

# Bylaws of the Central Iowa Intergroup of Overeaters Anonymous

## ARTICLE I – NAME

The name of this organization shall be the Central Iowa Intergroup of Overeaters Anonymous, hereinafter known as Intergroup or CII.

## ARTICLE II – PURPOSE

### SECTION 1. Purpose

The specific and primary purpose of this Intergroup is to carry the message of recovery to those with the problem of eating compulsively, by fostering the practice of the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service; and to serve and represent member groups and/or intergroups.

As duly registered with the World Service Organization of Overeaters Anonymous, the Intergroup shall submit a copy of its bylaws and/or summary of our purpose to the WSO whenever either is updated or revised. (Includes all updates and revisions, not only significant ones.)

### SECTION 2. The Twelve Steps

1. We admitted we were powerless over food — that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong, promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to compulsive overeaters and to practice these principles in all our affairs.

### **SECTION 3. The Twelve Traditions**

1. Our common welfare should come first; personal recovery depends upon OA unity.
2. For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for OA membership is a desire to stop eating compulsively.
4. Each group should be autonomous except in matters affecting other groups or OA as a whole.
5. Each group has but one primary purpose — to carry its message to the compulsive overeater who still suffers.
6. An OA group ought never endorse, finance, or lend the 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.

### **SECTION 4. The Twelve Concepts**

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

## **ARTICLE III – MEMBERS**

### **SECTION 1. Voting Membership of the Intergroup Shall Consist of the Following:**

- A. The Intergroup service board (see Article V, Section 3A for definition).
- B. Intergroup representatives, which shall consist of up to two (2) members from each affiliated group within the geographic area.
- C. World Service Business Conference delegates and Region 4 representatives.
- D. Standing coordinators and managers.
- E. Each qualified Intergroup member is entitled to one vote, with the chairperson only voting to break a tie.

### **SECTION 2. Qualifications or Eligibility for Membership in the Intergroup**

- A. Qualifications for group membership in an intergroup: Groups registered with the World Service Office (WSO) that are within its region or geographic proximity may affiliate with an intergroup, except that virtual groups registered with the WSO may affiliate without regard to geographic proximity.
- B. Each intergroup has the autonomy to determine which groups may affiliate with it; that decision should always be guided by OA Traditions and Concepts.
- C. The Central Iowa Intergroup endorses the definition of an OA group in Overeaters Anonymous, Inc. Bylaws Subpart B, Article V, section 1, as written and as it may be amended by a future World Service Business Conference.
- D. These points shall define an Overeaters Anonymous group (meeting):
  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.
- E. Virtual groups (groups which replicate face-to-face meetings through electronic media) may be an Overeaters Anonymous group if they:
1. Otherwise meet the definition of Overeaters Anonymous groups;
  2. Are fully interactive; and
  3. Meet in real time.
- F. Groups may be registered with only one intergroup.

## **ARTICLE IV – INTERGROUP REPRESENTATIVES**

- A. The selection of Intergroup representatives and alternates to CII shall be determined by the local group which they represent. The Intergroup representative shall present to the CII secretary a notice of such selection and the term of office.
- B. It is the primary responsibility of the Intergroup representative or alternate to attend meetings of CII, making known to the members of Intergroup the consensus of the groups represented.
- C. It is the duty of the Intergroup representative to keep her/his group informed of the activities of CII.

## **ARTICLE V – THE INTERGROUP BOARD**

### **SECTION 1. Qualifications for the Intergroup Board**

- A. Working the Twelve Steps of the recovery program for one (1) year.
- B. Familiarity with the Twelve Traditions and Twelve Concepts.
- C. Six (6) months current abstinence, with the exception of World Service Business Conference delegates, and Region 4 representatives, who must have one (1) year.  
**Abstinence is defined** as the action of refraining from compulsive eating and compulsive food behaviors while working toward or maintaining a healthy body weight. Spiritual, emotional and physical recovery is the result of living the Overeaters Anonymous Twelve-Step program.
- D. Must have been active at the Intergroup level for a minimum of six (6) months. To be eligible for election for Region 4 representative/WSBC delegate, a person must, at the time of elections:
  1. Be a regularly attending member of an OA group in Region 4 for at least three (3) years.
  2. Should have current abstinence from compulsive eating for at least one (1) year prior to election — each person being sole judge of his or her own abstinence.
  3. Be serving as a group rep, alternate or officer of CII, or have served in that capacity within the past two years, as well as at least two years of service beyond the group level.

