

**BYLAWS of the SANTA CRUZ COUNTY INTERGROUP
OF OVEREATERS ANONYMOUS**

DATE REVISED JANUARY 2006
(17 pages)

ARTICLE I - NAME

The name of this organization shall be the SANTA CRUZ COUNTY INTERGROUP, hereinafter known as Intergroup.

ARTICLE II – PURPOSE

Section 1 – Purpose

The primary purpose of this organization shall be the administration and coordination of the OA activities common among the various groups in Intergroup. The activities include furthering the OA message in accordance with the Twelve Steps and Twelve Traditions, and maintaining a service address as a communication center for OA in Santa Cruz County.

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 section of any future United States Internal Revenue Law).

Section 2 - The Twelve Steps

The Twelve Steps are suggested for recovery in the Fellowship of Overeaters Anonymous. The Twelve Steps are:

- 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.
- ARTICLE II – PURPOSE (continued)
- 8) Made a list of all persons we had harmed, and became willing to make amends to them all.
 - 9) Made direct amends to such people wherever possible, except when to do so would injure them or others.
 - 10) Continued to take personal inventory and when we were wrong, promptly admitted it.
 - 11) Sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
 - 12) Having had a spiritual awakening as the result of these Steps, we tried to carry this message to compulsive overeaters and to practice these principles in all our affairs.

Section 3 - The Twelve Traditions

The Twelve Traditions are: The Twelve Traditions of Overeaters Anonymous are:

- 1) Our common welfare should come first; personal recovery depends upon OA unity.
- 2) For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
- 3) The only requirement for OA membership is a desire to stop eating compulsively.
- 4) Each group should be autonomous except in matters affecting other groups or OA as a whole.
- 5) Each group has but one primary purpose – to carry its message to the compulsive overeater who still suffers.
- 6) An OA group ought never endorse, finance or lend the Overeaters Anonymous name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
- 7) Every OA group ought to be fully self-supporting, declining outside contributions.
- 8) Overeaters Anonymous should remain forever non-professional, but our service centers may employ special workers.
- 9) OA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.

- 10) Overeaters Anonymous has no opinion on outside issues; hence, the Overeaters Anonymous name ought never be drawn into public controversy.

ARTICLE II – PURPOSE (continued)

- 11) Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, television and other public media of communication.
- 12) Anonymity is the spiritual foundation of all these Traditions, ever reminding us to place principles before personalities.

Section 4 - The Twelve Concepts

The Twelve Concepts of OA Service are The Twelve Concepts of OA Service are:

- 1) The ultimate responsibility and authority for OA world services reside in the collective conscience of our whole Fellowship.
- 2) The OA groups have delegated to World Service Business Conference the active maintenance of our world services; thus, World Service Business Conference is the voice, authority and effective conscience of OA as a whole.
- 3) The right of decision, based on trust, makes effective leadership possible.
- 4) The right of participation ensures equality of opportunity for all in the decision-making process.
- 5) Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.
- 6) The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.
- 7) The Board of Trustees has legal rights and responsibilities accorded to them by OA Bylaws, Subpart A; the rights and responsibilities of the World Service Business Conference are accorded to it by Tradition and by OA Bylaws, Subpart B.
- 8) The Board of Trustees has delegated to its Executive Committee the responsibility to administer the OA World Service Office.
- 9) Able, trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.
- 10) Service responsibility is balanced by carefully defined service authority; therefore, duplication of efforts is avoided.

- 11) Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs and consultants.

ARTICLE II – PURPOSE (continued)

- 12) The spiritual foundation for OA service ensures that:
 - a) no OA committee or service body shall ever become the seat of perilous wealth or power;
 - b) sufficient operating funds, plus an ample reserve, shall be OA's prudent financial principle;
 - c) no OA member shall ever be placed in a position of unqualified authority;
 - d) all important decisions shall be reached by discussion, vote and whenever possible, by substantial unanimity;
 - e) no service action shall ever be personally punitive or an incitement to public controversy; and
 - f) no OA service committee or service board shall ever perform any acts of government, and each shall always remain democratic in thought and action.

ARTICLE III – MEMBERS

Section 1 – Membership

Membership of the Intergroup shall consist of the following:

- A. The Intergroup Board.
- B. Intergroup representatives (IRs), which shall consist of one member from each group within Santa Cruz County. Visitors are welcome and are encouraged to participate in the discussion.
- C. Group members not acting as IRs but elected or appointed to carry out specific duties, e.g. OA Retreat chairperson.

