

# **BY-LAWS**

and

## **POLICIES AND PROCEDURES**

of

### **GREATER NEW YORK OVEREATERS ANONYMOUS METRO INTERGROUP, INC.**

**A New York Not-for-Profit Corporation**

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## TABLE OF CONTENTS

### BY-LAWS

Article I - Name.....	4
Article II- Purpose .....	4
Twelve Steps .....	4
Twelve Traditions .....	4
Twelve Concepts of OA Service .....	5
Article III - Members and Membership .....	6
Article IV - Officers of Metro Intergroup.....	8
Article V - Committees .....	9
Article VI - World Service Delegates and Regional Representatives.....	10
Article VII - Directors.....	12
Article VIII - Board of Trustees.....	13
Article IX - Finances.....	14
Article X - Higher Authorities.....	15
Article XI - Amendments .....	15
Article XII - Miscellaneous.....	16

### POLICY AND PROCEDURES

1. Duties and Responsibilities of Metro Intergroup Officers.....	17
2. New Representatives .....	18
3. Duties of Standing Committees .....	19
4. Terms of Office - Officers.....	21
5. Terms of Office - Committee Chairpersons .....	21
6. Duties of Region Six Representatives and WSBC Delegates .....	21
7. Funding of Delegates.....	22
8. Annual Statement of Compliance .....	22
9. Repayment of Necessary Expenses.....	22
10. Inclusion on Meeting List.....	23
11. Balloting Procedure for Elections.....	24
12. Emergency Decisions.....	25
13. Intergroup Communications.....	26
14. Meetings of Metro Intergroup.....	26
15. Mailing List Maintenance .....	26
16. Metro Intergroup Treasury Policy.....	27
17. Keynote Speaker Reimbursement .....	27
18. Donations to Other Overeaters Anonymous Service Groups .....	28
19. Funding Region Six Representatives to Region Six Assemblies .....	28
20. Committee Chair Orientation .....	28
21. Distribution of Meeting Lists .....	29
22. Inclusion of Twelve Concepts .....	29
23. Donor Recognition Acknowledgments.....	29
24. Geographical Scope of Outreach.....	30

**Metro Intergroup By-Laws and Policy and Procedures Manual as of December 14, 2017**

<b>25. Parliamentarian .....</b>	<b>30</b>
<b>26. Directors &amp; Officers Insurance.....</b>	<b>30</b>
<b>27. Rental of Space for Monthly Committee Meetings.....</b>	<b>31</b>
<b>28. Treasurer's Input.....</b>	<b>31</b>
<b>29. Intergroup Budget Philosophy.....</b>	<b>31</b>
<b>30. Intergroup Budget.....</b>	<b>32</b>
<b>31. Prudent Reserve.....</b>	<b>32</b>
<b>32. Committee Budgets .....</b>	<b>33</b>
<b>33. Virtual Meetings .....</b>	<b>34</b>
<b>34. Limited Voting for Virtual Attendance.....</b>	<b>34</b>

## 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.
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**

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;
  - 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

### 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. The Intergroup endorses the definition of an OA group in Overeaters Anonymous, Inc. Bylaws Subpart B, Article V, Section I, as written and as it may be amended by a future World Service Business Conference.

*An OA group is defined as:*

- 1) As a group, they meet to practice the twelve steps and twelve traditions of OA, guided by the Twelve Concepts of OA Service.
- 2) All who have the desire to stop eating compulsively are welcome in the group.
- 3) No member is required to practice any actions in order to remain a member or to have a voice (share at a meeting).
- 4) As a group, they have no affiliation other than OA.
- 5) A group may be formed by two (2) or more persons meeting together as set forth in Article V Section 2 of Overeaters Anonymous, Inc. Bylaws, Subpart B.
- 6) It has affiliated as an Overeaters Anonymous group by registering with the World Service Office.

### Section 2 Meetings

- 1) 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.
- 2) In all deliberations, the group conscience is more important than the technicalities of Parliamentary Procedure.
- 3) All OA members may attend Metro Intergroup meetings.
- 4) The persons entitled to vote on any order of business at the Intergroup meeting shall be all Voting Members in attendance.
- 5) Voting Member 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.
- 6) An OA member may attend a Metro Intergroup meeting either in person or virtually in real time.
- 7) An OA member who chooses to virtually attend the Intergroup meeting shall submit a Certificate of Eligibility to the Corresponding Secretary.

### **Section 3 Annual Business Meeting**

The annual Business Meeting of Metro Intergroup shall be held during the month of May, 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 the most recent representative of record of those groups that send a representative to any general, special or annual meeting of Metro Intergroup within the time limits as defined in the Policies and Procedures.

### **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.

**Section 3 Committee Chairs**

Each Committee shall 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**

Amended: September 13, 2012

## **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 and Alternate 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. Alternate Delegates and Unfunded World Service Delegates shall serve for a one year term.**

### **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, unless a compelling reason exists for their absence. They may submit a written statement of their qualifications and willingness to serve.

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 \$5,000. No donation can be accepted by any outside source. (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 unlimited. No donation can be accepted by any outside source.
- 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.

