
Southern Alberta Intergroup

Bylaws & Policy
Manual

JULY 2018

INDEX

Southern Alberta Intergroup Bylaws – Revised July 2018 p.3

Policy Manual

Board Positions p.10

Chairperson Job Description

Co-Chairperson Job Description

Secretary Job Position

Treasurer Job Description

World Service Delegate Job Description

Region One Representative Job Description

Literature Chair Job Description

Public Information Chair Job Description

Retreat and Marathon Chair Job Description

Webmaster Job Description

Committee Positions p.36

Archivist Committee

Telephone Committee

Twelfth Step Within Committee

Group Representatives p.44

BYLAWS OF THE SOUTHERN ALBERTA INTERGROUP ASSOCIATION OF OVEREATERS ANONYMOUS

REVISED JULY 2018

ARTICLE I – NAME

The name of this organization shall be the **Southern Alberta Intergroup Association of Overeaters Anonymous** also known as **SAI**.

ARTICLE II – PURPOSE

The primary purpose of SAI is to carry the message of recovery, 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.

A) Twelve Steps

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

- 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 affairs.

B) Twelve Traditions

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 OA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
- 7) Every OA group ought to be fully self-supporting, declining outside contributions.
- 8) Overeaters Anonymous should remain forever non-professional, but our service 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.

C) Twelve Concepts

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.

- 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 SAI with voice and vote includes the following:

- A) The elected officers.
- B) Committee chairs.
- C) Group representatives, which consist of one (1) member from each group.
- D) Each elected officer, committee chair and group representative will have one (1) vote and may only serve in one (1) position.

Section 2 – Qualifications

- A) Groups registered with the World Service Office (WSO) that are within SAI's geographic boundaries may affiliate with SAI, except that virtual groups registered with the WSO may affiliate without regard to geographic boundaries.

The geographic boundaries of SAI are: the area bounded by the Canada–US border on the south; the Alberta–Saskatchewan border on the east; the Alberta–British Columbia border on the west; the northern boundary of the City of Red Deer on the north. Any group that applies for membership within proximity of these boundaries may be considered for affiliation.

Each intergroup has the autonomy to determine which groups may affiliate with it; that decision should always be guided by OA Traditions and Concepts.

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

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

Section 3 – Group Representatives

- A) Group representatives (GR) will be selected by the group conscience of the group they represent.
- B) The duty of the GR is to represent the group at IG meetings and to serve as a contact to carry communications between the IG and the represented group.
- C) Reporting: GR's are to be the sole representative for their group at IG meetings.
 - a. If all regularly-attending members of a group are already SAI Board or Committee members or GR for another meeting, this requirement may be waived by group conscious allowing someone else to report on that particular meeting.

ARTICLE IV – THE SAI BOARD

Section 1 – The SAI Board

- A) The elected SAI Board Officers which consists of the following:
 1. Chair
 2. Co-Chair
 3. Secretary
 4. Treasurer
 5. World Service Delegate
 6. Region One Representative
 7. Literature Chair
 8. Public Information Chair
 9. Webmaster
 10. Retreat and Marathon Chair
- B) The SAI Committee Chairs- 12th Step Within, Telephone and Archivist
- C) Group Representatives
- D) Past Chair
- E) The SAI Board may also include other positions such as alternate delegate(s), special event chair or any position deemed necessary.
- F) Any Board member may also serve as a short-term special purpose committee chair. ie. Bylaw Review Committee
- G) Each Board member is entitled to only one vote regardless of number of positions held.
- H) Meetings shall be chaired by the Chair of the board. In the event the Chair is unable to chair any meeting, the Co-chair will lead the meeting. In the event the co-chair is not available, the secretary will open the meeting and appoint a temporary chair.
- I) Executive Board Consists of Chairperson, Co-Chairperson, Secretary and Treasurer.

Section 2 – Nominations to the SAI Board

Nominations to the board may be made from the floor at the time of election. A nominating committee may be formed at the discretion of the SAI Board.

Section 3 – Qualifications for the SAI Board

To qualify for election as a SAI Board Officer, an individual must:

- A) Be working the Twelve Steps, Twelve Traditions and Twelve Concepts of OA Service to the best of their ability.
- B) Have six (6) months of continuous abstinence except as follows (each person shall be the sole judge of their abstinence):
 - 1) World Service Business Conference delegates must comply with the abstinence and length of service requirements in the OA, Inc. Bylaws, Subpart B, Article X, Section 3c.
 - a. Current requirements are one-year continuous abstinence and at least two years of service beyond the group level.
 - 2) Nominees failing to meet the above abstinence requirements may be elected by three-fourths (3/4) majority vote of the ballots cast.
- C) Be a regular member of an affiliated group for a minimum of one (1) year and have given a minimum of six (6) months service to the group.