## **SECTION 2. Method of Election**

- A. Nominations to the board may be made from the floor at the time of election. A nominating committee may also be formed, at the discretion of Intergroup.
- B. An election meeting shall be held each year in April at a date and time specified by the Intergroup board. Newly elected board members would assume duties July 1 of that year, allowing adequate time for preparation of delegate(s) to the World Service Business Conference held in May and representatives to the Region 4 assemblies held in the Spring and Fall of each year.
- C. In order to be elected to membership on the Intergroup board, a nominee must be present, and receive a majority vote of the qualified Intergroup membership in attendance.

## **SECTION 3. Intergroup Board (Service Board) and Responsibilities**

- A. The board shall consist of a chairperson, vice chairperson, secretary, treasurer, World Service Business Conference delegate(s), Regional 4 representative(s) and the immediate past chairperson who shall serve as an ex-officio member of the Intergroup board for one (1) year. This Intergroup board shall serve as the service board.
- B. **Chairperson** shall:
  - 1. Preside at all regular and special meetings of this Intergroup.
  - 2. Consult with secretary to develop an agenda for all Intergroup meetings.
  - 3. Be an ex-officio member of all committees.
  - 4. Only vote to break a tie.
  - 5. Assume duties as needed.
  - 6. Keep all work on a flash drive and transfer to the next chairperson.
  - 7. Coordinate with secretary to ensure logo usage request is filed in a timely manner.
  - 8. Ensure that Change of Agent form is filed with Secretary of State shortly after election of new officers.
  - 9. Coordinate with treasurer to ensure that Biennial Report is filed with the Secretary of State in a timely manner.
  - 10. Follow up with any board members or coordinators who are absent from a meeting without notifying in advance of said absence.
- C. **Vice Chairperson** shall:
  - 1. Assume the duties of the chair in the chairperson's absence.
  - 2. Coordinate bylaw/job description changes and submit those changes to the web manager and secretary for distribution.
  - 3. Review newsletters and all special events flyers to ensure they are OA approved and have the OA logo on them.
  - 4. Assume duties as needed.
  - 5. Keep all work on a flash drive and transfer to new vice chairperson.

**D. Secretary shall:**

1. Type up minutes of each Intergroup meeting and email them, along with the upcoming agenda, and other appropriate documents, to each Intergroup board member, Intergroup representative, prior to each CII meeting.
2. Maintain an electronic file of all minutes, agendas, and other appropriate documents of all CII meetings.
3. Coordinate with Intergroup web manager to distribute notices of Intergroup meetings.
4. Contact designated meeting contact people to get updates and changes. Amend meeting list with changes, and notify the web manager of all said meeting changes.
5. If a new meeting is just starting, help group to register with WSO and Region 4.
6. Keep current electronic list of registered groups, board members, and Intergroup representatives, and their contact information.
7. Assume other duties as needed.
8. Keep all work on a flash drive and transfer to new secretary.

**E. Treasurer shall:**

1. Abide by OA World Service Office guidance provided for OA intergroup treasurers, including but not limited to, “Intergroup Treasurer Guidelines,” “Budget Guidelines for Service Bodies,” and “Fundraising and Prudent Reserve Guidelines for Groups and Service Bodies.”
2. Maintain a checking and savings account if necessary, established in the name of CII of OA, for dispersal of Intergroup funds as approved by CII of OA each month.
3. Email financial reports each month before the Intergroup meetings.
4. Coordinate budget planning and maintain the prudent reserve.
5. The treasurer or chairperson shall arrange for an annual audit of the account during the final month of each year.
6. Reimburse board and committee coordinators/managers for any outlaying costs to run CII.
7. File an IRS form 990-N to keep nonprofit status. This can be filed electronically as soon as the prior year is completed. Work with State, IRS, and bank on this.
8. Assume duties as needed.
9. Keep all work on a flash drive and transfer to new treasurer.

**F. World Service Business Conference delegate(s) and alternates shall:**

**Regarding eligibility and term limits**

1. Be elected to meet requirements as outlined and defined in the Overeaters Anonymous, Inc. Bylaws, Subpart B, Article X Section 3c)1) which states: *“Qualification for selection of World Service delegates/alternates shall be set by each intergroup, region (in the case of region delegates) or service board provided that each delegate/alternate shall have at least one year of current abstinence and at least two years of service above the group level.” (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.)*
2. Be serving as group rep, alternate or officer of CII, or have served in that capacity within the past two (2) years, as well as at least two years of service beyond the group level.
3. Be a regularly attending member of a Region 4 OA group meeting, and an OA member for at least three (3) years.

4. Serve no more than two (2) consecutive terms.

#### **Regarding duties**

5. Attend Intergroup meetings and bring timely WSBC business items to Intergroup meetings (e.g., bring potential WSBC agenda items to Intergroup for vote).
6. Attend the World Service Business Conference of Overeaters Anonymous and assigned WSBC committee meetings (during and in the year after WSBC).
7. Report the actions of the Conference to Intergroup and keep Intergroup aware of World Service Business information.
8. Follow Intergroup budget and travel reimbursement policies.
9. Give the next delegate an overview orientation and a flash drive of all work done.