Section 2 – Qualifications

Qualifications of eligibility for membership in the Intergroup

- A. Those groups within Santa Cruz County that have formally registered with World Service Office and indicated their intention to belong to Intergroup may be considered members. An OA group is defined as the following:
 - 1) As a group, they meet together to practice the Twelve Steps and Twelve Traditions of OA.
 - 2) All who have a desire to stop eating compulsively are welcome in the group.

- 3) No member is required to practice any actions in order to remain a member or to have a voice (share at a meeting).
- 4) As a group, they have no affiliation other than OA.

ARTICLE III – MEMBERS (continued)

- B. Each group shall be entitled to one vote through its elected IR.
- C. No group may be registered with another Intergroup.

Section 3 - Intergroup Representatives (IRs)

- A. IRs shall be selected by the group conscience of the group they represent. Each IR shall be selected by any method deemed appropriate by their group. These IRs shall serve for a period designated by their group, always subject to recall by the group they represent. Each group shall be free to designate an alternate delegate when the necessity arises.
- B. IRs should be selected for willingness to serve, commitment to the Twelve Steps and Twelve Traditions of OA, and three months of attendance at OA meetings.
- C. Any group that does not have an IR shall have one of their officers serve as the IR also.
- D. The primary responsibility of the IR, or alternate, is to represent their group at all meetings of the Intergroup, to act as a liaison between this Intergroup and their group, to see that all communications pertaining to Intergroup are made available and, where requested, read aloud to the group.
- E. IRs shall perform all other duties as prescribed in the Addendum.

Section 4 - Absences of Intergroup Representatives

The Intergroup secretary shall notify the representative group of any IRs' absences.

Section 5 - Membership with voice and no vote may be:

- A. Any employee.
- B. Any member of the Fellowship who is not a duly elected representative or alternate.

ARTICLE IV - THE INTERGROUP BOARD

Section 1 - The Intergroup Board

- A. The board shall consist of at least a chairperson, vice chairperson, secretary and treasurer. These four positions comprise the Executive Board.

- B. The board may also include:
 - 1) World Service Business Conference Delegate
 - 2) Region 2 Representative
 - 3) Hotline Coordinator

ARTICLE IV – THE INTERGROUP BOARD (continued)

- 4) Professional Outreach/Public Information Coordinator
 - 5) Tape/CD Librarian
 - 6) Web Master/Designated Downloader
 - 7) Newsletter Editor

- C. In the event the chairperson of the board should be unable to attend any meeting of the board, the next highest-ranking executive officer in attendance shall serve as chair for that meeting. The ranking of these officers shall serve as follows:
 - 1) Vice chairperson
 - 2) Treasurer
 - 3) Secretary

Section 2 - Nominations to the Intergroup Board

- A. Nominations to the board shall be made at the December meeting of the Intergroup.

- B. Intergroup board members are advised to bring their replacement person to the December meeting, after determining that their replacement meets the qualifications.

- C. Nominations to the board may be made from the floor at the time of the elections.

Section 3 - Qualifications for the Intergroup Board

- A. Working the Twelve Steps of OA for six months.

- B. Familiarity with the Twelve Traditions of OA.

- C. Familiarity with the Twelve Concepts of OA Service.

- D. Six months of current self-defined recovery.

- E. Regular attendee of an active group for a minimum period of six months, and to have been an IR for a minimum period of three months.

- F.
 - 1) The World Service Business Conference Delegate/alternate shall have at least one (1) year of current abstinence, and at least two (2) years of service in Intergroup.

- 2) Permission for any exception in qualifications for valid reasons, if deemed credible by the trustees, may be received by application to the World Service Office, except that the trustees cannot grant exceptions to those qualifications required solely for election to the intergroup board.

ARTICLE IV – THE INTERGROUP BOARD (continued)

- G. The Region 2 Representative/alternate shall have at least six (6) months of current abstinence, and have attended at least six (6) meetings of Intergroup within a year.

Section 4 - Method of Election

- A. Elections shall be held annually at the December meeting of the Intergroup.
- B. To be eligible for election to the board, nominee must:
 - 1) Meet all qualifications as defined in Article IV, Section 3.
 - 2) Understand responsibilities of the position as defined in Article IV, Section 6, and as defined in the Intergroup job descriptions (see Addendum).
- C. In order to be elected to membership on the Intergroup Board, a nominee must be present at the election meeting (unless they have indicated a prior willingness to accept a position) and must receive a majority vote of the IRs present and voting.

