



**MASS BAY INTERGROUP MANUAL**

**1990 to PRESENT**

**MASS BAY BYLAWS**

**POLICY AND PROCEDURE MANUAL**

**CONTINUING EFFECTS**

*This manual is the property of the MBI member group to which it was issued.  
Reps are advised to turn the manual over to his or her successor.*

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**BYLAWS OF MASS BAY INTERGROUP INC.  
OF OVEREATERS ANONYMOUS**

**ADOPTED APRIL 26, 1981 / AMENDED MAY 8, 2003 / Amended Jul. 2013 /  
Amended January 2019 / Amended October 2020**

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**PREAMBLE**

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Overeaters Anonymous is a Fellowship of individuals who, through shared experience strength and hope, are recovering from compulsive overeating.

We welcome everyone who wants to stop eating compulsively. There are no dues or fees for members; we are self-supporting through our own contributions, neither soliciting nor accepting outside donations. OA is not affiliated with any public or private organization, political movement, ideology or religious doctrine; we take no position on outside issues.

Our primary purpose is to abstain from compulsive eating and to carry the message of recovery through the Twelve Steps of OA to those who still suffer.

**THE TWELVE STEPS**

- 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.

**THE TWELVE TRADITIONS**

- 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, 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.

### **THE TWELVE CONCEPTS OF OA SERVICE**

- 1) The ultimate responsibility and authority for OA world services reside in the collective conscience of our whole Fellowship.
- 2) The OA groups have delegated to 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.

## NAME

The name of this organization shall be Mass Bay Intergroup Inc. (hereinafter referred to as "MBI") of Overeaters Anonymous (hereinafter referred to as "OA").

## PURPOSE

The purpose of MBI of OA shall be:

- To further the OA program in accordance with the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service. ( as referenced in OA, Inc. Bylaws, Subpart B Article I, II, III )
- To maintain a Communication Center for Mass Bay Intergroup.
- To provide unity of OA member groups within the Intergroup.
- To provide a format for selection of Region Representatives and Alternates to Region 6 Assemblies and Delegates and Alternates to World Service Business Conference.
- To work for OA as a whole within the Intergroup.

## MEMBERSHIP OF MBI

The membership of MBI shall consist of any OA group that follows the Twelve Steps, Twelve Traditions & Twelve Concepts of OA Service which has voted to affiliate with MBI.

- A. As a group, they meet to practice the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service.
- B. All who have the desire to stop eating compulsively are welcome in the group.
- C. No member is required to practice any actions in order to remain a member or to have a voice (share at a meeting).
- D. As a group they have no other affiliation other than Overeaters Anonymous.
- E. It has affiliated as an Overeaters Anonymous group by registering with the World Service Office.
- F. Those groups are deemed members provided that such group shall have been registered with the MBI.
- G. Each person regardless of how many votes they are entitled to as IR, AR, Committee Chair, Representative to R6 or Delegate to WSBC, may only vote once. Revised 5/1/2017

## MEETINGS OF MBI

- A. Notification of meetings of MBI shall be mailed and or emailed to each member group's secretary or IR at least ten (10) days prior to the date of the meeting.
- B. A special meeting may be called at any time, other than regular meetings, by a majority vote of the MBI officers or by a petition of at least ten (10) member groups.
- C. Regular meetings of MBI are to be held once every month.

## **THE QUORUM OF MBI**

At an MBI meeting held upon proper notification, those IR's and AR's present shall constitute a quorum, and a simple majority shall govern for voting purposes.

## **NOMINATIONS & ELECTIONS OF OFFICERS**

- A. Election of officers shall be at the October meeting and newly elected officers shall assume their responsibilities following adjournment of the December meeting or January 1<sup>st</sup>, whichever comes first, to serve for a period of one (1) year with the exception of the Treasurer, who shall serve for two (2) years.
- B. Nominations of MBI officers shall be made from the floor by any member of the voting body or by a resume submitted to Mass Bay Intergroup Inc. by the regularly scheduled September meeting.
- C. No person shall serve more than three (3) consecutive terms in the same office.  
(voted 5/18/14)
- D. A vacancy of an MBI office shall be filled by an appointment, made by the remaining officers, for an interim period, or until a special election is held.
- E. To be eligible for election as an MBI officer, a person should at the time of the election:
  - 1) Be abstinent for a minimum of three (3) years continuously, prior to date of submitting qualifications.
  - 2) Be attending OA meetings within the MBI area.
  - 3) Be actively participating, or, have served as an IR or AR to the intergroup for at least one (1) year.
  - 4) Be known for their judgment, stability and willingness and for their faithful adherence to the Twelve Steps, Twelve Traditions & Twelve Concepts of OA Service as demonstrated by Physical, Mental, and Spiritual Recovery and willingness to adhere to the MBI Bylaws.
  - 5) Any officer who has returned to compulsive eating or has a break in abstinence will be deemed to have resigned.
  - 6) To be elected, a nominee shall be present at the time of the election and must receive a simple majority vote by a paper ballot, or by acclamation if running unopposed.

