



**WESTERN MASS
INTERGROUP
OF
OVEREATERS
ANONYMOUS**

WSO Registration # 09130



**Bylaws &
Policies and
Procedures**

Revision in Progress Spring/Summer 2026

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GENERAL STATEMENT

In all its proceedings, Western Mass Intergroup of Overeaters Anonymous shall observe the spirit of the Overeaters Anonymous Traditions and Concepts of Service, taking care that the Intergroup and its officers never become the seat of wealth or power. None of its trusted servants shall ever be placed in a position of unqualified authority over any of the others. All important decisions will be made by discussion, vote, and whenever possible, substantial unanimity. Intergroup will not act in a punitive manner or engage in public controversy. The Intergroup may act for the service of Overeaters Anonymous groups within its membership, and will never perform any acts of government. Like the fellowship of Overeaters Anonymous, Intergroup and its officers will always remain democratic in thought and action, placing principles before personalities.

ARTICLE I - NAME

The name of this organization shall be the Western Mass Intergroup of Overeaters Anonymous also known as WMI. Western Mass Intergroup's registration number on oa.org is 09130.

ARTICLE II - PURPOSE

The primary purpose of WMI 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.

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 intergroup (IG) with voice and vote includes the following:

- A) Each IG officer has a voice, and all IG officers may vote, except the chair, unless a tie vote occurs, in which case the chair can vote to break the tie.
- B) Intergroup representatives (IRs), which consist of member(s) from each group
- C) World Service Business Conference delegates
- D) Region representatives
- E) Committee chairs.

NOTE: Each voting intergroup member (except chair), will have only one vote even if serving multiple roles on the IG. For example, one member serving as an IG rep for two groups only gets one vote. The chair may only vote to break a tie. (Guests may not vote unless officially substituting for the usual group representative).

Section 2 – Qualifications

- a) Qualifications for group membership in an intergroup:
 - 1) Groups registered with the World Service Office (WSO) that are within its region or geographic proximity may affiliate with an intergroup, except that virtual groups registered with the WSO may affiliate without regard to geographic proximity.
 - 2) Each intergroup has the autonomy to determine which groups may affiliate with it; that decision should always be guided by OA Traditions and Concepts.
- b) Western Mass Intergroup 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, it meets to practice the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service.
 - 2) All those who have the desire to stop eating compulsively are welcome in the group.
 - 3) No member is required to practice any action in order to remain a member or to have a voice (share at a meeting).
 - 4) As a group it has have no affiliation other than Overeaters Anonymous.
 - 5) It has affiliated as an Overeaters Anonymous group by registering with the World Service Office.

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

- 1) Otherwise meet the definition of Overeaters Anonymous groups;
- 2) Are fully interactive; and
- 3) Meet in real time.

Section 3 – Intergroup Representatives

- A) Intergroup representatives (IR) will be selected by the group conscience of the group they represent.
- B) The duty of the IR is to represent the group at IG meetings and to serve as a contact to carry communications between the IG and the represented group.

ARTICLE IV – THE INTERGROUP (IG) BOARD

Section 1 – The Intergroup Board

- a) The board consists of the following officers: chair, vice chair, treasurer, recording secretary, corresponding secretary, archivist, and website coordinator.
- b) The IG board also includes the World Service Business Conference delegate(s), and region 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 treasurer will chair or will open the meeting and hold an election for a temporary chair.

Section 2 – Nominations to the IG Board

Nominations to the board are to be held in November or can be made from the floor at the time of the election.

Section 3 – Qualifications for the Intergroup Board

To qualify for election to the IG 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 6 months 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 VIII, 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 6 Bylaws Section IV - C. Current requirements of WMI are 6 months of current abstinence (each person shall be the sole judge of his or her abstinence) and a current member of WMI.
- C) Be a regular member of an affiliated group.

Section 4 – Election of Board Members

- A) Nominations may be made from the floor 1 month in advance or 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 1 year starting at the January meeting.

- b) Board members may serve no more than 2 consecutive terms in the same position. A member may serve again after a leave of 1 year from the position.
- c) Once elected, the chair may not serve as a group representative at the intergroup.
- d) Officers other than the chair shall have the option to cease representing a group as an IR.

Section 6 – Responsibilities of the Intergroup Board Members

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

Section 7 – Vacancies and Resignations

- a) If a board member has unexcused absences from an IG meeting more than 2 times in 6 months he/she may be removed from the position by a majority vote of the ballots cast either at a regular IG 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 IG written notice.
- c) Any board member of this IG may be removed from office for due cause by a 2/3 vote of the ballot 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 IG 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 IG will meet monthly 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 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 IG board, or by a quorum of IG members, provided sufficient notice is provided to the membership.

Section 4 – Method of Notification

The IG will provide at least 7 day notice to each member group.

Section 5 – Quorum

The quorum for voting purposes shall be, at a minimum, 3 intergroup officer(s) and at least 5 other voting members.

Section 6 – Meeting Procedure

The WMI business meeting shall open with a minute of silence followed by the Serenity Prayer. The Tradition and the Concept of Service of the month will then be read and discussed for five minutes.

ARTICLE VI – COMMITTEES

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

ARTICLE VII – PRUDENT RESERVE

The IG treasurer will maintain a prudent reserve of 3 months to cover expected operational needs. Excess funds will be donated to OA service bodies as determined by the IG.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

WMI conducts its business as outlined by the *Twelve Concepts of OA Service*. The parliamentary authority commonly in use throughout Overeaters Anonymous is the most current available edition of *Robert's Rules of Order, Newly Revised*. Please see Policy 008 for election and voting ballot procedures.

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 intergroup. The proposed amendment must be communicated in writing to each member group at least 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 XII, Section 1. (Once bylaw changes have been approved by WMI, they must be reviewed by the Region 6 Trustee Liaison to ensure that said changes do not conflict with OA policies, procedures, traditions, or concepts.)

ARTICLE X – DISSOLUTION

Section 1 – Deregistration

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

Section 2 – Disbursement of Remaining Funds

When this intergroup 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 Seven.

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 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.

Policies and Procedures

of the Western Mass Intergroup of Overeaters Anonymous®

November 2017, **Updated May 2025**

GEOGRAPHIC AREA OF WESTERN MASS INTERGROUP (WMI) (refers to Bylaws: Article I)

POLICY

For ease of understanding, “Western Mass” includes more than Western Massachusetts.

PROCEDURE

WMI currently has groups in all counties of Western Massachusetts: Franklin, Hampden, Hampshire, Berkshire, and also includes groups in surrounding communities of Worcester County, MA; Wyndham County, Vermont; and, Litchfield County, Connecticut.

There are no geographic restrictions to joining this intergroup. All groups are welcome.

