

**Central Indiana Intergroup, Inc. of Overeaters Anonymous**

**Updated 11/2021**

# Central Indiana Intergroup Bylaws, Policy & Procedures Manual

**CII: Embracing the OA Program**

Revised 11/2021

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INTRODUCTION TO THE INTERGROUP

GROUP NUMBER 09096 [4/2011]

# Central Indiana Intergroup, Inc. of Overeaters Anonymous

FEDERAL TAX ID# - 02-0809489 [4/2011]

## **What is it?**

Intergroup is an association of OA groups in a specific geographical area. The primary purpose of any Intergroup is to strive for unity within the fellowship and to help carry the message of recovery. Intergroup allows members from various OA groups to meet together and share ideas and encouragement.

## **Who is in it?**

Intergroup is comprised of OA members representing the OA meetings in the area. It is suggested that each meeting have two representatives. Any OA member is welcome to participate in Intergroup whether as a Meeting Representative or as a visitor. (See also Section II.)

## **What is a meeting representative?**

The relationship between Intergroup and individual meetings is a two-way street. Moving in one direction, Intergroup responds to the needs of the meetings; in the other direction, Intergroup processes information to be passed along to meetings. The meeting representative functions as the carrier of information between the two. This not only strengthens the relationship between Intergroup and the meeting, but also strengthens the individual's own recovery.

## **Where is it?**

Central Indiana Intergroup meeting locations will be published in the quarterly CII Meeting Directory, the oaindy.org website, and the Region 5 website. (10/20)

## **When is it?**

Intergroup generally meets on the third Saturday of every month except in July and December. Time of meetings will be 9 a.m. EST and will be published in the quarterly CII meeting directory and the oaindy.org website. (10/20)

## **What are its functions?**

- Serves as a general resource for meetings to provide guidance and support.
- Provides a directory to all the meetings associated with the Intergroup in the Central Indiana area. This directory is available in both printed form and online at region5oa.org. (6/09)
- Through the Twelfth Step Committee, organizes and stages workshops, such as Unity Day, Spring Retreat, Idea Day.
- Through the Public Information and Professional Outreach Committee, keeps the local public informed of OA and its solution to compulsive eating.

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- Answers correspondence from interested individuals, area groups, relocating members, etc.
- Maintains a treasury to support the Intergroup functions to carry the message of recovery.
- Provides lists of speakers.
- Represents member groups at World and Region business meetings.

### **Where does it fit?**

Intergroup is our link to OA as a whole:

### **How can I get involved?**

Talk to your meeting representative or any other member of Intergroup. We need YOU if Intergroup services are to continue. Come and visit IG.

## **OPERATIONS OF THE INTERGROUP**

The operations of the Central Indiana Intergroup (CII) shall adhere to the following guidelines:

1. CII will hold regular business meetings on the third Saturday of each month except July and December; time and location to be published in the quarterly CII Meeting Directory. If the scheduled date conflicts with a major Federal or State holiday, a Region 5 convention or business meeting, or a World Service Convention, the date and time of the Intergroup meeting will be determined by the Group Conscience of the Intergroup. (10/20)
2. Meetings will be conducted in accordance with the Standing Rules for CII (see Section III Exhibit I).
3. Each officer or committee chair who presents at a meeting shall prepare a written report of their presentation for inclusion in the meeting's minutes. Presenters shall submit their report electronically to the Recording Secretary at least 48 hours before the meeting at which the presentation is to be made. (10/20)
4. Meetings shall open with the Serenity Prayer and close with the Third-Step Prayer (10/20).
5. Orientation for new meeting representatives shall include at least the following materials:
  - Description of the CII officers' duties and committees' responsibilities
  - Standing Rules for CII
  - Bylaws of the CII
  - Policies and Procedures
  - OA Handbook for Members, Groups and Intergroups

## Central Indiana Intergroup, Inc. of Overeaters Anonymous

6. Duties of the officers shall transfer by January 1. Both outgoing and incoming officers will work together at November Intergroup. Outgoing and incoming Treasurer will work together to close the year by December 31. Outgoing officers shall meet with the newly elected officers to transfer materials and to discuss the operations of their particular offices during November's Intergroup Meeting (10/20).
7. CII shall draft an annual budget for review and final vote at the January Intergroup meeting. Committees to submit budget requests in November. (8/08)
8. CII shall establish a list of its goals for the upcoming calendar year by the end of the January Intergroup meeting. The Recording Secretary shall prepare a formal statement of the goals that will be distributed and voted upon at the February meeting.
9. CII shall maintain a prudent reserve of funds equal to three months' operating expenses.

The amount of the Prudent Reserve shall be determined by the Treasurer during the annual budget process, and shall be equal to three times the average monthly expenses over the last twelve months, adjusted for any expected cost increases. The expenses to be included in the determination are Intergroup meeting room rent, insurance, communications, postage for the conduct of usual business by the officers, office supplies for the conduct of usual business, and office supplies for the production of the directory. The recommendation of the Treasurer shall be put to a Group Conscience of the Intergroup as part of the annual budget process.

