

**BYLAWS OF THE
NORTH JERSEY INTERGROUP
OF OVEREATERS ANONYMOUS**

**POLICY MANUAL
OF THE NORTH JERSEY INTERGROUP OF
OVEREATERS ANONYMOUS**

Intergroup No: 09057

Region No. 7

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BYLAWS – NJIOA (1/2020)

ARTICLE I – NAME and Registration

The name of this organization shall be NORTH Jersey Intergroup, hereinafter known and referred to as NJIOA. NJIOA is registered with OA, Inc. bylaws, subpart B. Article VI. Section 2A

ARTICLE II - PURPOSE

Section 1 - Purpose

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 NJIOA is formed. This Intergroup is in compliance 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). Tax Id number available upon request.

Section 2 - The Twelve Steps

The Twelve Steps are suggested for recovery in the Fellowship of Overeaters Anonymous. The Twelve Steps of Overeaters Anonymous 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 Overeaters Anonymous name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
- 7) Every OA group ought to be fully self-supporting, declining outside contributions.
- 8) Overeaters Anonymous should remain forever non-professional, but our service centers may employ special workers.
- 9) OA, as such, ought never be organized; but we may create service boards or committees directly responsible for those they serve.
- 10) Overeaters Anonymous has no opinion on outside issues; hence, the Overeaters Anonymous name ought never be drawn into public controversy.
- 11) Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, television and other public media of communication.
- 12) Anonymity is the spiritual foundation of all these Traditions, ever reminding us to place principles before personalities.

Section 4 - The Twelve Concepts

The Twelve Concepts of Overeaters Anonymous Service are:

- 1) The ultimate responsibility and authority for OA world services resides in the collective conscience of our whole Fellowship.
- 2) The OA groups have delegated to World Service Business Conference the active maintenance of our world services; thus, World Service Business Conference is the voice, authority and effective conscience of OA as a whole.
- 3) The right of decision, based on trust, makes effective leadership possible.
- 4) The right of participation ensures equality of opportunity for all in the decision-making process.
- 5) Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.
- 6) The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.
- 7) The Board of Trustees has legal rights and responsibilities accorded to them by OA Bylaws, Subpart A: the rights and responsibilities of the World Service Business Conference are accorded to it by Tradition and by OA ByLaws, Subpart B.
- 8) The Board of Trustees has delegated to its Executive Committee the responsibility to administer the OA World Service Office.
- 9) Able, trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.
- 10) Service responsibility is balanced by carefully defined service authority; therefore, duplication of efforts is avoided.

- 11) **Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs, and consultants.**
- 12) **The spiritual foundation for OA service ensures that:**
 - a) **No OA committee or service body shall ever become the seat of perilous wealth or power.**
 - b) **Sufficient operating funds, plus an ample reserve, shall be OA's prudent financial principle.**
 - c) **No OA member shall ever be placed in a position of unqualified authority.**
 - d) **All important decisions shall be reached by discussion, vote and whenever possible, by substantial unanimity.**
 - e) **No service action shall ever be personally punitive or an incitement to public controversy.**
 - 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 - NJIOA MEMBERS

Section 1 - NJIOA Membership and Voting

1. Membership of the NJIOA shall consist of the following:

- A) **The NJIOA Service Board.**
- B) **NJIOA Standing and Ad-Hoc Committee Chairpersons.**
- C) **Intergroup Representatives (IRs), or Alternate Intergroup Representatives (AIRs), which shall consist of one member (or their alternate) from each affiliated group as defined below. Each affiliated group should elect one IR and one AIR.**
 - 1) **The geographic area is defined as Bergen Passaic, Hudson & Essex Counties in the State of New Jersey.**
 - 2) **Virtual meetings that choose to affiliate with NJIOA.**

2. Voting of the NJIOA shall consist of the following:

- A) **Members with voting privileges**
 - 1) **IR or in his/her absence the AIR**
 - 2) **Standing or Ad-Hoc Committee Chair**
 - 3) **Board members excluding NJIOA Chair**
 - i. **The NJIOA Chairperson shall only vote in the case of a tie vote.**
 - 4) **Members appointed to carry out specific duties**
- B) **Members with voice but no vote**

- 1) Any employee
- 2) Any member of the Fellowship who is not a duly elected IR or AIR, Board Member or Standing or Ad-Hoc Committee Chair