POLICY NUMBER 002

PASSED: 6/12/2016

Purpose of Western Mass Intergroup (refers to Bylaws: Article II)

POLICY

“Our primary purpose is to abstain from compulsive eating and compulsive food behaviors and to carry the message of recovery through the Twelve Steps to those who still suffer.” (from the *WSBC Policy 1984a amended 1990, 2013, and 2015*).

PROCEDURE

- a) to act as a network for Western Massachusetts OA groups and to maintain communication among WMI, Region 6 and WSO;
- b) to maintain an answering service **and website** for the Western Massachusetts area;
- c) to promote unity and cooperation among local OA groups in the WMI service area;
- d) to provide updated meeting lists for the WMI service area;
- e) to sponsor the **annual WMI Share-a-thon, (formerly called Marathon), the annual WMI** retreat, and other events to carry the OA message;
- f) to act as guardians of OA’s Twelve Traditions and Twelve Concepts of Service within the WMI area;
- g) to participate in Region 6 Assemblies (hereinafter referred to as “R6A”);
- h) to participate in the World Service Business Conference (hereinafter referred to as “WSBC”) by sending at least one delegate to the WSBC annually. When economically feasible, WMI may send more than one delegate;
- i) to provide assistance to new meetings in Western Massachusetts in the form of a start-up donation of \$50.00 for literature.

POLICY NUMBER 003

PASSED: 6/12/2016

Membership of WMI (refers to Bylaws: Article III)

POLICY

- A) Anyone who is a member of OA in the geographic area of “Western Mass” belongs to the Western Mass Intergroup (as detailed in Policy 001).
- B) Any member of OA can attend a WMI business meeting at any time as a guest and may have a voice.

PROCEDURE

As per Tradition 3: The only requirement to attend WMI and serve on a committee is a desire to stop eating compulsively. However, sustained abstinence is the desired goal of OA and of WMI members.

Groups in WMI (refers to Bylaws: Article III section 2c)

POLICY

How to start and register a group with WMI

PROCEDURE

To start a meeting, on www.oawmass.org you will find a link to www.oa.org with advice on how to get started. WMI provides \$50 start up literature money for a new group (See Policy 2 I). We will also help you with any questions you may have. It is suggested to have at least five (5) people committed to attending for six (6) months in order to share service.

Once a group (refer to OA Bylaws subpart B) has registered with WSO, it is free to register with any intergroup of its choice. Please inform the Chair and Corresponding Secretary of the intergroup that your group would like to join and your group will be listed on our meeting list. A representative from your group is then encouraged to attend the monthly Intergroup business meetings.

Duties and Responsibilities of Intergroup Representatives (refers to Bylaws: Article III section 3)

POLICY

Requirements and duties of Intergroup Representatives (IR) are determined by group autonomy, however, these are suggested:

PROCEDURE

In addition to keeping his/her group informed, the IR is asked to:

1. Attend monthly meetings or find an alternate to take his/her place; please let the chair and/or secretary know in advance if you are unable to attend the monthly business meeting.
2. Bring concerns and announcements from your group to WMI and from WMI to your group.
3. Participate in service activities undertaken by WMI.
4. Provide report at group's monthly business meeting (See suggested recording sheet Appendix H).
5. Please consider reading the tradition of the month from *Overeaters Anonymous Twelve Steps and Twelve Traditions* before the business meeting so as to able to participate in the discussion.
6. Bring the Intergroup Bylaws and Policies and Procedure manual to all intergroup meetings.

PASSED: (A 09/11/2016, UPDATED 12/10/23; B 09/11/2016; C 09/11/2016, UPDATED 12/10/2023; D 10/10/2016; E 12/10/2023; F 10/10/2016; G 09/11/2016; H 01/08/2017; I 01/08/2017 UPDATED 12/10/2023; **??-??-2025**)

Duties and responsibilities of WMI Board members (refers to Bylaws: Article IV)

POLICY

The Board of WMI will be composed of a Chair, Vice Chair, Treasurer, Recording Secretary, Corresponding Secretary, Archivist, Website Coordinator, Region 6 Representative/s, and WSBC Delegate/s.

PROCEDURES

A) THE CHAIR OF WMI will:

1. **If newly elected, the Chair will go to M&T Bank, together with the Vice-Chair and Treasurer in the month following election to update the signatories for both our primary and retreat checking accounts See Policy 012 on p. 15 for details on documents required.**
2. Attend all WMI business meetings, special meetings, and WMI annual Share-a-thon;
3. Cast the deciding vote in the event of a tie;
4. Represent WMI in all matters involving outside enterprises
5. Prepare an agenda for monthly WMI meetings
6. **Electronically distribute all reports sent to her along with the agenda and the previous month's WMI meeting minutes and the Zoom meeting link before the next WMI meeting,**
7. Chair monthly WMI meetings in accordance with WMI bylaws, policies & procedures, and OA Concepts of Service;
8. Hold a key to PO Box #2911;
9. Be a signatory at the bank on both WMI and WMI-Retreat accounts;
10. Sign WMI approved legal contracts between WMI and WSO and outside enterprises;
11. Electronically file Form 990-N (e-Postcard) annually by May 15th with the IRS to state that WMI still qualifies for 501c-3 tax exempt status. (If our gross receipts are ever over \$50,000, we must file a different form). **See Appendix D for detailed procedures for filing Form 990-N (e-postcard).**
12. Investigate and report to WMI on any group-raised issue affecting WMI as a whole;
13. Perform other duties as may be required by WMI.

B) The VICE-CHAIR of WMI will:

1. **If newly elected, the Vice-Chair will go to M&T Bank, together with the Chair (if newly elected) and Treasurer in the month following the election to update the signatories (The Vice-Chair is a signatory only for our primary checking account). See Policy 012 on p. 15 for details on required documentation.**
2. Attend all WMI business meetings, special meetings, and WMI annual Share-a-thon;
3. Chair the WMI monthly meeting in the absence of the Chair;
4. Co-sign financial documents if necessary
5. Be a signatory at the bank for only the WMI main account;
6. Welcome all new Intergroup Representatives
7. Keep all "Welcome Packet for new IR" information current;
12 Concepts on OA Service, Handbook for Groups, OA Service structure, OA Region map, list of OA approved literature, OA's How to be an Effective Trusted Servant, What is WMI?, WMI Service Inventory, WMI Bylaws, WMI email communication,
8. Hold the banners of the *Steps, Traditions, Concepts,* and *OA Promise* to be brought to special functions;
9. Serve as chair of Share-a-thon Committee
10. Serve as board representative on Retreat Committee
11. Perform other duties as may be required by WMI.

