

**SAN DIEGO COUNTY INTERGROUP INC.**

of

**OVEREATERS ANONYMOUS**

**BYLAWS**

**Overeaters Anonymous**

**San Diego County Intergroup**

**6304 Riverdale Street**

**San Diego, CA 92120-3310**

**(619) 521-2538 Fax (619) 521-2548**

**E-mail [OASD@sbcglobal.net](mailto:OASD@sbcglobal.net)**

**website [www.oasandiego.org](http://www.oasandiego.org)**

San Diego County Intergroup of Overeaters Anonymous Bylaws

Table of Contents

Article	Page
ARTICLE I - NAME.....	1
ARTICLE II - PURPOSE.....	1
ARTICLE III - MEMBERSHIP .....	2
ARTICLE IV - OA GROUPS .....	3
ARTICLE V - INTERGROUP BOARD .....	3
ARTICLE VI - CONFERENCE DELEGATES AND REGION 2 REPRESENTATIVE .....	7
ARTICLE VII - INTERGROUP REPRESENTSATIVES AND MEETINGS .....	8
ARTICLE VIII - VOTING PRIVILEGES .....	9
ARTICLE IX - NOMINATIONS AND ELECTIONS.....	9
ARTICLE X - INTERGROUP COMMITTEES .....	11
ARTICLE XI - FINANCES .....	13
ARTICLE XII - PARLIAMENTARY AUTHORITY .....	13
ARTICLE XIII - RECALL OF ELECTED INTERGROUP POSITIONS.....	13
ARTICLE XIV - MAJOR POLICY ISSUES .....	14
ARTICLE XV - BYLAW AMMENDMENTS .....	14
ARTICLE XVI - LEGAL DISCLAIMER.....	15
ARTICLE XVII - DISSOLUTION OF SDCII.....	15

## PREAMBLE

OVEREATER ANONYMOUS, SAN DIEGO COUNTY INTERGROUP, INC., is not now, nor shall ever be, a form of government. The Intergroup shall perform acts of service for Overeaters Anonymous groups in the San Diego County Intergroup, but shall not perform any acts, which would govern any groups or individuals. It shall always be democratic in thought; any action shall be made by group conscience derived by discussion or vote. Special care shall be taken that the Intergroup never becomes an instrument of power or wealth. Monies shall be used to carry the message. An operating fund plus a reserve fund shall be the extent of the monies held. Our leaders, being trusted servants, shall not have unqualified authority over any individual members. The Intergroup shall not involve itself in actions, which might conceivably lead to public controversy. In all its actions, the Intergroup shall observe the spirit of all the Twelve Traditions of Overeaters Anonymous.

## ARTICLE I - NAME

The name of this fellowship shall be OVEREATERS ANONYMOUS, SAN DIEGO COUNTY INTERGROUP, INC. (Hereinafter Overeaters Anonymous San Diego County Intergroup, Inc. will be referred to as SDCII or Intergroup, and Overeaters Anonymous in general will be referred to as OA).

## ARTICLE II - PURPOSE

The purpose of the SDCII shall be the coordination of activities common to the various groups comprising its membership. These activities include:

- A. Furthering the OA Program in accordance with the Twelve Steps and Twelve Traditions of Overeaters Anonymous.

### Twelve Steps of Overeaters Anonymous

1. We admitted we were powerless over food - that our lives had become unmanageable.
2. Came to believe than 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 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 the knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to compulsive overeaters, and to practice these principles in all our affairs.

### Twelve Traditions of Overeaters Anonymous

1. Our common welfare should come first; personal recovery depends on OA unity.
2. For our group purposes, 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 is 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 forever remain nonprofessional, but our service centers may employ special workers.
9. OA, as such, ought never to 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, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

#### 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 the World Service Business Conference the active maintenance of our world services; thus, the 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. The best standing committees, executives, staff, and consultants should always assist trustee administration of the World Service Office.
  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 act of government, and each shall always remain democratic in thought and action.
- B. Maintaining a SDCII Office as a communication center for in San Diego and Imperial Counties. Hereafter the SDCII Office will be referred to as the Intergroup Office

#### ARTICLE III - MEMBERSHIP

- A. Legal Status - Members of OA associated with the Corporation may be referred to as 'members of OA' or "members" in these Bylaws. The identity, rights, and privileges of such "members" with respect to the Corporation shall be set forth in these Bylaws.

- B. The only requirement for OA membership is a desire to stop eating compulsively.
- C. Anyone who lives in San Diego or Imperial County, who says they are a member of OA, is automatically a member of SDCII.
- D. OA groups that are registered (defined in Article IV, Section F) with SDCII and that meet in San Diego or Imperial Counties compose the SDCII.

