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## NEW REPRESENTATIVE ORIENTATION INFORMATION

Welcome to the [monthly] business meeting. It may take a few meetings before you become accustomed to our standard protocols and procedures, but all have been designed to effectively conduct our business in an orderly fashion. This package should help provide some background information. Feel free to ask questions of other meeting representatives.

### ABOUT TODAY’S MEETING

Schedule – The business meeting begins promptly at (time)[, with orientation for new representatives, at (time)]. Ordinarily, the business meeting adjourns at (time).

Voting/Attendance Sign-In – A sign-in sheet is passed around early in the business meeting. We request that each attendee identify themselves - meeting representatives, alternates, Committee Chairs, Board members or visitors. (If intergroup is meeting virtually, this may be done using the chat function). Most intergroups ask for email addresses to send future intergroup-related correspondence.

Voting members consist of the Board, Committee Chairs, [Region Representatives and World Service delegates,] meeting representatives, and Alternate Reps serving in place of the meeting’s regular representative. {If the meeting is hybrid: Members attending virtually place this information in the chat area to be saved and appended to the sign-in sheet after the meeting.}

Mailing List – Putting your mailing information on the sign-in sheet entitles you to receive our monthly Newsletter and Highlights. Indicate what meeting you represent.

Visitors are welcome to receive a newsletter if they desire.

How Business is Conducted – You will receive a monthly agenda. The meeting is run under Robert’s Rules of Order (Parliamentary Procedure –see handout) and our Standing Rules. All speakers are to be recognized by the chair.

Motions: This is a call to examine a piece of business requiring a vote. After a motion is made, it is followed by discussion, or “debate” (usually 3 “pro” and 3 “con” speakers). No matter is discussed for longer than 15 minutes. If someone “calls the question” before 15 minutes, the vote must be taken at that time. Only qualified representatives and members are permitted to vote.

Discussion: Sometimes the intergroup has open discussion about a topic. If, during discussion, someone wants the group to make a decision, they write out their motion (“I move that…”) and pass a copy to the chair and the (recording) secretary. The group needs to address a motion before making a decision on any important matter.

How to Have a Voice at Intergroup

Request for Information: If you have a question or need more information about something that’s going on, raise you hand and say “Request for Information” to ask for a clarification.

Raise a Question of Personal Privilege: If you can’t hear what someone’s saying, are too warm or too cold, are missing information that you need to make a decision, or believe someone is misstating your previous remarks, this would be an appropriate action.

These actions are NOT appropriate to simply state an opinion – that is debate, and must follow the meeting’s agreed-upon rules.

All OA members are welcome to attend and participate without disrupting the proceedings.

## SUGGESTIONS FOR EFFECTIVE INTERGROUP REPRESENTATION

1. Read the monthly (Intergroup Name) Highlights to your group.

2. Notify the (Intergroup Name) Office and the World Service Office of any changes in   your meeting site or time, or group cancellations.  Inform World Service (WSO) of newly elected Group Secretaries, or changes in the designated contact person ([www.oa.org](http://www.oa.org))

3. Make the monthly (Intergroup Name) Newsletter available to your meeting.

4. Get involved with an Intergroup committee (Public Information, 12‐Step, Bylaws, Professional Outreach, Communications, etc.). Also, let your group members know that they needn’t come to (Intergroup Name) meetings to work on a committee.

5. Remind your groups that the traditions recommend holding only a prudent reserve (one to three month’s rent/$ for literature as determined by the group) in their treasury; group donations to the intergroup, region and World Service help support the whole fellowship of OA.

6. If your meeting does not have an Alternate Intergroup Rep, encourage someone to come to (Intergroup Name) with you so he/she can become familiar with your procedures. If you have to miss an (Intergroup Name) meeting, your Alternate Rep can vote in your place.

7. Let (Intergroup Name) know how it can better serve your group.

8. Remind meeting members that ALL ARE WELCOME TO ATTEND (Intergroup Name) MEETINGS

## THE WHO, WHAT, WHERE, WHEN & WHY OF INTERGROUP SERVICE

### WHO belongs to an Intergroup?

Meetings in a geographic area send representatives and financial support to form an intergroup that provides services that no single meeting could provide by itself. In addition, virtual meetings may choose to affiliate with a “land-based” intergroup.

### WHAT service work does an intergroup do?

Intergroup work falls into three ever-widening circles:

1. Work that keeps the intergroup organized,
2. Work that supports new and existing meetings and their members,
3. Work that extends the message of OA recovery to the public and professional community.