The amount in the General Fund established as the Prudent Reserve shall be used only for those expenses listed above. No other expense shall be allowed that brings the balance in the General Fund below the limit set as the Prudent Reserve. If, in accordance with this policy, the balance in the General Fund does fall below the limit established as the Prudent Reserve, the Intergroup shall take immediate steps to curtail all other discretionary spending until such time as the balance once again exceeds the Prudent Reserve.

11. The Intergroup Chair will also chair the Service Board. (9/07)

# Central Indiana Intergroup, Inc. of Overeaters Anonymous

## OFFICERS AND MEETING REPRESENTATIVES

### General Policies

- A. Mailing lists shall not be used for anything other than Intergroup business, and shall not be released to anyone outside OA.
- B. All expenses incurred by officers in the performance of their duties shall be paid by the Intergroup. Expense Request/Report forms (Section III, Exhibit II) and receipts for all expenses must be submitted to the Treasurer in order for these expenses to be reimbursed. Qualifying expenses include, but are not limited to:
  - 1) Travel: Officers' expenses incurred in traveling as delegates to and from Region Assemblies and the World Service Business Conference are to be paid by the Intergroup. Qualifying expenses include, but are not limited to:
    - a. Car: Gasoline, parking, tolls, shuttles.
    - b. Plane: Lowest possible airfare for the delegate(s) to the World Service Business Conference.
    - c. Mileage: Follow current IRS guidelines for volunteer rate. (4/19)
    - d. Meals: A daily budget for Region Assemblies and WSBC is allowed for delegates, as per the current year's budget. (03/09)
    - e. Hotel
    - f. Registration Fee
  - 2) Advances against expected expenses may be obtained. Receipts for all expenses, and any remaining balance of an advance, must be submitted to the Treasurer within 60 days of the delegate's return from the Region Assembly or World Service Business Conference.
  - 3) Actual expenses will be reimbursed. (06/09)

### Duties of the Intergroup Chair Not Identified In the Bylaws

- A. Intergroup Meetings
  - 1) Holds orientation for new meeting representatives during committee meetings.
  - 2) Produces agenda for next Intergroup meeting based on minutes provided by the Intergroup Recording Secretary and any input from CII board members, meeting representatives, and other OA service bodies. (10/20)
  - 3) Acts as a Guardian of the Twelve Steps and Twelve Traditions and Twelve Concepts.

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### **B. Intergroup P.O. Box**

- 1) Treasurer and Chair have keys to the CII mail box. (10/20)
- 2) Treasurer and Chair assure that the Intergroup mail is picked up and distributed regularly. (10/20)

### **C. Miscellaneous**

- 1) Acts as an alternate signatory on the Intergroup bank accounts.
- 2) Reviews the appropriate state tax forms in March and May, and approves payment of any taxes due.
- 3) May serve as an Alternate Region Representative.
- 4) Serves as the liaison between the Intergroup and those responsible for the Intergroup meeting location, the Region, and the World Service Office. Prepares IG meeting schedule for next year and emails to meeting contact by end of November.
- 5) Provides leadership to Intergroup officers and committee chairs to ensure that the planning and execution of activities is accomplished, and other business is conducted, in an effective and timely manner.
- 6) May initiate expenditures required to fulfill Intergroup commitments.
- 7) May authorize payments of up to and including fifty dollars (\$50.00) after consulting with the Treasurer. May authorize payments over fifty dollars (\$50.00) after consulting with the Treasurer and three (3) other Intergroup officers. (8/08)
- 8) Submits a budget request for the following year's activities by close of November Intergroup meeting.
- 9) Submits a request every two years to the World Service Office to use the OA logo (i.e. website, directories, postcards). (11/21)

### **Duties of the Intergroup Vice Chair Not Identified in the Bylaws**

- A. Submits a budget request for the following year's activities by close of November Intergroup meeting.

### **Duties of the Intergroup Corresponding Secretary Not Identified in the Bylaws**

- A. Reports on the month's correspondence during the Intergroup meeting.
- B. As chair of the Public Information and Professional Outreach Committee, holds the Public Information manual, CDs, videos, and other related materials. (06/09)
- C. Assists in the publicity of Intergroup-sponsored events with mailings to media sources.

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- D. Submits a budget request for the following year's activities by close of November Intergroup meeting.
- E. Ensures non-profit mailing status is maintained by conducting a bulk mailing every two years. (11/21)
- F. Ensures all mailings meet U.S. Postal Service requirements such as, but not limited to, printing a return address on all mailings. (11/21)