#### **ARTICLE IV - OA GROUPS**

These points define an OA group:

- A. As a group, they meet to practice the Twelve Steps and Twelve Traditions of OA.
- B. All who have a 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 in a meeting).
- D. As a group they have no affiliation other than OA
- E. Two (2) or more persons meeting together as set forth in A. directly above may form a group.
- F. Area OA groups registered with SDCII shall be considered part of SDCII. Hereafter, when referring to a group it shall be assumed a registered group.
- G. Each group shall elect one Intergroup representative and one alternate Intergroup Representative. This Intergroup representative or alternate will represent the group at each Intergroup meeting.

#### **ARTICLE V - INTERGROUP BOARD**

- A. The Intergroup Board shall consist of the following elected positions: Chairperson; Vice Chairperson; Secretary; Treasurer; Hospital, Institution, Professions, and Military Chairperson; Internal Information Chairperson; Literature Chairperson; Public Information Chairperson, "Reach Out" Editor; Recorder; Region 2 coordinator; Retreat Committee Liaison; World Service Coordinator; and Young People's Chairperson.
- B. Duties and Responsibilities
  - 1. Each Board member shall serve and represent SDCII. The members of the Board, subject to the laws of the State of California, are expected to exercise the powers invested in them by law in a manner consistent with the faith that permeates and guides Overeaters Anonymous, inspired by the Twelve Traditions, and in accordance with these Bylaws.
  - 2. Subject to the limitations of these Bylaws, and to the actions of the Intergroup Representatives at the Intergroup meeting, all powers shall be exercised by or under the authority of the Board. The Board shall control the business and affairs of the Corporation. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that that the Board members shall have the following powers:
    - (a) To act as guardians of the Twelve Steps and Twelve Traditions,
    - (b) To conduct, manage, and control the affairs and business of the Corporation as they deem best for the benefit of SDCII as a whole, and to perform such work consistent with law, the

Articles of Incorporation, or with these Bylaws or the actions of the Intergroup representatives at the Intergroup meeting.

- (c) To designate a place within San Diego County for holding any meeting or meetings of the Intergroup.
- (d) To manage, in such a manner as they deem best, all funds, personal property, income received and acquired by the Corporation, and to distribute, loan, or dispense with same.
- (e) To call to the attention of any individual or group in matters affecting OA as a whole, any violations of the Twelve Traditions which it believes the individual or group has made, but acting only in an advisory capacity. Individual meetings are strongly encouraged to be guardians of the Twelve Traditions within their own groups.
- (f) To act as spokesperson for Overeaters Anonymous in all matters affecting Overeaters Anonymous in San Diego and Imperial Counties.
- (g) To provide for and supervise publications of Overeaters Anonymous in San Diego and Imperial Counties.
- (h) To furnish guidance to the member groups and new groups concerning observation of OA's Twelve Traditions.
- (i) To supervise and guide education and attraction efforts pertaining to Overeaters Anonymous.
- (j) To furnish a forum for the interchange of ideas between groups and to be instrumental in carrying the message to persons and places as may be indicated by the Board
- (k) To perform such other duties as may be directed by the Intergroup Representatives at the Intergroup meeting.
- (l) To prepare and present an annual report to the Intergroup representatives at the November Intergroup meeting.

3. Board Meetings

- (a) The Intergroup Board meets once per month, in between the regularly scheduled Intergroup meeting, to conduct Board business (See Article V, Section B.2).
- (b) Quorum for voting purposes for any Board meeting is a simple majority. If there is less than a simple majority of Board members in attendance, a meeting can still be held but no votes shall be taken.
- (c) The Chairperson or any two other Board members can call a Special Board meeting. Two days notice is required for such a meeting, except in the case of an emergency. Quorum for voting for any special Board meeting is 6 Board members. At any special Board meeting, the only business to be discussed will be that which was stated in the notice.

4. Rotation of Service

- (a) All Board positions are two-year terms and no person shall serve more than two consecutive terms in any Board position. However, a member who, at the expiration of the current term, shall have completed less than three full years of continuous, service shall be eligible for an additional term.

- (b) Upon election to the Board, a Board member (if he/she has been up to this point, an Intergroup representative, or holder of any Board position) must resign his/her former position.

