

Metro Intergroup By-Laws and Policy and Procedures Manual as of September 16, 2010

GREATER NEW YORK OVEREATERS ANONYMOUS
METRO INTERGROUP, INC.

A New York Not-for-Profit Corporation

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Metro Intergroup By-Laws

Article I - Name

The name of this Corporation shall be Greater New York Overeaters Anonymous Metro Intergroup, Inc.; hereinafter called "Metro Intergroup". The Corporation shall be located in the City of New York, County of New York, State of New York. All Corporate and Committee records shall be kept by the Corporation, except as authorized by the Board of Directors.

Article II - Purpose

Section 1 - The primary purpose of this organization is to aid those with the problem of compulsive eating through the Twelve Steps of Overeaters Anonymous, and to serve and represent the OA groups from which the Intergroup is formed; this Intergroup is in compliance with and qualifies as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding section of any future United States Internal Revenue Law).

Section 2 - The Twelve Steps

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

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 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.

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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, TV and other public media of communication.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Section 4 - 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 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;

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- 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 and Membership

Amended: September 16, 2010

Section 1 Members

The members of Metro Intergroup shall be all OA groups that are registered with the World Service Office of Overeaters Anonymous as being affiliated with Metro Intergroup that meet within the Borough of Manhattan and/or the other Boroughs of New York City that choose to be so affiliated. Active members are those groups that send a Representative to any general, special or annual meeting of Metro Intergroup.

An OA group is defined as:

- 1) As a group, they meet to practice the twelve steps and twelve traditions of OA.
- 2) All who have a 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 OA.
- 5) A group may be formed by two (2) or more persons meeting together as set forth in Article V Section 1 of Overeaters Anonymous, Inc. Bylaws, Subpart B.

Section 2 Meetings

Metro Intergroup shall meet at such time and place as the members shall determine. All meetings of Metro Intergroup shall be held within the Borough of Manhattan, in the City and State of New York.

All meetings of Metro Intergroup should be conducted in accordance with the current edition of Robert's Rules of Order Newly Revised, except when in conflict with these By-Laws or the Metro Intergroup Policy and Procedure Manual.

In all deliberations, the group conscience is more important than the technicalities of Parliamentary Procedure.

The persons entitled to vote on any order of business at the Intergroup meeting shall be all Voting Members present. The voting Members shall be defined as the duly elected or appointed representative of any constituent meeting; Region-6 Representative; World Service Business Conference Delegate; Officers of the IG, and the Committee Chairs and Trustees present except for the Chair Person, who shall vote only in accordance with the provisions of Article III, Section 8 of these Bylaws.

Section 3 Annual Business Meeting

The annual Business Meeting of Metro Intergroup shall be held during the month of April, at such time and place as the members shall determine for the election of officers and such other business as may lawfully come before the meeting.

Section 4 Notice of Meetings

Written notice shall be sent to active groups, or their Representatives, not less than seven days prior to each meeting of Metro Intergroup.

Section 5 Representatives

Each member group may send one Intergroup Representative (“IR”) to meetings of Metro Intergroup, such Representatives to be chosen by any manner the member group chooses. An IR may serve for any term determined by the member group.

A member or group, or IR of a member group, may send an Alternate IR to meetings of Metro Intergroup if the regular IR is unable to attend. In such a case, the Alternate will have the voting powers of the regular IR.

Any OA member may attend any meeting of Metro Intergroup, and may enter into debate, but may not vote unless qualified by the provisions of these By-Laws.

1) IR's shall be selected by the group conscience of the group they represent. Each IR shall be selected by any method deemed appropriate by their group. These IR's shall serve for a period designated by their group, always subject to recall by the group they represent. Each group shall be free to designate an alternate delegate when the necessity arises.

2) The primary responsibility of the IR, or alternate, is to represent their group at all meetings of the Intergroup, to act as a liaison between this Intergroup and their group, to see that all communications pertaining to Intergroup are made available and, where requested, read aloud to the group.

Section 6 Quorum Requirements

In order to transact business, a meeting of Metro Intergroup must be attended by at least seven (7) qualified voting members, and by at least two (2) Officers of Metro Intergroup, as enumerated in Article V of these By-Laws.

Section 7 Organization of Meetings

The Chair shall chair all meetings of Metro Intergroup. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, another officer shall preside, the order of succession being that in which the officers are listed in Article IV of these By-Laws.

In the absence of the Recording Secretary, the Chair shall appoint someone to act as Recording Secretary for that meeting. The Chair may appoint a Parliamentarian for any meeting of Metro Intergroup.

Section 8 Voting

For all votes excluding those made by written ballot, each IR, Officer, Trustee, World Service Delegate, Region Six Representative, and Standing Committee Chair shall have one vote (per person), except the Chair (or person acting as Chair) who shall vote only in case of making or breaking a tie. In the case of a written ballot, the Chair shall have a vote.

Votes shall be taken by show of hands, except on elections of Officers, Delegates, Trustees, and those Committee Chairpersons who are elected, which shall be by written ballot. If there is only one nominee for an office, a written yes or no ballot may be used unless group conscience rules in favor of an election by majority voice vote or a show of hands.

The Recording Secretary shall tally all ballots, unless he/she is a candidate for Officer, Delegate, Trustee, or Committee Chairperson. In such a case, the Chair shall appoint a ballot counter from among those IR's who are not candidates in the election at hand, or from those persons present who are ineligible to vote.

A majority shall be sufficient to decide all questions, except as otherwise specified within these By-Laws.

Article IV - Officers of Metro Intergroup

Section 1 Officers

The Officers of Metro Intergroup shall be:

President/Chairperson (“Chair”)

Vice-President/Vice-Chairperson
("Vice-Chair") Treasurer General Secretary
("Corresponding" Secretary) Recording
Secretary

Section 2

Qualifications for Officers:

All officers of Metro Intergroup shall meet the following qualifications at the time of their elections or appointment:

- a. One year of membership in Overeaters Anonymous
- b. Six months of current, continuous direct participation in the activities of Metro Intergroup
- c. Six months of continuous recovery in Overeaters Anonymous as evidenced by
 - i) Six months current continuous abstinence; and
 - ii.) Physical, emotional and spiritual recovery as a result of working the twelve Steps.

If no qualified candidate for an office can be found, the members may waive any or all of these qualifications.

No person who holds any office in another Intergroup of Overeaters Anonymous, or who represents another Intergroup at World Service Conference or a Regional Assembly may concurrently serve as an Officer of Metro Intergroup.

Section 3 Nominations and Elections of Officers Nominations will be held at the April meeting of Metro Intergroup.

Officers will be nominated and elected at the May meeting of Metro Intergroup.