#### **G. Region 4 Representative(s) and alternates shall:**

1. Attend all Region 4 assembly meetings.
2. In all areas, meet qualifications and requirements as outlined in the Region 4 bylaws.
3. Have one (1) year of current abstinence.
4. Serve no more than two (2) consecutive terms.
5. Report to Intergroup, the actions of the Region 4 assembly. Keep the Intergroup aware of Region 4 information, events, etc.
6. Be a regularly attending member of a Region 4 OA group, and an OA member for at least three (3) years.
7. Be serving as group rep, alternate or officer of CII, or have served in that capacity within the past two (2) years, as well as at least two years of service beyond the group level.
8. Assume duties as needed.
9. Keep all work on a flash drive and transfer to new Region 4 representative.

### **SECTION 4. Terms of Office**

- A. Board members shall be elected to serve for a period of one (1) year, with the exception of the World Service Business Conference delegate(s) and the Region 4 representative(s), who shall be elected for a two-year term.
- B. Board members shall serve no more than two (2) consecutive terms in one board position.
- C. Board members and coordinators (except WSBC & Region 4) shall serve no more than eight (8) consecutive years. After an interval of one (1) year, they may be eligible for election.
- D. Upon election to the board, the member shall cease to be a representative of their group and that group shall elect a new Intergroup representative.

### **SECTION 5. Vacancies and Resignations**

- A. If any member of the Intergroup board or standing coordinators occurs two (2) consecutive and unexcused absences, her/his position may be declared vacant by a majority of those qualified members present and voting.
  1. Excused absences:
    - a. Death
    - b. Illness
    - c. Being out of town, i.e., vacations, emergencies, etc.
    - d. Prior commitments, i.e., job, family obligations, etc.

- e. Acts of God
- 2. Unexcused absences:
  - a. Anything not listed in 1. above
  - b. Not showing up at an Intergroup meeting
  - c. Not notifying the Intergroup chairperson of your absence prior to the meeting
  - d. Not notifying the chairperson of your absence within one (1) week after your absence.
- B. Any board member may resign at any time for any reason by giving the chairperson of Intergroup written notice.
- C. Any board member of this Intergroup may be removed from office by a majority vote of the qualified Intergroup membership in attendance.

## **SECTION 6. Filling Vacancies**

- A. Vacancies shall be filled by a majority vote at the 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 unexpired term.
- B. A person chosen to fill any vacancy on the board shall meet the qualifications as defined in Article V Section 1, and be aware of all responsibilities of that position as described and defined in Article V.
- C. A partial term of office will not be considered a full term for the purposes of reelection.
- D. Qualifications may be waived by a majority vote of the qualified Intergroup membership in attendance.

## **ARTICLE VI – Committee Coordinators and Managers**

### **SECTION 1.**

- A. The following standing coordinators/managers have been established to carry out the purposes of Intergroup in the most effective and efficient manner. The standing coordinators/managers shall be elected for one (1) year term at the annual meeting (see Article V, Section 2B).

Standing coordinator/manager positions may include but are not limited to:

#### **1. Virtual Office Manager**

- Maintain key for post office box.
- Pick up CII mail regularly from post office box.
- Distribute mail to board members and committee chairs at CII meetings.
- Set up the conference calls and room rentals for each CII meeting.
- Assume duties as needed.
- Transfer key and instructions to new virtual office manager.



## **2. Website Manager**

- Post CII webpage flyers, newsletters, upcoming events, etc. in a timely manner.
- Coordinate with chairperson and secretary for any flyers, CII board changes, group meeting changes, etc. Submit changes to the vice chairperson, or other designated persons, for approval as appropriate.
- Coordinate website changes with the PIPO committee
- Manage CII Zoom account according to established guidelines; coordinate with treasurer for payment
- Support all meetings by updating the oa.org website with current meeting details.
- Collaborate with secretary to keep pocket meeting list updated. Distribute via email or give to group reps as well as posting it.
- Contact any new meetings and existing meetings for accurate information.
- Consult with Region 4 web manager for any assistance needed.
- Maintain updates in handbook. Mentor incoming web manager
- Make sure vice chairperson approves post via “Guidelines for Approving Items for CII emails, Newsletters and Website.”
- All other duties as needed.
- Report usage of the OA logo to the CII secretary in June and December of each year.
- Give new website manager the handbook, instructions, password, etc. in hard copy and electronic file.