Section 2 - Group Qualifications

Qualifications for OA Groups to have membership in the NJIOA:

- A) Those groups within the region or the geographic definition of NJIOA that have formally registered with World Service Office and indicated their intention to belong to NJIOA may be considered members. An OA group is defined as the following:
 - 1) A group meets together to practice the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA service.
 - 2) All those who have a desire to stop eating compulsively are welcome as members in a 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, there is no other affiliation than Overeaters Anonymous.
 - 5) A group exists when two (2) or more persons meet together, as set forth in Article V, Section 1 of the Overeaters Anonymous, Inc., Bylaws Subpart B.
 - 6) It has affiliated as an Overeaters Anonymous group by registering with the World Service Office.
 - A Virtual groups (groups which replicate face-to-face meetings through electronic media) may be an Overeaters Anonymous group if they:
 - B otherwise meet the definition of Overeaters Anonymous groups;
 - C are fully interactive, and;
 - D meet in real time.
- B) Each group shall be entitled to one vote at NJIOA Meetings through its elected IR or AIR.
- C) No group that is part of the NJIOA may be registered with another Intergroup.

Section 3 - Intergroup Representatives

- A) Intergroup Representatives (IRs) 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 IRs shall serve for a period designated by their group, always subject to recall by the group they represent. Each group should also designate an Alternate Intergroup Representative (AIR), for when the necessity arises that the appointed IR cannot be present at the NJIOA meetings.
- B) Intergroup Representatives should be selected by their willingness to serve and their commitment to working the Twelve Steps and Twelve Traditions of OA. (6/1/09)
- C) The primary responsibility of the IR, or AIR, is to represent their group at all meetings of the NJIOA, to act as a liaison between the NJIOA and their group, to see that all communications pertaining to NJIOA are made available and where requested, read aloud to the group.

Section 4 - Absences of Intergroup Representatives

The Recording secretary shall notify the representative group of any IRs' absences.

ARTICLE IV-THE NJIOA SERVICE BOARD

Section 1 - The NJIOA Service Board

- A) The Service Board of the NJIOA shall consist of a Chairperson, Vice-Chairperson, Corresponding Secretary, Intergroup Secretary, Recording Secretary, Treasurer, and Regional Representatives and/or World Service Delegates as allowable by the number of current groups.
- B) The duties of the members of the NJIOA Service Board shall be set by policy adopted by the Intergroup and contained in the NJIOA Job Descriptions (see Article IV, Section 6).
- C) The NJIOA Service Board shall also serve as the NJIOA Executive Board. In the event the Chairperson of the Service Board should be unable to attend any meeting of the Board, the next highest-ranking Executive Officer in attendance shall serve as Chair for that meeting. The ranking of these officers shall serve as follows:
 - 1) Vice-Chairperson,
 - 2) Secretaries
 - 3) Treasurer

Section 2 - Nominations To The NJIOA Service Board

Nominations to the NJIOA Service Board may be made from the floor at the regular scheduled meeting in the months of November and December.

Section 3 - Qualifications For The NJIOA Service Board

- A) Nominee must have been a member of Overeaters Anonymous for at least two years.
- B) Nominee must regularly attend meetings within the NJIOA area.
- C) Nominee must have attended at least 6 NJIOA Meetings in the past 12 months.
- D) Nominee must have at least 1 year of abstinence.

All Regional Representatives and/or their Alternates shall meet the qualifications and requirements as outlined and defined in the Region 7 Bylaws, and as required for election to the NJIOA Service Board by Article IV, Section 4, of these Bylaws.

All World Service Delegates must meet the qualifications and requirements as outlined and defined in the World Service ByLaws of Overeaters Anonymous, Inc., Subpart B, Article X, Section 3, and as required for election to the NJIOA Board by Article IV, Section 4, of these Bylaws.

Section 4 - Method Of Election

- A) Elections shall be held annually at the December Meeting of the NJIOA.
- B) To be eligible for election to the Board, nominees must:
 - 1) Meet all qualifications as defined in Article IV, Section 3.
 - 2) Understand the responsibilities of the position as defined in Article IV, Section 6.
 - 3) Any member can only hold one Board/Chair position at time.
- C) In order to be elected to membership on the NJIOA Board, a nominee must be present at the December election meeting and must receive a majority vote of the eligible voters present at the meeting. If a nominee is running unopposed, the nominee must

receive 2/3 vote of eligible voters present at the meeting.