All candidates must be present at time of nomination and election, and given an opportunity to address, and be questioned by the IR's, unless a compelling reason exists for their absence. They may submit a written statement of their qualifications and willingness to serve.

Section 4 Terms of Office and Succession

The term of office for all Officers shall commence on the first day of July, and shall be one year. Officers may be reelected, but one full year out of office must elapse before any person may assume any office which he/she has held for two full terms plus any part of another consecutive term. (Note: rotation of service is mandated.)

In the event of vacancies the Chair shall appoint a candidate to fill such vacancy. Such appointees shall serve only to the conclusion of the regular term.

Section 5 Removal from Office

Any Officer may be removed from office if he/she fails to fulfill the responsibilities of his/her office as specified in the Metro Intergroup Policies and Procedures Manual, acts irresponsibly in matters directly affecting Metro Intergroup, or violates any of the Traditions of Overeaters Anonymous. Removal from office requires a two-thirds vote.

An Officer shall attend at least a majority of Intergroup meetings annually during his/her term of office. Failure to do so shall result in removal from office.

An Officer of Metro Intergroup is expected to offer his/her resignation upon a relapse into

compulsive overeating.

Article V - Committees

Section 1 Standing Committees

The following standing committees may be established as required to carry out the purposes of Metro Intergroup in the most effective and efficient manner. Standing Committees may include but not be limited to:

By-Laws Review Committee

Finance Committee (the Treasurer shall serve as committee chairperson)
Outreach Committee Publications Committee Retreat Committee Special Events
Committee Twelfth Step Within Committee Website Committee

Section 2 - Special *Ad Hoc* Committees

The board shall designate such special committees as are deemed necessary for the welfare and operation of the Intergroup. The Chair of Metro Intergroup shall appoint chairs of special committees.

Committee Chairs Each Committee shall

Section 3 have a chair.

Section 4 Term of Service

All Committee Chairs shall serve for a term of one year. Rotation of service is mandated after two consecutive years in the same position.

All candidates for Committee Chair positions must be present at time of nomination and election, unless a compelling reason exists for their absence. They may submit a written statement of their qualifications and willingness to serve.

Section 5 Ex Officio Membership

The Chair of Metro Intergroup is a member ex officio of all standing committees.

Section 6 Qualification for Committee Chairs

All Committee Chairs of Metro Intergroup shall meet the following qualifications at the time of their election or appointment:

- a. Six months membership in Overeaters Anonymous.
- b. Three months current involvement with Metro Intergroup.
- c. Six months of current continuous abstinence from compulsive overeating.

If no qualified candidate for an office can be found, the members may waive any or all of these qualifications.

Any Officer (other than Chair), World Service Delegate, Region Six Representative or Trustee of Metro Intergroup may serve concurrently as a Committee Chair.

Section 7 Removal from Office

An elected Committee Chair may be removed from office if he/she fails to fulfill the responsibilities of his/her office as specified

in the Metro Intergroup Policies and Procedures Manual, acts irresponsibly in matters directly affecting Metro Intergroup, or violates any of the Traditions of Overeaters Anonymous. Removal from office requires a two-thirds vote of the Intergroup.

An appointed Committee Chair may be removed from office for the same reasons enumerated above. Removal from office requires a two-thirds vote of the Board of Directors.

A Committee Chair shall attend at least a majority of Intergroup meetings annually during his/her term of office. Failure to do so shall result in removal from office.

A Committee Chair of Metro Intergroup is expected to offer his/her resignation upon a relapse into compulsive overeating.

Article VI - World Service Delegates and Regional Representatives

Section 1 Number of Delegates

Metro Intergroup may have up to the number of World Service Delegates as authorized by the Bylaws and rules of the World Service Business Conference (hereafter referred to as WSBC), but shall always have at least one World Service

Delegate.

Metro Intergroup may have up to the number of Region Six Representatives as authorized by the Bylaws and rules of Region Six, but shall always have at least one Representative to Region Six.

Section 2 Qualifications for Region Six Representatives

Representatives to Region Six must meet the same qualifications as Officers of Metro Intergroup.

Any Officer, Committee Chair, Trustee and/or World Service Delegate of Metro Intergroup may concurrently serve as Region Six Representative.

If no qualified candidates can be found for Region Six Representative, Metro Intergroup may waive any or all of these qualifications.

No person who holds any office in another intergroup of Overeaters Anonymous, or who represents another intergroup at World Service Business Conference or a Regional Assembly may concurrently serve as a Region Six Representative of Metro Intergroup.

Section 3

Qualifications for World Service Delegates World Service Delegates must meet the following qualifications:

- a. Two years of membership in Overeaters Anonymous.
- b. The World Service Business Conference Delegate/Alternate (whether or not a member of the Intergroup board) shall have at least one
 - (1) year of current abstinence and at least two (2) years of service above the group level as outlined and defined in the OA Bylaws, Subpart B, Article X, Section 3, Paragraph C, subparagraph 1. “(Permission for any exception in qualifications for valid reasons, if deemed credible by the trustees, may be received by applications to the World Service Office.)”
- c. Must have attended two prior Region assemblies.

Any Officer, Committee Chair and/or Region Six Representative of Metro Intergroup may concurrently serve as Delegate to WSBC. Minimum requirements for World Service Delegates are set by OA, Inc. Bylaws Subpart B

and may not be waived.

No person who holds any office in another intergroup of Overeaters Anonymous, or who represents another intergroup at World Service Business Conference or a Regional Assembly may concurrently serve as a World Service Delegate of Metro Intergroup.

Section 4 Election of World Service Delegates

Metro Intergroup shall, by August 31 of each year, determine how many World Service Delegates shall be funded to go to the next WSBC. Nominations for available funded delegate positions will be held at the September meeting of Metro Intergroup.

Funded World Service Delegates will be nominated and elected at the October meeting of Metro Intergroup.

All candidates must be present at time of nomination and election, and given an opportunity to address, and be questioned by, the IR's, unless a compelling reason exists for their absence. They may submit a written statement of their qualifications and willingness to serve.

Non-funded World Service Delegates will be nominated at the conclusion of elections of funded delegates and will be elected at the November meeting of Metro Intergroup.

Funded World Service Delegates shall serve for a two-year term. They may be re-elected for one consecutive two-year term, but one year must elapse before they are again eligible for election.

Unfunded World Service Delegates shall serve for a one-year term. They may be re-elected for an unlimited number of consecutive terms provided that they choose to not be physically present at the WSBC. Should the unfunded Delegate choose to serve at WSBC, attendance shall count as if the Delegate was a funded Delegate, and rotation of service rules of such will apply.

