, experience, willingness and for their faithful adherence to the Twelve Steps and Twelve Traditions of Overeaters Anonymous.
4. Intergroup representatives and alternates shall serve for the period designated by their group, are expected to be involved on Intergroup committees and are always subject to recall by the group they represent.
5. Member groups must advise the Office Manager of the names of their representative and alternates so Intergroup can maintain an accurate list of those members entitled to voting privileges.

## **Article X Intergroup Board (Officers of Intergroup) with Brief Description**

1. The following is a list of the positions on the OA Central Ontario Intergroup service board.
2. Each person has an abstinence requirement on all three levels of recovery:
  - i Chairperson 1 year
  - ii Vice-chairperson 6 months
  - iii Treasurer 1 year
  - iv Recording secretary 6 months
  - v Office manager 6 month
  - vi Committee Chairs 6 months

3. If a member of the service board relapses, he/she should step down.
4. The Intergroup may circumvent this requirement in paragraph 3 if no qualified nominees are available.
5. Once elected the officers of the Board, except the Committee Chairs, may not serve as the Intergroup Representative for a Group.

## **I Chairperson**

Presides over regular Intergroup meetings according to Robert's Rules of Order.

For a further description of the responsibility, please see the description uploaded on the Central Intergroup website

## **II Vice-Chairperson**

In the absence of the Chairperson the Vice-Chairperson would preside over regular Intergroup meetings according to Robert's Rules of Order.

For a further description of the responsibility, please see the description uploaded on the Central Intergroup website.

## **III Treasurer**

Maintains required bank accounts in the name of Overeaters Anonymous Central Ontario Intergroup and serves as designated signing officer for same.

For a further description of the responsibility, please see the description uploaded on the Central Intergroup website.

## **IV Recording Secretary**

Takes minutes at each regular Intergroup meeting, records them in Intergroup meeting book and forwards a copy to the Chairperson within 2 weeks of the meeting.

For a further description of the responsibility, please see the description uploaded on the Central Intergroup website.

## **V Office Manager**

Opens incoming mail and refers it to the Committee concerned.

For a further description of the responsibility, please see the description uploaded on the Central Intergroup website.

## **VI Guidelines for Candidates for Service Board Officers**

1. Each member group may nominate one member for each service board position in time for the September meeting of Intergroup.
2. Guidelines are as follows:
  1. Candidates should have minimum of one year regular attendance at Intergroup; in person or through remote participation
  2. Candidates must be members of and regularly attend an OA Central Ontario Intergroup member group and must be endorsed by that member group. Elected candidates are expected to regularly attend Service board and Intergroup meetings.
  3. Candidates must have at least one year of current abstinence (or the stated length for the position applied for) and be committed to maintaining that abstinence one day at a time.
  4. Candidates must have completed a 4<sup>th</sup> and 5<sup>th</sup> step and must be committed to working all Twelve Steps and Twelve Traditions.
  5. Based on Group conscience, nominees should be selected for their judgement, stability, experience, willingness and for their faithful adherence to the Twelve Steps and Twelve Traditions of Overeaters Anonymous.
  6. In order to be nominated for chairperson, individuals should have previously served on the service board in some capacity or in an equivalent position of service.
  7. A short resume is to be mailed to Intergroup by each nominee in time for the September meeting of Intergroup. (Appendix A is a sample format for these resumes).
  8. The service board officers will hold a special meeting to screen all resumes to be sure that candidates meet all the requirements.
  9. Candidates will be contacted and requested to read their resumes at the November meeting of Intergroup.
10. In the event that only one application is received for any position, and that in screening this application the board finds it to be suitable, the board will recommend to Intergroup as a whole that this candidate will be elected by acclamation. The successful candidate will read his/her resume to the group.
11. In the event that there is no eligible candidate for a service-board position, the service board will solicit the names of interested and willing candidates and submit these names to Intergroup as a whole for their consideration.
12. At the November Intergroup meeting, voting and tabulation will take place as follows:
  1. Ballots from both in-person and remote delegates will be collected and tabulated by two nonvoting OA members in attendance at the meeting.
  2. This procedure will be repeated until all service board positions have been voted on, after which the Chair will announce all the results and the names of the new service board members.
  3. In the event of a tie, a second vote will be taken.