### WHERE & WHEN does the intergroup do this work?

XXXXXXX Intergroup meets {once a month/or whatever schedule your intergroup follows} on the {first/second…} {weekday} of the month at {time AM/PM}. Intergroup officers and Committee chairs meet {time of meeting, if any} on the {day & time info} to prepare for the general intergroup meeting.

The OA community is kept aware of events and activities throughout the year through the intergroup website {website address here}, the intergroup newsletter {Newsletter name here} and through the reports of their group representatives.

Every {month} Intergroup develops a calendar of tasks and events to carry out in the coming year. Throughout the year, intergroup representatives and officers as well as members from the affiliated meetings work together to fulfill the commitments on this calendar.

Please inform (responsible intergroup officer) and the World Service Office of any changes in your meeting or contact information so accurate records can be maintained. If there is a location change, meeting closure, or there is a new Intergroup Representative, please contact your Intergroup. You will be added to the mailing list and reduce duplicated or unnecessary mailings.

### WHY do meetings find an Intergroup meeting beneficial?

The focus of an OA meeting is on personal recovery, sharing, and OA literature and/or speakers. Weekly meetings are not a time to plan workshops, retreats, public/professional outreach or participation in Region or World Service meetings. Few meetings could afford to offer any of those activities! When meetings form an intergroup, each meeting remains true to its focus on personal recovery and participates in intergroup efforts to support 12th Step Within work, public and professional outreach, and connection to the wider OA world.

Why Be on the Mailing List?

The {Newsletter and Highlights} are used to inform member groups of various activities and service opportunities available through the Intergroup. When your meeting leader calls for announcements, the {Newsletter and Highlights} provide a useful guide to giving a thorough Intergroup Representative’s report. They contain important news, a list of donations, calendar of Intergroup meetings, meeting list updates, committee reports and motions. Please make this information available to your meetings.

The Intergroup’s Place in OA as a Whole

OA is a bottom-up organization. “Our leaders are but trusted servants; they do not govern.”

The hierarchy of service levels in OA is shown below:

Local Groups → may participate in Special Focus Service Boards

↓

Intergroup

↓

Region

↓

World Service

Local groups join an intergroup. Our intergroup is called (name) There are approximately (19) intergroups in Region 7.

Groups may also participate in the activities of a “Special Focus Service Board.” These are groups that have a special focus (such as Men, BIPOC, Young People, etc.) that wish to provide special services to those who share their special focus. They are NOT a substitute for an intergroup, they are an optional service body filling a special need.

## Annual Calendar

Intergroup Meetings are generally held on the {#} \_\_\_\_day of each month, except when in conflict with Regional or World OA business activities or holidays. In those cases, the meeting is scheduled for the {#} \_\_\_\_day of the month (or however the intergroup determines how to reschedule meetings).

|  |  |  |
| --- | --- | --- |
| Month | YYYY OA Events  Local, Region, World | Scheduled Agenda items (elections, etc.): |
| January | OA Birthday Weekend; January 18-19 |  |
| February | Unity Day – Saturday, February 29 | Review Agenda questionnaire for submission |
| March |  |  |
| April | Region 7 Assembly  World Service Business Conference |  |
| May |  |  |
| June |  |  |
| July |  |  |
| August | Sponsorship Days – August 15-16  August 20-22 |  |
| September |  |  |
| October | Region 7 Assembly (location) Oct 16-18 |  |
| November | Region 7 Convention (location) Nov 6-8  IDEA Days November 21-22 | Board elections |
| December | 12th Step Within Day December 12 |  |

## List of Meetings, Formats & Representatives:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Day/Time | Meeting Location | Format | Representative Name | Phone number | Email address |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## List of Officers, Committee Chairs, Region Representatives & World Service Delegates

|  |  |  |
| --- | --- | --- |
| Position | Name | Email address |
| Chair |  |  |
| Vice Chair |  |  |
| Secretary |  |  |
| Treasurer |  |  |
| R7 Rep 1 |  |  |
| R7 Rep 2 |  |  |
| WSBC Delegate |  |  |
| Committee |  |  |
| Committee |  |  |
| Committee |  |  |