C) The TREASURER of WMI will:

1. **The Treasurer, whether newly elected or not, will go to M&T Bank, together with the Chair and Vice-Chair (if they are newly elected) in the month following the election to update the signatories for both our primary and retreat checking accounts See Policy 012 on p. 15 for details on documents needed.**
2. Attend all WMI business meetings, special meetings, and WMI annual Share-a-thon;
3. Chair the WMI monthly meeting in the absence of both Chair and vice Chair, or open the meeting and hold an election for a temporary chair;

4. Be a signatory at the bank on both the WMI and WMI-Retreat accounts;
5. Hold a key to PO Box #2911;
6. Maintain Checking account at M&T Bank established in the name of Western Mass Intergroup of Overeaters Anonymous
7. Oversee Checking Account at M&T Bank established in the name of Western Mass Intergroup – Retreat
- 8. Manage online contributions account, receive online donations, generate thank you's and verification of 501c3 tax exempt status letters. (See Appendix E for detailed procedures).**
9. Be the guardian of all funds received and disbursed
10. Submit a written report to WMI at each monthly meeting regarding all contributions and disbursements;
11. Sign documents for expenditures;
12. Maintain appropriate records showing all fiduciary transactions
13. Remind the Chair annually to electronically file [and verify that the Chair has filed] Form 990-N (e-Postcard) by May 15th with the IRS to state that WMI still qualifies for 501c-3 tax exempt status.
- 14. Keep a copy of 501c3 application materials (1023-EZ Eligibility Worksheet, 1023-EZ Application , Organizing Documents for WMI [WMI Bylaws & Policies and Procedures dated 2-23-24], Payment Confirmation, and Confirmation Letter from IRS stating 501c3 status approval), login.gov account details: email, password, and back-up codes needed for filing form 990-N (e-postcard) with IRS**
15. Chair the Finance committee
16. Present a budget for adoption at the last meeting scheduled prior to start of fiscal year, which begins on January 1st.
17. Perform the annual review with the finance committee and Vice Chair, in May
18. Perform other duties as may be required by WMI
19. Once a year, in May after our WSBC delegate(s) have been reimbursed, and a financial review has been done, we will consider a donation to Region 6 and/or World Service Office.
- 20. Serve as the Retreat Committee Treasurer, process retreat payments received online and through the mail, and attend Retreat Committee meetings as needed.**

D) The RECORDING SECRETARY of WMI will:

1. Attend all WMI business meetings and special meetings;
2. Record and transcribe minutes of all WMI meetings and special meetings and distribute draft within 14 days to all IR in attendance;
3. **Record the full names of both the Outgoing and Incoming Chair, Vice-Chair, and Treasurer from the December elections in the December minutes so that once they're approved in January, the WMI minutes can be taken by the Treasurer and newly elected Chair and / or Vice Chair to update the Signatories at M&T Bank.**
4. ~~Bring printed copies of minutes to WMI monthly meeting;~~ **Electronically send a *draft* of the WMI meeting minutes to the Intergroup chair so they can be reviewed and approved at the next WMI meeting**
5. ~~At WMI meeting, make changes to minutes and submit final copy to website coordinator and all IR through Corresponding secretary;~~ **Every month, electronically send a copy of WMI meeting minutes (once they have been approved) to websitecoordinator@oawmass.org to be posted on oawmass.org, as well as to correspondingsecretary@oawmass.org so they can be distributed to WMI members**
6. Update attendance record and bring copies to WMI meeting;
7. Perform other duties as may be required by WMI.

E) The CORRESPONDING SECRETARY of WMI will:

1. Attend all WMI business meetings and special meetings;
2. In the absence of the recording secretary, record and transcribe minutes of all WMI meetings and special meetings and distribute draft within 14 days to all IR in attendance
3. Hold a key to PO Box #2911;
4. Receive and handle all WMI correspondence, mailing/emailing material to appropriate WMI officers;
5. Maintain and update WMI meeting list. After each update, send .pdf to website coordinator, phone liaison, chair, and all IR and group email contacts;
6. Check WSO meeting list information on OA.org;
 Although each group is autonomous in updating its information, the corresponding secretary will periodically check to make sure information is correct;
7. Maintain updated list of WMI meeting list contacts;
8. Maintain list of Group Email Contacts, **updated annually??**,
9. Send out a Google Forms Survey consisting of the WSBC Agenda Questions Summary to WMI mailing list members so they can vote on which items they want to be sent to the floor at WSBC and send the results of the vote to the World Service Office;
10. Perform other duties as may be required by WMI.

F) The ARCHIVIST of WMI will:

1. Attend all WMI business meetings and special meetings;
2. House and maintain the WMI history and archives;
3. Keep a copy of all WMI minutes, legal documents, group notices from each WMI meeting.
4. Maintain a list and copy of all documents using the OA WMI Logo and submit to WSO 2 times a year
5. Reapply to WSO for permission to use our logo every 2 years;
6. Perform other duties as may be required by WMI.

G) The WEBSITE COORDINATOR of WMI will:

1. Attend all WMI business meetings and special meetings;
2. With the chair, review and renew the contract with paid webmaster;
3. Maintain communications with our paid webmaster.
4. Closely guard the 12 Traditions on our website ensuring that all content is to the benefit of WMI and OA as a whole;
5. Have up to date software and ensure the integrity of files (example - safe .pdf conversion);
6. Some knowledge of how websites work, but the webmaster does most of the behind-the-scenes work;
7. Submit a report at WMI monthly meeting;
8. Coordinate with WMI treasurer to ensure annual web service and monthly webmaster fees are paid in a timely manner;
9. ~~Monitor and update website content as needed which should include but not be limited to: WMI current meeting list, Recovery Lines (WMI Newsletter), WMI events, Intergroup business meeting minutes and Region 6 Representative and WSBC Delegate reports;~~ **Monitor and update website content as follows: WMI Meeting List, as needed; Region 6 Newsletter Link, monthly; Intergroup Meeting Minutes, monthly; Region 6 Representative Assembly Report, Spring and Fall; WSBC Delegate Report, annually; WMI ;Bylaws & Policies and Procedures, annually; Other content, as needed; Check all links annually to verify they still work.**
10. Perform other duties as may be required by WMI.