Section 5 Election of Region Six Representatives

Metro Intergroup shall, by May 31 of each year, determine how many Region Six Representatives will be elected. Nominations and elections for available positions will be held at the June meeting of Metro Intergroup.

All candidates must be present at time of nomination and election, and given an opportunity to address, and be questioned by the IR's.

Region Six Representatives shall serve for a two-year term. They may be re-elected for two consecutive two-year terms, but one year must elapse before they are again eligible for election.

Section 6 Terms of Service

Terms of Service for all Region Six Representatives shall begin on the first day of July, unless a Region Six Assembly should fall on that date, in which case term of service for Region Six Representatives shall be on the first day following the Region Six Assembly.

Section 7 Removal of Delegates and Region Six Representatives

A Delegate or Region Six Representative may be removed from office if he/she fails to fulfill the responsibilities of his/her office as specified in the Metro Intergroup Policies and Procedures Manual, acts irresponsibly in matters directly affecting Metro Intergroup, or violates any of the Traditions of Overeaters Anonymous. Removal from office requires a two-thirds vote.

Delegate(s) and Region Six Representatives shall attend at least a majority of Intergroup meetings annually during a term of office. Failure to do so shall result in removal from office.

A Delegate to WSBC and/or Region Six Representative is expected to offer his/her resignation upon a relapse into compulsive overeating.

Section 8 Alternate Delegates

In the event that an elected funded delegate may not be able to attend the World Service Business Conference or Region Six Assembly, Alternate Delegates shall be elected to fill-in those positions.

Alternate Delegates to the WSBC shall be nominated immediately following the election of Delegates to the WSBC (or at the October meeting of Metro Intergroup if no delegates are to be elected); shall be elected at the subsequent Intergroup meeting, and shall step into a Delegate's position based on the number of votes (over 50%) that the candidate received to be elected (chosen in ranked order from highest to lowest number of votes).

Alternate delegates shall serve for one year and may be re-elected.

Section 9 Vacancies

Vacancies among funded World Service Delegates, if there is no Alternate to replace the Delegate, shall be filled by special election. Such terms shall be to the next regular delegate election.

Vacancies among Region Six Representative shall be filled by the Chair of Metro Intergroup. Such appointments shall be to the conclusion of the regular term.

Article VII - Directors

Section 1 Board of Directors

The Board of Directors shall consist of five members. There shall always be at least five Directors.

Section 2 Qualifications for Directors

Directors must meet the same qualifications as Officers of Metro Intergroup.

Section 3 Dual Functions of Directors

Intergroup Officers shall also function as the Directors of the Corporation.

Section 4 Annual Board Meeting

A regular Annual Meeting of the newly elected Board of Directors and the outgoing Board of Directors shall be held no later than fourteen days after the Corporation's Annual Business Meeting.

All other meetings of the Board of Directors shall be held at such time and place as shall be determined by the Board of Directors.

Section 5 Removal of Directors

Directors may be removed from office by the same procedures as outlined for the removal of Officers of the Corporation.

A member of the Board of Directors shall be expected to offer his/her resignation upon a relapse into compulsive overeating.

Article VIII - Board of Trustees

Section 1 Mandate

These shall be the functions of the Board of Trustees of Metro Intergroup: to render advice to the Board of Directors, to the Officers, Trustees and to the Corporation concerning issues relative to the Corporation, and to encourage an adherence to the Twelve Traditions of Overeaters Anonymous.

Section 2 Membership

The Board of Trustees shall consist of the following members:

1. President of the Corporation (Chair)

2. Vice President of the Corporation (Vice Chair)
3. Treasurer of the Corporation
4. General Secretary of the Corporation (Corresponding Secretary)
5. Recording Secretary of the Corporation
6. One Representative elected by the members at the Annual Business Meeting for a term of three years.
7. Two Representatives elected by the members at the Annual Business Meeting for a term of one year.

The elected three-year trustee may not be re-elected until he/she has been off the Board of Trustees for at least one full year following his/her term. The elected one-year trustees may be re-elected, but may not serve on the Board of Trustees for more than five consecutive years without leaving the Board for at least one full intervening year.

Section 3 Requirements for Trustees

Trustees shall meet the same requirements as Officers of the Corporation.

Section 4 Removal of Trustees

A Trustee may be removed from the Board by the same procedure outlined for the removal of an officer of the Corporation.

Section 5 Vacancies on the Board of Trustees

Vacancies among the elected members of the Board of Trustees shall be filled by special election, to be held as soon as possible after the resignation or removal of an elected member of the Board of Trustees.

Section 6 Call to Meeting

The Board of Trustees may be called to meet by a majority vote of either the Board of Directors or the members of Metro Intergroup.

Article IX - Finances

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 to the general practice of OA.
- D. The maximum allowable annual donation to the Intergroup by OA members is to be limited to an amount set by vote of the Intergroup and listed in the Intergroup policy manual. (Note the limit for WSO is currently five thousand dollars (\$5,000) subject to change by the Board of Trustees.)
- E. The acceptance of bequests or donations from any outside source is prohibited.
- F. The maximum allowable bequest to the Intergroup by OA members is to be limited to an amount set by vote of the Intergroup and listed in the Intergroup Policy Manual
- G. 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 Prudent Reserve

There shall be no accumulation of funds beyond current necessities, with retention of only a prudent reserve for contingencies. Funds in excess shall be donated to Region Six and the World Service Office as budgeted and directed by the Intergroup.

Section 3 Self-support

Metro Intergroup shall be self-supporting. All member groups are expected to contribute regularly, but Metro Intergroup shall not penalize any member group that does not make contributions.

Section 4 Compensation

No Director, Trustee, Officer, WSBC Delegate, Region Six Representative, Committee Chair, Committee member, IR or Alternate IR shall be compensated for services provided in fulfillment of the duties of their office.

Section 5 Fiscal Year

Metro Intergroup's fiscal year shall run from July 1 through June 30.

Section 6 Annual Statements of Compliance

The Treasurer and Chair shall report annually on Metro Intergroup's compliance with, and filing of, all returns, statements, forms, and other documents that may be required by federal, state or local laws and regulations.

Section 7 Dissolution of Metro Intergroup

Upon dissolution of Metro Intergroup, after paying or adequately providing for the debts and obligations of the Corporation, the remaining assets shall be distributed to the World Service Office of Overeaters Anonymous, Inc., and/or to Region Six, or to a non-profit fund, association, foundation, or corporation, that is organized and operated exclusively for charitable, education or religious and/or scientific purpose and which has established its tax-exempt status under section 501 (c) (3) of the Internal Revenue Code and whose tax exempt status is currently in effect.