Section 4- Qualifications for Committee Chairs

These positions are appointed by the Chair so the qualifications may be amended at the Chairperson's discretion.

- A) Be working the Twelve Steps, Twelve Traditions and Twelve Concepts of OA Service to the best of their ability.
- B) Be a regular member of an affiliated group for a minimum of six (6) months and have given a minimum of three (3) months service to the group.
- C) Appointees must be present at the appointment meeting.

Section 5 – Election of Board Officers

- A) Nominees must be present at the election meeting. For election, the candidate must receive a majority vote of ballots cast.
- B) Voting will be by ballot.

Section 6 – Term of Office

- A) The term of office for a Board officer is two (2) years.
- B) Board officer may serve no more than two (2) consecutive terms in the same position. A Board officer may serve again after a leave of one (1) year from the position.

Section 7 – Responsibilities of the SAI Board Members

- A) Serve as guardians of the Twelve Steps, Twelve Traditions and Twelve Concepts with respect to the functions of SAI.
- B) Perform the duties of their offices in accordance with SAI policies and procedures.
- C) Serve as guardian of SAI funds.
- D) Provide a forum for the interchange of ideas and information among member groups.

Section 8 – Vacancies and Resignations

- A) If a Board member is absent from a SAI meeting more than four (4) times in one (1) year, they may be removed from the position by a majority vote of the ballots cast either at a regular SAI meeting or a meeting announced for that purpose.
- B) Any board member may resign at any time for any reason by giving the chair of the SAI Board written notice.
- C) Any board member of SAI may be removed from office for due cause by a two-thirds (2/3) vote of the ballots cast at a regular or special meeting announced for that purpose.

Section 9 – Filling of Vacancies

- A) Vacancies shall be filled by a majority vote at the next meeting or special meeting of the SAI Board after the vacancy occurs. 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 IV, Section 3.
- C) Ten (10) months or more shall constitute a full term.

ARTICLE V – MEETINGS

Section 1 – Regular Meetings

The SAI Board will meet monthly at a time and place designated by a majority of the voting members.

Section 2 – Annual General Meetings

An annual general meeting shall be held in the month of June for the election of officers.

Section 3 – Special Meetings

A special meeting may be called at any time by a majority vote of the SAI officers, or by a quorum of the SAI Board, provided sufficient notice is provided to the membership.

Section 4 – Method of Notification

The SAI Board will provide at least seven (7) days' notice to each member group.

Section 5 – Quorum

The quorum for voting purposes shall be, at a minimum, two (2) intergroup officer(s) and at least three (3) other voting members.

Section 6 – Meeting Procedure

The Twelve Steps, Twelve Traditions and Twelve Concepts shall be read at the beginning of each meeting.

ARTICLE VI – COMMITTEES

The Board may establish committees as needed for the welfare and operation of the intergroup. Each committee is responsible to the SAI Board.

ARTICLE VII – PRUDENT RESERVE

The SAI treasurer will maintain a prudent reserve to cover at least six (6) months expected operational needs. Excess funds will be donated to OA service bodies as determined by the SAI Board.

ARTICLE VIII – PARLIAMENTARY PROCEDURE

All meetings shall be conducted in accordance with the current edition of *Robert's Rules of Order, Newly Revised*, except when inconsistent with SAI bylaws, policies and/or the Twelve Traditions and Twelve Concepts and any special rules of order the SAI Board may adopt.

ARTICLE IX – AMENDMENTS TO THESE BYLAWS)

These bylaws may be amended at any time by a two-thirds (2/3) vote of the voting members present and voting at any regular or special meeting of SAI. The proposed amendment must be communicated in writing to each member group at least thirty (30) days prior to the voting meeting. Amendments to the Twelve Steps, Twelve Traditions and Twelve Concepts of OA may only be made as per OA, Inc. Bylaws, Subpart B, Article XIV, and Section 1.

ARTICLE X – DISSOLUTION

Section 1 – Deregistration

In order to deregister, SAI must submit a written request to the World Service Office, Region One Chair and Region Trustee.

Section 2 – Disbursement of Remaining Funds

When SAI ceases operation 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.