**INTERGROUP MEETING FORMAT**

**OPENING:**

1. Good {morning/afternoon/evening} and welcome to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Intergroup of Overeaters Anonymous. My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_, I am a compulsive eater, the {Chair/other office} of the Intergroup and your leader for this meeting.
2. Once a month [your schedule may differ], representatives from meetings in the ­­­­­\_\_\_\_\_\_\_\_\_\_ area come together to do service work that no one meeting could do by itself. Our intergroup meeting differs from weekly OA meetings because our purpose is to plan and execute SERVICE PROJECTS that carry the message of Overeaters Anonymous to people inside our rooms and to the public and professional community. The work we do falls into three circles:
   1. Work that keeps our intergroup organized
   2. Work that supports new and existing meetings and members of the fellowship,
   3. Work that extends the message of OA recovery to the public and professional community.
3. As we begin this meeting, will those who wish to please join in the Serenity Prayer, followed by the OA Responsibility Pledge:

*God, grant me the serenity to accept the things I cannot change, courage to change the things I can and the wisdom to know the difference.*

*Always to extend the hand and heart of OA to all who share my compulsion; for this I am responsible.*

1. {If applicable} Our meeting is a HYBRID meeting. Representatives may attend by phone or in person. Our Secretary opens the phone line each month. Let us now welcome representatives who are joining us by phone.
2. Is anyone attending as a representative or as a visitor for the first time? Welcome! We are glad to provide you with a copy of the intergroup welcome book and invite you to stay after the meeting so that we can answer any questions you may have.

**INTRODUCTIONS AND CHECK-INS**

1. The Secretary will now pass a clipboard with a roll call sheet so that you can record your attendance at this meeting. Also, if any of your meeting information has changed, there is a second page where you can record those changes. {If applicable} The representatives calling in should place that information in the chat area. The Secretary will save and insert the information into the records.
2. As the clipboard is coming around, let’s take a minute to introduce ourselves by giving our names and the meeting we represent or the intergroup office that we hold. Meeting representatives, please give us a one sentence report to let us know if:
   1. Your meeting is holding steady
   2. Your meeting attendance is up
   3. Your meeting attendance is down and you could use some support.

**WRAPPING UP THE CHECK-INS**

1. Please take note of the meetings that could use support.
2. Do we have volunteers to take intergroup information to the meetings not represented here today?

**ADOPTION OF STANDING RULES** *(if applicable)*

1. At this time we will review and adopt our standing rules for this meeting.
   1. Have someone read the Standing Rules adopted at immediate prior meeting
   2. Ask if there are any amendments
   3. Address if any (majority to adopt)
   4. Adopt Standing Rules (2/3 majority to adopt)

**BRIEF READINGS**

1. Intergroup is a monthly meeting of the OA community. Service is so important in OA that it is one of OA’s nine tools as well as the spiritual principle of Step 12. Will everyone please join now in reading Step 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.*

1. In OA, we also honor the 12 Traditions that guide our working with others. Will someone please volunteer to read the tradition of the month?
2. As a service meeting, intergroup also respects the 12 Concepts of OA Service that apply specifically to the principles of 12-step service. Will someone please volunteer to read the concept of the month?
   1. Does anyone have a brief observation about this month’s tradition or concept?

**MONTHLY REPORTS**

1. PRIOR MONTH’S MINUTES
2. TREASURER’S REPORT
3. OTHER OFFICERS’ REPORTS

**REPORTS FROM COMMITTEES OR PROJECT TEAMS**



**OLD BUSINESS (IF ANY)**

1. This is work to be completed from last month

**CALENDAR COMMITMNTS FOR THIS MONTH’S MEETING**

1. Each year, our intergroup develops a calendar of the local, regional and world service events and projects happening during the year and then takes note of how to prepare for them by scheduling reports and discussions to assist in preparation and follow-through.

This month, the calendar items to discuss are:

*Pull information from calendar to go here.*

**NEW BUSINESS**

1. The floor is now open for new business.

Does anyone have a motion, a suggestion, a concern or news that is not on the calendar?

***Note****: Changes to bylaws must be presented at a meeting and then brought forward for a vote at the next meeting (Old Business).*

**WRAP-UP / CLOSING (5-minutes prior to close of meeting)**

1. It is now \_\_\_\_\_\_\_\_\_\_\_. Let’s review the announcements to take back to our meetings. What do you think is important to tell the meetings?
2. Close with leader’s choice among Serenity Prayer, The OA Promise, the 3rd or 7th Step Prayers.