Section 5 - Term Of Office

- A) All Board members shall be elected to serve for a period of (1) year. Exceptions are the Regional Representatives and/or World Service Delegates who shall serve a term of (2) years.
- B) Board members may succeed themselves in their position for a second term or may be elected to serve in another capacity. After an interval of four (4) years a member may again be eligible for election to their prior office. In the event of a vacancy with prior notice given, a Board member can be replaced by nomination and a 2/3 vote at any NJIOA meeting.
- C) The Regional Representatives and/or World Service Delegates may be re-elected for a second term when their term is served. In the event of a vacancy, with prior notice given, the NJIOA may nominate a replacement person and elect that person into the Board position with a 2/3 vote at any NJIOA meeting. The replacing member shall serve until the following NJIOA election at December meeting, at which time he/she shall begin his/her term. If he/she has served less than six (6) months of the term, he/she may serve a full (2)-year term. If he/she has served more than (6) months of the term, he/she may only serve (1) more years in that term. Any Rep/Delegate can only serve for a maximum of 4 years.
- D) Newly elected NJIOA Board members shall begin service at the Intergroup Meeting following their election. Upon election to the NJIOA Board, members shall cease to be an IR of their group and that group shall elect a new IR.

Section 6 - Responsibilities Of The NJIOA Service Board

All Board Members shall be responsible for organizing their respective materials and passing on any and all essential information and/or records to their successors, at the end of their service term or after the December NJIOA elections, whichever applies. Board Members are required to attend the regular monthly NJIOA Meetings unless excused by the Chairperson. An absence is unexcused when a Board Member does not contact the NJIOA Chairperson prior to the NJIOA Meeting that he/she cannot attend. Any 2 unexcused absences in one year will mandate dismissal of the person from their Board position. Board Members may appoint a committee to assist in fulfilling responsibilities. Each Board Member with the exception of the NJIOA Chairperson shall serve as a liaison/co-chair on 2 standing committees listed under Article VI – NJIOA Committees, Section 1 on p.12 (4/12/08). The NJIOA Chairperson shall serve as liaison to committees where there is a vacancy on the NJIOA Board. NOTE: The NJIOA Board shall provide a means of conducting NJIOA business in the case of emergencies and/or between meetings of the NJIOA.

- A) Chairperson:
 - 1) Shall preside at all regular and special meetings of the NJIOA and NJIOA Board.
 - 2) Shall be responsible for establishing the agenda for all NJIOA meetings.
 - 3) Shall submit a concisely written report on the Chair business, at all NJIOA Meetings to the Recording Secretary.
 - 4) Shall coordinate all activities of the NJIOA.
 - 5) Shall serve as an ex-officio member of all committees, except nominating committee.
 - 6) Shall serve as a Regional Representative and Alternate World Service Delegate.
 - 7) Shall ensure that the general account of the Intergroup be audited annually.
 - 8) May cast the deciding vote to break a tie.

- 9) May attend all Standing Committee Meetings.
 - 10) Ensures that all NJIOA Board Members and Committee Chairpersons have a copy of the NJIOA By-Laws, and are aware of their responsibilities.
 - 11) Shall be cosignatory with the Treasurer.
- B) Vice Chairperson:**
- 1) Shall serve in the absence of the Chairperson.
 - 2) Shall assist the Chairperson at the NJIOA meetings.
 - 3) Shall submit a concisely written report on the Vice Chair business, at all NJIOA Meetings to the Recording Secretary.
 - 4) Shall attract groups within the NJIOA structure that are not actively participating in NJIOA meetings. (If no Outreach or 12th step within chair is available)
 - 5) Shall help groups upon request and as needed.
 - 6) Shall conduct an annual group inventory for the NJIOA meeting
 - 7) Shall serve as liaison to committee(s) as assigned by the Chairperson.
 - 8) Maintain and distribute ByLaws as necessary at NJIOA Meetings.
- C) Recording Secretary:**
- 1) Shall record the minutes of the NJIOA meetings and NJIOA Board Meetings.
 - 2) Shall submit a concisely written report at all NJIOA Meetings
 - 3) Shall type and distribute Minutes, NJIOA attendance lists.,
 - 4) Shall serve as archivist, insuring copies of minutes and other NJIOA records are forwarded to the webmaster.
 - 5) Shall record motions brought before the NJIOA and retain record of same.