13. Officers will be elected for a two-year term, commencing December 1st of that year. Elections shall alternate in the following manner:

1. Year One: Chair and Office Manager position open.
2. Year Two: Vice-chair, Treasurer and Recording Secretary positions open.

The above is the ideal; however, a position may be put forward as a vacancy requires.

10. Officers are subject to recall by a majority vote of the voting members of Intergroup.
11. A special meeting of Intergroup must be called for this purpose, in the manner outlined in Article VIII, Section 4 of these by-laws.
12. Officer being considered for recall must be advised of this and encouraged to represent themselves at the recall meeting.
13. Intergroup officers may not serve more than two consecutive full terms in any one position on the Intergroup service board, after which two full years must pass before these individuals may again be elected to that same Intergroup service board position.
14. Service Board Officers who are unable to complete their term of office will be replaced by a willing OA member selected by the remaining service board officers. Mid-term replacements are still eligible to be subsequently elected to two full terms of service in that position on the Intergroup service board.
15. Vacancies should be filled, wherever possible, by one of the two other candidates nominated for but not elected to the vacant position.
16. Where an elected officer, fails to attend 2 consecutive Intergroup or Service board meetings for other than legitimate reasons, the Service board may inform the individual that their position has become vacant and the Service board will appoint a person to continue the service for the remainder of that term.
17. The chairperson will vote at Intergroup meetings only to break a tie. All other Intergroup officers will have regular voting privileges, one person one vote

## **Article XI      World Service Business Conference Delegates and Regional Representatives**

1. Funded World Service Delegate and Regional Representatives duly elected by Intergroup shall have voting privileges at Intergroup meetings; however, should they be absent, no alternate can vote in their place. Duly elected Funded World Service Delegates and Regional Representatives are expected to regularly attend Intergroup meetings during their term of office.
2. World Service Delegates and Regional Representatives are always subject to recall by a majority vote of the voting members of Intergroup, in the manner outlined in Article X, Section 5 of these bylaws.
3. World Service Conference Delegate(s) and Regional Representative(s) are elected according to the following guidelines:

1. Candidate for Regional Representative should have a minimum of one-year current abstinence at Intergroup and a record of service at Intergroup levels; for WSBC, at least one year's experience at Region is also required.
  2. Candidate must be member of and regularly attend an OA Central Ontario Intergroup member group and must be endorsed by that member group.
  3. Candidates must have at least one year of current abstinence and be committed to maintaining that abstinence one day at a time.
  4. Candidates must have completed a 4<sup>th</sup> and 5<sup>th</sup> step and must be committed to working all Twelve Steps and Twelve Traditions.
  5. If possible, there should be no more than one delegate from one particular meeting.
  6. The candidate for Regional Delegate should be willing to go as World Service Delegate and should be considered to be World Service Delegates in training.
  7. Based on Group conscience, nominees should be selected for their judgement, stability, experience, willingness and for their faithful adherence to the Twelve Steps and Twelve Traditions of Overeaters Anonymous.
  8. When non-funded World Service Delegate and Regional Representatives are elected, Intergroup members will also elect first, second and third alternates, etc., to attend the World Service Business Conference or a Regional Meeting in the absence of the elected funded delegate.
  9. World Service Business Conference delegates and Regional Representatives may not serve more than two consecutive full terms in any one of these positions on the Intergroup service board, after which two full years must pass before these individuals may again be elected to that same Intergroup service board position.
  10. Funded delegates or representatives who are unable to complete their term of office will be replaced by a willing OA member selected by the service board officers as described below. Mid-term replacements are still eligible to be subsequently elected to two full terms of service in that position on the Intergroup service board.
4. Vacancies should be filled, wherever possible, from the non-funded delegates previously elected, or from their alternates.
  5. If the funded, non-funded or alternate delegates or representatives are unable to attend to WSBC or Regional Assembly, the Service board may choose a service board member to attend in their place. The choice shall be ratified by a vote of the Intergroup.
  6. The terms of WSBC delegates from Intergroup's and service boards shall be limited. After completing four consecutive years, service shall not exceed an additional two years. A one-year rotation out of service shall then be observed. Request for a waiver of this limitation shall be submitted to the Board of Trustees.
  7. Central Ontario IG endorses the requirements for WSBC delegate service as written in OA, Inc. Bylaws, Subpart B, Article X, Section 3c 1)