### **Duties of the Intergroup Recording Secretary Not Identified in the Bylaws**

- A. On Thursday prior to the CII meeting, provide electronic copies of all officer reports, upcoming meeting agendas, etc. to CII distribution. Provide 2 paper copies of all documents at the CII meeting. (10/20)
- B. Includes the written summary of meetings and conferences attended, presented by Region Reps/WSBC Delegates at Intergroup. The written summary will become part of the minutes of that Intergroup meeting. (10/20)
- C. Within seven days after the Intergroup meeting, emails a copy of unapproved minutes, as well as the highlights, latest directory (when published quarterly), and any pertinent fliers, to the Intergroup officers, meeting reps, Region 5 Chair and the Region 5 Trustee. (4/19)
- D. Circulates an attendance sign-in sheet (2 copies) at each Intergroup meeting. One copy is to be kept in the Recording Secretary's files; the other copy is to be given to the Intergroup Chair.
- E. Maintains a reference file of motions from Intergroup meetings.
- F. For the Intergroup meeting immediately following an election, prepares and distributes the list of new Intergroup officers including their contact information. (8/08)
- G. Produces and distributes the list of the Intergroup's goals for the coming year, which were approved at the February Intergroup meeting. (10/09)
- H. Keeps the master copy of the Policy & Procedures Manual document in both hard-copy and computer-readable form. Is responsible for updating and reissuing said Manual and, when substantial changes are made, submitting a revised copy to WSO. (6/09)
- I. Submits a budget request for the following year's activities by the close of November Intergroup meeting.

### **Duties of the Intergroup Treasurer Not Identified in the Bylaws**

- A. Maintains all funds belonging to the Intergroup and deposits them in the name of the Intergroup.
- B. Records all income (e.g. donations, literature purchases, merchandise purchases) and deposits funds within a month of receipt. All payments to the Treasurer above one dollar (\$1) should be made in the form of a check made payable to Central Indiana Intergroup.



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- C. Records all expenses and issues checks to cover these expenses in a timely manner so as to avoid late charges:
  - a. The following are routine expenses that are to be paid regularly without explicit Intergroup approval. Refer to the Prudent Reserve Policy (8/19)
    - 1. Online Communications
    - 2. Rent of the Intergroup meeting room
    - 3. Premium on Liability Insurance Policy
    - 4. P.O. box rent
    - 5. Indiana Business Entity filing
    - 6. Directory printing (06/09)
- D. The annual donations to Region 5 and the World Service Office are to be approved by the Intergroup for payment in June; a suggested donation of \$400 each or 5% of previous year's gross income, whichever is greater, split between Region 5 and WSO. (8/19)
- E. Other non-budgeted expenses over twenty dollars (\$20) must be approved by either the Chair (see duties of the Chair) or a meeting of the Intergroup. An expense report with the accompanying receipts is required before any reimbursements will be made (see Appendix A, Exhibit II).
- F. Balances the Intergroup checkbook monthly and balances the Intergroup savings account at least quarterly.
- G. Ensures that the Intergroup Chair is a signatory on the bank accounts.
- H. As chair of the Finance Committee, prepares an annual budget for approval at the January Intergroup meeting.
- I. Prepares a monthly financial statement and presents it to the Intergroup. The statement includes the previous month's income and expenses, year-to-date income and expenses, and a year-to-date variance of actual income and expenses compared with the budgeted income and expenses. See Section III, Exhibits III –VI.
- J. Prepares the state incorporation and tax exemption forms in March and May, federal 501(c)3 forms, and reviews them with the Intergroup Chair prior to making any associated payments. (8/08)
- K. Along with the Chair, assures that the Intergroup mail is picked up and distributed regularly.
- L. Submits a budget request for the following year's activities by the close of November Intergroup meeting.

## **Central Indiana Intergroup, Inc. of Overeaters Anonymous**

### **Duties of the Intergroup Region Representative(s) and World Service Delegate(s) Not Identified in the Bylaws**

- A. The World Service Delegate(s) shall be chosen from among the Region Representatives and the Alternate Region Representatives. In the event that a World Service Delegate cannot be found from among this group, the position should be offered to (in order): Intergroup Chair, Vice-Chair, Corresponding Secretary, Recording Secretary, Treasurer, and any other qualified individual. (10/20)
- B. Submit a written summary of the meeting(s) and conference(s) attended, and must present this summary to the Intergroup no later than its regular meeting during the month following the meeting or conference. The written summary will become part of the minutes of that Intergroup meeting.
- C. Submits a budget request for the following year's activities by the close of November Intergroup meeting.

### **Duties of the Group Meeting Representative Not Identified in the Bylaws**

- A. Attends the Intergroup meetings to:
  - 1) Bring local meeting issues and information to the Intergroup.
  - 2) Bring Intergroup issues and information to the local meeting, such as treasury balance, upcoming events, election information and the discussion of motions before the Intergroup either for information or action.
  - 3) Inform local meetings that Intergroup carries liability insurance that covers all local meetings, which are a part of the Intergroup.
- B. Pick up meeting directories for distribution at the local meeting.
- C. Participate on committees as needed.

## **COMMITTEES OF THE INTERGROUP**

The following are the duties of the suggested committees of the Intergroup. With the exception of the Nominating Committee, all the committees are standing committees.

- Finance Committee
- Public Information and Professional Outreach Committee
- Directory Committee
- Twelve Step Within Committee

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- Sub Committee – Spring Retreat
- Nominating Committee
- Website Committee (11/20)

### **Duties of the Finance Committee**

- A. Purpose is to guide the finances of the Intergroup.
  - 1) Develops an annual budget.
  - 2) Analyzes any variance from the budget.
  - 3) Meets at least quarterly during the Intergroup meeting, or more frequently as needed.
  - 4) Audits all Intergroup checking and savings accounts quarterly.
- B. Chaired by the Intergroup Treasurer.
- C. Comprised of all members of the Service Board and at least one Meeting Representative who is not a current member of the Service Board.