C. Specific duties of Board Members include but are not limited to the following:

1. **Chairperson** shall preside at all Intergroup and Board meetings and may vote only when his/her vote would effect the result, shall be a co-signer of any SDCII bank account, and shall serve as the main contact person for the Office Manager
2. **Vice Chairperson** shall assume the duties of the Chairperson in the absence of the Chairperson and shall be in charge of arrangements for any SDCII sponsored marathons.
3. **Secretary** performs those duties attributed by custom to such position, as well as other duties detailed by the Board.
4. **Treasurer** shall be one of the co-signers of any SDCII bank account and shall make a report of contributions and expenditures at every regular Intergroup meeting, and shall submit, each quarter, a complete financial statement. The Treasurer is the guardian of funds received and monies disbursed and shall keep all receipts and/or vouchers for checks written. The Treasurer shall meet with the audit committee for providing any information needed for the audit.
5. **Hospital, Institution, Professions, and Military Chairperson** shall provide information to hospitals and institutions, and professions keeping in mind the tradition of attraction rather than promotion, and when appropriate, work to establish OA groups within the institution. The HIPM Chairperson shall act as liaison between the military and SDCII.
6. **Internal Information Chairperson** shall act as liaison between the Intergroup and member groups, working in conjunction with the "Reach Out" Editor, and Intergroup representatives in the dissemination of information to OA groups of the SDCII. He /she shall contact area groups directly or through a committee formed for that purpose, and shall provide them with information helpful to the functioning of their groups. He/she shall also encourage groups to send representatives to the Intergroup meetings and encourage their participation and input of ideas on an Intergroup level.
7. **Literature Chairperson** maintains records, orders and distributes OA/AA literature, and shall report monthly to the Intergroup meeting.
8. **Public Information Chairperson** shall handle requests for information about OA from local news media, cooperate with producers of local radio and TV programs concerning overeating and OA, and furnish speakers for non-OA organizations. He/she shall make a complete report thereon at Intergroup meetings.
9. **"Reach Out" Editor** shall be responsible for a regularly published edition (at least quarterly) of the "Reach Out" Newsletter containing high lights for Intergroup meeting, quarterly financial report, announcements, and other appropriate information. The Editor shall seek direction from the Board regarding the publication of any material, which may be inappropriate or may be a violation of the Traditions.
10. **Recorder** shall keep a record of motions passed at the Intergroup meeting, adding them when appropriate to the Standing Rules of the Bylaws, and indexing them by category. He/she shall keep a record of election results, including individual's name and election dates. He/she shall place a permanent copy of all such records in the Intergroup Office. He/she shall have a working knowledge of the SDCII Bylaws, including Addenda and Standing Rules and refer to them when appropriate during the Intergroup meeting

11. **Region 2 Coordinator** (Region2 being composed of all Intergroups and unaffiliated groups in California and Hawaii) shall be responsible for registering all SDCII R2 representatives with the Region2 Office and coordinating all activities relating to the semi annual R2 assemblies, such as air fare, room reservations, representatives assignments, and any appropriate matter in relation to assembly material.
12. **Retreat Committee Liaison** will provide communication between the Board and the Serenity Retreat Committee. The Retreat Committee Liaison will be a member of the Retreat Committee.
13. **World Service Coordinator** shall be responsible for registering all Conference delegates with the World Service Office and coordinating all activities relating to the annual Conference, such as room reservations, delegate assignments, workshop assignments, and any appropriate matter in relation to Conference material.
14. **Young People's Chairperson** shall provide a continuum of support to young people through meetings, activities, public information panels, and literature targeted towards people under the age of 30. The Chairperson may organize a committee to assist in this process. The committee works closely with the Hospital, Institution, Professions, and Military and Public Information Committees.
15. **12-Step-Within Committee** shall provide organization, leadership, and planning for the 12-Step-Within Committee by scheduling regular Meetings, Workshops, Retreats, Outreach Events, and Publications. The committee shall provide a continuum of support to those members who may be struggling with relapse and recovery. The Chairperson (and/or the committee) will work closely with Region 2 and World Service committees that strive to meet the same needs of the membership and extend the hand of recovery to those who still suffer.

D. Requirements and Responsibilities

1. Each Board member, where applicable, shall make a complete written monthly report to the Intergroup meeting, with copies of the report for the Chairperson, Secretary, and Recorder.
2. To hold a Board position, a member must maintain his/her abstinence, each person being the sole judge of his/her abstinence. If a Board member admits to returning to compulsive overeating he/she is expected to resign his/her Board position.
3. Because each Board member is likely to be in the public eye, and because our public relations policy is based on attraction, it is recommended that Board members be at maintenance, with each person being the sole judge of his/her maintenance.
4. If a member of the Intergroup Board fails to attend three regularly scheduled, consecutive Intergroup and Board meetings without an excused absence, his/her position shall be declared vacant.
5. If the conduct of a Board member is clearly in violation of the Traditions in the opinion of a simple majority of the Board, that member shall be asked to meet with the Intergroup Board members at a special meeting for that purpose. There shall be a simple majority of Board members present at such a meeting. If, after an explanation by the member of his/her conduct the Board members unanimously feel that the Tradition(s) have in fact been violated, the member in question shall be asked to tender his/her resignation.
6. If a Board position is vacant, an Acting Board Member may fill it.
  - (a) An Acting Board Member is defined as a member of the Fellowship who does not meet the suggested abstinence and maintenance requirements as stated in Article IX Section D. 3(a).