## **Article XII Responsibilities of Permanent Committees**

### **I All Committees**

1. Each committee chair has an abstinence requirement of six months on all three levels of recovery (i.e. physical, emotional and spiritual).
2. If a committee chair relapses, he or she is expected to step down.
3. The Intergroup may circumvent the requirements if no qualified nominees are available.
4. Committees are comprised of any OA member who is concerned with the specific needs that each committee serves.
5. Each committee shall, by any method of its own choosing, select a chairperson who will attend Intergroup meetings in person or remotely to report monthly on committee activities, and who will liaise between the committee and Intergroup.
6. In order that the view and philosophies of member groups of Central Ontario Intergroup be expressed in the functioning of Intergroup, all permanent committee heads and members must be in regular attendance at meetings of a member group/groups.
7. Based on each committee's group conscience, chairpersons should be selected for their judgment, stability, experience, willingness and for their faithful adherence to the Twelve Steps and Twelve Traditions of Overeaters Anonymous.
8. Committee chairperson shall serve for a maximum of two years and are always subject to recall either by the committee they represent or by a majority vote of the voting members of Intergroup.
9. Should Intergroup wish to recall a committee chairperson, a special meeting of Intergroup must be called for this purpose, in the manner outlined in Article VIII, Section 4 of these by-laws.
10. Committee chairpersons should advise the Intergroup chairperson in advance if they are unable to attend a meeting and must arrange for an alternate committee member to present the committee's report to Intergroup.
11. Each committee chairperson shall have voting privileges at Intergroup meetings. Committee members attending Intergroup meetings as alternates for absent chairpersons are entitled to voting privileges.
12. Ad hoc committees may be formed at any time to serve a specific Intergroup need (e.g. mini-thons, retreats, by-laws, fund-raising events).
13. Ad hoc committees are subject to the same guidelines as Intergroup's permanent committees, as specified in Article XII, Sections 2 to 7 of these by-laws.
14. Upon completion of an ad hoc committee's specific task, or upon recall by a majority vote of Intergroup, the committee will be dissolved and will no longer be represented on the Intergroup service board.

### **II Literature Committee**

1. Orders bulk OA literature from World Service Office an/or arranges for the printing of OA literature locally.

2. Arranges the sale of OA literature to member groups and/or to individual members or groups organizing Intergroup-sponsored events.
3. Keeps "Starter Kits" and "Loner kits" on hand to distribute to new group or to lone OA members seeking affiliation with Intergroup. All these kits are to be forwarded by registered mail to guarantee their receipts.
4. The office manager is to be advised of new groups and lone members requesting kits, for follow-up.
5. The Literature committee chair must attend Intergroup meetings in person.

### **III Abbie Newsletter Committee**

1. Gathers and screens contributions from OA members for placement in Intergroup's monthly newsletter.
2. Ensures Intergroup news, current information and upcoming OA events are included in each issue.
3. Prepares the layout for the newsletter each month and arranges for its printing and distribution soon after each regular Intergroup meeting.

### **IV Telephone committee**

1. Compiles a list of volunteers who each take one day per month to pick up messages off the OA message line.
2. Sets up and mails out a schedule each month to each volunteer with their assigned day for picking up the messages.
3. Assigns a person to remind the volunteer the day before his/her assigned day.
4. Keeps each volunteer up to date as to meeting changes, special events, etc.
5. Attends Intergroup each month to report on any changes or problems.
6. Volunteers must have at least 6 months of abstinence.

### **V Public Information Committee**

1. Determines how to best carry the OA message to the general public in Ontario.
2. Carries the OA message within the bounds of the Traditions, and as suggested in the World Service *Public Information Kit*.
3. Handles all inquiries about OA from the general public, the public media, concerned private enterprises and/or government agencies.

