

**OVEREATERS ANONYMOUS
OA H.O.W.TWO HOUR FORMAT PHONE MEETING
VIRTUAL SERVICE BOARD
BYLAWS**

(approved 11/12/2013)

The organization name shall be Overeaters Anonymous H.O.W. Two Hour Format Phone Meeting Virtual Service Board also known as the OA/HOW Two Hour Format Phone Meeting "VSB"

I. STATEMENT OF PURPOSE

The purpose of the OA/HOW Two Hour Format Phone Meeting Virtual Service Board 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 participating H.O.W. Phone Meetings.

The Twelve Steps of Overeaters Anonymous

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 of Overeaters Anonymous

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.

The Twelve Concepts of OA Service

Concept One

The ultimate responsibility and authority for OA world services reside in the collective conscience of our whole Fellowship.

Concept Two

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.

Concept Three

The right of decision, based on trust, makes effective leadership possible.

Concept Four

The right of participation ensures equality of opportunity for all in the decision-making process.

Concept Five

Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.

Concept Six

The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.

Concept Seven

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.

Concept Eight

The Board of Trustees has delegated to its Executive Committee the responsibility to administer the OA World Service Office.

Concept Nine

Able, trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.

Concept Ten

Service responsibility is balanced by carefully defined service authority; therefore, duplication of efforts is avoided.

Concept Eleven

Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs and consultants.

Concept Twelve

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.

II. COMPOSITION

MEMBERS/GROUP REPRESENTATIVES

- The OA/HOW Two Hour Format Phone Meeting Virtual Service Board (VSB) shall be composed of Representatives from Registered Overeaters Anonymous Member Groups affiliated with this service body as determined by the VSB guided by OA Traditions and Concepts, the OA WSBC Delegate and Virtual Service Trustee.

- Each OA/HOW Two Hour Format Phone Meeting may have up to two Sponsors designated as VSB Representatives.
- The duty of the VSB Representative is to represent the Meeting Group and serve as a contact to carry communications between the VSB and the represented group.
- VSB Representatives and VSB Officers must be OA/HOW Sponsors.
- Only designated Representatives or a designated Alternate from each Meeting will be eligible to vote. However, all OA/HOW members are welcome to attend and participate in VSB meetings.

Definition of an OA Group

The OA/HOW Two Hour Format Phone Meeting VSB 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.

- 1) These points shall define an Overeaters Anonymous group:
 - 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 affiliation other than Overeaters Anonymous.
 - e) It has affiliated as an Overeaters Anonymous group by registering with the World Service Office.

- 2) Virtual groups (groups which replicate face-to-face meetings through electronic media) may be an Overeaters Anonymous group if they:
 - a) otherwise meet the definition of Overeaters Anonymous groups
 - b) are fully interactive; and
 - c) meet in real time.

III. MEETING PROCEDURES

1. MEETING NOTIFICATION

- The OA/HOW Two Hour Format Phone Meeting Virtual Service Board shall hold regular meetings at such place and time as designated by a majority of members present during the VSB Meeting.
- The Representatives of Meetings affiliated with the OA/HOW Two Hour Format Phone Meeting VSB shall be notified of VSB Meetings by e-mail 3 days prior to scheduled date.
- Announcements of future meetings shall also be posted on <oahowmeetings.squarespace.com>

2. COMMUNICATIONS

- Any and all business communications to the VSB Representatives, as a whole, are to be sent via the VSB Chair and VSB Secretary.

3.MEETING AGENDA

- Any and all items proposed for review and consideration by the VSB should be communicated to the Chair 7 days prior to the upcoming scheduled meeting date to be placed on the agenda.
- The VSB Chair, Vice Chair and Secretary will collaborate to determine VSB Meeting Agenda.