No part of the net earnings of Metro Intergroup shall ever inure to or for the benefit of, or to be distributable to, its members, trustees, officers, delegates, committee chairpersons, or other private persons, except that the Corporation shall be empowered to pay reasonable compensation for services rendered and to make payment and distribution in furtherance of the exempt purposes for which it is formed.

Article X - Higher Authorities

Section 1 Bylaws of Overeaters Anonymous, Inc.

Whenever they may be in conflict, these By-Laws shall be superseded by the Bylaws and Charter of Overeaters Anonymous, Inc.

Section 2 The Twelve Traditions

Metro Intergroup shall take no actions whatsoever which are in violation of the Twelve Traditions of Overeaters Anonymous. In all unresolved questions of Traditions violations, the Board of Trustees of Overeaters Anonymous, Inc. shall serve in an advisory capacity. The only authority is a loving God as may be expressed in our group conscience.

Section 3 Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Intergroup in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the Overeaters Anonymous, Inc. Bylaws, Subpart B or any special rules of order this Intergroup may adopt.

Article XI - Amendments

Section 1 Notice to Amend

Any attempt at amending these By-Laws must be preceded by a written notice to the Recording Secretary and a verbal notice to the Representatives. Such notice must be given at least twenty-eight days before any vote on a proposed amendment may take place.

Section 2 Amendment Voting

These bylaws may be amended at any time by a two-thirds vote of the voting members present at any regular or special meeting of the Intergroup. The Twelve Steps, the Twelve Traditions and the Twelve Concepts may not be amended by an Intergroup/national service Board unless directed to do so by the Board of Trustees of Overeaters Anonymous after following the procedure outlined in OA Bylaws Subpart B. Copies of amended By-Laws shall be made available at the next scheduled Intergroup meeting and online using the Metro Intergroup website within two weeks of their adoption.

Article XII - Miscellaneous

Section 1 Corporate Seal

The Corporate seal shall be in such form as determined by the Board of Directors.

Section 2 Retroactive Ratification

All past acts of Metro Intergroup and its Officers are hereby retroactively ratified, and remain in effect, unless in violation of these By-Laws, local, state, or federal law, of the Twelve Traditions and Bylaws of Overeaters Anonymous.

Section 3 Reserved Powers

All powers not specifically granted to the Board of Directors, the Trustees, and/or all of the Officers of the Corporation, or to any Standing Committee of the Corporation are fully reserved by the members of the Corporation.

THESE BY-LAWS SHALL TAKE EFFECT IMMEDIATELY UPON PASSAGE BY A TWO-THIRDS VOTE. NO PROVISION OF THESE BY-LAWS SHALL BE CONSTRUED TO AFFECT THE TERM OF OFFICE OF ANY PERSON SERVING AS AN OFFICER, TRUSTEE, WSBC DELEGATE,

REGION SIX REPRESENTATIVE OR COMMITTEE CHAIRPERSON AT THE TIME OF THE PASSAGE OF THESE BY-LAWS. NOTHING IN THESE BY-LAWS SHALL BE ENFORCED EX POST FACTO.

Metro Intergroup Policies and Procedures

POLICY
NUMBER: 001 ORIGINALLY
PASSED: 4/92 REVISION
DATE: 3/09

Duties and Responsibilities of Metro Intergroup Officers

POLICY

The Officers of Metro Intergroup shall be comprised of a Chair, Vice-Chair, Treasurer, General ("Corresponding") Secretary and Recording Secretary.

PROCEDURE

The **Chair** shall chair all meetings and set an agenda of Metro Intergroup, shall sign all contracts authorized by the members, and shall be the Chief Executive Officer of the Corporation, having responsibility for the

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management of the Corporation.

The **Vice-Chair** shall serve as Acting Chair in the absence of the Chair, shall assume the position of Chair should the Chair be unable to perform his/her duties, shall act as the supervisor of all activities of Metro Intergroup's Committees, and shall serve as liaison between the various standing committees of Metro Intergroup. The Vice-Chair shall schedule and chair the annual Committee Chairperson Orientation Meeting, which will also include the outgoing Committee Chairs. The Vice-Chair shall also arrange for monthly orientation meeting for new reps.

The **Treasurer** shall collect all monies donated to Metro Intergroup, or otherwise generated by Metro Intergroup, shall pay all authorized expenses, shall maintain Metro Intergroup's funds in the name of the Corporation in banks or other federally insured depositories as the Board of Directors may authorize, shall keep accurate and timely records of all financial matters, shall report on the financial status of the Corporation at each meeting of Metro Intergroup.

For any expense not listed above, the Treasurer may write checks against, and withdraw funds, from Metro Intergroup's accounts in amounts up to, and including, five-hundred dollars.

All functions necessitated by federal, state or local regulations governing Metro Intergroup's finances shall be performed by an independent accountant.

[Policy in effect through June 30, 2009]

a list of names, addresses, e-mail addresses and telephone numbers of all current Metro Intergroup The

Corresponding Secretary shall notify all Officers, WSBC Delegates, Region Six members, or their representatives, of all meetings of Representatives, Trustees, Directors, Committee Chairas and Irs and shall make said list available as needed to members of Metro Intergroup In addition, the Corresponding Secretary shall maintain a list of names, addresses, and telephone numbers of all current Metro Intergroup Officers, WSBC Delegates, Region Six Representatives, Trustees, Directors, Committee Chair, and IR's, and shall make said list available as needed to members of Metro Intergroup.

[Policy effective July 1, 2009]

The **Corresponding Secretary** shall notify all members, or their representatives, of all meetings of Metro Intergroup as well as timesensitive updates as deemed necessary and approved by the Chair.

In addition, the Corresponding Secretary shall maintain

The **Recording Secretary** shall record the minutes of every meeting of Metro Intergroup, shall present the prior meeting's minutes at each meeting, and shall keep all records, files, minutes and documents relating to or generated by Metro Intergroup (except for financial records kept by the Treasurer). Monthly Minutes are to be read silently during the opening portion of meeting and amended and/or approved as indicated by placement in Chair's prepared Agenda sheet.

The Recording Secretary shall have custody of the Seal of the Corporation, and shall affix and attest the same to documents as authorized by the Board of Directors.

The Recording Secretary shall obtain and compile all committee reports each month. To facilitate better flow in streamlining business meetings, written Committee reports shall be submitted to Recording Secretary at monthly business meeting (to help Committee Chair focus and make oral reports more concise, as well as assist Secretary taking notes).

The Recording Secretary shall maintain all records of activities of Metro Intergroup for years prior to the current fiscal year (including any amendments to these By-Laws), and shall make such records available to any interested member of the fellowship of Overeaters Anonymous.

The Recording Secretary shall have immediately available at each Intergroup meeting, minutes of meetings for the prior 12 months.