## **DUTIES & RESPONSIBILITIES OF MBI OFFICERS**

- A. The President (Chair) of MBI shall:
- 1) Preside at all regular and special meetings of MBI.
  - 2) Act as a liaison between the Intergroup, Region 6, and World Service.
  - 3) Be authorized to sign checks of MBI.
  - 4) In the event of a tie vote, cast the deciding vote if they choose to do so.
  - 5) Create and distribute an Agenda for MBI meetings.
  - 6) Become familiar with MBI Bylaws.
  - 7) Parliamentary Procedure – Be familiar with and take an active role in explaining Parliamentary Procedure to all in attendance to promote increased participation.
  - 8) Oversee the rest of the MBI Board. If necessary, hold meetings to explain or discuss ongoing activities. Maintain ongoing contact with each board member. Maintain morale and instill a sense of accountability. Keep Vice Chair informed and prepared to support your decisions and initiatives to the best of their ability.
  - 9) Conduct newcomer Orientation. Supply each new representative with a Parliamentary Procedure and new representative information handout. Explain the OA service structure and set expectations as to what is accomplished at a typical meeting (motions, elections, committee activities and reports, etc.)
  - 10) Prepare and present a Chair report.
  - 11) Newsletter Column (optional) typically a one-page share on something of interest relating to MBI or MBI activities, the steps or traditions.
  - 12) Maintain awareness of Committee Activities. Have a general idea of the activities of all committees (be in touch with chairs during the month to be kept abreast).
  - 13) Act as a point of contact for anyone with questions or complaints about MBI, MBI group meetings, tradition breaks/issues, or involvement with OA activities.
  - 14) MBI Office – Remain informed as to the activities of the Arlington office. Make sure Treasurer has a handle on expenses vs. donations, and that the Corresponding Secretary maintains quality standards as to outgoing notices, fliers and correspondence
  - 15) Encourage participation in committees and OA activities as well as general attendance at MBI by all MBI meetings. Emphasize the importance of the type of participation for long-term intergroup growth and personal recovery. With officer and committee chairs, encourage them to groom others for eventual consideration for those posts.
  - 16) Currently maintain the master copy of the MBI meeting list provided by World Services.
  - 17) Maintain the integrity of Mass Bay Intergroup by your leadership and actions.
  - 18) Hold nominations for World Service Business Conference Delegates and Region 6 Representatives.
  - 19) Hold nominations for and elections for MBI officers.

20) Give final authorization to print and distribute the newsletter. Revised 1/20/2019

B. The Vice President (Vice Chair) of MBI shall:

- 1) In the absence of the President, the Vice-President shall perform all duties of the President.
- 2) Notify MBI of dates, locations and upcoming significant motions of R6 and WSBC.
- 3) Keep the records updated of terms of current Region 6 representatives and World Service Business Conference Delegates.
- 4) Determine at the June MBI Meeting who will vote at R6 and provide the coordinator of R6 with an updated list or appoint someone. Revised 1/20/2019
- 5) Comply with all record keeping and documentation requirements of R6 and WSO as stated in Sub Part B OA, Inc. Bylaws.
- 6) Coordinate and facilitate reports of R6 and WSBC being presented to MBI in a timely fashion.
- 7) Present to MBI a monthly report of these activities

C. The Clerk (Recording Secretary) of MBI shall:

- 1) Maintain accurate minutes and records of MBI meetings. Revised 1/20/2019

D. The Corresponding Secretary of MBI shall:

- 1) Answer correspondence. May also be done by the chair or designated person.  
Revised 1/20/2019
- 2) Chair the meeting in the absence of the Chair and Vice-Chair.
- 3) Write highlights of monthly MBI meetings according to the written policies & procedures.
- 4) Prior to each MBI meeting, obtain a copy of the latest IR & AR list and distribute it as a sign in sheet at the MBI meeting. Present the updated IR & AR list to the Office staff and Webmaster for computer updating.
- 5) Review the contents and format of the MBI monthly newsletter in a timely manner to provide editorial comments and suggestions to the Chair of the Newsletter Committee.

E. The Treasurer of MBI shall:

- 1) Maintain a checking account established in the name of MBI of OA.
- 2) Keep accurate records of all financial transactions.
- 3) Submit a written report at all MBI regular monthly meetings regarding all contributions and expenditures.
- 4) Submit a complete accounting of the MBI funds at the annual meeting in October.
- 5) Be authorized to sign checks of MBI.
- 6) Serve for a two (2) year period.
- 7) Designate a responsible party to properly prepare the Federal Tax Return (form 990EZ and schedule A) by the fifteenth day of the fifth month after our fiscal year ends (May 15) of every year.



- 8) Ensure that a minimum of three years tax returns are available for public view. The Treasurer must enlist the services of a certified public accountant to prepare the Federal Tax return.
- 9) Fulfill State requirements regarding the filing of a financial form for Public Charities to the Attorney General's Office. A copy of the Federal Tax return must be attached to this form and proper fees included. Oversee the preparation and ensure the filing of any required forms relevant to maintaining MBI's Incorporation with the Corporations Division of the Mass. Secretary of State and Division of Public Charities of the Office of the Attorney General.
- 10) Provide salary information (form 1099-misc income) to office personnel to be postmarked no later than 1/31/xx. A transmittal form must also be sent to the IRS reporting office personnel salary for the year.
- 11) Ensure that quarterly donations in the amount of \$250 are sent to Region 6 & OA World Service.

## **SUBCOMMITTEES & CHAIRS OF SUBCOMMITTEES**

The President (Chair), together with the MBI officers, shall appoint such committees as required in order to carry out the purpose of the Intergroup. Each committee shall submit monthly reports.

- A. A committee chair shall be appointed from groups eligible to vote.
- B. To be eligible for appointment as a committee chair a person at the time of appointment shall:
  - 1) Be abstinent for a minimum of one (1) year continuously, prior to the date of submitting qualifications.
  - 2) Be known for their judgment, stability and willingness and for faithful adherence to the Twelve Steps, Twelve Traditions and Twelve Concepts of OA Service as demonstrated by Physical, Mental and Spiritual Recovery and willingness to adhere to the MBI Bylaws.
  - 3) Be attending meetings which are affiliated with MBI.
  - 4) Be actively participating in the Intergroup and have served as an IR or an AR for at least one year.
- C. Any committee chair not present at two (2) consecutive Intergroup meetings and who has not made arrangements for the proper functioning of the committee during the absence, shall be contacted and a new committee chairman shall be appointed.

