

BYLAWS OF THE _____ SERVICE BOARD OF OVEREATERS ANONYMOUS

Date Adopted or Revised

ARTICLE I – NAME

The name of this organization shall be the _____ Service Board also known as Service Board _____ (or the initials you have chosen).

ARTICLE II – PURPOSE

The primary purpose of [Service Board Name] of Overeaters Anonymous is to carry the message of recovery to those with the problem of eating compulsively, by fostering the practice of the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service; and to serve and represent member groups and/or intergroups.

A) Twelve Steps

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

- 1) We admitted we were powerless over food—that our lives had become unmanageable.
- 2) Came to believe that a Power greater than ourselves could restore us to sanity.
- 3) Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
- 4) Made a searching and fearless moral inventory of ourselves.
- 5) Admitted to God, to ourselves and to another human being the exact nature of our wrongs.
- 6) Were entirely ready to have God remove all these defects of character.
- 7) Humbly asked Him to remove our shortcomings.
- 8) Made a list of all persons we had harmed, and became willing to make amends to them all.
- 9) Made direct amends to such people wherever possible, except when to do so would injure them or others.
- 10) Continued to take personal inventory and when we were wrong, promptly admitted it.
- 11) Sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
- 12) Having had a spiritual awakening as the result of these Steps, we tried to carry this message to compulsive overeaters and to practice these principles in all affairs.

B) Twelve Traditions

The Twelve Traditions of Overeaters Anonymous are:

- 1) Our common welfare should come first; personal recovery depends upon OA unity.
- 2) For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
- 3) The only requirement for OA membership is a desire to stop eating compulsively.
- 4) Each group should be autonomous except in matters affecting other groups or OA as a whole.

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

C) Twelve Concepts

The Twelve Concepts of OA Service are:

- 1) The ultimate responsibility and authority for OA world services reside in the collective conscience of our whole Fellowship.
- 2) The OA groups have delegated to World Service Business Conference the active maintenance of our world services; thus, World Service Business Conference is the voice, authority and effective conscience of OA as a whole.
- 3) The right of decision, based on trust, makes effective leadership possible.
- 4) The right of participation ensures equality of opportunity for all in the decision-making process.
- 5) Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.
- 6) The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.
- 7) The Board of Trustees has legal rights and responsibilities accorded to them by OA Bylaws, Subpart A; the rights and responsibilities of the World Service Business Conference are accorded to it by Tradition and by OA Bylaws, Subpart B.
- 8) The Board of Trustees has delegated to its Executive Committee the responsibility to administer the OA World Service Office.
- 9) Able, trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.
- 10) Service responsibility is balanced by carefully defined service authority; therefore, duplication of efforts is avoided.
- 11) Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs and consultants.
- 12) The spiritual foundation for OA service ensures that:
 - a) no OA committee or service body shall ever become the seat of perilous wealth or power;

- b) sufficient operating funds, plus an ample reserve, shall be OA's prudent financial principle;
- c) no OA member shall ever be placed in a position of unqualified authority;
- d) all important decisions shall be reached by discussion, vote and whenever possible, by substantial unanimity;
- e) no service action shall ever be personally punitive or an incitement to public controversy; and
- f) no OA service committee or service board shall ever perform any acts of government, and each shall always remain democratic in thought and action.

ARTICLE III – MEMBERS

Section 1 – Membership

Membership of the service board (SB) with voice and vote includes the following:

- A) The SB officers.
- B) Service board representatives (SBRs), which consist of _____ member(s) from each group/intergroup.
- C) World Service Business Conference delegates.
- D) Region representatives (if any). (NOTE: Per OA, Inc. Bylaws, Subpart B, Article VII, Section 1a), virtual service boards are not included in the regional structure, and therefore may not have region representatives.)
- E) Committee chairs. (NOTE: A committee chair, like every other SB member, will have only one vote even if also serving as an SBR.)

Section 2 – Qualifications

- A) Qualifications for group/intergroup membership in a service board: OA, Inc. Bylaws, Subpart B, Article VIII – Service Boards, Section 2 – Composition:
 - 1) Specifies which groups/intergroups may affiliate with a national service board;
 - 2) Specifies which groups/intergroups may affiliate with a language service board; and
 - 3) Specifies that virtual service boards may be registered to serve the needs of virtual groups.

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

It is suggested that service board bylaws (1) include the full definition of a group as defined in OA, Inc. Bylaws, Subpart B, Article V, Section 1, and (2) include the following statement below (Item B).

- B) The Service Board _____ endorses the definition of an OA group in Overeaters Anonymous, Inc. Bylaws, Subpart B, Article V, Section 1, as written and as it may be amended by a future World Service Business Conference.
- C) These points shall define an Overeaters Anonymous group:
 - 1) As a group, they meet to practice the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service.
 - 2) All who have the desire to stop eating compulsively are welcome in the group.

- 3) No member is required to practice any actions in order to remain a member or to have a voice (share at a meeting).
- 4) As a group they have no affiliation other than Overeaters Anonymous.
- 5) It has affiliated as an Overeaters Anonymous group by registering with the World Service Office.

Section 3 – Service Board Representatives

- A) Service board representatives (SBRs) will be selected by the group conscience of the group or IG they represent.
- B) The duty of the SBR is to represent the group or IG at SB meetings and to serve as a contact to carry communications between the SB and the represented group/IG.

ARTICLE IV – THE SERVICE BOARD (SB) BOARD

Section 1 – The SB Board

- A) The board consists of the following officers: [insert position titles] (e.g. chair, vice chair, secretary, treasurer, coordinator/scheduler, etc.).
- B) The SB board may also include other positions such as World Service Business Conference delegates, committee chairs, or (except for virtual service boards) regional representatives.
- C) Meetings shall be chaired by the chair of the board. In the event the chair is unable to chair any meeting, the vice chair will lead the meeting. In the event the vice chair is not available, the secretary will open the meeting and hold an election for a temporary chair.