H) The REGION 6 REPRESENTATIVE for WMI will:

1. Attend both Region 6 Assemblies in Spring and Fall for 2 years;

2. Participate on a committee at the Assembly and throughout the year until the next Assembly;
3. Give an oral report on chosen committee at the following WMI monthly meeting;
4. Submit a written report to WMI for posting on the Website and Newsletter;
5. Act as a liaison with Region 6 and WMI;
6. Continue to work on his/her Region 6 Committee for the full year;
7. R6 reps may choose to be reimbursed for travel expense to and from Assemblies (see policy 011);
8. Perform other duties as may be required by WMI and R6.

i) The WSBC DELEGATE for WMI will:

1. Represent WMI at the World Service Business Conference in Albuquerque, NM for 2 years (may be reelected 3 times for a total of no more than 6 years in a row);
2. Familiarize her/himself with all new business motions and bylaws proposals going to the floor of WSBC;
3. Bring new business motions and bylaws proposals to WMI in February to vote Yes/No as to which ones should go to the floor of WSBC;
4. WSBC delegate will present survey results of the WSBC Agenda Questionnaire Summary to WMI at the February meeting (as the deadline is early March to submit);
5. Serve on a WSBC Committee for full year and fulfill all that is required;
6. Give an oral report to WMI;
7. Submit a written report to WMI for posting on Website and Newsletter;
8. Act as liaison between WSO and WMI;
9. Make her/himself available as a speaker at meetings to share the updates of WSBC with others;
10. WSBC delegates may choose to be reimbursed for travel expenses with receipts (shared hotel room, meals, travel); (see Policy 011)
11. Perform other duties as may be required by WMI and WSBC.

POLICY NUMBER 007

PASSED: 4/10/2016

Nominations to the IG Board (refers to Bylaws: Article IV Section 2)

POLICY

Nomination and elections will be held annually with enough time for WSBC Delegate to register for Conference.

PROCEDURE

A) Nominations to the board are to be held annually in November.

B) SERVICE INVENTORY: WMI now has a service inventory members are invited to fill out as a tool to help them decide if they are being called to do service beyond the group level. See Appendix C for form (or www.oawmass.org).

C) Members must be present at nomination or indicate in writing their intent.

D) Abstinance requirements may be waived on an individual basis.

POLICY NUMBER 008

PASSED: 12/11/2016

Elections and Voting Ballot

POLICY

To avoid confusion, abstaining votes will be counted as part of total vote.

PROCEDURE

A) Chair will read “How We Vote” so all are in agreement.

“Each applicant may speak for up to 3 minutes on why he/she wants to be elected. Questions may then be asked of the applicants for 3 more minutes. During the vote a written folded ballot is used. Ballots will be counted by non-voting guests. If you do not want to vote for the applicants running, you may leave it blank and it will count as an abstention.”

B) Candidate wins by majority vote.

C) If only one candidate is running, write “yes” or “no” on the ballot. If you leave it blank, it will count as an abstention.

D) If more than one candidate is running, write the person’s name for which you are voting. If you leave it blank it will count as an abstention.

E) According to Robert’s Rules, the Chair may vote in a written ballot as no one will see how he/she is voting and be swayed.

POLICY NUMBER 009

REVISED: 2/19/2017

Rotation of Service

POLICY

The terms of office for all officers and committee chairs are one year with the option of serving another year, except in extenuating circumstances. The exceptions for R6 Rep and WSBC Delegate: Region 6 representatives serve for 2 years and may serve an additional 2 years; WSBC Delegates serve for 2 years and may serve for up to 6 years before rotating off. (See OA bylaws)

PROCEDURE

A word about ROTATION OF SERVICE from the *OA HANDBOOK 2015*, “Rotation keeps OA service volunteers from becoming frozen in their jobs. To step out of an OA office you love can be difficult. If you have been doing a good job; if you honestly don’t see anyone else around willing, qualified, or with the time to do it; it is especially hard. But letting go can be a real step forward in personal growth - a step into the humility that is the spiritual essence of anonymity and the primary aim of each of the Twelve Steps.”

POLICY NUMBER 010

ORIGINALLY PASSED: 2007

REVISED: 8/13/2017

Financial Review

POLICY

A financial review of the Treasurer’s records will be performed each calendar year to ensure that the records are being kept clearly and simply and that the intergroup is informed about income and expenses of the intergroup.

PROCEDURE

The treasurer will gather together five OA group members that are or have been group treasurers to form a Financial Review Committee. The committee will meet once and review twelve (12) random transactions, either deposits or checks written during the calendar year. The Financial Review Form (FORM A) will be filled out and signed off by each member of the Financial Review Committee, which will end their service. Each year the review committee will be newly formed. The Financial Review Form will be archived with the Treasurer's records.

POLICY NUMBER 011
ORIGINALLY PASSED: 2007
REVISED: 9/10/2018

Travel Reimbursement

POLICY

The intergroup will reimburse travel expenses to members.

PROCEDURE

1. Intergroup members, who choose to, will be reimbursed mileage to and from the intergroup meeting at the current IRS volunteer rate, submitted within 60 days of travel.
2. Region 6 Representatives, who choose to, will be reimbursed mileage to and from the Region 6 Assembly at the IRS business rate, submitted within 60 days of travel.
3. WSBC Representatives, who choose to, will be reimbursed food and accommodations during the WSBC and travel to and from the conference. Actual expenses based on shared room submitted within 30 days of travel.

The member will submit their request to the Treasurer, using Travel Reimbursement Form (FORM B).

POLICY NUMBER 012
REVISED: 8/13/2017

Bank Signatories

POLICY

The Chair and the Treasurer will be signatories for both the Main and Retreat checking accounts. The Vice Chair will be a signatory for the Main checking account only. Currently, only one signatory is required for each check written on either account.

PROCEDURE

After voting in new officers for the intergroup each year, the above named will go together to the bank to update the signatories on the Main and Retreat accounts. The changes must be reflected in the minutes of the meeting, including first and last names of the incoming and outgoing signatories. The group **must** go to the bank together, bringing two forms of identification and a copy of the minutes on the intergroup letterhead. This is a requirement of M&T Bank.

POLICY NUMBER 013
REVISED: 5/19/2017

Monthly WMI Business Meetings

POLICY

WMI shall meet each month (weather permitting).

PROCEDURE

WMI meets the second Sunday of the month at 6:00 p.m. for 1 hour, which can occasionally be extended by 15 minute intervals by group conscience decision only.

1. Intergroup Reps shall report to meeting early to get hand outs and be ready to begin on time. Please see “How to be an Effective Trusted Servant” at <https://media.oa.org/app/uploads/2021/09/27103534/how-to-be-an-effective-trusted-servant.pdf>
2. Minutes, reports, flyers, posters are all sent out via email ahead of the monthly WMI meeting. Each IR is responsible for reading this information before the meeting to be informed and keep the meeting flowing smoothly.

POLICY NUMBER 014
REVISED: 5/11/2017

Intergroup Inventory

POLICY

Every other year or whenever the Intergroup Representatives deem it necessary, whichever comes first, WMI shall hold an intergroup inventory.

PROCEDURE

Varies according to group conscience.