Corresponding Secretary:

- 1) Mailbox will be checked bi-monthly or by designee.
- 2) All mail to be opened and appropriate Board Member/Committee Chair notified within 5 days. Special attention shall be given to any correspondence received from World Service or Region 7.
- 3) Shall serve as a clearing-house for all incoming mail to NJIOA, except for that clearly marked for specific members.

Intergroup Secretary

- 1) Shall register and/or delete all OA meetings that come under NJIOA jurisdiction with the WSBO (World Service Business Office) of Overeaters Anonymous.
- 2) Shall advise OAsis Editor, Webmaster, and Telephone Hotline Coordinator

- D) **Treasurer:**
- 1) **Shall maintain a record of all accounts, receivable and payable.**
 - 2) **Shall keep the NJIOA books and submit monthly written reports and yearly financial reports to the NJIOA Board.**
 - 3) **Shall maintain a checking account for the authorized dispersal of NJIOA funds.**
 - 4) **Shall submit concisely written report on the Treasurer business, at all NJIOA Meetings to the Recording Secretary.**
 - 5) **Shall submit a yearly report to the IRS. (if applicable)**
 - 6) **Shall be cosignatory with the Board Chairperson or elected Board Member.**
 - 7) **Reimbursement checks shall be issued no later than 2 weeks after any receipts are received. Any discrepancy shall be reviewed with another Board member & brought to a resolution within the same two (2) week timeframe.**
 - 8) **Shall submit an annual NJIOA budget .**
 - 9) **All monies given to the Treasurer shall be deposited in a timely manner in the NJIOA bank account.**
 - 10) **Shall serve as liaison to committee(s) as assigned by the Chairperson.**
- E) **Regional Representatives:**
- 1) **Shall attend Regional Assemblies.**
 - 2) **Shall participate on Regional Committees.**
 - 3) **Shall submit concisely written reports at NJIOA Meetings to the Recording Secretary with a copy to the webmaster for archives.**
 - 4) **If a Regional Representative cannot attend a Regional Assembly, Alternate Representatives shall attend in lieu of the regular Representative(s). The Alternate(s) shall assume the responsibilities of the regular Representative(s) in their absence, without initiating any new responsibilities.**
 - 5) **If the number of elected representatives exceed the NJIOA budget and/or allocation from Region 7, then a selection process shall be established by the NJIOA Chairperson. Those delegates not selected shall serve as first and second alternates Alternates.**
 - 6) **May serve concurrently as an officer or committee Chairperson for NJIOA.**
 - 7) **May serve concurrently as a World Service Delegate for NJIOA.**
 - 8) **Shall serve as liaison to committee(s) as assigned by the Chairperson.**
 - 9) **In the event that neither the Chairperson nor the Vice-Chairperson can serve as the Alternate Regional Representative, an Alternate shall be selected as specified in Article IV, Sections 2,3, 4 an d5. Any Alternate must meet the qualifications as set forth in Article IV, Section 3 D.**

- F) **World Service Delegates**
- 1) Shall attend the annual World Service Business Conference (WSBC).
 - 2) Shall participate in WSBC Committees.
 - 3) Shall submit concisely written reports at NJIOA Meetings to the Recording Secretary.
 - 4) If a World Service Business Conference Delegate(s) cannot attend, Alternate Delegate(s) shall attend WSBC in lieu of the regular Delegate. The Alternate shall assume the responsibilities of the regular Delegate in their absence, without initiating any new responsibilities.
 - 5) If the number of elected delegates exceed the NJIOA budget and/or allocation from WSO, then a selection process shall be established by the NJIOA Chairperson. Those delegates not selected shall serve as first Alternates.
 - 6) May serve concurrently as an officer or committee chairperson for NJIOA.
 - 7) May serve concurrently as a Region Representative for NJIOA.
 - 8) Shall serve as liaison to committee(s) as assigned by the Chairperson.
 - 9) No person may serve as World Service Delegate unless he/she has attended at least two Regional Assemblies as a Representative.
 - 11) In the event that neither the Chairperson nor the Vice-Chairperson can serve as the Alternate World Service Delegate, an Alternate shall be selected as specified in Article IV, Sections 2, 3, 4 and 5. Any Alternate must meet the qualifications set forth in Article IV, Section 3.D. At no time will an Alternate be a World Service Delegate unless he/she has attended at least two Regional Assemblies as a Representative.