In order to deregister, Metro Intergroup must submit a written request to the World Service Office, region chair and region trustee.

**Article X - Higher Authorities**

**Section 1 By-laws 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

POLICYNUMBER: 001  
ORIGINALLYPASSED: 4/92  
REVISIONDATE: 3/09  
AMENDED: 4/12—EFFECTIVE 7/12  
AMENDED: 9/12

### 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 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.

The Corresponding Secretary shall notify all members, or their representatives, of all meetings of Metro Intergroup as well as time-sensitive updates as deemed necessary and approved by the chair.

In addition, the Corresponding Secretary shall make a list of names, addresses, e-mail addresses and telephone numbers of all current Metro Intergroup Officers, WSBC Delegates, Region Six Representatives, Trustees, Directors, Committee Chairs and IRs and shall make said list available as needed to members of Metro Intergroup.

**Metro Intergroup By-Laws and Policy and Procedures Manual as of December 14, 2017**

The Corresponding Secretary shall manage and appropriately respond to or forward all incoming communication including US mail, email and phone calls. Additional volunteers and/or professional services may be organized to help in this endeavor.

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, compile and print the agenda and all written officer and committee reports for each monthly meeting. The Recording Secretary shall also supervise the printing of meeting lists, Metro Memos, flyers and pamphlets in conjunction with appropriate committee chairs.

The Recording Secretary shall maintain all records of activities of Metro Intergroup for seven 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.

**POLICYNUMBER: 002  
ORIGINALLYPASSED: 2/87  
REVISION DATE:3/08  
AMENDED: 9/12**

**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. The Vice Chair will conduct an orientation session for new IR's before the Business Meeting held on the second Thursday of each month.

POLICYNUMBER: 003  
ORIGINALLYPASSED: 4/92  
REVISIONDATE: 3/08  
AMENDED: 9/12

### 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 and Policies and Procedures, and when warranted submit recommendations for updating them, providing language and format to be submitted to the general body.

Any amendments to the By-laws and Policies and Procedures shall begin to be implemented immediately upon passage, unless otherwise noted, and are to be updated by the Recording Secretary in the By-laws and Policies and Procedures by the next month's intergroup meeting following such passage. Obsolete policies may be rescinded or removed, where warranted, in accordance with the By-Laws and Policies and Procedures of Metro Intergroup. The most current By-laws and Policies and Procedures shall be posted on the intergroup website.

The Finance Committee is charged with preparing a proposed operating budget for Metro Intergroup and conducting a quarterly review of the financial transactions of the corporation.

The Outreach Committee shall be concerned with Public Information, and outreach to the Professional Community, Institutions and Young People.

Public Information includes 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.

Professional Community outreach includes informing health and other professionals about the program of Overeaters Anonymous and participation in health fairs and medical conferences.

Young People's outreach includes assisting in the publicity and operation of special Overeaters Anonymous meetings inclusive of or specifically for young people.

Subcommittees may be formed for any of the above categories as needed. The selection of projects for the year will be decided upon by the committee, based on volunteers and budget.

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 paper edition of 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 Directors. The Publications Committee is also charged with producing and distributing a list of local meetings of Overeaters Anonymous. This newsletter and

meeting list are to be published monthly and posted on the intergroup website. Any lists that include personal phone numbers or any financial information shall appear only in the paper edition of the Metro Memo; they shall not appear in the on-line edition. At least once a year a paper edition of the Metro Memo shall include a compilation of member groups' contributions to the Intergroup quarterly. Additional pages to accommodate contributions for that issue do not require approval from the Board of Directors.

**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.**

**The Website Committee shall maintain and keep current an Intergroup website ([www.oanyc.org](http://www.oanyc.org)) which includes postings (with updates as warranted) of the following (but shall not be limited to): a) monthly Meeting Lists and meeting changes, b) monthly Metro Memo, c) OA Information for Newcomers, d) Metro Intergroup Bylaws and Policies and Procedures, e) notices of special events, retreats, Intergroup and committee meetings, f) contact information of the officers, trustees, and committee chairs, and g) links to the OA World Service and Region 6 websites and other relevant OA approved information and contacts.**

**On its website, [oanyc.org](http://oanyc.org). Greater NY Metro Intergroup will host recordings from its member meetings. Meetings who participate in this program will provide volunteers to the Website Committee to help manage the workload. Each recording must be accompanied by a release signed by its speaker. An appropriate disclaimer shall be posted with the recordings, as determined by the Web Committee and approved by the Board of Directors. A majority of the Board of Directors may vote to remove any recording.**

**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.)

POLICYNUMBER: 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 Service Business Conference Delegates shall attend the World Service Business 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.

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 DATES: 1/05, 11/11

**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.

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 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 DATE: 3/08

### **Balloting Procedure for Elections**

#### **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 office, 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 shall be given to each member of the assembly who is qualified to vote in the election. Representatives attending virtually will submit their vote to the Recording Secretary in writing using the technology pre-determined by the Chair.

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. The Recording Secretary will complete a written ballot to be added to the collection for each virtual representative who votes.