POLICY NUMBER 015
ORIGINALLY PASSED: 2007
REVISED: 5/11/2017

Committees

POLICY

All OA members are invited and encouraged to participate on committees. Intergroup officers (except the Chair), Intergroup representatives, Committee chairs, the Region 6 representative, and the WSBC delegate, whether Intergroup representatives or not, are eligible to vote at WMI meetings. The Chair may vote only to break a tie.

PROCEDURE

- A. Committee membership is open to all OA members;
- B. Each committee shall elect a chairperson from among the committee’s members.
- C. Active committees shall send a representative to all regularly scheduled WMI meetings.
- D. Record minutes of meetings (See suggested recording sheet Appendix H).

POLICY NUMBER 016
ORIGINALLY PASSED: 2007
REVISED: 12/10/2017; **UPDATED DATE**

Retreat Committee

POLICY

Plans and Implements the annual retreat for WMI - Treasurer and Chair must have 6 months abstinence. Treasurer will be the Intergroup treasurer.

The timeline and suggested agendas listed over the next three pages are for a retreat held in June. Please see Appendix I for an alternate timeline and agendas for a September retreat and Appendix J for timelines and agendas adjusted for other months.

PROCEDURE:

Elect Chair, Vice Chair, and Secretary for the retreat

1. Chairs, Co-Chairs, Vice Chair, Secretary

- a. 1-3 people
- b. internet access required for at least one of the 3 people
- c. time commitment - ~ 20 hours over the course of the year, plus attend meetings
- d. busy time – pretty steady year round – a few hours per week
- e. tasks - Coordinate meetings, liaison with venue (finalize price, contract, any changes anticipated), recruit volunteers for committee, check in with committee members regarding their tasks, problem solve, review and summarize evals, solicit and coordinate award of scholarship funds, coordinate with WMI webmaster to make sure materials/information up to date.

2. Registration – 1 person

- a. internet access required, ideally access to WMI post office box
- b. time commitment - ~ 20 hours primarily January to June, does not have to attend meetings
- c. busiest time – March to June.
- d. tasks – create spreadsheet with info from registration forms (name, address, etc.) to be used as We Care list; primary contact with participants, sending out weekend information (directions, menu, etc.); update registration materials (menu, directions, what to bring) and send out in early May

3. Room Assignments – will be assigned by venue or retreat committee as necessary.

4. Treasurer – will be intergroup treasurer

5. Secretary – 1 person

- a. internet access required
- b. time commitment - ~5 hours plus attend meetings
- c. busiest time – 1 hour after every meeting
- d. tasks – take notes at each meeting, distribute minutes shortly after meeting, notify members of next meeting, keep active list of committee members (email and phone numbers)

6. Publicity – 1 to 3 people

- a. computer access required
- b. time commitment - ~10-20 hours – does not have to attend meetings
- c. busiest time – September- November. Pretty much done by December, ideally.
- d. tasks – update brochure, arrange for printing (400 copies), distribution email to all past participants, register retreat with WMI (100 copies), R6 (100 copies), CT Intergroup (100 copies) and WSO web sites

7. Speaker recruitment – 1-3 people

- a. computer access – ideally one of 3 has access, need phone
- b. time commitment - ~10-20 hours – does not have to attend meetings
- c. busiest time – September- November to identify speaker, then again in May for a little bit of coordination
- d. tasks – find speaker for retreat, provide with “contract” and registration form; 1 person to act as liaison with speaker especially in determining what participants need to bring for literature; no cost for participation, private room/bath plus up to \$100 in mileage reimbursement from treasurer

8. Retreat logistics 1 -4 people

- a. computer access – nice, but not required

- b. time commitment - ~1-4 hours depending on task
- c. busiest time – April and May
- d. tasks –
 - i. supplies for retreatants (paper, pens),
 - ii. arrange with WMI for literature to be for sale (WMI to get material and proceeds afterwards)
 - iii. gift/card for leader;
 - iv. welcome/direction to registration desk signs;
 - v. evaluation box and forms – distribute and collect
 - vi. name tags for retreatants (we have lanyards, we just need inserts) with indicators as to which members are on the retreat committee or are the retreat leader.

9. Food Liaison

- a. coordinate with cook, get menu, collect tips/card for kitchen staff gift

TIME LINE AND AGENDA FOR MEETINGS

SEPTEMBER MEETING

1. Debrief retreat
 - a. Eval + and –
 - b. Officers check in from previous year
 - c. Problem solve and discuss any proposed changes
 - i. Cost of retreat and budget
 - ii. Retreat format
 - iii. Flyer changes
 - iv. Recruitment
 - v. Registration materials
2. Discuss recruitment of next retreat leader by networking, soliciting tapes, internet search, divine inspiration(!) from committee members
3. Officers for next year's retreat
4. Next meeting date

NOVEMBER MEETING

1. Confirm roles and responsibilities of officers, contact information
2. Finalize retreat leader or brainstorm new ideas
3. Finalize brochure content and design (when is payment due, scholarship requests due, # printed, distribution plans)
4. Treasurer reviews budget, including possible scholarship funds; finalize scholarship award process

FEBRUARY MEETING

1. Finalize retreat leader (if not done in November)
2. Review registration to date, brainstorm publicity ideas
3. Review budget (if any updates, particularly if price of the venue has been confirmed)
4. Review confirmation letter (if needed)
5. Scholarship selection – how to handle since notice is due in mid-March but the next meeting is in April?

MARCH MEETING

1. Finalize retreat agenda; how to help with sponsors, food buddies for weekend?
2. Identify service positions needed for speakers and candidates and qualifications (length of abstinence, experience with step/issue?): yoga, meditation, writing work shop, MC, greeters at registration desk
3. Any other handouts necessary?

MAY MEETING

1. Retreat logistics – all hands on deck

- a. Cook/deliver additional food needed by venue (In the past, 80 lbs. turkeys, very large fruit salad, and 5 heads of lettuce were needed to supplement the venue's offerings)
- b. Purchase materials and supplies for retreatants (paper, pens, ear plugs, ?)
- c. Arrange with WMI for box of hard and soft literature to be for sale (they get material and proceeds back afterwards); meeting lists for CT and WMI intergroup;
- d. Purchase gift for leader; thank you cards for venue staff;
- e. Buttons, tattoos, funny hats? for committee members;
- f. Create and post welcome/direction to registration desk signs; evaluation box and forms

JUNE RETREAT – HAVE A GREAT TIME!

POLICY NUMBER 017

ORIGINALLY PASSED: 2007

REVISED: 07/09/2017, 03/11/2018, **UPDATED OR REVISED DATE**

Public Information Professional Outreach Committee (PIPO)

POLICY

Supports sharing the OA message in Hospitals, Institutions, Healthcare Professionals and Military Settings.

Responsible for communicating with TV, Radio, Newspapers and other mediums for WMI Events and Information.