Section 7 - Vacancies and Resignations

- A) If a member of the NJIOA Board fails to attend two (2) NJIOA Meetings unexcused, his/her office shall be declared vacant.
- B) Any Board member who advises the NJIOA that he/she has returned to compulsive overeating shall be considered as having resigned as of the moment of receipt of such notice by the membership.
- C) Any Board member may resign at any time for any reason by giving the Chairperson of the Intergroup written notice.
- D) Any Board member of NJIOA may be removed from office for due cause by a written 2/3 vote of the governing body (including chair) then present and voting, at a regular NJIOA meeting.

Section 8 - Filling of Vacancies

- A) Board vacancies shall be filled by nomination, and a 2/3 vote at the meeting in which the vacancy occurred, or at the next meeting, or at a special meeting of the NJIOA. Such persons chosen to fill said vacancies shall serve for the remainder of the un-expired term. If a nominee is running unopposed, the nominee must receive 2/3 vote of eligible voters present at the meeting.

- B) A person chosen to fill any vacancy on the Board shall meet the qualifications as defined in Article IV, Section 3, and be aware of all responsibilities of that position as described and defined in Article IV, Section 6.

ARTICLE V - NJIOA MEETINGS

Section 1 - Regular Meetings

The NJIOA will meet the second Thursday of the month at a time and place designated by the NJIOA Board. Currently, NJIOA meets at the Kessler Institute, Market Street, , 4th Floor Conference room, Saddlebrook, NJ at 7:30 PM.

Section 2 - Annual Meetings

An annual meeting of the NJIOA shall be held in the month of December for the election of officers.

Section 3 - Special Meetings

A special meeting may be called at any time by a majority vote of the Intergroup Board, or by petition of a majority of Intergroup voting members, by giving notice as prescribed in Article V, Section 4.

Section 4 - Method of Notification

Notification of all meetings shall consist of notices prepared by the NJIOA Corresponding Secretary and distributed to each Group Secretary and/or IR at least two weeks prior to the date of the meeting. Placing an announcement in the Intergroup Newsletter (The OAsis), email, website or by mail, or at the prior NJIOA meeting is also considered proper notification.

Section 5 - Quorum

Those voting members present at any meeting of the NJIOA shall constitute a quorum for all proceedings of the NJIOA.

ARTICLE VI - NJIOA COMMITTEES

Section 1 - NJIOA Standing Committees

All Committee Chairpersons shall be responsible for organizing their respective materials and passing on any and all essential information and/or records to their successors, at the end of their service term or after the December NJIOA elections, whichever applies. Committee Chairpersons are required to attend the regular monthly NJIOA Meetings unless excused by the Board Chairperson. An absence is unexcused when a Committee Chairperson does not contact the Board Chairperson prior to the NJIOA Meeting that he/she cannot attend. Any 2 unexcused absences in one year will mandate dismissal of the person from their Committee Chairperson position.

The Standing committees of the NJIOA are established as required to carry out the purposes of Intergroup in the most effective and efficient manner. Reports submitted to the NJIOA at the regular meetings by the Committee Chairpersons will be submitted in writing to the Recording Secretary and webmaster unless one sentence or less in length.

The Standing committees for NJIOA include but are not limited to:

- A) Telephone
- B) Events
- C) Newsletter
- D) Public Information/ Professional Outreach
- E) Program
- F) 12-Step Within

- G) Fundraiser
- H) Website
- I) Newcomers/Young People

Section 2 - Special Committees

The NJIOA Board shall designate such special committees as are deemed necessary for the welfare and operation of the Intergroup. The NJIOA board shall designate qualifications for special Committee Chairpersons.

Section 3 - NJIOA Committee Appointments

A Service Board member or any OA member present meeting committee chair qualifications may be appointed to Chair a Standing or Special Committee with approval of two-thirds majority of the members present and voting.

Section 4 - Committee Chairperson Qualifications.