Section 5 - Term of Office

- A. Executive Board members shall be elected to serve for a period of two years. All other board members shall be elected to serve for a period of one year.
 - 1) On even-numbered years, the chairperson and secretary shall be elected. On odd-numbered years, the vice chairperson and treasurer shall be elected.
 - 2) Newly elected officers shall begin service at the Intergroup meeting following their election.
- B. Board members shall serve no more than two consecutive terms in the same office.
- C. After an interval of one term, a member may again be eligible for election to their prior office.
- D. Upon election to the board, members shall cease to be a representative of their group and that group shall elect a new Intergroup Representative.

Section 6 - Responsibilities of the Intergroup Board

- A. Chairperson:
 - 1) shall preside at all regular and special meetings of this Intergroup and Intergroup Board.
 - 2) shall be responsible for establishing the agenda for all Intergroup

- meetings.
- 3) may cast the deciding vote to make or break a tie.
 - a) may participate in a ballot vote.
- 4) may attend all standing committee meetings.

ARTICLE IV – THE INTERGROUP BOARD (continued)

- 5) shall ensure that the general account of the Intergroup be audited annually (*refer to Webster's Dictionary: audit vt: to examine with intent to verify*)
- 6) shall perform all other duties as prescribed in the Addendum.

B. Vice Chairperson:

- 1) shall serve in the absence of the chairperson.
- 2) shall have an understanding of the bylaws, and uphold the bylaws at Intergroup meetings.

C. Secretary:

- 1) shall see that minutes are kept of all Intergroup meetings and that a copy of the Intergroup minutes is posted on the website for the Intergroup, and mailed to each Intergroup Representative and Intergroup Board member. As a cooperative gesture, a copy of the minutes may be sent to the regional trustee.
- 2) shall maintain a file of all minutes of past meetings.
- 3) shall perform all other duties as prescribed in the Addendum.

D. Treasurer:

- 1) shall maintain a checking and savings account, if necessary, for dispersal of Intergroup funds.
- 2) shall submit financial reports each month at the Intergroup meetings.
- 3) shall be cosignatory with one other board member or an appointee of the board.
- 4) shall perform all other duties as prescribed in the Addendum.

E. The Executive Board shall provide a means of conducting the Intergroup business in the case of emergencies and/or between meetings of the Intergroup.

F. World Service Business Conference Delegate:

- 1) shall attend the annual World Service Business Conference, or at least acquire a copy of the Final Report from the conference.
- 2) shall read the Final Report and copy the pertinent information to be shared at the Intergroup meeting following the conference.
- 3) shall give the Final Report to the chairperson to serve as a reference when conducting Intergroup business.

ARTICLE IV – THE INTERGROUP BOARD (continued)

G. Region 2 Representative:

- 1) shall attend the annual Region 2 Business Conference, or at least acquire a copy of the Final Report from the conference.
- 2) shall read the Final Report and copy the pertinent information to be shared at the Intergroup meeting following the conference.
- 3) shall give the Final Report to the chairperson to serve as a reference when conducting Intergroup business.

H. Hotline Coordinator:

- 1) shall update the message on the hotline as needed.
- 2) shall respond to messages left on the hotline, either by phone or mail.

I. Professional Outreach/Public Information Coordinator

- 1) shall prepare meeting schedules
- 2) may provide health professionals, clergy, exercise counselors, etc. with meeting schedules and/or OA-approved literature that is appropriate for use by the professional and his/her clients.
- 3) may provide local newspapers, radio and TV stations with newsworthy information about OA and its activities, such as new meetings and special events.

J. Tape/CD Librarian

- 1) shall attend OA meetings with tapes/CDs available for checkout.
- 2) may make monthly calls to those who have not returned tapes/CDs.
- 3) shall replace lost or damaged tapes/CDs with OA-related materials only.
- 4) shall perform all other duties as prescribed in the Addendum.

K. Web Master/Designated Downloader

- 1) shall update the Intergroup website (www.santacruzcoa.org) as needed.
- 2) shall periodically check the Region 2 and World Service Office websites and download pertinent information to share at the Intergroup meetings.

L. Newsletter Editor

- 1) shall type up and edit the newsletter.

- 2) shall have the newsletter printed at least one week before the Intergroup meeting at which it is to be distributed.
- 3) shall perform all other duties as prescribed in the Addendum.