### **Duties of the Public Information and Professional Outreach Committee**

- A. Chaired by the Corresponding Secretary
- B. Carries the message to the compulsive eater who still suffers, paying particular attention to the 11<sup>th</sup> Tradition.
- C. Finds means to represent OA to the public while upholding the Traditions, especially the 12<sup>th</sup> Tradition on anonymity
- D. Coordinates and publicizes Public Information events. (8/08)
- E. Sees that particular organizations, identified by the Intergroup, are supplied with current meeting directories.
- F. Submits a budget request for the following year's activities by the close of November Intergroup meeting.

### **Duties of the Directory Committee**

- A. Collects updated information for the meeting directory.

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- B. The meeting directory will include all OA meetings in the Intergroup area that are registered with the World Service Office, so long as they follow the Twelve Traditions.
- C. Informs the directory's typist of any changes by the end of the first week of the month in which the directory is to be reprinted.
- D. Sends the corrected, master directory to the printer. (8/08)
- E. Distributes copies of the updated, meeting directory at the Intergroup meetings
- F. Contacts each meeting in the directory once each year, to verify its directory information. Notifies the World Service Office of any groups that no longer meet. For each of the active meetings whose registration information has changed, sends a copy of the current information from the World Service Office along with a registration form so that the group can submit the new information. (10/20)
- G. Sends meeting list for proofreading to two CII volunteers one week before intergroup. (5/10)
- H. Submits a budget request for the following year's activities by the close of November Intergroup meeting. (8/08)

### **Duties of the Twelve Step Within Committee**

- A. Plans workshops, retreats, and other special events to help carry the message of recovery.  
Sub-Committee: Annual Spring Retreat
- B. Plans and implements any other Twelfth Step activities that further the purpose of carrying the message of recovery.
- C. Submits a budget request for the following year's activities by close of November Intergroup meeting.

### **Duties of the Nominating Committee**

- A. Solicits candidates' applications and prepares a slate of candidates for the Intergroup officers to be elected at the usual election meeting of the Intergroup. The slate must contain at least one candidate for each office.
- B. Approaches those who are qualified to hold the various Intergroup offices and who the committee members believe are appropriate for those offices. Attendance sheets are available from the Intergroup Chair and/or the Recording Secretary to assist in identifying qualified candidates.

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- C. Updates the Candidate Application Forms (Section III, Exhibit IV) and supplies them to interested candidates. These application forms are to be completed by the candidates and returned to the Nominating Committee chair in September. (06/09)
- D. Produces copies of each candidate's application and distributes same at the election meeting.
- E. Prepares a written ballot for the October election meeting, showing each office and the candidate(s) running for that office (see Section III, Exhibit V). (06/09)
- F. Conducts the election at the designated Intergroup meeting:
  - a. Verifies the number of voting representatives present prior to any balloting.
  - b. Upon completion of the election, destroys the ballots and all copies of the application forms.

### Duties of the Website Committee

- A. Updates pages at the direction of the Chair.
- B. Updates CII website ([oaindy.org](http://oaindy.org)) of any meeting changes or additions.
- C. Keeps Special Events page up-to-date and adds image (PNG, JPG, GIF, or PDF) when applicable.
- D. Change requests to be completed within three (3) days.
- E. Submits a website report to the Recording Secretary prior to the Intergroup meeting.
- F. Utilize webmaster as back up if issues or questions arise.

## MISCELLANEOUS POLICIES AND PROCEDURES

### Procedures for Amending the Policy & Procedures Manual

The Intergroup Policy & Procedures Manual may be amended by a majority vote with prior notice, or with a two-thirds (2/3) majority without notice, of the voting members of CII present at any regular or specially-called meeting of CII. At no time are amendments to be retroactively enforced.

The date that all or a portion of any part of this manual has been amended will be prominently displayed in parentheses immediately following the main piece of the amended item and in the footer of the Manual. (06/09)

One year of abstinence, by the speakers' own definition, is required for speakers at CII events. (5/11)

## Central Indiana Intergroup, Inc. of Overeaters Anonymous

### Other Policies and Procedures

The following *OA Guidelines* publications are made a part of this manual by reference. Most current versions of the guidelines may be obtained from the World Service Office of Overeaters Anonymous:

- OA-approved literature list
- Foreign publishing guidelines
- Suggested guidelines for writing the history of your local OA area
- Guidelines for OA newsletters
- Professional community committee guidelines
- Institutions committee guidelines
- Fund-raising and prudent reserve guidelines for groups and intergroups
- Guidelines for OA Events