- (b) An Acting Board Member has voting privileges.
- (c) The Board position will remain open until the time that a member of the Fellowship who meets the suggested abstinence and maintenance requirements (Section (a) above).

**ARTICLE VI - CONFERENCE DELEGATES AND REGION 2 REPRESENTATIVE**

- A. World Service Conference delegates (hereinafter referred to as Conference delegates) and /or alternates represent the SDCII and all area San Diego groups at the annual World Service Conference (hereinafter referred to as Conference) as scheduled by the WSO.
- B. Region 2 representatives (hereinafter referred to as R2 representatives) and/or alternates represent the SDCII and all area San Diego groups at Region 2 Assemblies as scheduled by Region 2.
- C. Requirements and Responsibilities of Conference delegates, Region 2 representatives, World Service Coordinator and Region 2 Coordinator.
  - 1. To hold a position as Conference delegate or R2 representative, a member must maintain his/her abstinence, each person being the sole judge of his/her abstinence. For any break in abstinence, the delegate or representative will be replaced by the alternate until the end of the original delegate's or representative's term.
  - 2. Delegates or representatives must attend Intergroup meetings. If a delegate or representative fails to attend three consecutive Intergroup meetings without an excused absence, his/her position shall be declared vacant.
  - 3. If the conduct of a Conference delegate or R2 representative or alternate is clearly in violation of the Traditions, in the opinion of a simple majority of the Board, that member shall be asked to meet the Intergroup Board, following the same format as outlined in Sect V.D.5
  - 4. World Service Coordinator and R2 Coordinator must currently be Conference delegates or R2 representatives.
  - 5. The coordinators shall hold meetings prior to Assemblies or Conference and immediately afterward.
  - 6. Conference delegates must be willing to travel to the World Service Conference. R2 representatives must be willing to travel to the Regional Assemblies.
  - 7. Conference delegates shall attend Conference, except in case of personal emergency or lack of funding. R2 representatives shall attend each Regional Assembly, except in case of personal emergency or lack of funding.
  - 8. Conference delegates shall attend all sessions of Conference. Regional representatives shall attend all sessions of Assembly.
  - 9. Conference delegates shall attend planning meetings prior to Conference. R2 representatives shall attend planning meetings prior to Regional Assembly. Such meeting will be planned around existing commitments, such as job and meetings, whenever possible.
  - 10. Conference delegates must submit a written report to the World Service Coordinator no more than six (6) weeks after the Conference. R2 representatives must submit a written report to the Region 2 Coordinator following each Assembly.
  - 11. Each World Service delegate or R2 representative shall ask group conscience on items to be discussed at future Conference and R2 Assemblies.

12. In view of the fact that the expenses of Conference delegates and R2 representatives are paid by the Intergroup, those individuals have a responsibility to make a prudent use of such funds, keeping their expenses in moderation.
13. Conference delegates and R2 representatives not complying with these requirements will forfeit their opportunity to represent SDCII.
14. The World Service Business Conference Delegates shall have at least two (2) years of service above the group level and otherwise meet the qualifications and requirements as outlined and defined in the Overeaters Anonymous, Inc., Bylaws, Subpart B., Article X, Section 3.

D. Rotation of Service

1. No person shall serve more than two consecutive terms as a Conference delegate or R2 representative. However, a member who, at the expiration of the current term, shall have completed less than three full years of service shall be eligible for an additional term.
2. Exception for 1. Above concerns alternates for the position of Conference delegate or R2 representative.
  - (a) An alternate who is not called on to fill a vacant position of delegate or representative shall serve a one-year term as an alternate.
  - (b) An alternate who has not filled a vacant delegate or representative position or who has served in such position less than the full time allowed in Section D.1. above may serve an unlimited number of terms as alternate.

**ARTICLE VII - INTERGROUP REPRESENTATIVES AND MEETINGS**

INTERGROUP REPRESENTATIVES

A. Duties and Responsibilities of the Intergroup Representative:

1. Each Intergroup Representative may be elected for a term of six months and can represent one group. An Intergroup representative should not serve more than four (4) consecutive terms, except for reasons to be decided by the local group with respect to its own representation.
2. It is suggested the Intergroup Representative should be selected for judgment, stability, willingness, and faithful adherence to living within the concepts of the Twelve Steps and Twelve Traditions of Overeaters Anonymous and have six months of continuous abstinence from compulsive overeating.
3. Intergroup Representatives may be instructed as to the desires of the groups they represent.
4. Each Intergroup representative is wholly encouraged to vote his or her individual conscience.
5. Intergroup Representative or Alternate Intergroup Representative should be present during all business sessions of Intergroup.
6. The Intergroup Representative shall verify that the Internal Information Chairperson has the correct name and addresses for the Intergroup Representative's for the Group, inform the Internal Information Chairperson of any changes of Intergroup Representative, Alternate or Group mailing address.