## **INTERGROUP REPRESENTATIVES AND ALTERNATES**

The Election and responsibilities of MBI Representatives and Alternates

- A. Every MBI Meeting shall elect an Intergroup Representative (IR) and Alternate Representative (AR) to attend monthly MBI meetings to represent their group, and to be a communications liaison between their group and the OAMBI Board.
- B. An IR or AR shall have three or more months of continuous abstinence, be committed to recovery and service, and be working and living the Twelve Steps and Twelve Traditions of OA on a daily basis.
- C. Each IR and/or AR will consult the MBI website for resources including links to the Bylaws, minutes and relevant reports. Additionally, there are handouts, flyers, and brochures that can be sent if you do not have internet access.
- D. Each IR ensures that an Alternate Rep attends MBI meetings if he/she cannot attend.
- E. Each IR and/or AR may participate and serve on an MBI committee and or project.
- F. Each IR and/or AR shall report the total number members attending, the number of visiting members, and the number of new members at each meeting, by emailing the head of PO/PI/D Committee each week.

## **REGION 6 REPRESENTATIVES & ALTERNATES**

Nomination, election, and responsibilities of Region 6 representatives and alternates.

- G. Nominations of Region 6 representatives and alternates shall be made from the floor by any member of the voting body or by resume submitted to MBI by the regularly scheduled May meeting.
- H. Election of representatives and alternates shall be at the June meeting and newly elected representatives and alternates shall assume their responsibilities following adjournment of that meeting to serve for a period of three (3) years.
- I. A representative may serve only two (2) elected consecutive terms, not more than six (6) elected consecutive years.
- J. To be eligible for election as a Region 6 representative or alternate, a person shall at the time of election;
  - 1) Be known for judgment, experience, stability, and willingness, and for faithful adherence to the Twelve Steps, Twelve Traditions and Twelve Concepts of OA Service as Demonstrated by Physical, Mental and Spiritual Recovery.
  - 2) Be abstinent for a minimum of one (1) year continuously, prior to date of submitting qualifications.
  - 3) Have one (1) year recent or prior active service to MBI.
- K. To be elected, a nominee shall be present at the time of the election and must receive a simple majority by a paper ballot, or by acclamation if running unopposed. A Representative nominee who does not get elected may run for alternate in the same election.
- L. A representative vacancy shall be filled by the alternate who has had the longest term of participation in Region 6. If identical terms are held by more than one alternate, the vacancy shall be filled by drawing lots.
- M. The officers of MBI may appoint alternates to serve until the June election. These appointees must meet the same requirements as elected representatives and alternates.
- N. Representatives and alternates may be instructed as to the desires of MBI.
- O. A representative & alternate shall not be absent for two (2) consecutive intergroup meetings.
- P. Any representative or alternate who has returned to compulsive eating or has a break in abstinence shall resign.
- Q. A Region 6 Representative or Alternate who misses two (2) consecutive Region 6 Assemblies (unless MBI votes the distance is so great as to present financial or physical hardship) is dismissed. Thus dismissed the representative or alternate will not be eligible for reelection for one year.

## **WORLD SERVICE BUSINESS CONFERENCE DELEGATE**

Nomination, election, and responsibilities of World Service Business Conference delegates and alternates.

- A. Nominations of World Service Business Conference delegates & alternates shall be made from the floor by any member of the voting body or by resume submitted to MBI by the regularly scheduled May meeting.
- B. Election of delegates and alternates shall be at the June meeting and newly elected delegates and alternate shall assume their responsibilities following adjournment of that meeting to serve for a period of two (2) years. A delegate may serve only two (2) consecutive terms. After completing four consecutive years, service shall not exceed an additional two years. A one year rotation out of service shall then be observed. (Updated as per *Substitute New Business Proposal Item J 2012*)
- C. To be eligible for election as a World Service delegate or alternate, a person shall at the time of election;
  - 1) Be known for judgment, experience, stability, willingness, and for faithful adherence to the Twelve Steps, Twelve Traditions and Twelve Concepts of OA, as demonstrated by Physical, Mental and Spiritual Recovery.
  - 2) Be abstinent for a minimum of three years continuously, prior to date of submitting qualifications.
- D. Have one (1) year recent or prior active service as a representative or alternate to Region 6 and two (2) years of service beyond the group level. To be elected a nominee shall be present at the time of the election and must receive a simple majority by paper ballot, or by acclamation if running unopposed.
- E. A delegate vacancy shall be filled by the alternate who has had the longest term of participation in WSBC. If identical terms are held by more than one alternate the vacancy shall be filled by drawing lots.
- F. The officers of MBI may appoint alternates to serve until the June election. These appointees must meet the same requirements as elected delegates and alternates.
- G. Delegates and alternates may be instructed as to the desires of MBI.
- H. A delegate and alternate shall not be absent for two (2) consecutive intergroup meetings.
- I. Any delegate or alternate who has returned to compulsive overeating shall resign.

## FINANCIAL STRUCTURE

The activities of the MBI shall be financed primarily by contributions of member groups.

- A. Secondary source of financial income to MBI may be from such occasional projects or activities as may be authorized by MBI.
- B. MBI may accept donations from OA members, conforming to the general practice of OA.
- C. The acceptance of bequests or donations from any outside source is prohibited.
- D. The MBI shall not accept the responsibility, Trusteeship or enter into the distribution or allocation of funds set up outside MBI.
- E. Upon winding up and dissolution of this association, after paying or adequately providing for the debt and obligations of this association, the remaining assets shall be distributed to the World Service Office of OA.
- F. No part of the net earnings of this association shall ever inure for the benefit of, or be distributed to members, trustees, officers, or other private persons, except that the association shall be empowered to pay compensation for services rendered and to make payments distributions in furtherance of the exempt purposes for which it was formed.
- G. Notwithstanding any other provisions of these articles, the association shall not carry on any other activities not permitted to be carried on by an association exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code.