**BYLAWS OF THE CENTRAL INDIANA INTERGROUP**

**PREAMBLE**

Overeaters Anonymous is a Fellowship of individuals who, through shared experience, strength and hope, are recovering from compulsive overeating. We welcome everyone who wants to stop eating compulsively. There are no dues or fees for members; we are self-supporting through our own contributions, neither soliciting nor accepting outside donations. OA is not affiliated with any public or private organization, political movement, ideology, or religious doctrine; we take no position on outside issues. Our primary purpose is to abstain from compulsive overeating and compulsive food behaviors and to carry this message of recovery through the Twelve Steps of OA to those who still suffer. (11/2018)

~World Service Business Conference

**ARTICLE I**

**NAME**

- A. The name of this organization is Central Indiana Intergroup of Overeaters Anonymous, Incorporated. (Incorporation Date: March 28, 1979) (8/08)
- B. The abbreviation CII may be used to signify Central Indiana Intergroup, Incorporated of Overeaters Anonymous (as per IRS 501(c)3 approval January 2008). (8/08)
- C. Group #09096 (5/11)
- D. Federal Tax ID # 02-0809489 (5/11)

**ARTICLE II**

**PURPOSE**

- A. The purpose of CII shall be to serve, not govern, the activities of Overeaters Anonymous common to the various groups comprising its membership.
- B. The purpose shall be to further the program in accordance with the Twelve Traditions of Overeaters Anonymous.

## Central Indiana Intergroup, Inc. of Overeaters Anonymous

### THE TWELVE STEPS OF OVEREATERS ANONYMOUS

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.

(\*The Twelve Steps of OA cannot be amended by an Intergroup)



## **Central Indiana Intergroup, Inc. of Overeaters Anonymous**

### **THE TWELVE TRADITIONS OF OVEREATERS ANONYMOUS**

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

(\*The Twelve Traditions of OA cannot be amended by an Intergroup)

## Central Indiana Intergroup, Inc. of Overeaters Anonymous

### THE TWELVE CONCEPTS OF OA SERVICE

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 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
  - 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

(\*The Twelve Concepts of OA Service cannot be amended by an Intergroup)

# Central Indiana Intergroup, Inc. of Overeaters Anonymous

## ARTICLE III

### DEFINITION OF A GROUP (10/2005)

#### Section I – Definition of a Group

- A. These points shall define an Overeaters Anonymous Group:
  - a. As a group, they meet to practice the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service. (5/11)
  - b. All who have the desire to stop eating compulsively are welcome in the group.
  - c. No member is required to practice any actions in order to remain a member or to have a voice (share at a meeting).
  - d. As a group they have no affiliation other than Overeaters Anonymous.
  - e. It has affiliated as an Overeaters Anonymous group by registering with the World Service Office. (5/11)
- B. Virtual groups (groups which replicate face-to-face meetings through electronic media) may be an Overeaters Anonymous group if they:
  - a. Otherwise meet the definition of Overeaters Anonymous groups.
  - b. Are fully interactive.
  - c. Meet in real time. (06/09)

## ARTICLE IV

### MEMBERSHIP OF CENTRAL INDIANA INTERGROUP

- A. CII will be composed of up to two members from each affiliated group. (5/11)
- B. An affiliated group is a group desirous of affiliation and which has been issued a group number from the World Service Office of OA.
- C. Only two representatives from any of the affiliated groups are permitted voting privileges in intergroup business, but any member of OA may attend CII meetings. (5/11)
- D. Representatives are volunteers from the OA groups who are interested in attending and reporting back to their groups the activities of CII.

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- E. Each group is encouraged to also send an alternate representative from the group. This person will also be a volunteer.
- F. The alternate representative may vote in the absence of the regular representative.
- G. The representatives and alternates will serve the term established by their respective groups and are subject to recall by the groups.
- H. It is the duty of the group representative to attend meetings of CII, making known to the members of CII the consensus of the group represented.
- I. It is the duty of the group representatives to keep their groups informed of the activities of CII.

### **ARTICLE V**

#### **MEETINGS OF CENTRAL INDIANA INTERGROUP**

- A. Notification of regular monthly CII meetings shall be published in the meeting directory, email, and/or website.
- B. A special CII meeting may be called at any time, other than the regularly scheduled meetings, by a majority of CII Service Board.
- C. When deemed necessary by Service Board or CII Group Conscience, a parliamentarian will serve as a timekeeper for the discussions and perform any other appointed appropriate functions as parliamentarian.

### **ARTICLE VI**

#### **QUORUM OF MEMBERSHIP OF CENTRAL INDIANA INTERGROUP**

- A. A minimum of three currently serving officers or one-third of the currently serving officers whichever is less and those OA group representatives present shall constitute a quorum.
- B. A majority of voting members present will carry a vote.