Committee Chairpersons must meet the following:

- A) Nominee must have been a member of Overeaters Anonymous for at least one year.
- B) Nominee must regularly attend meetings within the NJIOA area.
- C) Nominee must have attended at least 6 NJIOA Meetings in the past 12 months.
- D) Nominee must have at least six (6) months of abstinence. In the event that no one meets all the eligibility requirements, nominee will assume the title of “acting” until such qualification is met.

Section 5 - Method of Election

- A) Elections shall be held annually at the December Meeting of the NJIOA
- B) To be eligible for election to a committee chair, nominees must:
 - 1) Meet all qualifications as defined in Article VI, Section 4.
 - 2) Understand the responsibilities of the position as defined in Article VI, Section 7.
 - 3) Any member can only hold one Board/Chair position a time except that the World Service Delegate and/or Regional Representative may serve in those positions and one (1) additional position concurrently.
- C) In order to be elected to committee chair, a nominee must be present at the December election meeting and must receive a majority vote of the eligible voters present at the meeting. If a nominee is running unopposed, the nominee must receive 2/3 vote of eligible voters present at the meeting.

Section 6 - Term of Office

- A) All committee chairs shall be elected to serve for a period of (1) year except for the Website Committee. The Website Chairperson shall be a 2 (two) year term renewable for a second 2 (two) year term.
- B) Committee chairs may succeed themselves in their position for a second term or may be elected to serve in another capacity. After an interval of one (1) year a member may again be eligible for election to their prior office. In the event of a vacancy with prior notice given, a Committee Chair can be replaced by nomination and a 2/3 vote at any NJIOA meeting.

- C) Newly elected committee chairs shall begin service at the Intergroup Meeting following their election. Upon election as committee chair, members shall cease to be an IR of their group and that group shall elect a new IR.

Section 7 - Responsibilities of the NJIOA Individual Committees

The elected Chairpersons of the NJIOA Standing Committees (see Section 3) are encouraged to form their respective committees from the NJIOA Membership and to guide their Committees in the performance of the following responsibilities:

A) Telephone Chairperson

- 1) Shall be responsible for the operation of the NJIOA Hotline, speaking to the callers of the Hotline and/or returning the calls of those seeking OA information.
- 2) Shall have current meeting information including times, places, and meeting contact persons who may be able to provide direction to the location of the group meetings.
- 3) Shall report regularly at the NJIOA meetings as to the activity of the NJIOA Hotline either in person, by written report or by sending an alternate/liaison.
- 4) Submit monthly monies report to treasurer at monthly intergroup meeting (see policy manual)

B Event Chairperson

- 1) Shall be responsible for organizing lists of NJIOA Speakers and Sponsors.
- 2) Shall report current event activity at the monthly NJIOA Meeting.
- 3) Check with WSO to ensure that NJIOA events do not coincide with scheduled WSO events (i.e. Unity Day, IDEA Day)
- 4) Shall be responsible for establishing a committee to plan a yearly calendar of events for the NJIOA.
- 5) Shall help organize and find Chairpersons to run the events of the NJIOA.
- 6) Shall report monthly on Program activities at the NJIOA Meetings.
- 7) Submit monthly monies report to treasurer at each Intergroup meeting.

C) Newsletter Chairperson

- 1) Shall be responsible for directing committee activities for the NJIOA Newsletter (currently known as The Oasis), resulting in a quarterly composed and printed Newsletter. The contents of the Newsletter shall include contributions of Overeaters Anonymous members, announcements, and a current copy of the NJIOA Meeting List.
- 2) Shall be responsible for editing the Newsletter according to established WSO, Inc., Policy Guidelines.
- 3) Shall report monthly on Newsletter activity at the NJIOA Meetings.
- 4) Submit monthly monies report to treasurer at each Intergroup meeting.

D) Public Information/Professional Outreach Chairperson

- 1) Shall be responsible for maintaining contact with public media officials, act as a resource person for OA members contacted by the media, and suggest appropriate written material to be sent to the media.
- 2) Shall keep an archive of all newspaper or other written media articles concerning Overeaters Anonymous in the NJIOA geography.
- 3) Shall report monthly on Public Information Activities at the NJIOA Meetings.
- 4) Shall be responsible for contacting hospitals, institutions, professionals, and the military in the NJIOA geographic region for the purpose of educating these entities about the Overeaters Anonymous Program.
- 5) Shall report monthly on Professional Outreach activities at the NJIOA Meetings.
- 6) Submit monthly monies report to treasurer at each Intergroup meeting.