## MAJOR POLICY MATTERS

- A. Matters that affect this Intergroup and/or groups within its service area, shall be referred to the board of this Intergroup.
- B. Matters which relate to Overeaters Anonymous as a whole, which affect Subpart A of the bylaws of Overeaters Anonymous, Inc., shall be referred to the Board of Trustees.
- C. Matters which affect Subpart B of the bylaws of Overeaters Anonymous, Inc., or which relate to the 12 Steps, 12 traditions and 12 Concepts shall be referred to the **World Service Business Conference**.

## **AMENDMENTS TO BY-LAWS**

These By Laws representing our Table of Organization, may be amended at any time by a two-thirds (2/3) vote of MBI representatives adhering to the provisions set forth in Section 5, present at any regular or special meeting of the MBI, provided a copy of the proposed amendment has been submitted to each member group at least ten (10) days before the meeting at which action to be taken on the amendment. (Amendments to the Twelve Steps and Twelve Traditions and Twelve Concepts of OA may only be made as per OA, Inc. Bylaws, Subpart B, Article XIV, Section 1e.)

## **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 to 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.

## **DISSOLUTION**

### **Deregistration**

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

**POLICY AND PROCEDURE MANUAL**

**1990 - PRESENT**

**ADOPTED BY THE MASS BAY INTERGROUP**

**OF OVEREATERS ANONYMOUS**

## **UPDATED Fall 2020**

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## **BYLAW COMMITTEE**

### **GOAL**

To facilitate the will of the majority as established in the bylaws, continuing effect motions, policies and procedures and to act as a conduit through which a bylaw amendment or motion may be refined for language and applicability.

### **POLICY**

- A. The bylaws, continuing effect motions, policies and procedures will be updated whenever necessary and reviewed periodically.
- B. The bylaws, continuing effect motions, policies and procedures will be available for the members of MBI.
- C. Adherence to the bylaws and continuing effect motions is an educational obligation of the committee.
- D. The committee will consist of a chair, and additional members as deemed necessary.

### **PROCEDURE**

- 1) Regarding policy A: as new bylaws, motions, and policies are passed those documents will be updated. At the MBI meeting following their origination the updated material will be given to the officers, bylaw committee, and each IR or AR representing one group. The review for language pertinent to current practice will begin each September and will be completed by December.
- 2) Regarding policy B: Each member group is entitled to one MBI manual consisting of the three afore mentioned documents. Each group will be held accountable for their manual. In addition copies will be made available upon request to any MBI member.
- 3) Regarding policy C: The bylaw chair will have available at each meeting of MBI the three documents and will answer questions or interject pertinent information.
- 4) Regarding policy D: Committee membership is open to all. Voting privilege is restricted to IR's AR's or voting delegates of MBI.

## **OFFICE COMMITTEE**

### **GOAL**

To provide a central office where information about all of OA may be found. To abide by the traditions by only distributing AA and OA approved literature. To facilitate the work of Mass Bay Intergroup.

### **POLICY**

The office committee will oversee the functions of, and participate in running the MBI office.

### **PROCEDURE**

- A. Meetings are to be held at the discretion of the MBI office committee chair.
- B. Committee reports are to be presented by the office committee chair.
- C. Send one copy to the MBI office for filing.
- D. The office committee will consist of the following permanent positions.
  - 1) The MBI Chair
  - 2) The MBI Vice Chair
  - 3) The MBI Treasurer
  - 4) The Office Committee Chair (appointed by the MBI Chair)
  - 5) One office committee IR/AR volunteer.
  - 6) The MBI Webmaster
  - 7) A paid computer consultant when necessary
  - 8) The committee chair shall:
    - a) Set the policies and procedures for the committee
    - b) Integrate information to provide for a smooth running office.
    - c) Register all new MBI meetings, changes and updates with world service (WSO) in New Mexico if necessary.
    - d) Act as a liaison between the paid office coordinator and MBI: between the paid coordinator and office subcommittees trouble shoot, update and provide job descriptions to the various subcommittees and office worker
    - e) Set the pay scale for the paid secretary in conjunction with the office committee.
    - f) Orient the incoming office committee chair before leaving office.

## **TWELVE STEP COMMITTEE**

### **GOAL**

- 1) To facilitate the passing of the abstinent message to groups outside a 100 mile radius of the MBI office by way of a travel fund.
- 2) To enhance and increase membership retention at all levels of recovery.
- 3) To further carry the message of recovery to the member who is still suffering.
- 4) To reach out to past members of OA who have left the fellowship.
- 5) To establish other ways to carry the message, to share information and ideas that generate recovery within the fellowship through use of the OA tools, Steps and Traditions.

### **POLICY**

**In keeping with the traditions, the committee will undertake to implement the goals for the benefit of its members.**

### **PROCEDURE**

- A. Meetings will be held once a month and at the 12-step chair's discretion.
- B. The committee will consist of a chair (chosen by the chair of MBI), a recording secretary (chosen by the twelve step committee chair) and members. Membership is open to all; voting is restricted to members of the committee who are IR's, AR's or voting delegates of MBI.
- C. The committee will sponsor workshops, marathons, and retreats.
- D. The committee will establish and sponsor recovery from relapse meetings.
- E. The committee will sponsor a Thank-a-Thon on Thanksgiving Day.
- F. The committee will suggest and implement ideas for member retention, encourage service at the group and intergroup levels.