# Central Indiana Intergroup, Inc. of Overeaters Anonymous

## ARTICLE VII

### FORMATION OF SERVICE BOARD

- A. Those officers elected to office shall constitute a Service Board, but any member may attend Service Board meetings.
- B. An election shall be announced at two (2) CII meetings prior to the election.
- C. October, or the month nearest October which is convenient, will be election month.
- D. Nominations
  - 1) A Nominating Committee will be chosen by the CII group representatives.
    - a. Volunteers
    - b. Non-officers should serve on this committee
  - 2) Applications describing the candidates' qualifications and experience in the OA program are required. The Nominating Committee will review the applications for completeness and to ensure that the qualifications for office are met.
  - 3) Nominees for office shall have six (6) months of current abstinence, by their own definition, be working the Twelve-Step program, and have a working knowledge of the Twelve Traditions and the Twelve Concepts of OA Service (5/11)
  - 4) Nominees for Region Representative shall have one (1) year of current abstinence, by their own definition, and have a working knowledge of the Twelve Traditions and the Twelve Concepts of OA Service. ( 11/05)
  - 5) Nominees for World Service Delegate will have one (1) year of current abstinence, by their own definition, at least two (2) years of service above the group level, and have a working knowledge of the Twelve Traditions and the Twelve Concepts of OA Service. (11/05)
  - 6) All nominees shall have been active in CII for a minimum of six (6) months, past or present.
  - 7) A majority will seat candidate.
  - 8) Voting will be by written or blind electronic ballots.
- E. Officers to be Elected
  - 1) Intergroup Chair
  - 2) Vice-Chair
  - 3) Corresponding Secretary
  - 4) Recording Secretary
  - 5) Treasurer

## Central Indiana Intergroup, Inc. of Overeaters Anonymous

### 6) Region Representative / Alternates

- a. The number of Region Reps shall be as allowed by the Region 5 bylaws.
- b. The number of WSBC Delegates shall be as allowed by the WSBC bylaws.
- c. As many Alternate Region Representative(s) may be chosen up to the number of Region Representatives allowed by the Region 5 bylaws
- d. The World Service Delegate(s) will be selected by the Region Representatives and Alternate Region Representatives, and shall be confirmed by CII.

F. Duties of the World Service Delegate(s) shall be in addition to any duties already held by them.

### G. Terms of Office

#### 1) All officers serve one year

- a. May succeed themselves for one term.
- b. If elected/appointed for a partial term to fill a vacancy, may succeed themselves for two full terms, not to exceed three years. (9/18)

#### 2) Exceptions are Region Representative and World Service Delegate.

- a. Region Representative and World Service Delegate will serve two years.
- b. May succeed themselves one term, not to exceed four years.

#### 3) Vacated elected seat

If an office shall fail to be represented at two consecutive CII meetings, that office shall be declared vacant. An officer shall be considered represented at a meeting if (1) the officer attends the meeting, (2) the officer sends a representative to the meeting, or (3) the officer's written report is presented at the meeting.

- a. An officer may be asked to step down if that officer has not been present at three of any six consecutive CII meetings.
- b. Any officer, representative, or delegate seat vacancy will be filled by Service Board, if less than six months left in term. If over six months, CII will elect replacement.

2. Each election shall provide CII with one-half (1/2) of the allowable Region Representatives.

## Central Indiana Intergroup, Inc. of Overeaters Anonymous

### H. Duties of Officers

#### 1) Intergroup Chair

- a. Presides at all CII meetings
- b. Calls necessary special meetings
- c. Prepares necessary agenda
- d. Ex-officio member of all committees except Nominating Committee
- e. Cosigner of CII bank account
- f. Has the right to vote only in case of a tie on written ballots
- g. Appoints and removes committee chairs as needed.

#### 2) Vice-Chair

- a. Presides at regular meetings in absence of Intergroup Chair
- b. Chairs the Twelve Step Within Committee
- c. Will assume position of Intergroup Chair if Intergroup Chair steps down

#### 3) Corresponding Secretary

- a. Handles all CII correspondence
- b. Chairs the Public Information and Professional Outreach Committee

#### 4) Recording Secretary

- a. Prepares minutes of regular meetings and distributes them at CII meetings
- b. Maintains all previous minutes

#### 5) Treasurer

- a. Makes regular reports of income and disbursements of CII funds
- b. Submits full financial statements at CII meetings (5/11)
- c. Chairs the Finance Committee
- d. Maintains the previous three (3) years' worth of financial records (4/18)
- e. Prepares, files tax and required government documents

## **Central Indiana Intergroup, Inc. of Overeaters Anonymous**

- 6) Region Representatives and/or World Service Delegates
  - a. Will attend each Region Assembly
  - b. Will participate fully in business matters at Region Assemblies
  - c. Will report to CII on Region matters
- 7) World Service Delegate
  - a. Will attend World Service Business Conference
  - b. Will participate fully in business matters at World Service Business Conference
  - c. Will report to CII on World Service Business Conference matters

### **ARTICLE VIII**

#### **CENTRAL INDIANA INTERGROUP COMMITTEES**

- A. Formed by volunteers from CII membership.
- B. A committee chair's position may be vacated by announcement of the member
- C. A committee chair may be asked to step down because of inactivity
- D. New committees will be established by CII as the necessity arises
- E. A committee may be dissolved because of inactivity

### **ARTICLE IX**

#### **FINANCIAL STATEMENTS**

- A. The activities of CII shall be financed by the contributions of its member groups.
- B. Voluntary contributions from affiliated groups and the sale of World Service approved literature are allowed.
- C. Secondary sources of financial income to CII may be from such occasional projects or activities as may be authorized by CII so long as projects do not violate the Twelve Traditions.
- D. CII may accept donations from OA members, conforming with the directives of World Service Office of OA.
- E. The acceptance of bequests or donations from any source outside OA is prohibited.