POLICY
NUMBER: 002 ORIGINALLY
PASSED: 2/87 REVISION DATE:
3/08

New Representatives

POLICY

This establishes the standard Policy and Procedure for welcoming new Intergroup Representatives (IR's) and Alternates to Metro Intergroup meetings.

PROCEDURE

Any new IR with questions may direct them *before, during or following* the monthly business meeting attended. Vice Chair will conduct orientation session for new IR's before monthly Business Meeting (2nd Thurs, 6:30 p.m.).

POLICY
NUMBER: 003 ORIGINALLY
PASSED: 4/92 REVISION
DATE: 3/08

Duties of Standing Committees

POLICY

The Standing Committees of Metro Intergroup shall be the By-Laws Review Committee, the Finance Committee, the Outreach Committee, the Publications Committee, the Retreat Committee, the Special Events Committee, the Twelfth Step Within Committee, and the Website Committee.

PROCEDURE

The **By-Laws Review Committee** shall periodically assess Metro Intergroup's current by-laws, policies and procedures, and (when applicable) submit recommendations for updating same, providing language and format for implementation as warranted, for the general body.

Regarding approved and/or discontinued Policies and Procedures: new policies passed by majority vote of Metro Intergroup members shall begin to be implemented immediately upon passage and are to be included in By-laws and Policies and Procedures (Metro's Operating Manual) by the next month's intergroup meeting following such passage. Similarly, present policies and procedures currently integrated in Operating Manual (which were expressly "experimental" or to be carried out on a one-time basis) should be scheduled for reconsideration, wherever applicable, and presented for review under Old or New Business at a regularly scheduled monthly Intergroup business meeting. Obsolete policies can thus be rescinded or removed, where warranted, if judged by majority group conscience of voting Intergroup members to be no longer applicable. The By-laws and Policies and Procedures will be posted on the intergroup website.

The **Finance Committee** is charged with preparing a proposed operating budget for Metro Intergroup.

The **Outreach Committee** shall be concerned with Public Information, Professional Community, Institutions and Young People. As such, a **Public Information** subcommittee is charged with informing the public about the program of Overeaters Anonymous through the use of various public media of communication, and through other means as Metro Intergroup may determine. A **Professional Community** subcommittee is charged with informing health and other professionals about the program of Overeaters Anonymous. This subcommittee is also charged with Metro Intergroup's participation in health and medical conferences, and health fairs. An **Institutions** subcommittee is charged with assisting schools, penitentiaries, hospitals, clinics, and treatment centers with the establishment of Overeaters Anonymous meetings within such institutions. A **Young People's** subcommittee of "Outreach" is charged with assisting in the publicity and operation of special Overeaters Anonymous meetings for young people.

The **Publications Committee** shall oversee the publication of any literature produced by the Intergroup. This includes, but is not limited to, the newsletter and meeting list. The newsletter (Metro Memo) shall be a maximum of four (4) pages. If necessary to go beyond four pages, the editor can obtain approval of the Board of Trustees. The Publications Committee is also charged with producing and distributing a list of local meetings of Overeaters Anonymous and is responsible for informing the World Service Office of Overeaters Anonymous of all changes in time or location for meetings in the Borough of Manhattan. This newsletter and meeting list are to be published monthly and posted on the intergroup website. (Note: Speakers List and Help Line appear only in the paper edition of the Metro Memo; they do not appear in the on-line edition.) At least once a year the Metro Memo shall include a compilation of member groups' contributions to the Intergroup.

The **Retreat Committee** is charged with running weekend retreats.

The **Special Events Committee** is charged with coordinating events throughout the year, i.e. marathons, talent shows, workshops, etc.

The **Twelfth Step Within Committee** is charged with helping member groups establish programs designed to help those within the fellowship who are still suffering.

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The **Website Committee** shall maintain and keep current an Intergroup website (www.oanyc.org) which includes postings (with updates as warranted) of the following (but shall not be limited to): a) monthly Meeting Lists, b) monthly Metro Memo, c) intergroup Bylaws (and Policies and Procedures), d) notice(s) of special event(s), and e) links to OA World Service website and other relevant OA information and contacts. There shall be a "Webmaster" appointed annually by the Intergroup Chair and a Designated Downloader, in lieu of Chairperson, who is responsible for coordinating material on-line with Webmaster and Intergroup's paid administrator.

Each Committee Chairperson shall attend regular meetings of the Corporation and shall communicate in writing monthly the activities of his/her Committee to the Corporation.

POLICY
NUMBER: 004 ORIGINALLY
PASSED: 4/92 REVISION
DATE 2/07

Terms of Office - Officers

POLICY

Terms of service for all Intergroup Officers shall commence on the first day of July.

(Note: rotation of service after two consecutive years in same office is mandated.)

POLICY
NUMBER: 005 ORIGINALLY
PASSED: 4/92 REVISION
DATE 3/08

Terms of Office - Committee Chairs

POLICY

Terms of service for all Committee Chairs shall commence on the first day of July.

(Note: rotation of service after two consecutive years in same position is mandated.)

POLICY NUMBER:006
ORIGINALLY
PASSED:4/92
REVISION
DATE:11/08

Duties of Region Six Representatives and WSBC Delegates

POLICY

Region Six Representatives shall attend Regional Assemblies, participate in Regional Committees, and report to Metro Intergroup on the activities of the Region at the Intergroup meeting immediately following a Regional Assembly.

World ServiceBusiness Conference Delegates shall attend the World ServiceBusiness Conference, participate in WSBC committees, and report to Metro Intergroup immediately following any World Service Business Conference that they attend.

PROCEDURE

Region Six Representatives will be considered in default of their responsibilities after failure to attend two consecutive assemblies, unless they provide advance notice or reasonable cause for failure to attend.

(Note: rotation of service is mandated.)

POLICY NUMBER:007
ORIGINALLY PASSED:4/92
REVISION DATE:11/08

Funding of Delegates

POLICY

Metro Intergroup shall budget annually how many World Service Delegates it can afford to fund. Fully funded Delegates shall be reimbursed for all reasonable expenses of attendance at a World Service Business Conference..

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POLICY NUMBER: 008
ORIGINALLY PASSED: 4/92 REVISION DATE:
3/08

Annual Statements of Compliance

POLICY

The Treasurer and Chair shall report annually on Metro Intergroup's compliance with, and filing of, all returns, statements, forms, and other documents that may be required by federal, state or local laws and regulations.

PROCEDURE

Such reports are to be presented to Metro Intergroup at the meeting immediately following any deadline for the filing of these returns, statements, forms, or other documents.