### **REGARDING THE TRAVEL FUND:**

The host group will contact the MBI office or the Twelve Step committee for an application and return is as directed. The twelve step committee will consider all applications; decide who will be funded according to financial availability and fulfillment of requirements. All applications will be responded to by the committee, whether accepted or rejected. No funds will be released from the treasurer to the host Intergroup without receipts. However funds may be advanced and receipts provided later in a financial emergency.

- A. MBI will:
  - 1) Provide 50% or more of the funding for travel.
  - 2) Provide an application and review process for host groups.
- B. The speaker who is to travel must:
  - 1) Demonstrate physical, mental and spiritual recovery.
  - 2) Have three years of uninterrupted abstinence
  - 3) Be a member of the MBI community.
  - 4) Have completed one AWOL or a study of the 12 steps.
- C. The host group:
  - 1) Must provide 50% of travel expenses whenever possible.
  - 2) Must provide food and lodgings for the MBI speaker.
  - 3) Must submit an application in a timely fashion.
  - 4) Should hold a public information meeting.
  - 5) Should make plans for the speaker to address at least 2 group meetings.

**PI/PO COMMITTEE**

(Merger of Public Information, Professional Outreach and Unity with Diversity Committees, 2020)

**GOAL**

To carry the message of hope to compulsive overeaters who are still suffering. Establishing professional and credible relationships with healthcare professionals, clergy, and employee assistance programs, and carrying the message to prospective newcomers through media advertising and public flyer distribution. An additional goal is to carry the message to young people and diverse populations.

**POLICY**

In keeping with the "Traditions", the committee responds to incoming calls requesting material or a speaker. A specific Professional Outreach speaker bank is maintained and available for speaking opportunities at healthcare organizations. The committee also actively seeks ways to carry the message concerning OA and the resources MBI has available.

All forms of media communication are to be used; press, film, radio, social media, and television. The most stringent application to all the traditions must be observed particularly Six, Ten, Eleven and Twelve: Six ... OA can not endorse, Ten ... OA has no opinion of outside issues, Eleven... Our public relation policy is based on attraction rather than promotion: We need always to maintain personal anonymity at the level of press, radio, and film., Twelve ... Place principles before personalities.

**PROCEDURE**

- A. **Meetings** are to be held at least once a month and at the discretion of the committee chairs.
- B. **CHAIR PERSON(S):** The chair person(s) of the committee is:
  - Elected by majority vote.
  - Sets the policies and procedure for the committee.
  - Appoints sub-committees.
  - Delegates assignments.
  - Serves as a contact person for sub-committees.
  - Keeps a record of all correspondence of outreaches and contacts, holds phone scripts, outreach format and resources.
  - Coordinates public information event displays and professional outreach speaking engagements.
- C. **MEMBERS:** *When the committee is comprised of at least 3 committed members:* Each member keeps a file of contact information for public information opportunities, media organizations that will accept advertisements, and professional outreach contacts. Members will fulfill requests for OA literature and offer MBI resources for PI

events and PO speaking opportunities. Members also send a thank you note after each outreach. Members stay with their contacts, solicit voluntary contact information from prospective volunteers, and consistently set up outreaches.

- D. Information that we are available, willing to speak, and how to contact us may be sent to any media source. That information may be repeated at reasonable intervals. Phone calls or letters should be sent requesting time on the air or space in the papers.
- E. Phone calls or letters to the MBI office requesting services should be referred to the media committee chair(s). All requests should be in writing or email. If not, a follow up letter should be requested.
- F. Anonymity means that last names are never to be used and in public events, whenever possible, the person's face that is appearing should be in the shadows or disguised. If the OA member is a public personality they must be shadowed.
- G. For specific suggestions and feedback, the person from OA, who is appearing or writing an article, should rely on the experience of the chairman of the media committee, and of people who have gone before him or her.
- H. Our message is where we have been and where we are now because of OA, we demonstrate recovery in our dress, speech or in writing. The good of OA as a whole and WSO policy should be observed. We should not mention specific food plans or show prejudice to any particular meeting as being better than another.

## **HIGHLIGHTS COMMITTEE**

### **GOALS**

To communicate positive information about the activities and plans of MBI on a monthly basis.  
To make the highlights brief, engaging and simple.

### **POLICY**

The communication will be sent in a written report to all IR's, AR's, and requesting individuals.  
The report is to be read at the IR's or AR's group meeting each month.

### **PROCEDURE**

The Highlights are written by the corresponding secretary, and are typed, copied, and mailed or e-mailed to the MBI office and webmaster within five days of the MBI meeting. (Highlights will be reviewed by MBI chair before publication and amended to reflect current practices on 7/04)

## COMMUNICATIONS COMMITTEE

### NEWSLETTER COMMITTEE (Renamed the Communications Committee in 2003)

#### GOAL

The goals of the Newsletter committee are to communicate pertinent information about MBI in a timely fashion and to serve as the monthly newsletter of MBI.

#### POLICY

- A. Meetings will be called at the chair's discretion. This is usually a committee of one; however the chair may request help and call a meeting. The committee chairman will provide the draft of the MBI newsletter in a timely manner to allow for input and feedback from the MBI chair and corresponding secretary of MBI regarding the contents and format of the newsletter. The chair will then submit the newsletter in its final form to the MBI chair and corresponding secretary for final review and approval before printing and distributing the newsletter on a monthly basis.
- B. Any newsletter containing a bylaw change must be received by the subscribers 15 days prior to the next monthly meeting.
- C. Committee reports must reach the chair within one week of the MBI meeting to which they refer. Newsletter articles must be received by the chair before the fifteenth of the month in which they are to be published. Material cannot be returned, nor can payment be made for the same. The chair reserves the right to edit. Other anonymous groups may reprint without permission. The opinions expressed are those of the writer, not those of Mass Bay Intergroup or OA as a whole.
- D. The chair will gather information and make editorial decisions regarding the contents of the newsletter with final review and approval granted by the MBI corresponding secretary.
- E. The Chair will approve the content of the newsletter and return it to the Communications Chair
- F. The chair will email the newsletter to the Webmaster and the MBI office.
- G. MBI office will mail the newsletter to other area Intergroups, IR's and AR's, and individuals who have requested them (everyone on our mailing list). The webmaster will email the newsletter to the email list.