4.MEETING FORMAT

1. Open Meeting
 2. Roll Call
 3. Approve Minutes
 4. Approve Treasurer's Report
 5. Officer/Committee Reports
 6. Old Business
 7. New Business
 8. Schedule Next Meeting Date
- Meetings will be chaired by the VSB Chair. 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.
 - Unanimity will be the goal for our group conscience but if unable to reach a compromised agreement, majority rule will be implemented.
 - Parliamentary Procedure shall be used to conduct business guided by Robert's Rules of Order.
 - For voting purposes there shall be at minimum 3 VSB Representatives present.
 - Individual voice ballot of each voting VSB Representative may be conducted, as needed, in an order determined by VSB Chair.

5.ANNOUNCEMENTS

Any and all announcements to individual Meetings regarding the VSB are to be made by the VSB Representative(s) or someone delegated by a VSB Representative to make announcements if VSB Representative is unavailable to make announcements for the Meeting.

6.ELECTIONS

- Elections will take place at the September VSB meeting and the new positions will begin as of October.
- Nominations to the VSB may be included on the Agenda and/or at the meeting for elections.
- Nominee must be present at the Election Meeting. Candidate must receive majority vote.
- *Permission for any exception in qualifications for valid reason, if deemed credible by the VSB, may be considered.*

7. AMENDMENTS

These Bylaws may be amended at any time by majority vote of the voting members present and voting at any regular or special meeting of the VSB. The proposed amendment must be communicated in writing to each VSB Representative of each Group at least 30 days prior to the voting meeting. Amendments to the Twelve Steps and Twelve Traditions and the Twelve Concepts of OA may only be made per OA Inc. Bylaws, Subpart B, Article XIV, Section 1.

IV. OFFICERS

- 1) Officers shall be the Chair, Vice Chair, Secretary and Treasurer.
- 2) Officers shall have 1 year of continuous OA/HOW abstinence.
- 3) Officers shall be nominated and elected verbally by the Representatives of each affiliated Meeting.
- 4) Term of office shall be 1 year or until successors are elected; Treasurer will be 2 years.
- 5) No person shall serve in the same service position for more than 2 consecutive years.
- 6) Elections will take place at the September VSB Meeting and the new positions will begin in October.

DUTIES AND RESPONSIBILITIES

VSB officers and VSB Meeting Representatives shall serve as guardians of the OA Twelve Steps, Twelve Traditions and Twelve Concepts with respect to the functions of the VSB. Perform duties of their offices in accordance with the VSB policies and procedures. Serve as guardians of the VSB funds; participate in an annual financial audit. Provide a forum for the interchange of ideas and information among Member Groups of the VSB.

CHAIR

- 1) Shall preside at all regular and special meetings of the OA/HOW VSB.
- 2) Shall establish Agenda for all VSB meetings in coordination with the VSB Secretary and Vice Chair.
- 3) Shall be Alternate Signer of all OA/HOW VSB bank accounts or designate that authority to another VSB member with VSB approval by motion.

VICE CHAIR

- 1) Shall serve in the absence of the VSB Chair.
- 2) Shall assist the VSB Chair whenever needed.
- 3) Shall coordinate with the VSB Chair and Secretary to assist in establishing VSB Meeting Agenda.

SECRETARY

- 1) Shall keep Minutes of all OA/HOW VSB Meetings.
- 2) Shall prepare Draft Minutes for review by VSB Chair and Vice Chair following each VSB Meeting.
- 3) Shall provide Meeting Agenda to all VSB Representatives 3 days prior to upcoming VSB Meeting.
- 4) Shall provide approved VSB Minutes and Meeting Notification and other VSB Announcements to the <oahowmeetings.squarespace.com> Webmaster to post on the

website.

- 5) Shall be the sole contact of communication with the <oahowmeetings.squarespace.com> Webmaster.
- 6) Shall be responsible for updating Bylaws as changes occur.