7. The Intergroup Representative shall notify the Internal Information Chairperson when an Intergroup representative is no longer an Intergroup representative (at least 30 days prior to an Intergroup meeting) and pass on the Intergroup minutes, to Group Secretary for the new Intergroup Representative.
8. The Intergroup Representative shall provide the Reach Outs and meeting schedules provided at the Intergroup meetings to the Group.
9. The Intergroup Representative shall keep the Group informed of happenings at Intergroup, in the Region, and OA as a whole.

#### INTERGROUP MEETINGS

- A. The Intergroup meets regularly once per month, at a meeting, referred to as the Intergroup meeting. The time, date, and place are determined by the vote of its members.
- B. At an Intergroup meeting, held regularly or upon proper notification, those Intergroup representatives, Board members, Conference delegates, and R2 representatives present shall constitute a quorum and a simple majority shall govern for voting purposes.
- C. When necessary, notification of any special Intergroup meeting shall consist of a written notice, stating the purpose of the meeting. This shall be prepared by the Intergroup Secretary, mailed to each group secretary, Intergroup representative, Board member, Conference delegate, and R2 representative, at least ten (10) days prior to the date of the meeting, and not earlier than sixty (60) days prior to the meeting.
- D. Special meeting may be called at any time by a majority vote of the Intergroup Board or by a minimum of 25 % of registered groups, provided notice is given to all individuals specified in Article VII Paragraph B.
- E. At any special Intergroup meeting, the only business to be discussed will be that which was stated in the written notice.

#### ARTICLE VIII - VOTING PRIVILEGES

- A. Only SDCII members listed below (B, C, & D) may vote at any regular or special Intergroup meeting.
- B. Intergroup Board (See Article V).
- C. The duly elected meeting representative from each member group (see Articles III and IV) shall be entitled to one vote in Intergroup meetings. Each Intergroup representative and alternate shall serve for the period designated by their group, always subject to the group they represent.
- D. Each Conference delegate and R2 representative shall be entitled to one vote.
- E. Each individual, regardless of the number of service positions he/she holds, is entitled to one vote per decision.
- F. Non-voting members of SDCII and visitors are encouraged to participate in discussions.

#### ARTICLE IX - NOMINATIONS AND ELECTIONS

- A. A nomination/election committee of three Intergroup representatives shall be elected at the September Intergroup meeting to handle the elections to be held at the upcoming December meeting. The SDCII Chairperson is excluded from this committee.
  1. Duties of the committee are as follows:

- (a) Contact all San Diego meetings for names of candidates for all pertinent service positions, and contact incumbents, if eligible, to see if they wish to be candidates.
  - (b) Mail candidates forms to all San Diego group. Wherever possible, candidate's forms will be given to Intergroup representatives to take back to the group they represent.
  - (c) Set closing date for proposed candidates to return forms.
  - (d) Determine the number of Conference delegates and R2 representatives to which our Intergroup is entitled according to the World Service charter.
  - (e) Compile candidate information from forms and submit at least ten (10) days before the elections to all Intergroup Board members, current Conference delegates, and R2 representatives and to all San Diego groups so group conscience may be ascertained.
  - (f) Invite candidates to appear at the election, which takes place at the December Intergroup meeting.
  - (g) Bring a slate of no less than one nominee per service position to the December Intergroup meeting.
  - (h) Conduct the election.
  - (i) Notify all San Diego meetings, Region 2 and World Service Organization of the results.
2. Any member has the right to nominate any qualified OA member to run for any open service position.
  3. Nominations may be made from the floor at the December Intergroup meeting.
- B. Elections shall be held at a meeting specified for that purpose with proper notification of ten (10) days having been given.
1. To insure continuity of service, Board positions are elected alternately as follows:
    - (a) In every odd numbered year, elections shall be held for Chairperson, Secretary, Internal Information Chairperson, Public Information Chairperson, "Reach Out" Editor, Region 2 Coordinator, and Retreat Committee Liaison.
    - (b) In every even numbered year, elections shall be held for Vice Chairperson, Treasurer, Hospital, Institution, Professions, and Military Chairperson, Literature Chairperson, Recorder, World Service Coordinator, and Young Peoples Coordinator.
  2. Elections for Conference delegates and R2 representatives and alternates shall be held each year.
    - (a) According to SDCII established procedure, Conference delegates are elected alternately for two-year terms so that not all terms are concurrent. The same alternating procedure is used to elect R2 representatives.
    - (b) In the elections of Conference delegates, nominees receiving the largest numbers of votes shall be elected to the position of Conference delegate and the rest shall be designated as alternates. Alternates shall be assigned priority positions according to the number of votes received (alternate receiving the most votes shall be designated alternate #1 and so on) so that future vacancies in delegate positions may be filled by alternates according to their priority numbers.