## PROCEDURE

- A. Regarding policy A: This is usually a committee of one; however the Chair may request help and call a meeting.
- B. Regarding policy B: the Chair will follow-up with the office to make sure all deadlines are kept.
- C. Regarding policy C: Committee reports and newsletter articles are to be mailed or emailed to the home of the newsletter chair or to the MBI office. Committee reports and articles received after the deadline will be printed at the chair's discretion.
- D. Regarding policy D: the newsletter will contain: dates of MBI and Region 6, meetings, committee reports, meeting changes, a donation list, and any other information the chairman chooses.
- E. The office will print mailing labels and affix them to the newsletters. The newsletters are mailed to other area Intergroups, IR's and AR's, and individuals who have requested them (everyone on our mailing list).
- F. The Newsletter committee will also e-mail the Newsletter to the Webmaster for distribution on the email loop.

## **WEBSITE COMMITTEE**

### **GOAL**

To distribute pertinent information about MBI through the internet in a timely manner.

### **POLICY**

- A. The MBI Webmaster will be responsible for overseeing the MBI web presence, communicating as necessary with the web service provider who hosts our site.
- B. Ensuring all fees required for our site and domain (presently OAMBI.ORG) are paid - specifically our domain name registration and the site hosting fees.
- C. Administering any MBI email accounts as required. However, the MBI office is responsible for replying to and redirecting MBI email sent to [info@oambi.org](mailto:info@oambi.org).
- D. Making sure the information provided on the MBI website is accurate and up-to-date.

### **PROCEDURE**

- A. The MBI Webmaster is responsible for posting the following information on the MBI web site in a timely manner.
  - 1) Any public MBI correspondence such as the MBI Highlights and Newsletter.
  - 2) The minutes of recent MBI meetings.
  - 3) News of any upcoming MBI, Region 6 or World Service events.
  - 4) The current state-wide and MBI meeting directories, as well as information on how to officially update meeting information at World Service.
  - 5) Dates of upcoming MBI meetings.
  - 6) Contact information and hours of operation for the MBI office.
  - 7) Order forms for any MBI-sponsored literature, tape or CD libraries.
  - 8) Maintain links to OA World Service and Region 6, as well as any other appropriate OA service bodies.
- B. Any other material not listed above can only be posted at the discretion of the MBI Board as communicated by the Chair. In the interest of accuracy, any request for information to be posted to the web site from any other Board member must be confirmed by the MBI Chair prior to posting.

**MISCELLANEOUS SUBJECTS**

**PLACE, TIME, LENGTH OF MBI MEETING**

**POLICY**

The chair of MBI will set the place, time and length of MBI meetings. Note: The frequency of the MBI meeting is governed by the MBI bylaws.

**PROCEDURE**

- A. The chair of MBI, after consultation with the board and review with the body of MBI, will make the final decision as to the place, time and length of MBI meetings.
- B. The regular monthly meetings of MBI will be reviewed at the November meeting to set the dates for the upcoming year, taking into consideration holidays, Region Six Assemblies, World Service Business Conferences and location availability.

**NEWCOMER ORIENTATION**

**GOAL**

The goal of the Newcomer Orientation Committee is to increase representation in MBI by encouraging immediate participation by intergroup representatives (IR's), and alternate representatives (AR's), and visitors.

**POLICY**

This is an informational committee and does not require the formal structure of officers. One or more persons in MBI will speak to newcomers. The speaker will give out any available written material which will be helpful in informing those attending the orientation.

**PROCEDURE**

- A. The chairman of MBI will appoint the speaker of the newcomer committee and will consider volunteers.
- B. Subjects covered are at the discretion of the speaker, but special attention should be given to the following:
  - 1) The importance of newcomers and their participation in MBI;

- 2) A brief description of the purpose and function of MBI officers, who they are; committee names, chairs and functions;
- 3) Parliamentary rules, particularly those which give the newcomer an immediate voice (point of personal privilege, point of information, etc.
- 4) Any issue that will be discussed at that day's meeting, providing background information when helpful;
- 5) Newcomer's questions should be answered and an acknowledgement of every newcomers initial confusion at MBI given;
- 6) The subcommittee locations should be identified and committee members direct the newcomer to the location if necessary.

ORIGINALLY ESTABLISHED 6/18/98

REVISION DATE: 5/8

### **ROBERT'S RULES AND PARLIAMENTARY PROCEDURES**

**This Section is covered by Article 14, PARLIAMENTARY AUTHORITY on page 11 of the bylaws of MBI by suggestion of the Region 6 Trustee.**

ORIGINALLY ESTABLISHED 6/15/89

REVISION DATE:

### **ATTENDANCE AT WORLD SERVICE BUSINESS CONFERENCE**

#### **POLICY**

MBI will send only as many delegates to the World Service Business Conference ("WSBC") as is fiscally responsible in consideration of the needs of MBI as a whole.

#### **PROCEDURE**

- A. A vote will be taken at a regular meeting of MBI to determine the number of delegates to be sent to WSBC.
- B. A vote will be taken by at the time of election of WSBC delegates in preferred order. This vote would name MBI's first choice, second choice etc.
- C. The date of the final vote will be determined by the chair of MBI.