## **VI Outreach Committee**

1. Contact individuals wishing to start up a new meeting and be part of Central Ontario Intergroup.
2. Mails out 'starter kits' where appropriate.
3. Follows up after one month to assist with any difficulties encountered.
4. Compiles a current list of eligible speakers as a reference for meetings wishing to have a guest speaker both in the Toronto area and out of town.
5. Attends Intergroup each month to report on activities during the previous month.

## **VII Special Events Committee**

1. Gathers information about special events throughout the Intergroup and Region 6, and produces a calendar of events that is to be sent to *The Abbie* by the 25<sup>th</sup> of each month for publication.
2. Supports groups by encouraging them to hold special events in tandem with the Outreach and Public Information Committees.
3. Attends the monthly Intergroup meetings to report upcoming events.

## **VIII Finance Committee**

1. Prepare an annual budget and presents it to Intergroup for approval within three months of the closing of the fiscal year;
2. Provides periodic updates of Intergroups' financial position in comparison to budget targets and may advise on historical trends and analysis.
3. Reviews other financial matters ensuring Intergroup's wellbeing
4. Assists the Treasurer with the financial operations of Intergroup;
5. Assists the Intergroup with fundraising activities;
6. The Treasurer will serve as a member of the Committee.

## **IX Other Committees**

Other committees such as Retreats, or Convention may be struck as needed throughout the year.

Committee Chair persons are appointed by the Service Board Officers and serve at the pleasure of the Board. They are subject to recall as per Article Xii Paragraph 9.

## **Article XIII Requests for funds from OA groups.**

1. All requests must be received in writing and should include the following information: a. Address of meeting location.

- b. Name of contact person at meeting location.
  - c. Name and address of group contact person.
  - d. A monthly financial plan (rent, literature expenses, expected income).
  - e. Reason for request.
  - f. Amount requested.
2. All requests must be approved at the monthly Intergroup meeting by majority of members present.
  3. If possible, a representative of the group should attend the meeting. If not, it is the responsibility of the Service Board to communicate with the group contact person, should clarification or verification be required.
  4. Once a decision has been made, the group contact person will be informed as soon as possible.
  5. If a request has been approved, the funds will be sent to the group contact person within 30 days.

## **Article XIV      Financial Operations**

1. The Intergroup treasurer shall keep a set of books, which will be open to perusal upon request, detailing Intergroup's receipts and disbursements.
2. The Intergroup treasurer shall prepare a monthly statement of receipts and disbursements and present it to Intergroup for acceptance.
3. This statement is to be prepared in triplicate, one copy each for the treasurer, the chairperson and the recording secretary.
4. The Intergroup treasurer shall prepare an annual statement of receipts and disbursements and present it to Intergroup for approval and acceptance within three months of the closing of the fiscal year.
  1. The fiscal year shall be the calendar year; therefore, this statement must be presented to Intergroup before March 31 of the ensuing year.
  2. This statement is to be prepared in triplicate, one copy for each of the treasurer, the chairperson, and the recording secretary, and will also appear in the Intergroup minutes.
  3. The outgoing treasurer will prepare the annual financial statement assisted by the incoming treasurer. The incoming treasurer will take over the keeping of the set of books as of January 1.
5. The Intergroup treasurer and chairperson shall be designated signing officers for the bank accounts of OA Central Ontario Intergroup.
6. Two additional designated signing officers shall be nominated and ratified by Intergroup at the December meeting or as needed.
  1. Based on Intergroup conscience, these additional designated signing officers should be selected for their judgment, stability, experience, willingness and for their faithful adherence to the Twelve Steps and Twelve Traditions of Overeaters Anonymous.
  2. Practical consideration should also be given to the accessibility of nominees to the current Intergroup treasurer.
  3. Designated signing officers shall be other members of the service board and are always subject to recall by a majority vote of the voting members of Intergroup.
7. Cash receipts are handled as follows:

1. All receipts must be deposited into the appropriate bank account of OA Central Ontario Intergroup as soon as possible after receipt.
2. The cash receipts journal must be kept up to date, indicating the date, amount and origin of all funds received.
8. Cash disbursements are handled as follows:
  1. All expenditures must be supported by approved vouchers.
  2. Vouchers should, if possible, be forwarded to the Intergroup treasurer at least one week prior to a regular Intergroup meeting.
  3. Reimbursements will be issued at each regular Intergroup meeting.
  4. Cheques must be signed by the Intergroup treasurer and either the chairperson or one of the other designated signing officers.
  5. The cash disbursements journal must be kept up to date, indicating the date, amount, recipient and particulars of each expenditure.
9. All committees receiving the disbursed funds are required to act as follows:
  1. The committee chairperson, or member of the committee designated by the committee chairperson, may open a bank account in the name of the committee (e.g. OA Retreat, OA Marathon, etc.) or use any OA account so designated by the Intergroup service board.
  2. The chairperson of the committee and at least one other person will be designated as signing officers of the said bank account, including either the chairperson or treasurer of the Intergroup service board.
  3. All expenditures must be supported by approved vouchers.
  4. In the case of an ad hoc committee, a statement of receipts and disbursements should be submitted to the Intergroup treasurer at the time the committee is disbanded.
  5. In the case of a standing committee, a financial report should be submitted at least twice a year.
10. A Finance committee shall be struck to assist the treasurer with the financial operations of the Intergroup. The treasurer shall serve as a member of that committee.

## **Article XV      Amendments**

1. Amendments to these by-laws, as well as the anticipated cost of such amendments, may be proposed by any member group or voting member of Intergroup, provided they are submitted to the Intergroup Chairperson in writing.
2. Amendments, if any, may be considered 3 times per year in May September and January of each year. Before an amendment can be voted on a copy of the proposed amendment must have been provided to all registered meetings and given at least 90 days notice of the pending change. Sufficient copies of the proposed amendment must be provided to supply all registered meetings with a copy.
3. Each proposal must be accompanied by a clearly-stated reason for suggesting the amendment.
4. Reasonable time shall be set aside for discussion of each amendment before voting.

5. In order to adopt an amendment to these by-laws, a two thirds (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.
6. Service Bodies may not make amendments to the Twelve Steps and Twelve Traditions (as per OA, Inc. Bylaws, Subpart B Article XIV, section 1 e).

#### **Article XVI      Limitations**

1. Overeaters Anonymous By-laws Subparts A and B, and the World Service Business Conference Continuing Effects Motions take precedence over the Intergroup By-laws.

#### **Article XVII      Deregistration**

1. "In order to deregister, an intergroup must submit a written request to the World Service Office, region chair and region trustee." (OA, Inc. Bylaws, Subpart B, Article VI, Sec 3c).

Appendix A

**SERVICE BOARD and DELEGATE APPLICATION FORMS**

**CENTRAL ONTARIO INTERGROUP**

To be submitted at or by the September \_\_\_\_\_ COI meeting.

I am applying for a position on the Central Ontario Intergroup Service Board as:

- Vice-chair
- Treasurer
- Recording Secretary

I am applying for a position as:

- Delegate to World Service Business Conference
  
- Delegate to Region 6 Assembly

Full Name:

Street Address:

City:

Province: ON

Postal Code:

Phone number:

Date continuous abstinence began:

I have read the qualifications for this position, which are reproduced from the Central Ontario Intergroup Bylaws and attached to this form.

Signature: \_\_\_\_\_

**Please note that this form, when completed must be sent or brought to:**

**Central Ontario Intergroup  
c/o Paulist Ministry  
Centre 830 Bathurst  
Street,  
Toronto, ON M5R 3G1**

**Your application must be received by or at the September COI meeting in order to be distributed at the October meeting, and presented for voting at the elections held during the November meeting.**

**It is each candidate's responsibility to verify receipt of this application. Additional copies of this form may be reproduced at the group level.**

## QUALIFICATIONS FOR POSITIONS

### Qualifications for Service Board positions:

- a) Each position has an abstinence requirement on all three levels of recovery: Vice-chairperson six months, Treasurer one year, Recording Secretary six months. Candidates must be committed to maintaining that abstinence one day at a time.
- b) Candidate must have minimum of one-year current regular attendance at Intergroup; due to the large area of this Intergroup special consideration will be made where possible for out of town candidates. Candidates must have previously served Intergroup in some capacity for a period of one year.
- c) Candidate must be a member of and regularly attend an OA Central Ontario Intergroup meeting and must be endorsed by that member group. Elected candidates are expected to regularly attend Service Board and Intergroup meetings.
- d) Candidate must have a current commitment to abstinence.
- e) Candidate must have completed a Fourth and Fifth Step and must be committed to working all Twelve Steps and Traditions.
- f) Based on Group conscience, nominees should be selected for their judgment, stability, experience, willingness and for their faithful adherence to the Twelve Steps and Traditions of OA.