- (c) In the election of R2 representatives and alternates, the same procedure applies as that for Conference delegates and alternates (see Section B.2. (b) above).
- 3. Beginning at the December 2000 Intergroup elections and thereafter, no person shall serve for more than two consecutive two (2) year terms in the same position.
- C. Vote shall be by written ballot when more than one person is nominated for any one position. If there is only one nominee, vote will be by show of hands.
- D. Requirements for Candidates for Election
  - 1. To be eligible for election, a nominee must, at the time of his/her nomination, be a member of any SDCII group, be regularly attending OA meeting (s), and have a working knowledge of the Twelve Steps and Twelve Traditions.
  - 2. In order to be elected, a nominee must be present at the election meeting. Exception shall be made if written notice has been given prior to the election meeting, stating (1) willingness to serve, and (2) reason for absence deemed valid by the Board.
  - 3. Abstinance and Recovery requirements
    - (a) To be elected to the Intergroup Board, a nominee must have a minimum of one year of current abstinence, six months of which shall be at maintenance, with the nominee being the sole judge of his/her abstinence and maintenance.
    - (b) To be elected as a Conference delegates or R2 representative, a nominee must have one-year continuous abstinence, with the nominee being the sole judge of his/her abstinence.
    - (c) To be elected, as a Conference delegate or R2 representative, the nominee must have taken Steps 4 and 5 of the Twelve Steps, and must declare himself as practicing the Twelve Steps to the best of his/her ability and as committed to the Twelve Traditions of OA
    - (d) Nominees need to be familiar with and understand the duties of the positions they are seeking, and the requirements and responsibilities thereof, if elected. (For specific duties of Board positions, refer to Article V, Section B. For requirements and responsibilities, see Article V, Section D).
    - (e) The duties of those newly elected to service positions shall be assumed at the end of the election meeting. In the spirit of cooperation, the current holders of service positions and those newly elected shall affect the transfer of any pertinent material and/or information as soon as possible.

#### **ARTICLE X - INTERGROUP COMMITTEES**

- A. Committees, other than the Board and Standing committees, shall be established when deemed necessary by the Board. Such committees are referred to as Special Committees. The Chairperson appoints the chair of each Intergroup committee (except Board committees). The chair of the committee may choose the members of his/her committee, subject to the approval of the Board. The SDCII Chairperson is an ex-officio member of every committee of the Intergroup except the Nomination and Recall Committees, and shall be notified of all committee meetings.
- B. Within two months of election, all new committee chairs shall submit, in writing, a letter stating the goals of their committees and/ when applicable, the number of committee members needed and their duties. The new chairpersons shall also submit a list of prospective committee members. The SDCII Board shall

consider such recommendations, as well as those who volunteer directly to the Board, in choosing committee members.

- C. All contracts negotiated on behalf of the SDCII by committees shall be approved and executed by the SDCII. All such contracts shall bear the signature of the SDCII Chairperson or Treasurer.
- D. Board committees--Each Board member is encouraged to form a committee to assist in carrying out of duties of the committee.
- E. Standing Committees--Standing committees are permanent committees of the Intergroup. Their term of service runs concurrently with the Chairperson of the Intergroup.

1. **Audit Committee**

- (a) The Audit Committee shall meet with the SDCII Treasurer for the purpose of reviewing the annual financial record of the SDCII.
- (b) The Audit Committee shall review all financial reports submitted to the Intergroup, keeping record of all such reports and following up on committees who fail to submit reports. Further, the committee will conduct full audits quarterly on all SDCII committees with financial dealings. These committees must make all records available to the Audit Committee. The SDCII treasurer may assist in all audits.
- (c) The Audit Committee shall report its findings at the next Intergroup meeting and shall make any financial recommendations the committee deems appropriate.

2. **Budget Committee**

- (a) The Budget Committee shall meet with the SDCII Treasurer for the purpose of developing an annual budget.
- (b) The Budget Committee shall determine the amount of the SDCII Reserve Fund, after having analyzed the monthly expenses for the preceding year. In computing the monthly expense. Total delegate expenses for the year shall be included as a monthly expense. One year's expenses shall be used as a projection guideline for the following year.
- (c) The Budget Committee shall report its findings at the November Intergroup meeting and shall make any financial recommendations the committee deems appropriate.

3. **Nominations Committee** (Refer to Article IX)

4. **Bylaws Committee**

5. **Recall Committee** (Refer to Article XIII)

The Chair of the Bylaws Committee is automatically the Chair of the Recall Committee.