## **3. Public Information/Professional Outreach (PIPO) Coordinator**

- Coordinate efforts with committee members and other volunteers on public information and professional outreach efforts, including volunteers for speakers at treatment centers, website manager, and Facebook volunteer.
- Coordinate with website manager to provide membership with information about PIPO efforts and/or campaigns.
- Coordinate with members and volunteers to use resources on the oa.org website and apply Guidelines for PIPO efforts (see the Public Information Resource List on oa.org)
- All other duties as needed.
- Maintain electronic file of all work and update the handbook for the new coordinator.

## **SECTION 2. Coordinator/Manager Appointments**

The board shall designate such coordinators/managers as are deemed necessary for the welfare and operation of the Intergroup. Any OA member present may be elected to act as a coordinator with the approval of any established quorum.

## **SECTION 3. Coordinator/Manager Procedures**

Each coordinator/manager may prescribe their own rules for calling and holding meetings and their method of procedures, subject to the CII coordinator/manager guidelines and the Twelve Traditions of OA.

## **SECTION 4. Coordinator/Manager Responsibilities**

Each standing coordinator/manager or representative shall submit a written, detailed and itemized report to the Intergroup at the end of any event if any moneys are expended.

## **SECTION 5. Vacancies**

Should a vacancy, resignation or removal occur in any coordinator/manager position, all pertinent information shall be turned over to the Intergroup chairperson. The chairperson shall then appoint a new coordinator/manager to serve the remainder of the unexpired term.

# **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 with the general practice of OA. The maximum allowable annual donation to the Intergroup by individual OA members is to be limited to five thousand dollars (\$5,000.00).
- D. The acceptance of bequests or donations from any outside source is prohibited.
- E. 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.**

There shall be no accumulation of funds beyond current necessities, with retention of only a prudent reserve for contingencies. A prudent reserve is defined as six (6) months expenses as determined by the average of the last three (3) years of expenditures. Funds in excess will be donated to Region 4 and the World Service Office on a regular basis as directed by the Intergroup.

# **ARTICLE VIII – MEETINGS**

## **SECTION 1. Regular Meetings**

The Intergroup shall determine meeting dates at a time and place designated by a majority of the voting members.

## **SECTION 2. Special Meetings**

Special meetings of Intergroup must be called by the chairperson at the request of a majority of the Intergroup board or five (5) members of the Intergroup. The parties calling such special meetings shall fix the date and place thereof. Notice must be given as prescribed in Article VIII, Section 3.

### **SECTION 3. Method of Notification**

Notification of Intergroup meetings shall consist of notices prepared by the CII board secretary or representative and distributed to each group secretary and/or Intergroup representative ten (10) days prior to the date of said meeting by placing an announcement on the CII website, mail, email, and/or prior Intergroup meeting.

### **SECTION 4. Quorum**

Those voting members (see Article III, Section 1) present at any meeting of the Intergroup shall constitute a quorum for all proceedings of the Intergroup.

## **ARTICLE IX – PARLIAMENTARY AUTHORITY**

### **SECTION 1. Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern 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 X – AMENDMENTS TO THESE BYLAWS**

### **SECTION 1. Amendments**

These bylaws, with the exception of the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service, may be amended by a majority of the qualified voting body present at any Central Iowa Intergroup meeting, provided that a copy of the proposed amendment has been submitted to the Intergroup. Written notices shall be prepared by the CII secretary to be distributed to each group, group rep, alternate, CII officers and standing coordinators/managers at least four weeks prior to the date of the CII meeting. The Twelve Steps and the Twelve Traditions may only be amended according to the procedure outlined in Overeaters Anonymous, Inc. Bylaws, Subpart B., Article XIV, Section 1.

## **ARTICLE XI – MAJOR POLICY MATTERS**

### **SECTION 1. Major Policy Matters**

Matters which affect this Intergroup and/or groups within its service area shall be referred to the board of this Intergroup. Matters which relate to Overeaters Anonymous as a whole shall be referred to the World Service Office board of trustees.

## ARTICLE XII – DISSOLUTION

### SECTION 1.

- A. In order to deregister, an intergroup must submit a written request to the World Service Office, region chair and region trustee.
- B. When this intergroup ceases operations, and all debts have been paid, all remaining funds shall be distributed to other Overeaters Anonymous service bodies or the WSO in accordance with Tradition Six.
- C. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to World Service Office of Overeaters Anonymous, or to a non-profit fund, association, foundation or corporation which is organized and operated exclusively for charitable, educational, religious and/or scientific purposes and which has established its tax-exempt status under Section 501 (c) (3) of the Internal Revenue code.

### 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.

**Adopted:** November 1992

**Amended** September 2002, December 2005, May 2011, March 2012,  
January 2014, January 2017, December 2017, December 2018  
February 2021, March 2021