### Qualifications for Assembly and Conference Delegates:

- a) Candidate must have a minimum of one-year current regular attendance at Intergroup and a current record of service at Intergroup level; for WSBC, at least one year's experience at Region is also required.
- b) Candidate must be a member of and regularly attend an OA Central Ontario Intergroup member group and must be endorsed by that member group.
- c) Candidate must have at least one year of current abstinence and be committed to maintaining that abstinence one day at a time.
- d) Candidate must have completed a 4th and 5th Step and must be committed to working all 12 Steps and Traditions.
- e) If possible, there should be no more than one delegate from one particular meeting.
- f) The candidate for Regional Delegate should be willing to go as World Service Delegate and should be considered to be World Service Delegates in training.
- g) Based on group conscience, nominees should be selected for their judgment, stability, experience, willingness and their faithful adherence to the Twelve Steps and Twelve Traditions of Overeaters Anonymous.

**APPLICATION FORM FOR CENTRAL ONTARIO INTERGROUP SERVICE BOARD**

**If interested in any of the positions, please complete the following form and have the completed form returned by or at the September Intergroup meeting.**

**Summary of OA Responsibilities:**

*I can bring the following business, professional or other experience and skills to Intergroup:*

*I would like the position of \_\_\_\_\_ for the following reason(s):*

*Brief account of my OA story:*

*(PLEASE USE EXTRA PAPER IF REQUIRED)*

<b>January</b>	<b>February</b>	<b>March</b>
<b>Mail</b>	<b>Mail</b>	<b>Mail</b>
<ul style="list-style-type: none"> <li>· Unity Day flyer.</li> <li>· Central Ontario Intergroup Retreat flyer.</li> </ul>	<ul style="list-style-type: none"> <li>· Amendments to Central Ontario Intergroup Bylaws.</li> </ul>	<ul style="list-style-type: none"> <li>· Flyer for Central Ontario Intergroup Convention.</li> </ul>
<b>New Business</b>	<b>New Business</b>	<b>New Business</b>
<ul style="list-style-type: none"> <li>· Projected budget for year, at Service Board meeting.</li> <li>· Finance Report for previous year.</li> <li>· Amendments to Central Ontario Intergroup bylaws submitted in writing.</li> <li>· Announce completion of Agenda Questionnaire at next meeting. Explain process.</li> </ul>	<ul style="list-style-type: none"> <li>· Finalize budget, at Service Board meeting.</li> <li>· Complete the Agenda Questionnaire for World Service Business Conference in May or June.</li> </ul>	
<b>Prepare</b>	<b>Prepare</b>	<b>Prepare</b>
<ul style="list-style-type: none"> <li>· Copy amendments to Central Ontario Intergroup bylaws for mailing in February.</li> </ul>	<ul style="list-style-type: none"> <li>· Flyer for Central Ontario Intergroup Convention.</li> </ul>	
<b>Events</b>	<b>Events</b>	<b>Events</b>
<ul style="list-style-type: none"> <li>· Public Information Night.</li> <li>· OA's birthday, celebrated on the Saturday closest to January 19th.</li> </ul>	<ul style="list-style-type: none"> <li>· Unity Day, on last Saturday.</li> </ul>	
<b>April</b>	<b>May</b>	<b>June</b>
<b>New Business</b>	<b>New Business</b>	<b>New Business</b>
	<ul style="list-style-type: none"> <li>· Vote on amendments to Central Ontario Intergroup Bylaws.</li> </ul>	<ul style="list-style-type: none"> <li>· Begin planning: IDEA day in November.</li> </ul>
<b>Prepare</b>	<b>Prepare</b>	<b>Prepare</b>
<ul style="list-style-type: none"> <li>· Copy enough amendments to Central Ontario Intergroup</li> </ul>		<ul style="list-style-type: none"> <li>· Update and reprint COI Bylaws after amendments passed.</li> </ul>

bylaws to use at meeting in May.		
<b>Events</b>	<b>Events</b>	<b>Events</b>
<ul style="list-style-type: none"> <li>· Region 6 Spring Assembly (April or May.)</li> <li>· Central Ontario Intergroup Retreat.</li> </ul>	<ul style="list-style-type: none"> <li>· World Service Business Conference (WSBC) in May or June.</li> <li>· Central Ontario Intergroup Convention in May or June.</li> </ul>	

