

Bylaws of the Central Iowa Intergroup of Overeaters Anonymous

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 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.

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.