TREASURER

- 1) Shall maintain VSB checking account and reconcile account for disbursement of VSB funds.
- 2) Shall submit written financial draft report to include with Agenda sent 3 days prior scheduled meeting.
- 3) Shall assist in arranging and establishing a Alternate Signer of all OA/HOW VSB bank accounts.
- 4) Shall be responsible for filing required reports to government agencies.
Shall maintain a Prudent Reserve of \$1,200. to cover expected operational needs of the VSB, the <oahowmeetings.squarespace.com> website, and expenses for VSB Delegate to attend the OA WSBC. 10% Contribution of total VSB funds will be dispersed to OA WSO until the Prudent Reserve of \$1,200. is attained. Funds beyond the VSB Prudent Reserve will be donated quarterly to OA service bodies determined by the VSB.

VACANCIES AND RESIGNATIONS

- If an Officer or a VSB Representative is absent from the VSB Meeting more than 2 consecutive times without notifying the VSB Chair or VSB Secretary the position will be considered vacant.
- Any VSB member may resign at any time for any reason by giving the VSB Chair written notice.
- Any VSB member may be removed from office for due cause by majority vote at a regular VSB Meeting or special meeting announced for that purpose.

FILLING VACANCIES

- Vacancies shall be filled by majority vote at the next VSB Meeting or special meeting after the vacancy occurs.
- Such persons chosen to fill said vacancies shall serve remainder of the unexpired term. A person chosen to fill any vacancy on the VSB shall meet the qualifications as defined for Officers.

V. VSB GROUP REPRESENTATIVES

- 1) Shall be an OA/HOW Sponsor.
- 2) Each OA/HOW Two Hour Format Phone Meeting may have two VSB Representatives.
- 3) At least one Representative from each participating Meeting shall attend VSB Meeting.
- 4) Should VSB Representatives be unable to attend, they shall delegate attendance to an alternate trusted servant to represent the Meeting.
- 5) Shall inform the VSB Chair/Secretary prior to absence if unable to attend a VSB Meeting and specify who the alternate representative will be.
- 6) If a VSB Representative has 2 consecutive unexcused absences the position shall be

declared vacant.

DUTIES AND RESPONSIBILITIES

- 1) Shall represent the interests and desires of the OA/HOW Meeting they serve.
- 2) Shall communicate VSB announcements to the Meeting or find an alternate if unable to attend.
- 3) Shall seek other Meeting members for initiatives and VSB Committee participation.
All OA/HOW Two Hour Format Phone Meeting
- 4) Members/Sponsors are welcome and encouraged to be involved. VSB service work and VSB Meeting. Participation is not limited to VSB Representatives exclusively.

VI. COMMITTEES AND SERVICE POSITIONS

The VSB may establish committees and service positions as needed for the welfare and operation of the VSB. Each committee is responsible to the VSB.

WEBSITE COMMITTEE

- Communications regarding VSB information for the website will be maintained between the Website Committee Chair the VSB Secretary.
- Communication regarding the shared WE CARE LIST will be between the Website Committee Chair and the We Care List Coordinator exclusively.

WE CARE/SPONSOR LIST COORDINATOR

- The VSB We Care List Coordinator will be responsible for setting up and maintaining the contact list in consultation with the Website Committee.
- Communications regarding the We Care List information will be between the We Care List Coordinator and Website Committee Chair exclusively.

DELEGATE

OA WSBC Delegate position requires the Delegate to have 1 year of continuous abstinence and 2 years of service beyond the group level. **(Permission for any exception in qualifications for valid reason, if deemed credible by the trustees, may be received by application to the World Service Office.)**

RESPONSIBILITIES

- 1) Shall attend the World Service Business Conference (WSBC) of Overeaters Anonymous.
- 2) Shall serve as the OA WSBC Delegate until the next election.
- 3) Shall be willing to report actions of the OA WSBC and Delegate Meetings to the VSB and Groups that the OA/HOW VSB represents, either orally and/or in writing, as requested by the OA/HOW VSB.

VI. DISSOLUTION

To de-register the VSB the VSB must submit a written report to OA WSO and Virtual Service Trustee. When the VSB ceases operation and all debts have been paid, all remaining funds shall be distributed to other OA service bodies of the OA WSO in accordance with Tradition Six.