G. Counting process:

1. The number of ballots cast will be counted.
2. The number of votes for each candidate will be counted.

H. Election of candidates:

1. Election for 1 vacant office:

- a. The candidate receiving the largest number of votes is elected if they have received more than 50% of the votes cast.
- b. If there are more than two candidates for a position and no candidate receives more than 50% of the vote cast, the candidate with the fewest votes will be dropped from the ballot and another vote will be taken.
- c. 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.

2. Election for multiple vacant offices (e.g. WSBC Delegates, Region Representatives)
  - a. 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.)
  - b. Nominees are considered elected if:
    - i. They receive more than 50% of the vote
    - ii. 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 Chairpersons 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.

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.

POLICY NUMBER: 015  
ORIGINALLY PASSED: 4/92  
REVISION DATE: 7/09, 1/12

**Mailing List Maintenance**

**POLICY**

Names of attendees of Metro Intergroup meetings will be retained unless and until the individual requests to be removed.

**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 available past and current Officers, Trustees, Committee Chairs, WSBC Delegates, Region Six Representatives, and IR's.

POLICY NUMBER: 016  
ORIGINALLY PASSED: 12/87  
REVISION DATE: 11/08, 11/11

**Metro Intergroup Treasury Policy**

**POLICY**

Timely 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 authorized Officers. At least 3 of the 5 Officers will be authorized signatories. All outgoing Officers are removed as signatories.

**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.

POLICY NUMBER: 017  
ORIGINALLY PASSED: 11/88  
REVISION DATE:

**Keynote Speaker Reimbursement**

**POLICY**

When visiting speakers (sponsored by Metro Intergroup) are voted to be brought into New York to speak, Metro 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**  
**DELETION DATE: 11/11**  
**REVISION DATE: 08/19**

**Donations to Other Overeaters Anonymous Service Groups**

**POLICY**

After the end of each fiscal year, Metro Intergroup will donate excess funds to WSO and Region 6

**PROCEDURE**

Upon closing the books at the end of the fiscal year, the Treasurer will determine the prudent reserve for the coming fiscal year, the expected expenses for the first month, and, if a retreat is scheduled that has already had money come in for participation, the accrued revenue less expenses for the upcoming retreat. The treasurer will add these amounts up and any money above the total will be donated to WSO and Region 6 within a split range of 60-75% to WSO and 25-40% for Region 6 such that the total percentage is 100%. The split will be suggested by the finance committee and voted upon by the Intergroup.

**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 submitted to the Treasurer.

**PROCEDURE**

Region Six Representatives requesting reimbursement shall provide receipts and/or a statement of expenses to the Treasurer.

**Committee Chairs Orientation**

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

**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 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  
AMENDED 9/12

**Donor Recognition Acknowledgments**

DELETED. PROCEDURE COMBINED WITH POLICY 003 9/12  
[See Policy 003, Publications Committee]

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 DATE: 3/08  
AMENDED: 9/12

**Parliamentarian**

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 Intergroup's By-Laws and Policies and Procedures as well as possess basic working knowledge of *Robert's Rules of Order, Newly Revised*. They 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 Two that states "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 DATE: 4/09  
AMENDED: 9/12

**Rental of Space for Monthly Committee Meetings**

**POLICY**

Any space rental for any committee meetings must be approved in advance by the Board of Directors.

POLICY NUMBER: 028  
ORIGINALLY PASSED: 10/08  
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 DATE: 1/06, 12/11

**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 quarterly. 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**

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 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 PASSED: 6/94  
REVISION DATE: 1/06, 6/12  
MOVED: 3/09, 6/12

**PRUDENT RESERVE**

**POLICY**

The Intergroup will maintain a prudent reserve equal to twenty percent (20%) of the annual operating expenses (one fifth of the annual 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 reserve 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.

POLICY NUMBER: 032  
ORIGINALLY PASSED: 8/09  
REVISION DATE:  
MOVED: 6/12

**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

[Reformatted and updated through June 30, 2012. Presented to IG for review July 14, 2012. Approved August 9, 2012. Amended Sept 13, 2012.]

**VIRTUAL MEETINGS**

**POLICY NUMBER: 033  
ORIGINALLY PASSED: 02/2017**

The 2016 World Service Business Conference approved a motion that affects intergroup bylaws. The definition of an OA group was changed.

This section was removed from Section 1 (Definition of Meeting):

7) Virtual groups (groups which replicate face to face meetings through electronic media) may be an Overeaters Anonymous group if they:

- 1) otherwise meeting the definition of Overeaters Anonymous groups;
- 2) are fully interactive, and;
- 3) meet in real time.

**LIMITED VOTING FOR VIRTUAL ATTENDANCE**

**POLICY NUMBER: 034  
ORIGINALLY PASSED: 12/2017**

**POLICY**

Voting members attending the meeting virtually may participate in votes during the meeting.

**PROCEDURE**

Representatives attending virtually are subject to limited voting. Limited voting means that in the event a paper ballot is utilized to conduct any vote, representatives attending virtually understand they will waive their right to a secret ballot.