**SUBJECT: List: Rescinded Policies**

**1986 February**

It was adopted to:

Have a phone list in the office with names and home phone numbers of all Officers and Committee Heads.

**1989 January**

It was adopted that:

When Region 6 meetings fall on the same weekend as the intergroup meetings the intergroup meeting shall be scheduled for the preceding Sunday.

**1995 July**

It was adopted:

To select alternate dates to meet in the months in which Father's or Mother's Day fall on the date of usual MBI meeting

**A SUMMARY OF CONTINUING EFFECT MOTIONS**

**1985 to PRESENT**

**ADOPTED BY THE MASS BAY INTERGROUP**

**OF OVEREATERS ANONYMOUS**

**UPDATED Fall 2012**

## CONTINUING EFFECT MOTIONS

NOTE: Mass Bay Intergroup Continuing Effect Motions are listed chronologically and divided into several categories.

### **MBI BUSINESS**

1986 NOV.	PERSONNEL POLICY	(P.32)
1986 FEB.	SCHEDULING OF MBI MEETINGS Rescinded 5/8/03	(P.28)
1986 MAY	LITERATURE-Office Stationery	(P.32)
1987 AUG.	PHONE LISTING-yellow pages	(P.33)
1988 AUG.	RIDE LIST-abstinence suggestions	(P.33)
1989 JAN.	SCHEDULING OF MBI MEETINGS Rescinded 5/8/03	(P.28)
1989 AUG.	LITERATURE FORMS	(P.33)
1989 OCT.	R-6 AND WSO DELEGATE LIST	(P.33)
1991 MAR.	POLICY REGARDING GIFTS	(P.33)
1991 JUNE	WSO FUNDING	(P.33)
1992 APR.	MEETING DIRECTORY POLICY	(P.33)
1993 JAN.	NEWSLETTER	(P.34)
1993 FEB.	P & P REFRESHER COURSE	(P.34)
1994 AUG.	DISBURSEMENT OF 7th TRADITION	(P.34)
1995 MAR.	COMMITTEE BUDGETS	(P.34)
1995 JULY	SCHEDULING OF MBI MEETINGS (RE: Father's/Mother's Day) Rescinded 5/8/03	(P.28)
1996 JAN.	BOARD BUDGETS	(P.34)
1996 SEPT.	SCHOLARSHIP TRAVEL FUND	(P.34)
1998 OCT.	PARLIMENTARY PROCEDURES/ROBERT'S RULES	(P.35)

### **MBI OFFICE**

1986 JAN.	PURCHASE OF EQUIPMENT AND SUPPLIES	(P.32)
1986 MAY	OFFICE NAME AND MANAGEMENT	(P.32)
1986 JULY	NEWCOMER INFORMATION	(P.32)
1987 JAN.	POLICY STATEMENT RE: Service to OA	(P.32)
1987 MAY	MEETING LISTS FOR NEW MEETINGS	(P.32)
1987 MAY	INTERGROUP MEETING LIST POLICY	(P.32)
1994 OCT.	UNBUDGETED FUNDS	(P.34)
1996 MAY	LITERATURE POLICY	(P.34)
1997 FEB.	MBI OUTREACH DISPLAY EQUIPMENT	(P.35)
1999 APR.	OFFICE EMPLOYEE HIRING	(P.35)

### **MEETINGS**

1987 MAY	NEW MEETING LITERATURE DONATIONS	(P.32)
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### **REGION SIX**

1988 JULY	DONATIONS	(P.33)
1990 APRIL	MILEAGE REIMBURSEMENT	(P.33)
1993 NOV.	ACCOMMODATION FUNDING	(P.34)

## **COMMITTEES**

2006 FALL	OFFICE COMMITTEE	(P.35)
2006 FALL	TWELFTH STEP COMMITTEE	(P.35)
2006 FALL	NEWSLETTER COMMITTEE	(P.35)
2006 FALL	WEBMASTER COMMITTEE	(P.35)



## **A LIST OF CONTINUING EFFECT MOTIONS**

### **1985-PRESENT**

It is noted that all motions appearing were adopted by the group conscience of Mass Bay Intergroup of Overeaters Anonymous. Furthermore that these motions stand unless changed by later motion. Not included in this list are the bylaw changes which are easily found in the updated bylaws, and all motions that are self limiting by their nature.

1986 January - It was adopted to:

Give the office committee power to purchase needed equipment and supplies for the office.

1986 May - It was adopted to:

Establish that the OA office in Arlington be called the Mass Bay Service Office, and be managed by the Office Committee appointed in accordance with the Mass Bay Intergroup bylaws, Section 8, Sub Committee.

1986 May - It was adopted to:

Have Overeaters Anonymous/Mass. Bay Service Office letterhead stationery available in office and envelopes with address only.

1986 July - It was adopted to:

The office is to have available typed lists of names, phone numbers, and meetings in geographical areas available for newcomer when they call in for information.

1986 November - It was adopted that:

The OA office personnel business be omitted from Intergroup meetings and be left to the Office Committee.

1987 January - It was adopted that:

The Mass Bay Service Office will serve all of OA regarding: literature orders, meeting information & meeting lists. All other decisions & areas of concern will come from the group conscience of MBI.

1987 May - It was adopted that:

25 meeting lists be made available free, upon request to new meetings whether or not they apply for free literature.

1987 May - It was adopted that:

Updated meeting lists be automatically mailed to each active Intergroup.  
The amount to be determined between the office person and the Intergroup contact.

1987 May - It was adopted that:

MBI be presented a projected yearly budget, beginning with June 1987, May 1988, and afterwards for each calendar year January to December.

1987 August - It was adopted that:

Overeaters Anonymous would be listed in bold in the Yellow pages with food addiction in small italics.