If filing is not made by the deadline, the Treasurer and Chair shall so report to Metro Intergroup, and shall continue to make monthly reports about the late filing until such time as the filing is completed.

The Treasurer and Chair shall at all times keep the members apprised of any and all matters concerning the filing of items required by law or regulation.

POLICY NUMBER: 009
ORIGINALLY PASSED: 4/92 REVISION DATE:
1/05

Repayment of Necessary Expenses

POLICY

Any person who performs a service that has been authorized by Metro Intergroup shall be reimbursed for necessary expenses, including specifically (but not exclusively) travel, lodging, meals, telephone calls, printing or photocopying and purchases of equipment or supplies to the extent that budget considerations may allow.

PROCEDURE

Except in special cases, to be determined by the Treasurer, no reimbursement shall be made unless a receipt is presented along with claim for reimbursement.

All claims for reimbursement must be presented to the Treasurer within 30 days of the expenditure of the money.

In the event that Metro Intergroup shall advance money to any individual, all surplus funds, a complete expense report and all relevant receipts must be submitted to the Treasurer within 30 days of the event or activity for which the money was advanced.

POLICY NUMBER:010 ORIGINALLY PASSED:
4/92 REVISION DATE:8/04

Inclusion on Meeting List

POLICY

Any participating group that meets the criteria listed in Article III, Section 1, of Metro's Bylaws and that meets within the City of New York

may be included on any Meeting List published by Metro Intergroup, unless the group asks not to be included.

PROCEDURE

All meetings as listed by other New York City Intergroups shall be included on the meeting list.

All Metro Intergroup affiliated meetings shall be listed once registered with the name, place, time and focus of a meeting, as well as the name, address and telephone number of at least one contact person, provided to World Service Organization.

POLICY NUMBER:011 ORIGINALLY PASSED:
3/90 REVISION DATE3/08

Balloting Procedure

POLICY

If there are more than two candidates for an office, there must be a runoff between the top two candidates. The winning candidate must get more than 50% of the vote.

PROCEDURE

- a. For the purpose of addressing the delegates and answering questions, candidates for office may not preside. Once the presentations are complete, if the presiding officer is running for officer, he or she may resume presiding over the business meeting for the sake of continuity.
- b. Candidates for office shall be allowed up to three minutes to address the assembly. An additional five minutes will be allowed for questioning of each candidate. Questions must be pertinent to their candidacy for office.
- c. One ballot will be given to all members of the assembly who are qualified to vote in the election.
- d. Ballots will be pre-printed with all candidate names of nominees made at a prior meeting. Room will be left on the ballot to allow for writing in any additional nominees named just prior to the election.
- e. Each voting member of the assembly may vote for up to the number of positions available for election.
- f. Ballots will be collected by those people appointed to count votes.
- g. Counting process:
 - a. The number of ballots cast will be counted.
 - b. The number of votes for each candidate will be counted.
- h. Election of candidates:
 - a. Election for 1 vacant office:
 - i. The candidate receiving the largest number of votes is elected if they have received more than 50% of the votes cast.
 - ii. If there are more than two candidates for a position and no candidate receives more than 50% of the

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vote cast, the candidate with the fewest votes will be dropped from the ballot and another vote will be taken.

iii. If there are multiple candidates for a position and more than one of the candidates receives less than 20% of the votes cast, all candidates receiving less than 20% of the votes cast will be dropped from subsequent ballots except that when there would not be at least 2 candidates for election. In that case, the two candidates receiving the most votes will have their names placed on the ballot for a second ballot.

b. Election for multiple vacant offices (e.g. WSBC Delegates, Region Representatives)

i. Each voting member may vote for up to the number of positions available for election

(e.g. if there are 4 open positions, a voting member may cast a ballot for 1 nominee, 2 nominees, 3 nominees, 4 nominees or NO nominees.) ii. Nominees are considered elected if:

1. They receive more than 50% of the vote

2. The candidate(s) with the most votes over a majority are elected first (i.e. in this case, because of the multiple votes, more nominees than can be elected may receive more than a majority. The candidates with the most votes are elected).

iii. If all available positions are not filled on a first ballot, those candidates elected shall be removed from the ballot. The candidate receiving the fewest votes on the previous ballot shall be removed from the ballot unless the removal of the name would cause the number of available positions to be equal to the remaining number of candidates.

3. If a ballot containing two names results in neither candidate receiving a majority vote, the office will be considered vacant and bylaws

regarding vacancies will take effect.

POLICY
NUMBER: 012 ORIGINALLY
PASSED: 5/90 REVISION
DATE 3/08

Emergency Decisions

POLICY

Should an issue arise that requires a decision by the Intergroup prior to the next regularly scheduled Intergroup meeting, the Chair (or officer acting in place of the Chair) shall be entrusted to make that decision providing the following procedure is followed.

PROCEDURE

1. This should only occur in extenuating circumstances where delaying a particular decision could negatively affect the fulfillment of the purposes of the Intergroup.

2. The Chair (or designee) contacts a group of six or more individuals by telephone or by special meeting to obtain a consensus on the issue. The committee or a group consisting of Officers, Trustees, Committee Chairperson and members at large (designated, appointed or elected) will serve this purpose.

3. This body should not be used in lieu of proper, prudent and timely planning and decision-making by the Intergroup and its Committees.

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POLICY NUMBER: 013
ORIGINALLY PASSED: 7/83 REVISION DATE:
1/09

Intergroup Communications

POLICY

Any communication signed as being sent and/or published by “Metro Intergroup”, including Metro Memo, should be approved by a majority vote of Metro Intergroup Officers.

PROCEDURE

This does not pertain to communications being signed by individual members/ representatives of various Committees.

POLICY NUMBER: 014
ORIGINALLY PASSED: 4/92 REVISION DATE
9/08

Meetings of Metro Intergroup

POLICY

Regular meetings of Metro Intergroup shall be held monthly, on the second Thursday of each month, or at a time determined by the Intergroup. If an emergency arises between Intergroup meetings requiring a change in date and time, a majority vote of the Board of Directors may alter this on a

case-by-case basis.

Definition of “Active” Groups

POLICY

A group is considered an “active” member of Metro Intergroup:

- For three months after attendance of a group representative at any meeting of Metro Intergroup.

PROCEDURE

At each intergroup meeting, a log is kept of attendance by name and position/meeting affiliation. The Corresponding Secretary will keep a mailing list for meeting notification that includes all Officers, Trustees, Committee Chairs WSBC Delegates, Region Six Representatives, and IR's. IR's names will be retained for three months after last date of attendance.

Metro Intergroup Treasury Policy

POLICY

Weekly deposits are to be made by the Treasurer, with the Vice-Chair acting as back-up.