E) 12 Step Within Chairperson

- 1) Shall be responsible for organizing and maintaining a committee for the sole purpose of strengthening Overeaters Anonymous through the sharing of information and ideas that generate recovery and interpersonal kindness within the NJIOA OA Fellowship.
- 2) Shall report monthly on 12 Step Within activities at the NJIOA Meetings.
- 3) Shall schedule regular Relapse and Recovery meetings, utilizing the OA, Inc., 12 Step Within handbook. (see policy manual)
- 4) Submit monthly monies report to treasurer at each Intergroup meeting.

G) Fundraiser Chairperson

- 1) Shall be responsible for the coordination of NJIOA Fundraisers.
- 2) Shall report monthly on Fundraising activities at the NJIOA Meetings.
- 3) Submit monthly monies report to treasurer at each Intergroup meeting.

H) Website Chairperson

- 1) Shall be responsible to upgrade and maintain the NJIOA Website with current information about the NJIOA and the NJIOA group meetings.
- 2) Shall report monthly on Website activity at the NJIOA Meetings.
- 3) Submit monthly monies report to treasurer at each Intergroup meeting.

I) Newcomers/Young People Chairperson

- 1) Shall be responsible for organizing and maintaining a committee for the sole purpose of strengthening Overeaters Anonymous by assisting meetings to aid in the welcoming of newcomers and young people.
- 2) Shall schedule regular Newcomers and Young People meetings

- 3) Shall submit monthly monies report to treasurer at each Intergroup meeting

Section 8 - Committee Procedures

Each Standing or Special Committee shall be responsible for calling and holding meetings, and establishing its method of procedures, subject to the approval of the NJIOA Service Board and the guidelines of the Twelve Traditions of OA.

Section 9 - Committee Responsibility

Any Committee decision and/or vote which establishes or changes a policy, sets a procedural plan for a special event, or expends funds in excess of the approved budget, shall require approval by the NJIOA prior to implementation. If such a situation arises, the Standing Committee Chairperson shall submit a written report to the NJIOA at least one week prior to the regularly scheduled meeting of NJIOA, and/or at the end of any specific event coordinated by that Committee. If any monies are expended from an approved budget, a detailed and itemized report shall be included with the Committee Report.

Section 10 - Vacancies

Should a vacancy, resignation, or removal of a Committee Chairperson occur, all pertinent information shall be turned over to the NJIOA Chairperson. The NJIOA shall then elect by majority vote a new Committee Chairperson to fill the vacancy and serve the remainder of the term. If a nominee is running unopposed, the nominee must receive 2/3 vote of eligible voters present at the meeting

Section 11 - Removal of Committee Chairpersons

A Committee Chairperson may be removed from office by a two-thirds (2/3) vote of the NJIOA Service Board. Removal is based on unworthy conduct, return to compulsive overeating, or/and non-attendance. (see policy manual)

ARTICLE VII - SOURCE OF NJIOA FUNDS

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 NJIOA according to Tradition Six.
- C) The NJIOA may accept donations from OA members, conforming to the general practice of OA.
- D) The maximum allowable annual donation to the NJIOA by OA members is to be limited to the same as allowable WSO amount.
- E) The acceptance of bequests or donations from any outside source is prohibited.
- F) The maximum allowable bequest to the NJIOA by OA members is to be limited to the same as WSO allowable amount.
- G) The NJIOA 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 equal to an average of six (6) months (calculating by taking total expenses from January through December, dividing by 12, then multiplying by 6) NJIOA expenses, for contingencies. Funds in excess shall be donated to Region 7 and the World Service Office as needed and voted on at NJIOA.

Section 3 – Allocation of OA meeting donations.

Each individual meeting donation will be split according to the 60/40/10 pamphlet from OA World Service. This will insure that Region 7 and WSO get their “fair Share” of donations.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the NJIOA 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 the NJIOA may adopt. The NJIOA Chairperson may appoint a Parliamentarian to assist in these matters.