Overeaters Anonymous would be listed in bold in the White pages of the phone book.

To use the phone number of the MBI office under the Overeaters Anonymous heading in both phone books, with the cost to be borne by MBI.

1988 July - It was adopted to:

Increase donations to Region 6 from \$10 monthly to \$100 quarterly.

1988 August - It was adopted to:

Have a 90-day suggestion for names and phone numbers for the Ride List.

1989 August - It was adopted that:

The literature form be altered to include a block for donations to the MBI office.

In addition, that a list of all MBI services which are available to all groups be included with the literature form.

1989 October - It was adopted that:

A list of Region 6 and World Service delegates and alternates be established.

This list should contain their names, addresses, phone numbers and dates of election.

Furthermore, three copies of this list are to be made available; the first for the Chairperson's records, the second for the MBI office, and the third for the coordinator of these bodies appointed by the chair of MBI. In addition this list should be updated with the above information for appointed alternates or delegates as well as updated at the time of the June elections. The aforementioned list is to be established and updated by the Vice President of MBI.

1990 April - It was adopted that:

MBI will reimburse members attending Region 6 for, gas, tolls, and mileage.

MBI will apply for reimbursement from Region 6, according to the Region 6 policy and procedure.

1991 March - It was adopted that:

No gifts of appreciation will be given to officers, chairs, or members of MBI.

1991 June - It was adopted that:

Allocation of funds for delegates to World Service Business Conference will continue monthly.

1992 April - It was adopted that:

A header or footer to the meeting list directory be added stating: All OA meetings, including those with special interest, are open to all who wish to recover from compulsive overeating. The word "emphasis" after special meeting will not be used.

1993 January - It was adopted to:

Include in the MBI monthly Newsletter a calendar of OA events, sponsored by OA Meetings, Intergroups, Regions and or World Service, such as" Conventions, Dances, Retreats, etc. as reported by the MBI Corresponding Secretary with the following disclaimer placed above the listing: "These are activities sponsored by various sources not necessarily endorsed by MBI."

1993 February - It was adopted to:

Have a refresher course in Parliamentary Procedure be scheduled for ten minutes of an upcoming MBI meeting so that everyone can participate more fully in MBI meetings. **The presenter and the date of the presentation would be chosen by the MBI Chair to be held once a year.**

1993 November - It was adopted to:

Have any R6 Delegate or Alternate who chooses to stay overnight at the assembly be funded at the special OA rate set by the facility based on double occupancy.

1994 August - It was adopted to:

Donate \$25.00 to Stoneham Senior Center once a month after the Business Meeting. The rest of the 7th Tradition from the MBI business meeting will be donated to MBI Itself.

1994 October - It was adopted to:

Requests for unbudgeted funds that would cause the balance of the monthly operating cash to go below \$5,000.00 (our minimum of 2 months expenses) must be tabled until such funds are made available.

1995 March - It was adopted to:

Create a reserve of \$100.00 per month to accumulate a portion of the annual committee budget.

1996 January - It was adopted to:

Create a budget of \$200.00 per year to cover expenses of the Board in performing their MBI duties.

1996 April - It was adopted that:

The MBI Office carry only conference approved OA literature and MBI produced literature that adheres to the Traditions, Bylaws and Policies of OA.

1996 May - It was adopted that:

The MBI office will donate one AA Big Book, ten of the following pamphlets: We Care, Before You Take That First Bite, Program of Recovery, 25 Meeting Directories, literature order forms and four WSO meeting formats to any meeting that registers with MBI.

1996 September - It was adopted to:

Establish a traveling scholarship in the annual amount of \$1,000.00. Scholarships to be administrated by the 12-Step Committee.

1997 February - It was adopted that:

The MBI Outreach display equipment be kept at the MBI office for use by any committee. Any committee using the equipment will be responsible to: sign out, return the equipment, replenish the stock and pay for any used or additional pamphlets out of its budget.

1998 October - It was adopted to:

Add a special insert to the MBI Policy & Procedure Manual regarding Robert's Rules and Parliamentary Procedures.

1999 April - It was adopted that:

Members of OA fellowship may not be excluded from being considered for a paid position in the OA Office.

2006 Fall - It was adopted that:

Office Committee Policy and Procedure be changed to reflect current practice.

2006 Fall - It was adopted to:

Add to the Policy and Procedures of the Twelfth Step Committee to reflect current practices.

2006 Fall - It was adopted that:

The word email be added to the Newsletter committee to reflect current practice.

2006 Fall - It was adopted to:

Add a Webmaster Committee Goals, Policy and Procedure to reflect current practice.

2010 Fall – It was adopted to:

Change the Corresponding Secretary wording Part D-5 from latest meeting and mailing to IR & AR and add present to Office staff and Webmaster.

2010 Fall- It was adopted to:

Strike through and word MAN in the title of section B SUBCOMMITTEES & CHAIRMAN and to insert in part B-2 the words and willingness to adhere to the MBI BYLAWS

2010 Fall – It was adopted to:

Strike the word over from compulsive overeating and add or has a break in abstinence in REGION 6 DELEGATES AND ALTERNATES section J

Do the same in MEMBERSHIP OF MBI part E

2010 Fall-It was adopted to:

Insert the words and willingness to adhere to MBI BYLAWS in part E section 4

Strike through over in compulsive overeating.

2010 April- It was adopted to: Move that the MBI Board nominations and elections, currently held in November and December respectively, to September and October, with the elected offices to take effect the following January.

2014 October - The reports of committee chairs and of the executive committee (except the minutes of the recording secretary) shall be prepared and sent to the newsletter chair within seven days of the regular meeting to be circulated by email to MBI members and put on the website, and shall not be presented aloud at meetings, except that the recording secretary shall read the minutes aloud.