ARTICLE IV – THE INTERGROUP BOARD (continued)

Section 7 - Vacancies and Resignations

- A. If a member of the Intergroup Board fails to attend three consecutive meetings without prior notice, his/her office may be declared vacant by a majority of those members present and voting.
- B. Any board member may resign at any time for any reason by giving the chairperson of the Intergroup written notice.
- C. Any board member of this Intergroup may be removed from office by a two-thirds (2/3) vote of the IRs at a special meeting announced for that purpose. Removal is based on unworthy conduct and/or non-attendance.

Section 8 - Filling of Vacancies

- A. Vacancies shall be filled by a majority vote at that meeting in which the vacancy occurred, or at the next meeting or special meeting of the Intergroup. Such persons chosen to fill said vacancies shall serve for the remainder of the un-expired term.
- B. A person chosen to fill any vacancy on the board shall meet the qualifications as defined in Article IV, Section 3, and be aware of all responsibilities of that position as described and defined in Article IV.

ARTICLE V – MEETINGS

Section 1 - Regular Meetings

The Intergroup shall meet monthly at a time and place designated by a majority of the voting members.

Section 2 - Annual Meetings

An annual meeting shall be held in the month of December for the election of officers. [With the election taking place at least 120 days prior to the World Service Business Conference (WSBC), it allows adequate time for election of the WSBC Delegate.]

Section 3 - Special Meetings

A special meeting may be called at any time by a majority vote of the Intergroup Board, or by petition of three Intergroup members, by giving notice as prescribed in Article V, Section 4.

ARTICLE V – MEETINGS (continued)

Section 4 - Method of Notification

Notification of all meetings shall consist of notices prepared by the Intergroup secretary and distributed to each group secretary and/or IR at least one week prior to the date of the meeting.

Placing an announcement in the Intergroup newsletter, if any, or by mail, telephone, email, or other expedient means, and at the prior Intergroup meeting is also considered proper notification.

Section 5 – Quorum

Those voting members present at any meeting of this Intergroup shall constitute a quorum for all proceedings of the Intergroup.

Section 6 - Meeting Procedure

It is suggested that at the beginning of every meeting, OA's Twelve Steps and Twelve Traditions be read. In addition, it is requested that the Twelve Concepts of OA Service be read.

ARTICLE VI - COMMITTEES

Section 1 - Standing Committees

The following standing committees may be established as required to carry out the purposes of Intergroup in the most effective and efficient manner. Standing committees may include but not be limited to:

- A. Twelfth-Step-Within
- B. Bylaws
- C. Other committees deemed necessary to carry on Intergroup work

Section 2 - Special Committees

The board shall designate such special committees as are deemed necessary for the welfare and operation of the Intergroup.

Section 3 - Committee Appointments

The chairperson shall appoint a committee chairperson from those IRs present who meet IR qualifications. A board member or any OA member present meeting IR qualifications may be appointed to chair a standing or special committee with approval of the majority of the members present and voting.

ARTICLE VI - COMMITTEES (continued)

Section 4 - Committee Procedures

Each standing or special committee shall be responsible for calling and holding meetings, and establishing its method of procedures, subject to the approval of the Intergroup Board and the guidelines of the Twelve Traditions of OA.

Section 5 - Committee Responsibility

Any committee decision and/or vote which establishes or changes a policy, sets a procedural plan for a special event, or expends funds in excess of the approved budget, shall require approval by the Intergroup prior to implementation. Each standing committee chairperson shall submit an oral and/or written report to the Intergroup at each regular meeting and at the end of any specific event coordinated by that committee. If any monies are expended from an approved budget, a detailed and itemized financial report shall be included with the committee report.

Section 6 - Nominating Committee

The Intergroup may have a nominating committee to recommend persons to serve as officers, Region 2 Representative, and WSBC delegate and persons to fill vacancies and to serve on the next nominating committee. The number of members on the committee should be three to five. The chairperson of the Intergroup shall not serve on the committee, but may provide background information and input as requested by the committee.

Section 7 - Ex-officio Members

- A. Past committee chairpersons may serve in an ex-officio capacity in their respective committees.
- B. The Intergroup chairperson is an ex-officio member of all committees except the nominating committee.