July	August	September
<b>Mail</b>	<b>Mail</b>	<b>Mail</b>
	<ul style="list-style-type: none"> <li>· Central Ontario Intergroup election application forms.</li> </ul>	
<b>New Business</b>	<b>New Business</b>	<b>New Business</b>
<ul style="list-style-type: none"> <li>· Mid-year finance report at Service Board meeting.</li> <li>· Announce Central Ontario Intergroup elections and availability of application forms at next meeting.</li> </ul>		<ul style="list-style-type: none"> <li>· Candidates submit application forms for Central Ontario Intergroup elections. Begin planning: Staying Abstinent through the Holidays in December, and Central Ontario Intergroup Convention in May.</li> <li>· Announce submission of motions for the WSBC Agenda Questionnaire at November meeting.</li> </ul>
<b>Prepare</b>	<b>Prepare</b>	<b>Prepare</b>
<ul style="list-style-type: none"> <li>· Application forms for Central Ontario Intergroup elections.</li> </ul>		<ul style="list-style-type: none"> <li>· Copy submitted application forms for mailing in October.</li> <li>· Flyers for IDEA Day in November.</li> </ul>
<b>Events</b>	<b>Events</b>	<b>Events</b>

		<ul style="list-style-type: none"> <li>Region 6 Fall Assembly, in September or October.</li> </ul>
<b>October</b>	<b>November</b>	<b>December</b>
<b>Mail</b>	<b>Mail</b>	<b>Mail</b>
<ul style="list-style-type: none"> <li>Flyer for IDEA day.</li> <li>Application forms for Central Ontario Intergroup elections.</li> </ul>	<ul style="list-style-type: none"> <li>Flyer for Staying Abstinent Through the Holidays.</li> </ul>	<ul style="list-style-type: none"> <li>Flyer for Public Information Night.</li> </ul>
<b>New Business</b>	<b>New Business</b>	<b>New Business</b>
<ul style="list-style-type: none"> <li>Announce submission of motions for the WSBC Agenda Questionnaire at November meeting.</li> <li>Begin planning: Central Ontario Intergroup Retreat in April.</li> <li>Begin planning: Public Information Night in January. Finance Chair to hand out submission forms to committee members for budget</li> </ul>	<ul style="list-style-type: none"> <li>COI Elections.</li> <li>Announce submission of amendments to bylaws at January meeting.</li> <li>Motions for WSBC Agenda Questionnaire submitted.</li> <li>Committee budgets for next year submitted.</li> <li>Begin planning: Unity Day in February. Gather information on meetings over the holidays.</li> </ul>	<ul style="list-style-type: none"> <li>Announce submission of amendments to bylaws at January meeting.</li> <li>Web site Committee changes Announce holiday meetings.</li> </ul>
<b>Prepare</b>	<b>Prepare</b>	<b>Prepare</b>

<ul style="list-style-type: none"> <li>Announce submission of motions for the WSBC Agenda Questionnaire at November meeting.</li> <li>Begin planning: Central Ontario Intergroup Retreat in April.</li> </ul>		<ul style="list-style-type: none"> <li>Prepare and print flyer for Unity Day.</li> <li>Prepare and print flyer for Central Ontario Intergroup retreat.</li> <li>Prepare for completion of WSBC agenda questionnaire at February meeting.</li> <li>Register WSBC delegates.</li> </ul>
<b>Events</b>	<b>Events</b>	<b>Events</b>
	<ul style="list-style-type: none"> <li>IDEA Day, 3<sup>rd</sup> Saturday.</li> </ul>	<ul style="list-style-type: none"> <li>Staying Abstinent Through the Holidays.</li> </ul>