PROCEDURE

1. Elect chair and secretary (See suggested recording sheet Appendix H)
2. Develop a plan of action.

POLICY NUMBER 018

ORIGINALLY PASSED: 2007

REVISED: 12/10/2017; **UPDATED OR REVISED DATE**

Share-a-thon (formerly called Marathon) Committee

POLICY

Plans and Implements the annual Share-a-thon for WMI

- Treasurer and Chair must have 6 months abstinence. Treasurer will be the Intergroup treasurer. The Vice Chair of WMI will be the liaison for the Share-a-thon.
- Any money necessary for set-up will come from WMI; any 7th tradition and sale of literature money will go to WMI

PROCEDURE

1. Elect a Chair and Secretary for Share-a-thon Committee (See suggested recording sheet Appendix H)
 - The Chair keeps the planning meetings moving, is in charge on the day of Share-a-thon, helps ensure all other jobs are being done, and will have final say if we need to postpone if it snows.
2. Start meetings in August (**if the Share-a-thon is held in January). In 2024, it was held in September, but WMI voted to move it back to January, as attendance was only about half that of the previous January Marathons, perhaps due to New Year's Resolutions.**)
3. Make sure the church is booked and contract signed (chair or vice-chair of WMI to sign)
4. Set up of Share-a-thon : Three panels and a key note speaker to share about: Abstinence, food plans, sponsorship, tools, steps, traditions, spirituality, concepts

5. Advertising Committee – Make up flyer [Deb O. has done this often in the past] and distribute, send 100 to Region 6 business mtg. Also set up table for flyers of upcoming events, Newsletter, etc.
6. Literature Committee – Decide on the literature to be sold at the Share-a-thon and order it. Also sets up Literature table and sells literature.
7. Registration Committee – Assign two people to registration, one with a computer so people can make changes to their meetings for OAWMASS or WSBC. Also 2 or 3 people collect 7th tradition, hand out name tags, sign we care list, welcome and direct people as to where to go.
8. Recruitment Committee – recruit an emcee for the event (introduces all and follows script for the day), a key note speaker (2 years of abstinence) and 9 speakers (6 months abstinence) for the panel
9. Raffle basket committee – set up area in foyer of church, sell tickets (ask for help) and choose winners
10. Recruit Greeters
11. Clothing exchange – sets up the night before, monitors during the day and removes all clothing from the church at the end of the day. [Sue S. has done this often in the past]
12. Refreshments: Coffee, tea, soft drinks, water to be set up in kitchen – See **Share-a-thon Bin**.
13. Committees for Set up and break down - 5 or 6 people for both, a meeting can take this on either set up or clean up. [Walter has done this often in the past]

POLICY NUMBER 019
 ORIGINALLY PASSED: 2007
 REVISED: 1/14/2018

Newsletter Committee

POLICY

Publishes the quarterly WMI newsletter: *Recovery Lines*

PROCEDURE

1. Elect chair and secretary (See suggested recording sheet Appendix H)
2. Develop a plan of action.

POLICY NUMBER 020
 ORIGINALLY PASSED: 2007
 REVISED: 2/11/2017

Website Committee

POLICY

Responsible for content and liaison with website editor.

PROCEDURE

1. Elect chair and secretary (See suggested recording sheet Appendix H)
2. Develop a plan of action.

POLICY NUMBER 021
 ORIGINALLY PASSED: 2007
 REVISED: 7/9/2017

Twelfth Step Within Committee

POLICY

Reaches out to struggling members within OA fellowship.

PROCEDURE

1. Elect chair and secretary (See suggested recording sheet Appendix H)

2. Develop a plan of action.

POLICY NUMBER 022

REVISED: 7/9/2017

Specific Task Committees

POLICY

Shall be established as needed.

PROCEDURE

1. Elect chair and secretary (See suggested recording sheet Appendix H)
2. Develop a plan of action.

Parliamentary Authority (refers to Bylaws: Article VIII)

POLICY

WMI will run our meetings with love and kindness for everyone there, always remembering to bring HP in.

PROCEDURE

VOTING ON WMI BUSINESS DECISIONS REQUIRES A MOTION, SECOND, DISCUSSION AND ALL IN FAVOR VOTE

The Spiritual Principles of the Concepts of Service remind us to:

- | | | |
|----|--|---|
| 1 | UNITY | Bring HP into everything we do |
| 2 | CONSCIENCE | Make Informed decisions |
| 3 | TRUST | Make sure we know what we are doing |
| 4 | EQUALITY | I have a voice - Make sure everyone else does too |
| 5 | CONSIDERATION | It is okay to make a mistake |
| 6 | RESPONSIBILITY | There is no "They" only "We" |
| 7 | BALANCE | Don't do too much |
| 8 | DELEGATION | Trust the process |
| 9 | ABILITY | Communicate clearly |
| 10 | CLARITY | Do NOT do someone else's job unless asked |
| 11 | HUMILITY | Ask for help |
| 12 | SELFLESSNESS;
REALISM; REPRESENTATION;
DIALOGUE;
COMPASSION:
RESPECT | Don't get cocky; HP's in charge
If it's too close to count, it's too close
There are no judges in OA
Always BE the message |

Amending Bylaws (refers to Bylaws: Article IX)

POLICY

OA.org recommends bylaws be updated every 2 years and sent to the Region Trustee to be sure we are in compliance with the 12 Traditions, the 12 Concepts, the OA Inc. Bylaws and the Region 6 Bylaws.

PROCEDURE

These bylaws may be amended at any time by two-thirds of the WMI voting members present at any regular or special meeting of the intergroup. The proposed amendment must be communicated in writing to each member group at least 30 days prior to the voting meeting. Once bylaw changes have been approved by WMI, they must be reviewed by the Region 6 Trustee Liaison to ensure that said changes do not conflict with OA policies, procedures, traditions, or concepts. (Amendments to the Twelve Steps, Twelve Traditions and Twelve Concepts of OA may only be made as per OA, Inc. Bylaws, Subpart B. Article XII, Section 1.)

Once bylaw changes have been approved by WMI and reviewed and approved by the Region 6 Trustee Liaison, the groups will be informed by the Corresponding Secretary and a copy of the amended bylaws will be available on www.oawmass.org.

POLICY NUMBER 025
ORIGINALLY PASSED: 2007
REVISED: 7/8/2018

Amending Policies and Procedures

POLICY

Policies and procedures are meant to be amended

PROCEDURE

A vote on a change to the Policies and Procedures can take place at the time of the amendment with substantial unanimity and after everyone present at the WMI business meeting has had his/her voice heard. If substantial unanimity is not reached, the vote will be tabled until next meeting unless it is a matter of utmost importance that amendment be voted on at that time.