Section 8 - Committee Bank Account

- A. If it is deemed necessary by the board that a committee shall open a bank account, the following procedure shall be followed:
 - 1) The committee chairperson and the treasurer of the Intergroup shall be cosigners on the account. Two signatures shall be required on all checks.
 - 2) The committee chairperson shall keep all financial records and shall present a detailed, itemized report of transactions to the Intergroup at the regular Intergroup meeting following any event for which monies were expended or received.

- 3) The committee chairperson shall arrange for an audit of the committee account during the final month of each year. The audit shall take place at the same time as the audit for the general account of the Intergroup.

ARTICLE VI – COMMITTEES (continued)

Section 9 – Vacancies

Should a vacancy, resignation, or removal of a committee chairperson occur, all pertinent information shall be turned over to the Intergroup chairperson. The chairperson shall then appoint a new committee chairperson to serve the remainder of the term.

Section 10 - Removal of Committee Chairman

A committee chairman may be removed from office by a two-thirds (2/3) vote of the Intergroup Board. Removal is based on unworthy conduct and/or non-attendance.

ARTICLE VII - SOURCE OF FUNDS

Section 1 - Source of Funds

- A. Voluntary contributions of the member groups shall be the primary source of funds.
- B. Secondary source of income may be such occasional projects or activities as may be authorized by the Intergroup according to Tradition Six.
- C. The Intergroup may accept donations from OA members, conforming to the general practice of OA.
- D. The maximum allowable annual donation to the Intergroup by OA members is to be limited to an amount set by the World Service Office [*currently five thousand dollars (\$5,000), subject to change by the Board of Trustees*].
- E. The acceptance of bequests or donations from any outside source is prohibited.
- F. The maximum allowable bequest to the Intergroup by OA members is to be limited to an amount set by the World Service Office [*currently one hundred thousand dollars (\$100,000), subject to change by the Board of Trustees*].
- G. The Intergroup shall not accept the responsibility for trusteeship over, or enter into the distribution or allocation of, funds set up outside of Overeaters Anonymous.

Section 2 - Prudent Reserve

There shall be no accumulation of funds beyond current necessities, with retention of only a prudent reserve for contingencies. Funds in excess shall be donated to Region 2 and the World Service Office annually as budgeted and directed by the Intergroup.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this Intergroup in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the Overeaters Anonymous, Inc. Bylaws, Subpart B or any special rules of order this Intergroup may adopt.

ARTICLE IX - AMENDMENTS TO THESE BYLAWS

These bylaws, with the exception of Article II, Sections 2, 3 and 4, may be amended at any time by a two-thirds (2/3) vote of the IRs and board members present at any regular or special meeting of the Intergroup, provided a copy of the proposed amendment has been submitted in writing and received by each group affiliated with this Intergroup at least one month prior to the meeting in which action is to be taken on the amendment.

ARTICLE X - MAJOR POLICY MATTERS

Section 1

- A. Matters that affect this Intergroup and/or groups within its service area shall be referred to the board of this Intergroup.
- B. Matters, which relate to Overeaters Anonymous as a whole, which affect Subpart A of the Bylaws of Overeaters Anonymous, Inc., shall be referred to the Board of Trustees.
- C. Matters which affect Subpart B of the Bylaws of Overeaters Anonymous, Inc., or which relate to the Twelve Steps, Twelve Traditions and Twelve Concepts shall be referred to the World Service Business Conference.

ARTICLE XI - DISSOLUTION

Section 1

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 according to Tradition Six, which guides us to disperse funds only to other OA service bodies. Such distribution shall be made to the World Service Office of Overeaters Anonymous, and/or Region 2, and/or another registered OA service body. If no registered OA service body exists to which the assets can be transferred, distribution shall be made to a non-profit fund, association, foundation or corporation, which is organized and operated exclusively for charitable, education, religious and/or scientific

purposes and which complies with applicable laws. For example, such organizations or entities within the USA must comply with Section 501(c)(3) of the Internal Revenue Code.

ARTICLE XI – DISSOLUTION (continued)

Section 2

No part of the net earnings 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.

ADDENDUM

JOB DESCRIPTIONS OF INTERGROUP MEMBERS

Section 1 – The Intergroup Representatives (IRs) shall

- A. make an oral report to the Intergroup on their group's Intergroup, World Service Office, and Region 2 contributions (60%, 30% and 10% respectively).
- B. bring back meeting schedules and/or newsletters to their group from the Intergroup.