Section 2 – Nominations to the SB Board

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

Section 3 – Qualifications for the SB Board

To qualify for election to the SB board, an individual must:

- A) Be working the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service to the best of his/her ability.
- B) Have [specify length of time] of current abstinence except as follows (each person shall be the sole judge of his or her abstinence):
 - 1) World Service Business Conference delegates must comply with the abstinence and length of service requirements in the OA, Inc. Bylaws, Subpart B, Article X, Section 3c 1). Current requirements are one-year current abstinence and at least two years of service beyond the group level.
 - 2) Region representatives must comply with the abstinence and length of service specified in the region’s bylaws [include specific region bylaws requirements].
- C) Be a regular member of an affiliated group/IG.

Section 4 – Election of Board Members

- A) Nominations may be made from the floor at the time of election.
- B) Nominees must be present at the election meeting. For election, the candidate must receive a majority vote of ballots cast.
- C) Voting will be by ballot.

Section 5 – Term of Office

- A) The term of office for a board member is _____ [specify years/months] starting on _____.
- B) Board members may serve no more than [specify amount] consecutive terms in the same position. A member may serve again after a leave of _____ from the position.
- C) Once elected, a board member may not serve also as a group or intergroup representative at the service board.

Section 6 – Responsibilities of the SB Board Members

- A) Serve as guardians of the Twelve Steps, Twelve Traditions, and Twelve Concepts with respect to the functions of the intergroup/service board.
- B) Perform the duties of their offices in accordance with SB policies and procedures.
- C) Serve as guardian of SB funds; participate in an annual financial audit.
- D) Provide a forum for the interchange of ideas and information among member groups/IGs.

Section 7 – Vacancies and Resignations

- A) If a board member is absent from an SB meeting more than _____ times in [specify the calendar period], he/she may be removed from the position by a majority vote of the ballots cast either at a regular SB meeting or a meeting announced for that purpose.
- B) Any board member may resign at any time for any reason by giving the chair of the SB written notice.
- C) Any board member of this SB may be removed from office for due cause by a [specify amount] (e.g. majority, 2/3, 3/4) vote of the ballots cast at a regular or special meeting announced for that purpose.

Section 8 – Filling of Vacancies

- A) Vacancies shall be filled by a majority vote at the next meeting or special meeting of the SB after the vacancy occurs. Such persons chosen to fill said vacancies shall serve for the remainder of the unexpired term.
- B) A person chosen to fill any vacancy on the board shall meet the qualifications as defined in Article IV, Section 3.

ARTICLE V – MEETINGS

Section 1 – Regular Meetings

The SB will meet [specify frequency] at a time and place designated by a majority of the voting members.

Section 2 – Annual Meetings

An annual meeting shall be held in the month of [specify month] for the election of officers.

NOTE: Select a month and day that is at least 70 days prior to the World Service Business Conference (WSBC) allowing adequate time for election of the WSBC delegate(s).

Section 3 – Special Meetings

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

Section 4 – Meetings by Virtual Conference

Members of the SB may participate in a meeting through use of electronic means, so long as all members participating in such meeting can hear one another and have a way to participate in any voting. Materials presented during the meeting shall be made available to those participating virtually. Participation by SB members in a meeting in the manner provided in this Section constitutes presence in person at such meeting.

Section 5 – Method of Notification

The SB will provide at least [recommended 7] days notice to each member group/intergroup.

Section 6 – Quorum

The quorum for voting purposes shall be, at a minimum, [specify number] service board officer(s) and at least [specify number] other voting members.

Section 7 – Meeting Procedure

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

ARTICLE VI – COMMITTEES

The board may establish committees as are needed for the welfare and operation of the service board. Each committee is responsible to the SB board.

ARTICLE VII – PRUDENT RESERVE

The SB treasurer will maintain a prudent reserve of [months of expenses] to cover expected operational needs. Excess funds will be donated to OA service bodies as determined by the SB.

ARTICLE VIII – PARLIAMENTARY PROCEDURE

NOTE: Service boards may conduct the business of their groups by any method they choose. Once chosen, however, the method should be adopted in the bylaws so that members may be confident that the rules will not be changed as circumstances change to benefit some at the expense of others. The parliamentary authority common in use throughout Overeaters Anonymous is the most current available edition of Robert’s Rules of Order, Newly Revised.

ARTICLE IX – AMENDMENTS TO THESE BYLAWS

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

ARTICLE X – DISSOLUTION

Section 1 – Deregistration

In order to deregister, a service board must submit a written notice to the World Service Office and either to the region chair and region trustee or the virtual services trustee, as applicable.

Section 2 – Disbursement of Remaining Funds

When the service board ceases operation and all debts have been paid, all remaining funds shall be distributed to other Overeaters Anonymous service bodies or the WSO in accordance with Tradition Six.

Section 3 – US Non-Profit with 501c (3) Status

Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to the World Service Office of Overeaters Anonymous, or to a non-profit fund, association, foundation, or corporation which is organized and operated exclusively for charitable, educational, or religious and/or scientific purposes and which has established its tax exempt status under Section 501c (3) of the Internal Revenue Code. In accordance with Overeaters Anonymous Traditions, such non-profit fund, association, foundation, or corporation should be either the OA World Service Office or another OA service body.

No part of the net earnings of this association shall ever inure to be or be used for benefit of, or be distributed to its members, trustees, officers, or other private person, except that the association shall be empowered to pay reasonable compensation for services rendered and to make payment and distribution in furtherance of the expressed purpose for which it was formed.