## **Central Indiana Intergroup, Inc. of Overeaters Anonymous**

- F. The CII Service Board shall not accept the responsibility, trusteeship, or enter into the distribution or allocation of funds set up outside the Intergroup Service Board.
- G. In the event of the dissolution of CII, after paying or adequately providing for the debts and obligations of CII, the remaining assets shall be distributed to Region 5 and Overeaters Anonymous World Service Office.
- H. In the event of the dissolution of Overeaters Anonymous, World Service level, after paying or adequately providing for the debts and obligations of CII, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation, which is organized and operated exclusively for charitable, educational, religious or scientific purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- I. No part of the net earnings of this association shall ever inure to or 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 payments and distributions in furtherance of the exempt purposes for which it was formed.
- J. Notwithstanding any other provision of these articles, the association 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 of 1954.

### **ARTICLE X**

#### **MAJOR POLICY MATTERS**

- A. Matters that relate to major policy affecting groups shall be referred to CII.
- B. Matters that relate to Overeaters Anonymous World Service Board shall be referred to World Service Trustees.

### **ARTICLE XI**

#### **AMENDMENTS TO BYLAWS**

- A. Bylaws may be amended by two-thirds (2/3rds) majority of the voting members of CII present at any regular or specially called meeting of CII, provided a copy of the proposed amendment has been submitted to each group thirty (30) days before the meeting at which the action is to be taken on the amendment.
- B. At no time are amendments to be retroactively enforced.

## **Central Indiana Intergroup, Inc. of Overeaters Anonymous**

- C. Any attempts to propagandize or lobby for the purpose of influencing legislation or the participation in the campaign of any candidate for office, as a group, are expressly forbidden.

### **ARTICLE XII**

#### **PARLIAMENTARY AUTHORITY**

- A. 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.

## **Central Indiana Intergroup, Inc. of Overeaters Anonymous**

### **Exhibit I**

#### **Standing Rules for the Central Indiana Intergroup**

- 1) A minimum of three currently serving officers, or one-third of the currently serving officers, whichever is less, and those OA group representatives present shall constitute a quorum for the transaction of any Intergroup business.
- 2) Parliamentary rules shall be followed in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of OA Inc
- 3) Motions are to be made in writing, submitted to the Recording Secretary.
- 4) Please, wait until you are recognized by the Chair before you speak. Give your name and group, then state your business.
- 5) Discussion of motions shall be limited to three speakers for each side (pro and con) of the motion. Each speaker shall be limited to three minutes' presentation.
- 6) The Group Conscience is more important than the technicalities of the motion.
- 7) Motions pertaining to committee reports may be made during said reports.
- 8) New Business shall include only those items that have been submitted to the Chair prior to the agenda deadline 48 hours before the Intergroup meeting, and should be expressed in motion form at the meeting.
- 9) Emergency New Business consists of items that should not wait until the next Intergroup for consideration. These items must be submitted to the Chair, in writing, prior to the New Business agenda item. The Chair shall select a committee of volunteers to determine if these are urgent matters that must be considered at the current Intergroup meeting.
- 10) This assembly, and all reports emanating there from, shall adhere to the Twelve Traditions of OA, "ever reminding us to place principles before personalities."

**Central Indiana Intergroup, Inc. of Overeaters Anonymous**

**Exhibit II – Expense Request/Report Form** Revised and Adopted 11-15-07

**Central IN Intergroup of OA Expense Request / Report**

Please itemize your expenses below and attach receipts (original whenever possible).

**Purpose of Expense:** \_\_\_\_\_

---

<b>Transportation</b>	<b>Requested</b>	<b>Actual</b>
Air (attach ticket copy or invoice)	\$ _____	\$ _____
Note: Air travel should be by Tourist Class. If unavailable, please explain.		
Tolls	\$ _____	\$ _____
Parking	\$ _____	\$ _____
Mileage - _____ miles @ \$ ___/mile	\$ _____	\$ _____
<b>Conference Registration</b>	\$ _____	\$ _____
<b>Lodging</b> – attach receipt	\$ _____	\$ _____
<b>Meals</b>	\$ _____	\$ _____
<b>Other</b> – please attached expense itemization on another sheet if needed		
Printing of _____	\$ _____	\$ _____
Special Event _____	\$ _____	\$ _____
Other _____	\$ _____	\$ _____
<b>Total Expenditures</b>	\$ _____	\$ _____
<b>Additional Amount Requested</b>	\$ _____	
<b>Amount to be returned to CII</b>		\$ _____

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

**Central Indiana Intergroup, Inc. of Overeaters Anonymous**

Please submit this Expense Request / Report to the Intergroup Treasurer during the regular Intergroup meeting or send it to CII at P.O. Box 36, Indianapolis, IN 46206-0036.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Check Number \_\_\_\_\_ Amount \_\_\_\_\_ Line Item \_\_\_\_\_

**Central Indiana Intergroup, Inc. of Overeaters Anonymous**

Exhibit III – Balance Sheet

Exhibit IV – Detail Expenses & Deposits

Exhibit V – Meeting Donations

Exhibit VI – Budget Assumptions – see detailed spreadsheets attached.