Section 2 – The Chairperson shall

- A. provide each new member of the Intergroup with a copy of the bylaws in which the new member's responsibilities and job description are highlighted.
- B. clarify a few goals at the beginning of the year, e.g. workshops, outreach, etc. and create a timeline for accomplishing those goals.
- C. sign on to new bank accounts as signatory with the new treasurer.
- D. keep a current phone and address list of board members and IRs.
- E. help new IRs understand their responsibilities and feel welcome at their first meetings.
- F. keep the meeting to 90 minutes or less.

Section 3 – The Secretary shall

- A. pick up the mail on a weekly basis from box # 698 at the Santa Cruz downtown post office. When retrieving mail, leave all bank statements, answering service bills and local group contributions in the box for the treasurer.

- B. create a list of current phone numbers and email addresses of board members and IRs, and distribute the list to all Intergroup members.
- C. be responsible for one of two post office keys.

JOB DESCRIPTIONS OF INTERGROUP MEMBERS (continued)

Section 4 – The Treasurer shall

- A. pick up mail twice a month from box # 698 at the Santa Cruz downtown post office. When retrieving mail, take only the bank statements, answering service bills and local group contributions. Leave the rest for the secretary.
- B. reconcile bank statements. Intergroup has two bank accounts at the BANK OF THE WEST (2020 North Pacific Avenue): the General Account into which group contributions are deposited and from which the running expenses are paid, and the Delegate/Activity Account which is for retreat and delegate expenses.
- C. be responsible for the endorsement stamps, inepad, checkbooks, bank bag, and one of two post office keys.

Section 5 – The Tape/CD Librarian shall

- A. make it known to those who borrow tapes/CDs that the cost to members is \$5.50 per tape. Five dollars (\$5.00) is a refundable deposit, and \$.50 is the cost per month for each tape. Therefore if someone checks out three tapes/CDs for one month, they leave a \$15.00 deposit, plus \$1.50 non-refundable fee.
- B. not refund deposits to borrowers after six months.
- C. hold in safekeeping the deposits plus a reserve of money to replace tapes/CDs. Excess funds shall be turned over to the Intergroup and held in a separate account within the Intergroup's general fund. This money can be spent only after approval of the Intergroup.

Section 6 – The Newsletter Editor

- A. should include a copy deadline for the next issue in order to allow time to edit the submissions.
- B. may choose to include the following in the newsletter:
 - 1) Intergroup highlights
 - 2) Birthdays
 - 3) Upcoming OA-related events
 - 4) Listing of Intergroup officers with their phone numbers
 - 5) Meeting listings

- 6) Hotline information
- 7) Excerpts from Lifeline
- 8) Excerpts from other OA literature
- 9) Writings from members

OVERVIEW OF INTERGROUP MEMBERSHIP

Section 1 - Intergroup consists of

- A. Executive Board
 - 1) Chairperson
 - 2) Vice Chairperson
 - 3) Secretary
 - 4) Treasurer
- B. Intergroup Representatives

Section 2 - Intergroup may also include

- A. Other board members, for example
 - 1) World Service Business Conference Delegate
 - 2) Region 2 Representative
 - 3) Hotline Coordinator
 - 4) Professional Outreach/Public Information Coordinator
 - 5) Tape/CD Librarian
 - 6) Web Master/Designated Downloader
 - 7) Newsletter Editor
- B. Other OA members who are appointed to carry out specific duties, for example
 - 1) OA Retreat chairperson
 - 2) Thanksgiving Meeting chairperson

Section 3 - Terms of Office

- A. Intergroup Representative: a period of time designated by the group he/she represents, but usually six months
- B. Executive Board: two years
- C. Other board members: one year
- D. Other OA members: the time it takes to carry out a specific duty
- E. Board members shall serve no more than two consecutive terms in the same office.
- F. After an interval of one term, a member may again be eligible for election to their prior office.
- G. Upon election to the board, members shall cease to be a representative of their group and that group shall elect a new Intergroup Representative.

Section 4 - Qualifications for membership in Intergroup

- A. Intergroup Representative: three months of attendance at OA meetings
- B. Board Members
 - 1) Working the Twelve Steps of OA for six months
 - 2) Six months of current self-defined recovery
 - 3) Regular attendee of an active group for a minimum period of six months
 - 4) Have been an Intergroup Representative for a minimum period of three months
- C. World Service Business Conference Delegate
 - 1) At least one year of current abstinence
 - 2) At least two years of service in Intergroup

- D. Region 2 Representative
- 1) At least six months of current abstinence
 - 2) Have attended at least six meetings of Intergroup within a year