6. **Telephone Volunteer Committee**

7. **Meeting Directory Committee**

8. **Serenity Retreat Committee**

9. **Twelfth Step Within Committee**

**ARTICLE XI - FINANCES**

- A. The use of all monies shall conform to the Twelve Traditions of O.A.
- B. An Audit Committee shall be elected each January for the purpose of auditing the SDCII financial records. The Audit Committee shall audit the records of the SDCII Treasurer once a year and all other committees with financial dealing in excess of \$300.00 per year. Also, whenever there is a change in a position of the person responsible for handling funds received, an audit will be done. The Audit Committee shall report its findings at the next Intergroup Meeting. (For specific duties of the Audit Committee, see Article X, Section E.1.).
- C. A Budget Committee shall be elected each August for the purpose of submitting a yearly budget, which shall be presented to the SDCII for ratification at the November Intergroup meeting. (For specific duties of the Budget Committee, see Article X, section E.2.).
- D. The Treasurer of the SDCII shall present a quarterly financial report at the second Intergroup meeting after the close of a quarter. A copy shall be made available for distribution in the "Reach Out" Newsletter and for permanent records in the Intergroup Office.
- E. Checks shall be issued by the Treasurer. Written vouchers and/or receipts shall be presented to the Treasurer prior to receiving money by those requesting checks.
- F. The Intergroup Office shall have a petty cash voucher/receipt system, under the control of the Office Manager.
- G. There shall be three co-signers of SDCII bank accounts. These co-signers shall be the Chairperson, and the Board shall determine Treasurer and a third person. Any two of the three signatures are needed for a check to be valid.

**ARTICLE XII - PARLIAMENTARY AUTHORITY**

Parliamentary authority shall be the latest edition of Robert's Rules. All meetings shall be held in compliance with said authority, except when in conflict with these Bylaws, always remembering that our ultimate authority is our Higher Power. A parliamentarian, if available, shall be present to serve in said capacity at said meetings. A parliamentarian shall be appointed by the Board for an undetermined term and may be removed at any time by the Board. (In the absence of the designated parliamentarian, the Chairperson for that meeting may appoint a substitute parliamentarian for that meeting).

**ARTICLE XIII - RECALL OF ELECTED INTERGROUP POSITIONS**

- A. An individual serving in the position of the Board, Conference delegate, or R2 representative of the SDCII shall be subject to recall from his/her current office at any regularly scheduled Intergroup meeting.
- B. Reason(s) for recall shall be any breach of duty by an Intergroup Board member, Conference delegate, or R2 representative regarding the SDCII Bylaws and/or the Corporation Code of California.
- C. Recall petitions may be proposed by a SDCII registered group or by a majority vote of the Intergroup Board.
- D. A standing committee (to be named Recall Committee) shall be formed to act on all recall petitions submitted. This committee shall be chaired by the Chair of the Bylaws Committee, and be comprised for four (4) other SDCII members, excluding Board members, Conference delegates, and R2 representatives. The Intergroup Board shall make the appointments.

- E. All members, with the exception of the Chair of the Recall Committee, shall be entitled to one (1) vote on this committee. The Chair shall have a vote only where his/her vote would affect the result. A simple majority vote is needed to act on a recall petition.
- F. Recall petitions shall include name of the Board member, Conference delegate, or R2 representative, the office to be vacated, and a substantive statement of the breach of duty, which supports the petition.
- G. At the time of receiving a recall petition, the Secretary shall immediately forward the petition to the Chair of the Recall Committee, who shall forward copies of the petition to members of the committee. The Chair will then arrange, in a prompt manner, for the committee to convene to decide if the petition meets with the requirements in Sections B, C, and F of this Article.
- H. If the petition meets with all requirements as set forth in Sections B, C, and F of this Article, a copy of the petition shall be sent to the subject of the petition, who shall have two (2) weeks to respond in writing to the petition, or may appear in person when the Recall Committee convenes.
- I. The Recall Committee shall then reconvene to discuss the petition and response, and determine if further action is required. The decision of the committee, including the opinion of the minority, shall be sent to the SDCII secretary. If any action is recommended, a written report, including the minority opinion, shall be sent to all voting members of the SDCII by the secretary, prior the next regularly scheduled Intergroup meeting, at which time the recall petition shall become an agenda item, subject to Intergroup rules and Robert's Rules of Order. Adoption of a recall petition shall:
  - 1. Require a three-fourths (3/4) vote.
  - 2. Result in immediate vacating of the office named.
  - 3. Render the recalled ineligible to hold an Intergroup office for a period of two years.