POLICY NUMBER 026
ORIGINALLY PASSED: 2007
REVISED: 7/8/2018

Dissolution

POLICY

In January, if there are no available abstinent trusted servants willing to run for election to the board in December, the intergroup will have a vote to dissolve.

PROCEDURE

Dissolution to be followed as written in the Bylaws Article X

POLICY NUMBER 027
ORIGINALLY PASSED: 2007
REVISED: 7/8/2018

Logo

POLICY

The Logo can be used by members or groups of WMI.

PROCEDURE

1. The Logo must be re-approved by OA, Inc. every two years after submission for approval by the Archivist (See Policy 006 (F) (5)).

Signatories

In witness whereof, we have hereunto subscribed our names:

APPENDICES

APPENDIX A UPDATED DATE

PROPOSED CALENDAR OF WMI REPORTS AND ELECTIONS	
January	<ul style="list-style-type: none">• Committee Chairs “appointed”• Brainstorming of Intergroup Rep Goals for WMI for the year• Mail Registration for WSBC Delegate/Alternate• WSBC Agenda Items Questionnaire Distributed
February	<ul style="list-style-type: none">• WSBC New Motion Votes “Yes/No”• WSBC Delegate Registration• Share-a-thon Report• PIPO Blast Application (Spring) usually due March?
March	<ul style="list-style-type: none">• WSBC Agenda Items Questionnaire Results Report
April	<ul style="list-style-type: none">• R6 Spring Assembly• IRS Form 990-N e-postcard needs to be filed by May 15
May	<ul style="list-style-type: none">• Region 6 Rep Reports, WSBC• Financial Review Report (or in June)
June	<ul style="list-style-type: none">• WSBC Delegate Report, WMI Retreat
July	<ul style="list-style-type: none">• Retreat Report (October this year or simply include language to indicate the report is due and will be published at the Intergroup meeting in the month following the retreat)
August	<ul style="list-style-type: none">• PIPO Blast Application (Autumn) usually due Sept or Oct?
September	<ul style="list-style-type: none">• R6 Fall Assembly• Share-a-thon
October	<ul style="list-style-type: none">• Region 6 Rep Reports• Share-a-thon Report
November	<ul style="list-style-type: none">• Nominations for Board• Region 6 Reports
December	<ul style="list-style-type: none">• Elections for Board, Region 6 Reps & WSBC Delegate• Treasurer presents Budget for Following Year

APPENDIX B

Email Anonymity Protocol

WESTERN MASS INTERGROUP OF OVEREATERS ANONYMOUS
www.oawmass.org PO Box 2911, Springfield, MA 01101-2911; 413-783-4198

USE OF EMAIL COMMUNICATION



As email becomes a more regular method of communication among OA Members, WMI has established guidelines to assist members in honoring the traditions while communicating for OA business purposes. If you have questions about the use of email for OA business, please contact WMI for more assistance.

PURPOSE OF EMAIL COMMUNICATION:

Email may be used by OA members for official OA business. This may include announcements of OA events, information about OA Meetings, coordination of OA work such as contacting speakers, reminders of upcoming OA committee meetings, etc.

APPROPRIATE USE OF OA EMAIL ADDRESSES:

All email addresses obtained through OA must be used for ONLY OA business. Email addresses obtained through Western Massachusetts Intergroup, any OA Meeting, or passed along from another member, may not be used for any purpose outside of Overeaters Anonymous without their personal, expressly stated consent.

Non OA business includes, but is not limited to, other 12 step group functions, non-OA volunteer opportunities, other fundraising or philanthropic events, all political events, personal celebrations/gatherings, etc.

MAINTAINING ANONYMITY:

When emailing groups of people, use the following guidelines to maintain name and email address anonymity:

1. Use the "BCC" or blind copy option.*
Put your own email address in the header
Put everyone else's address in the "bcc" section.
2. If you use a "group" email list, place the group in "BCC"
When emails are sent, individual email addresses may still be revealed if not placed in "BCC"
3. If your email program doesn't have bcc, go to the help section or contact your administrator to find out how you can send emails that don't show the addresses.
4. If you are new to email, are not particularly savvy, or are just plain confused about how to keep personal email addresses out of the header, ask for help **BEFORE** you send the email.
5. Try sending a test email to yourself first.

SUBJECT HEADING:

Anonymity means nothing if someone receives an email with "OA" in the subject heading.

Instead of "OA" put "WMI" (Western Mass Intergroup) as part of the subject.

(If I do not recognize the sender, and I don't understand the subject, I will delete the email without opening.)

PLAY IT SAFE:

If you have questions about what is appropriate or how to send an email, ask a WMI member. They can refer you to someone who can answer your questions.

Remember to think before you hit "send." Ask yourself is this official OA Business?

Am I sure I can hide email addresses?

Does the subject heading say 'WMI' and NOT 'OA'?

Is there anyone who did not ask to receive this information by providing their email address?

ONE MORE THING: YOUR SIGNATURE:

Some automatic signatures are actually business related and can break some of the anonymity traditions. Again, think before you hit "send."

* Where is the BCC? Click on "TO": you will see the window that has TO: -> CC:-> BCC:->
(I admit that I didn't know it was there or what it meant.)



APPENDIX C

Western Mass Intergroup of Overeaters Anonymous
SERVICE INVENTORY

PO Box 2911
Springfield, MA 01101-2911
413-783-4198
www.oawmass.org

I am applying for a position in WMI of Overeaters Anonymous as: (circle one)
Chair, Vice-Chair, Recording Secretary, Corresponding Secretary, Treasurer, Archivist; Region 6 Representative, WSBC
Elections are held in December

This form is suggested as a tool to help you decide when service beyond the group level is right for you. Fill it out, talk it over with your sponsor and Higher Power, and then pray on it. Sharing this with the Intergroup at the time of nomination/ election is your decision.

Name: _____

Phone: _____ E-mail: _____

Years in OA: _____ Date continuous abstinence began: _____

*I certify that I have read the qualifications and duties of the office of _____
_____, and understand the responsibilities of such position.*

Signature of Candidate Date

BRIEF ACCOUNT OF MY OA STORY (PHYSICAL, EMOTIONAL AND SPIRITUAL):

SUMMARY OF MY OA RESPONSIBILITIES (PAST SERVICE POSITIONS AT GROUP LEVEL AND BEYOND):

Yes, I have been on the WMI Board and I am willing to serve as a mentor in the service of _____.

I CAN BRING THE FOLLOWING BUSINESS, PROFESSIONAL OR OTHER EXPERIENCE AND SKILLS TO WMI:

I WOULD LIKE TO BE A WMI OFFICER FOR THE FOLLOWING REASON(S):

WHAT ARE SOME FEARS THAT HOLD ME BACK FROM SERVING?