Central Indiana Intergroup, Inc. of Overeaters Anonymous

EXHIBIT VII – CII Candidate Application

20\_\_ - 20\_\_ CII Candidate Application

Election \_\_/\_\_/\_\_

Mail to: Central Indiana Intergroup
Attn.: Nominating Committee
PO Box # 36
Indianapolis, IN 46206-0036

Must be received by the
\_\_/\_\_/\_\_ Intergroup Meeting

- Office: [ ] Chair [ ] Vice-Chair [ ] Recording Secretary [ ] Region Representative
[ ] Corresponding Secretary [ ] Treasurer

BY-LAWS FOR INTERGROUP ELECTIONS: (ARTICLE VIII, SECTION D: NOMINATIONS)

- 1. QUALIFICATION AND EXPERIENCE IN THE OA PROGRAM SHOULD BE LISTED IN PRINT FOR NOMINATING.
1. NOMINEES FOR OFFICE SHALL HAVE SIX (6) MONTHS OF CURRENT ABSTINENCE, BY THEIR OWN DEFINITION, BE WORKING THE TWELVE STEP PROGRAM, AND HAVE A WORKING KNOWLEDGE OF THE TWELVE TRADITIONS AND TWELVE CONCEPTS OF OA.
2. NOMINEES FOR REGION REPRESENTATIVE SHALL HAVE ONE (1) YEAR OF CURRENT ABSTINENCE BY THEIR OWN DEFINITION, AND HAVE A WORKING KNOWLEDGE OF THE TWELVE TRADITIONS AND TWELVE CONCEPTS OF OA.

NOTE: World Service Business Conference Delegates are selected by CII according to the guidelines in the Policy & Procedure Manual. Delegates are required to have at least two (2) years of service above the group level, one (1) years of current abstinence, and a working knowledge of the Twelve Traditions and Twelve Concepts of OA.

- 3. ALL NOMINEES SHALL HAVE BEEN ACTIVE IN THE INTERGROUP FOR A MINIMUM OF SIX (6) MONTHS (NOT NECESSARILY CURRENT OR CONSECUTIVE).

FULL NAME: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

INTERGROUP

ABSTINENCE

SERVICE DATE: \_\_/\_\_/\_\_

START DATE: \_\_/\_\_/\_\_

(Use the back of this form and additional sheets if more space is needed.)

BRIEF ACCOUNT OF MY OA STORY:

**Central Indiana Intergroup, Inc. of Overeaters Anonymous**

**SUMMARY OF OA SERVICE:**

**WHY I WOULD LIKE TO SERVE AS AN OFFICER OF THE INTERGROUP:**

**BUSINESS OR PROFESSIONAL SKILLS OR OTHER EXPERIENCE I CAN BRING TO THE SERVICE BOARD:**

**I have read the qualifications from the Central Indiana Intergroup By-Laws and Policy & Procedure Manual for the position for which I am applying. My signature below affirms my adherence to those qualifications and understanding of the duties I am expected to perform.**

---

**Signature**

---

**Date**



Central Indiana Intergroup, Inc. of Overeaters Anonymous

Exhibit VIII – CII Election Ballot

Example CII Election Ballot

***Intergroup Chair (vote for at most one)***

Candidate #1    Yes    No

Candidate #2    Yes    No

***Vice-Chair (vote for at most one)***

Candidate #1    Yes    No

Candidate #2    Yes    No

***Recording Secretary (vote for at most one)***

Candidate #1    Yes    No

Candidate #2    Yes    No

***Corresponding Secretary (vote for at most one)***

Candidate #1    Yes    No

Candidate #2    Yes    No

***Treasurer (vote for at most one)***

Candidate #1    Yes    No

Candidate #2    Yes    No

***Region Representative (vote for at most \_\_\_)***

Candidate #1    Yes    No

Candidate #2    Yes    No

Candidate #3    Yes    No

Candidate #4    Yes    No

**Central Indiana Intergroup, Inc. of Overeaters Anonymous**

**Exhibit IX – Budget Request Form (half-sheet)**

**Budget Request Form**

Committee \_\_\_\_\_ Chair \_\_\_\_\_

Actual budget amount as of November \_\_\_\_\_ (see Treasurer’s Report) \_\_\_\_\_

Projected Expenses \_\_\_\_\_

Projected Income \_\_\_\_\_

Projects \_\_\_\_\_

\_\_\_\_\_

Submitted By \_\_\_\_\_

**Budget Request Form**

Committee \_\_\_\_\_ Chair \_\_\_\_\_

Actual budget amount as of November \_\_\_\_\_ (see Treasurer’s Report) \_\_\_\_\_

Projected Expenses \_\_\_\_\_

Projected Income \_\_\_\_\_

Projects \_\_\_\_\_

\_\_\_\_\_

Submitted By \_\_\_\_\_