Metro Intergroup checks are to be “double-signed” — that is, bank-approved signatures required by 2 out of 3 authorized Officers (specifically, Treasurer, Chair and/or Vice Chair).

PROCEDURE

1. Treasurer to photocopy all checks received and attach bank deposit ticket with date deposited to photocopy. Cash is to be logged in.
2. Treasurer to keep receipts and disbursement journal by month with summary each month.
3. Treasurer's books to be audited by Finance Committee in October, January, April, July and upon request.
4. A member of the Financial Committee other than the Treasurer will reconcile the bank statement on a monthly basis.

Keynote Speaker Reimbursement

POLICY

When visiting speakers (sponsored by Metro Intergroup) are voted to be brought into New York to speak, Metro

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Intergroup shall be permitted to pay travel, room and board costs for that person.

PROCEDURE

Traveling and room expenses shall be limited to the speaker only, and shall not include travel or room expenses for any other person.

POLICY NUMBER: 018
ORIGINALLY PASSED: 4/92 REVISION DATE

Donations to Other Overeaters Anonymous Service Groups

POLICY

Monies specified by member groups to be sent to WSO or to Region Six shall not be counted as part of Metro Intergroup's monies.

The Treasurer shall keep separate records for those monies allocated by groups for WSO and to Region Six.

POLICY NUMBER:019 ORIGINALLY
PASSED:12/92 REVISION DATE:4/08

Funding Region Six Representatives to Region Six Assemblies

POLICY

Each Region Six Representative shall receive daily expense reimbursement to the practical extent that annual budget may allow. Transportation shall be the most economical mode consistent with the needs of the Representatives.

All expenses shall be documented on the appropriate form and submitted to the Treasurer within 30 days of the Assembly.

PROCEDURE

1. Region Six Representatives requesting reimbursement shall provide receipts and/or a statement of expenses to the Treasurer on an appropriate form within 30 days of the Assembly.
2. Any request for reimbursement made after 30 days, or in excess of this policy, shall be subject to approval by the Board of Trustees.

POLICY NUMBER: 020
ORIGINALLY PASSED: 8/93 REVISION DATE
3/08

Committee Chairs Orientation

POLICY

An orientation meeting shall be held annually for Committee Chairs. This meeting shall serve to introduce newly-elected Committee Chairs to general procedures of being a Committee Chair. At this meeting, all necessary

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forms, etc. shall be provided.

The Vice-Chair shall arrange and preside at this meeting, scheduling and coordinating to include past committee chairs' participation.

PROCEDURE

The Orientation Meeting shall be scheduled to be held after the annual election, but prior to new Committee Chairpersons taking office.

The Vice Chair shall arrange an optimally convenient time for all Committee Chairs and the incoming Vice Chair (if applicable).

POLICY NUMBER: 021
ORIGINALLY PASSED: 6/94 REVISION DATE:
2/03

Distribution of Meeting Lists

POLICY

Meeting Lists shall be *free*.

All newcomers personally contacting the OA office to request a meeting list will be sent one, provided a name and address are supplied for envelope, and request is made to contribute a small donation to cover costs of mailing and printing.

POLICY NUMBER: 022
ORIGINALLY PASSED: 7/96 REVISION DATE:
7/01

Inclusion of Twelve Concepts

POLICY

As per World Service recommendation passed at World Service Business Conference in Reston, Virginia, May 1996, "The Twelve Concepts" will be incorporated into monthly Agenda to be read at Intergroup Business meetings. [One Tradition and one Concept will be read aloud at each monthly business meeting, with number corresponding to respective month in which the meeting is conducted. Volunteer(s) may be requested to elaborate on each briefly.]

POLICY NUMBER:023 ORIGINALLY PASSED:
8/96 REVISION DATE:5/01

Donor Recognition Acknowledgments

POLICY

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Acknowledgment to donors [via monthly column in newsletter] shall be reinstated in issues of Metro

Memo published from this time forth.

POLICY NUMBER: 024
ORIGINALLY PASSED: 7/97 REVISION DATE
1/09

Geographical Scope of Outreach

POLICY

Metro Intergroup may provide support if requested by other NYC OA Intergroups or groups outside of Metro Intergroup.

POLICY NUMBER:025 ORIGINALLY PASSED:
6/98 REVISION DATE3/08

Parliamentari an

POLICY

Each current Chair of Metro Intergroup may appoint acting Parliamentarian(s) to serve at each Intergroup Business Meeting. Such Parliamentarian(s) shall be familiar with Metro's By-Laws and Procedures and Policies Manual as well as possess basic working knowledge of Robert's Rules of Order (Parliamentary Procedures) and shall assist in providing guidelines, facilitating smooth-running meetings, adhering to these references, along with common sense, common courtesy and attention to the perceived concept of our common good, especially mindful of Tradition 2 that "Our leaders are but trusted servants; they do not govern" and that our group conscience shall prevail.

POLICY NUMBER:026 ORIGINALLY PASSED
3/04 REVISION DATE

Directors and Officers Insurance

POLICY

The Corporation is authorized to purchase Directors & Officers insurance to be renewed annually.

POLICY NUMBER:027 ORIGINALLY PASSED
6/08 REVISION DATE4/09

Rental of space for monthly committee meetings

POLICY

In the seventh tradition spirit of being fully self-supporting, Metro IG will rent space on a monthly basis (once per month, NOT on Intergroup night) to be used by committees to conduct committee business.

PROCEDURE

[Specific logistics for coordinating and scheduling pending]

POLICY NUMBER:028
ORIGINALLY PASSED10/08 REVISION DATE

Treasurer's Input

POLICY

Whenever a motion has financial impact on the Intergroup, the Treasurer (or designee) will be called on to address the motion.

POLICY NUMBER:029 ORIGINALLY PASSED
6/94 REVISION DATE1/06

REPOSITIONED3/09

Intergroup Budget Philosophy

POLICY

A budget is a projection of income and expenses based upon the best available data and reasonable projections. It must be reviewed and adjusted quarterly at a minimum. Committees, officers and Regional/World Service delegates may not exceed budget allocation without prior approval of a majority of the Intergroup Officers.

All expenditures must be coordinated with the Treasurer to ensure that funds are available, consistent with projected cash flow and exclusive of reserves.

POLICY NUMBER:030 ORIGINALLY PASSED
3/09 REVISION DATE

Intergroup Budget

POLICY

Before the April Intergroup meeting, each Committee shall develop a budget for the coming year. Included in the budget shall be requests for funding for activities they expect to undertake during the following year and the costs associated with those activities. The proposed budgets shall be provided to the Finance Committee.

The Officers of Metro Intergroup are responsible for the development of the administrative budget for the intergroup, including all regular costs associated with the ongoing business of the intergroup (rent, administrative assistance, professional services, etc.).