ARTICLE IX - AMENDMENTS TO NJIOA BYLAWS

The NJIOA ByLaws, with the exception of Article II, Sections 2, 3 and 4, may be amended as follows:

- 1) A proposed amendment to the NJIOA ByLaws shall be submitted in writing to the NJIOA Service Board Chairperson no less than (7) days prior to the March Meeting of the NJIOA, and it shall be presented to the membership at the March Meeting.
- 2) An Ad Hoc Committee may be formed at the February Meeting of the NJIOA to discuss and propose possible amendments to the NJIOA ByLaws.
- 3) All amendments shall be discussed and voted upon at the March or April Meetings of NJIOA, or, during consecutive months if deemed necessary by a majority of the governing body of NJIOA. To become effective, a proposed amendment to the ByLaws shall require a 2/3 vote of the governing body then present and voting.
- 4) Amendments to Article II, Sec 2-4 (steps, traditions and concepts); Article III, Sec 2 (Group Qualifications); Article XI, Sec 3 (deregistration) of these Bylaws which are quoted directly from OA Bylaws, subpart B shall only be made upon receipt of official notification by the Board of Trustees and/or the World Service Office. In that event, the changes shall be considered editorial; the changes shall be made and all member groups of this intergroup shall be notified.

ARTICLE X - MAJOR POLICY MATTERS

Section 1 - In General

- A) Matters that affect the NJIOA and/or groups within its service area shall be referred to the Service Board of the NJIOA.
- B) Matters, which relate to Overeaters Anonymous as a whole, which affect Subpart A of the Bylaws of Over eaters Anonymous, Inc., shall be referred to the OA Board of Trustees.
- C) Matters which affect Subpart B of the Bylaws of Overeaters Anonymous, Inc., or which relate to the Twelve Steps, Twelve Traditions, and Twelve Concepts, shall be referred to the World Service Business Conference.

Section 2 - Motions And Voting

All policy motions pertaining to, and presented to the NJIOA, shall be decided upon by a simple majority vote of the Governing body then present and voting at any NJIOA Meeting.

In the event that an issue is presented to the NJIOA that requires a decision prior to the next regularly scheduled meeting of the NJIOA, a vote may be conducted via telephone and shall be passed with a simple majority vote of the NJIOA Service Board and Committee Chairpersons. This shall exclude any major NJIOA Policy Motions or By-Law changes.

ARTICLE XI - DISSOLUTION & DISCLAIMER

The NJIOA does not contemplate pecuniary gain or profit to the members thereof and it is organized solely for non-profit purposes.

Section 1 - Asset Distribution

Upon the dissolution of the NJIOA, after paying or adequately providing for the debts and obligations of the NJIOA, the remaining assets shall be distributed to the World Service Office of Overeaters Anonymous, and/or to Region 7 of Overeaters Anonymous, or to a non-profit fund, association, foundation or corporation, which is organized and operated exclusively for charitable, education, religious and/or scientific purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

Section 2 - Beneficiaries

No part of the net earnings of the NJIOA shall ever inure to or be used for the benefit of, or be distributed to, its members, trustees, officers, or other private persons, except that the NJIOA shall be empowered to pay reasonable compensation for services rendered, and to make payment and distribution in furtherance of the express purposes for which it is formed.

Section 3 - Deregistration

In order to deregister, NJIOA intergroup must submit a written request to World Service Office, Region Chair and Region Trustee.

POLICY MANUAL – NJIOA

Policy #1 - Meeting Procedure

It is suggested that at the beginning of every NJIOA meeting, OA's Twelve Steps and Twelve Traditions be read. In addition, the Concept of the month from the Twelve Concepts of OA Service will be read.

Policy # 2 - Reimbursement Policies:

A. Region 7 Representatives

- a. One half the daily room rate per representative in a double occupancy room.
- b. \$50 per day for meals. (10 for breakfast, 15 for lunch and 25 for dinner)
- c. The current IRS figure for mileage.

B. World Service Delegates

- a. One half the daily room rate per Delegate in a double occupancy room.
- b. \$50 per day for meals. (10 for breakfast, 15 for lunch and 25 for dinner)
- c. Lowest available coach airfare to and from WSBC. (If there is a significant savings the body may elect to fly delegate in a day earlier and pay additional night)
- d. The current IRS figure for mileage to/from airport and the lowest available daily parking rate.

C. Miscellaneous Reimbursements

- a. Will be approved on a case-by-case basis by the NJIOA Board if not included in annual budget.