APPENDIX D

HOW TO FILE FORM 990-N, (E-POSTCARD) WITH THE IRS

PROCEDURE A

******Insert Updated Date******

Purpose: To fulfill the IRS requirement to annually verify that WMI still qualifies for 501c3 tax exempt status

**** (Must be filed by May 15th every year)****

1. Enter Form 990-N in the Google address bar, hit enter, and then click on Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard) from the possibilities that result from the search.
2. When that page comes up, scroll down and click on “Submit Form 990-N” (e-postcard).
3. Login with login.gov, (using email chair@oawmass.org, and password). Enter a back-up code as the authentication method. Do not use any other authentication method, or it will be attached to your personal account.
4. Cross off the back-up code from your list of 10 codes, as each code can only be used once.
5. If you lose the back-up codes, go into your login.gov account profile and generate new codes (scroll down to bottom of page and click on “Generate new codes” to do so). This will create ten new codes, but inactivate the previous ones.
6. Click on “Manage Profile.”
7. Verify the User Type - Change to Tax Exempt Organization if that’s not already listed. (Preparer is the default, but it should remain how it was filed the previous year, which is tax exempt organization).
8. Verify WMI’s EIN # (27-1734848) and the name of our organization WESTERN MASS INTERGROUP OF OVEREATERS ANONYMOUS, which should be the only option listed.
9. Select our EIN, click on “Create New Filing” (below our EIN and the name of our organization), and hit Continue
10. WMI does not have a Doing Business As or DBA name, so that should be left blank.
11. Answer No to the question about have we gone out of business
12. Answer Yes to the question as to whether are gross receipts are \$50,000 or less
13. Enter our organization address and website and continue
14. Enter that the contact person is a person (not a business) and then enter the current Chair of WMI’s name and personal address.
15. Click “Save Filing” so you can go back and review to make sure everything is accurate.

16. Click “Submit Filing.”
17. Print or Copy the confirmation page and email a copy to the Treasurer of WMI. Also inform WMI Treasurer which back-up code you have used, as it cannot be used again.
18. Once all back-up codes have been used, go to the account profile in the login.gov account, scroll down to the bottom of the page, and generate new back up codes. Then copy and save them.
19. Make sure that the WMI Treasurer also has a copy of the email address, password, and back-up codes associated with the login.gov account, including which codes have been used or crossed off. They can be sent securely (encrypted by using WhatsApp).

OR

PROCEDURE B

Simple 990 (Second Way to file Form 990-N, e-postcard)

1. Simply Respond to the reminder email sent annually from the IRS (usually sent in February)
2. The Form is part of the Body of the email, entitled Simple 990.
3. Scroll down and click on the “Complete Tax Filing” button.
4. This brings you to a page where everything is already filled out, including the name of the Chair who filed the form the previous year.
5. **You may have to click “login” at the top right side of the screen first, using our login.gov account.** (email = chair@oawmass.org, and password). Enter a back-up code as the authentication method. Do not use any other authentication method, or it will be attached to your personal account.
6. Cross off the back-up code from your list of 10 codes, as each code can only be used once.
7. If you lose the back-up codes, go into your login.gov account profile and generate new codes (scroll down to bottom of page and click on “Generate new codes” to do so). This will create ten new codes, but inactivate the previous ones.
8. If the current chair of WMI is not the person listed on the Simple 990 form, then fill in the current chair’s (your) name and personal address.
9. WMI does not have a DBA or doing business as name, so that can be left blank.
10. Review the rest of the information to make sure it is accurate.
11. Scroll down to the bottom of the page and click the “Continue to Checkout” button.
12. Copy the confirmation page electronically and email it to the Treasurer of WMI. If you used a back-up code to complete the filing, also inform the WMI Treasurer which back-up code you have used, as it cannot be used again.

APPENDIX E

Procedures for Managing Online Contributions Account, Processing Online Donations, and Generating Thank You Letters or Receipts Stating that WMI is a 501c3 Tax Exempt Organization

****Insert Updated Date****

Possible Items to Include:

- a) The name of the vendor and website, and possibly the username and email Joette uses to access it, and where the password is kept
- b) How she knows a contribution has been made – happens automatically or must she check it?
- c) How it's set up (automatically goes into to our bank account or must she transfer it?)
- d) How she responds (with a standard thank you letter? Notice that it is tax deductible? Are such generated automatically and how to make changes to auto set-up if necessary.
- e) Probably need to detail how we have it set up to have contributors determine what fees they pay and so on and so forth or what costs we incur or need to contribute if contributors don't pay givebutter a certain percentage so that we remain fully self-supporting
- f) Probably need to mention that the button itself on the website will be on multiple pages so that when changes are made to the website, it gets changed in all the necessary places. (Front page, 7th tradition page, and differences in mobile phone site vs. computer site pages
- g) Should Treasurer's vital account details also be held by chair or vice chair or procedures listed for how to access accounts if something happens to Treasurer? (Do we have a back-up copy of vital info that someone else keeps?)
- h) Should similar, detailed procedures be written for how the Treasurer manages the bank accounts and accounts receivable and payable?

APPENDIX G

Expense Reimbursement Request Form (B)

Western MA Intergroup of Overeaters Anonymous

Name _____ Date _____

Check ONE: Monthly Intergroup Meeting
 Region 6 Assembly
 WSBC

Date:	Description:	Rate:	Amount
	Total		

For Treasurer Only: Date: _____ Check #: _____ Amount \$ _____

Please attach mileage and/or receipts. Thank you.

=====

Expense Reimbursement Request Form (B)

Western MA Intergroup of Overeaters Anonymous

Name _____ Date _____

Check ONE: Monthly Intergroup Meeting
 Region 6 Assembly
 WSBC

Date:	Description:	Rate:	Amount

	Total		
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For Treasurer Only: Date: _____ Check #: _____ Amount \$ _____

Please attach mileage and/or receipts. Thank you.

APPENDIX H

Committee Minutes, Agenda, & Report

Western Mass Intergroup of OA

Date: _____

Committee: _____

Members Present: Chair _____

Scribe: _____

Focus of Meeting: (discussion, accomplishments, agreements)

Action Plan: (tasks, responsibilities, etc)

Requests, Concerns, or Recommendations:

Next Steps: (Ideas for subsequent meetings)

APPENDIX I

Retreat Committee

Alternate Timeline A (September Retreat)

Updated Date

POLICY

Plans and Implements the annual retreat for WMI - Treasurer and Chair must have 6 months abstinence. Treasurer will be the Intergroup treasurer.

APPENDIX J

Retreat Committee

Alternate Timeline B (Various Months)

Updated Date

POLICY

Plans and Implements the annual retreat for WMI - Treasurer and Chair must have 6 months abstinence. Treasurer will be the Intergroup treasurer.