The Finance Committee shall review the budget requests and build a zero-balanced budget from them for presentation at the May Intergroup meeting which must be submitted to and voted on at the June Intergroup meeting.

PROCEDURE

The budgets are to be adopted by the intergroup prior to the start of the Fiscal Year so that incoming chairmen know and understand what funding they are allocated for their year of office.

POLICY NUMBER:031

ORIGINALLY PASSED3/09 REVISION DATE

Annual Budgeting

POLICY

The fiscal year of Metro Intergroup starts on July 1 and ends June 30 of each year. Before the April Intergroup meeting, each Committee shall develop a budget for the coming year. Included in the budget shall be requests for funding for activities they expect to undertake during the following year and the costs associated with those activities. The proposed budgets shall be provided to the Treasurer. The Board of Directors is responsible for the development of the administrative budget for the Intergroup including all regular costs associated with the ongoing business of the intergroup (rent, Administrative assistance, professional services, etc.).

The Finance Committee shall review the budget requests and build a zero-balanced budget from them for presentation at the May Intergroup meeting which may be adopted at the May Intergroup Meeting but shall not be adopted any later than the June Intergroup meeting.

PROCEDURE

The budgets are to be adopted by the intergroup prior to the start of the Fiscal Year so that incoming chairmen know and understand what funding they are allocated for their year of office.

POLICY

NUMBER: 032 ORIGINALLY

PASSED 6/94 REVISION

DATE 1/06

PRUDENT RESERVE

POLICY

The Intergroup will maintain a prudent reserve equal to twenty percent (20%) of operating expenses (onefifth of the operating budget). The Board of Directors will meet quarterly to review the level of prudent reserve based on the organization's changing financial needs. The prudent reserves should not normally be used to cover budgeted operating expenses. All requests to spend down prudent reserves must be approved by a majority of the Board of Directors.

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The following form shall order to send the form to
soon as possible.
[Use annexed form.]

POLICY NUMBER: 033 3/09
ORIGINALLY PASSED REVISION DATE

EXPENSE REPORT/FORM

POLICY

an
d attached in be used to document expenditures. Receipts may be copies
the the Treasurer as Treasurer, but the original receipts must be presented
to

PROCEDURE

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Expenses – Metro Intergroup

Approved

Name

Position

AmountDetails

E-mail

Committee

Purpose

\$ _____

Expenses

Dates

Air Taxi Rental car Other \$ _____

Transportation

Air Taxi Rental car Other

Air Taxi Rental car Other \$ _____

Air Taxi Rental car Other \$ _____

Personal car

\$ _____ Mileage _____ mileage x \$.xx

\$ _____ Location

\$ _____ (Not to exceed \$XX/d

(Not to exceed \$XX/day) \$ _____

Lodging

(Not to exceed \$XX/day) \$ _____

Meals

(Not to exceed \$XX/day) \$ _____

\$ _____ Purpose

Purpose \$ _____

\$ _____ Purpose

Purpose \$ _____ Purpose \$ _____

Purpose \$ _____ Purpose \$ _____

Purpose \$ _____ Purpose \$ _____

Purpose \$ _____ Purpose \$ _____

Purpose \$ _____ Purpose \$ _____

Purpose \$ _____ Subtotal

\$ _____

Less amount advanced by Intergroup (\$ _____)

Total amount giving to individual \$ _____

Date

Signature

POLICY NUMBER:034

ORIGINALLY PASSED August 13, 2009

REVISION DATE N.A.

COMMITTEE BUDGETS

POLICY

Non-Income Returning Committees:

Bylaws Review Committee Financial Committee, Outreach Committee, Publications Committee, 12th 12th Step Within Committee and Website Committee. The committee costs include reproduction, postage and literature. The regular costs of producing Metro Memo, meeting lists and website monthly charges are included in the Administrative Budget.

Income Returning Committees:

Retreat Committee - Budgets should include all items required for staging Retreat. Estimated income should be presented.

Special Events Committee - Budgets should include all items required for staging planned Special Events. Estimated income should be presented.

PROCEDURE

A. For Non-Income Returning Committees:

Budgets are set as the total amount planned to be spent during a fiscal year. Costs which exceed budgets must be approved by the Intergroup prior to incurring the expense. All monies are held by the treasurer in the general fund. At the end of the fiscal year, all committee budgets are considered exhausted.

B. For Income Returning Committees.

Budgets shall be allocated for seed money necessary for staging events. All income from the event shall be credited to the committee. These committees shall have their budgets replenished up to the amount initially allocated in order to go forward with subsequent events. Should an event not provide sufficient income to replenish the budgeted amount, income from other events of that fiscal year may be used to replenish the committee's budget up to the amount initially allocated. IG monies are held by the treasurer in the general fund. At the end of the fiscal year, all committee budgets are considered exhausted.

Next New Topic Title

POLICY

Summary and specific details of most recent

BYLAWS AMENDMENT

Page 6, Article III - Members and Membership

(Adopted September 16, 2010)

CURRENT LANGUAGE

PROPOSED LANGUAGE

Section 2 Meetings

Section 2 Meetings

Metro Intergroup shall meet

Metro Intergroup shall meet

at such time and place as the

at such time and place as the

members shall determine. All

members shall determine. All

meetings of Metro Intergroup

meetings of Metro Intergroup

shall be held within the Borough

shall be held within the Borough

of Manhattan, in the City and State

of Manhattan, in the City and State

of New York.

Of New York.

All meetings of Metro Intergroup .

All meetings of Metro Intergroup

should be conducted in accordance

should be conducted in accordance

with the current edition of Robert's	with the current edition of Robert's
Rules of Order Newly Revised, except	Rules of Order Newly Revised, except
when in conflict with these By-Laws or	when in conflict with these By-Laws or
the Metro Intergroup Policy and Procedure	the Metro Intergroup Policy and Procedure
Manual.	Manual.
In all deliberations, the group conscience	In all deliberations, the group conscience
is more important than the technicalities	is more important than the technicalities
of Parliamentary Procedure.	of Parliamentary Procedure. The persons entitled to vote on any order of business at the Intergroup meeting shall be all Voting Members present. The voting Members shall be defined as the duly elected or appointed representative of any constituent meeting; Region-6 Representative; World Service Business Conference Delegate; Officers of the IG, and the Committee Chairs and Trustees present except for the Chair- Person, who shall vote only in accordance with the provisions of Article III, Section 8 of these Bylaws.

Submitted by: Bylaws Committee:

Intent: To provide a corrected definition of those entitled to vote at meetings.

Implementation: Publish the amended language on the website.

Cost: None