#### **ARTICLE XIV - MAJOR POLICY ISSUES**

Matters, which related to major policy affecting SDCII groups, shall be referred to the Intergroup Board. Matters, which relate to OA in Region 2, shall be referred to Region 2 Board. Matters, which relate to OA as a whole shall be referred to the OA World Service Board of Trustees.

#### **ARTICLE XV - BYLAW AMMENDMENTS**

- A. These bylaws, with the exceptions of Article II, Section A, may be amended at any time by the procedure set forth in this Section. No Amendments may be made to the Twelve Steps, Twelve Traditions, or Twelve Concepts of OA Service as set forth in Article II, Section A.
- B. To amend a Bylaw, the following steps will be taken. The purpose of these steps is (a) to insure that anyone interested in proposing an amendment is allowed a voice, and (b) that, in the Bylaw amendment process, the Intergroup is given a way to use its time judiciously.
  - 1. A written proposed amendment will be submitted during the New Business section of a regularly scheduled Intergroup meeting including, if desired, a maximum of one page of pro arguments.
  - 2. At the Intergroup meeting at which a proposed amendment is submitted, the amendment initiator will provide each member present a copy. There will be no discussion at this meeting.
  - 3. At the following regular Intergroup meeting, the first Order of Old Business will be the proposed amendment. Solely for information purposes, 12 minutes total will be made available for three (3) pro and three (3) con speakers. The maker of the amendment will be given first selection as a pro speaker, if he/she so desires. There will be no discussion at this meeting.
  - 4. After the pro/con speakers, a vote will be taken to determine if 30% of the present members are interested in going forward with the proposed amendment. If 30% are interested, copies of the

proposed amendment, including the one page of pro arguments, will be made available to each registered meeting of the Intergroup.

5. If there is not a 30% vote in favor of going forward with the proposed amendment, it will be dropped.
6. If the vote is at least 30% in favor of further consideration, then a copy of the proposed amendment will be mailed as soon as possible to the address of record of the secretary for all meetings registered with the SDCII. In order for all the groups to have a minimum of 30 days to consider the motion after they receive it, the vote to accept or defeat the motion will be taken at the second regularly scheduled Intergroup meeting following the vote in favor of pursuing the motion for proposed Bylaw amendment.
7. At the second regularly scheduled Intergroup meeting, the motion will be the first order of new business. After a debate of three (3) "pros" and three (3) "cons" on the subject, the vote will be taken.
8. It shall require a vote of two-thirds of those voting for passage of the motion.

#### **ARTICLE XVI - LEGAL DISCLAIMER**

- A. This corporation is organized and operated exclusively for educational purposes with the meaning of Section 502(c) (3) of the Internal Revenue code.
- B. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or by (b) by corporation contributions which are deductible under Section 170 (c)(2) of the Internal Revenue Code.
- C. No part of the activities of the corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
- D. The property of this corporation is irrevocably dedicated to educational purposes and no part of the net income or assets of this corporation shall ever inure the benefit of any director, officer, or member thereof, or to the benefit of any private person.

#### **ARTICLE XVII - DISSOLUTION OF SDCII**

Upon dissolution of SDCII, after paying or adequately providing for the debts and obligations of SDCII, the Board shall distribute the remaining assets to a non-profit fund, association, foundation or corporation which is organized and operated exclusively for charitable education, or religious and/or scientific purposes and which has established its tax exempt status under Section 501(2) (3) of the Internal Revenue Code. No part of the monies of SDCII shall ever inure to or for the benefit of, or be distributable to its members, trustees, or other private person, except that the SDCII shall be empowered to pay reasonable compensation for service rendered and to make payments and distributions in furthering the exempt purposes for which it was formed.

**MASTER CALENDAR FOR REQUIRED BYLAW ACTIVITIES**

January

Intergroup.....Elect Audit Committee (Article X, Sec. B)  
Chairperson..... (If elected in previous month) Appoint all new standing committees  
except the Audit and Nomination Committees (Article X, Sec. E)

February

Treasurer.....Quarterly Financial Report for October – December (Article XI,  
Sec. D).  
R2 Reps.....Region 2 Assembly

March

April

May

W.S. Delegates.....World Service Conference

June

July

August

Intergroup.....Elect Budget Committee (Article XI, Sec. C)  
Treasurer.....Quarterly Financial Report for April- June (Article XI, Sec. D)

September

Intergroup.....Elect Nominations Committee for December Elections  
(Article XI, Sec. A)

October

Board.....Prepare Annual Report for November Intergroup presentation  
R2 Reps.....Region 2 Assembly

November

Board.....Present Annual Report to Intergroup Reps (Article V, sec.2.L.)  
Budget Committee.....Present Budget proposal to Intergroup (Article XI, Sec.C)

December

Nominations Committee.....Oversee Elections (Article IX, Sec. A.1.g)