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**Sample Standing Rules** *(to be adopted, if used, as the first order of business at each intergroup meeting)*

1. In all deliberations, the group conscience is more important than the technicalities of the actual motion
2. Rules for Limited Debate
   1. To be recognized, ALL speakers must speak be recognized by the chair and state their name and meeting.
   2. They will be limited to two minutes for each main motion or substantive amendment.
   3. Pro and Con speakers will be limited to three speakers for a main motion, and two speakers for each substantive amendment.
   4. No main motion and all amendments to that main motion will last longer than 15 minutes in total, including discussion. At the end of 15 minutes, the question will be called automatically.
   5. The Chair will call on people in order; first Pro, then Con.
   6. To provide the opportunity for as many different representatives or alternates to speak during the assembly, the Chair has the right to recognize those members who have not had an opportunity to speak.
   7. No questions will be entertained until one pro and one con have been presented for each main motion.
   8. Any New business arising from committee activities or brought to the intergroup for consideration as an emergency shall be brought to the Assembly floor after the new business included in the published agenda has been addressed

INSERT INTERGROUP BYLAWS HERE

INSERT INTERGROUP POLICY & PROCEDURE DOCUMENT HERE

INSERT SPECIAL FORMS HERE (if any – reimbursement is the most common)

INSERT INTERGROUP VENDOR LIST HERE (if any)

**Tab 4 REGION & WORLD**

**All About Region 7**

\* Region 7 of Overeaters Anonymous (OA) is made up of Groups and Intergroups in New Jersey, Pennsylvania, Delaware, Maryland, Virginia, West Virginia, and the District of Columbia. We are one of 10 Regions organized to serve the world-wide fellowship of OA. Our Region’s purpose is to aid those with the problems of compulsive eating through the 12 Steps & 12 Traditions of Overeaters Anonymous, guided by the 12 Concepts of OA Service, and to serve and represent the OA Intergroups and Groups from which we are formed.

**How does Region 7 serve you?**

• We practice and safeguard the Steps, Traditions, & Concepts of Service of Overeaters Anonymous.

• We maintain direct communication and work with Groups, Intergroups, and other Regions.

• We provide a personal, immediate means of answering urgent questions from individuals, Groups, and Intergroups. We offer support/suggestions/experience with difficult situations.

• We hold Region assemblies twice a year during which Intergroup representatives and Region Board members meet to administer and conduct Region business. At these assemblies, we also arrange sessions in which your Intergroup’s Region 7 representatives share as well as learn about exciting and effective ways of strengthening abstinence, retaining members, and solving vital Intergroup issues.

• We provide funding assistance based on need to help Intergroups:

• Send representatives to Region assemblies

• Send delegates to World Service Business Conference

• Participate in public information programs to spread the word about OA in the intergroup’s local area

• We maintain the website www.oaregion7.org with event information, Intergroup links, Region business, forms, etc.

• We work with unaffiliated groups to link them with an Intergroup wherever possible. Our Chair represents the unaffiliated groups at World Service Business Conference.

• We maintain a list of Region 7 OA speakers available to Intergroups throughout the Region.

• We host a Region Convention annually for a weekend of recovery and fellowship.

• The Region Board delivers workshops at little or no expense to Intergroups on Service, Traditions, Concepts, Sponsorship, Strong Meetings, Abstinence, Intergroup Inventories, and other topics – all designed to strengthen the Intergroup, the Fellowship, and carry the message of recovery.

**Our Intergroup’s Relationship with WSO (the World Service Office):**

What does It have to do with me?

\* Located in Rio Rancho, New Mexico, USA, the WSO exists to support individual members and OA’s thousands of groups worldwide, as well as to carry our message of recovery to compulsive overeaters who are still suffering.

The WSO produces over 100 literature and recovery-related items and podcasts, and maintain oa.org and an online bookstore.

The WSO distributes A Step Ahead newsletter quarterly and a monthly email bulletin to keep members up-to-date on OA happenings.

The WSO hosts the annual World Service Business Conference and sponsors the World Service Convention every five years.

The WSO maintains directories on meetings all across the world and answer newcomer and member inquiries.

In addition, the WSO can provide new groups with everything they need to get started.

The WSO gives information about OA to media representatives, health professionals, and others interested in OA’s Twelve-Step approach to recovery from compulsive overeating.

Although there are no dues or fees for members, the WSO is funded through literature sales and your contributions. In keeping with OA’s Seventh Tradition, the WSO is self-supporting through our membership and service boards. So, when the basket is passed in your meetings, keep in mind that you are supporting your own recovery by helping to maintain your group, intergroup or national/language service board, region and World Service Office.

At the WSO, “service” is our middle name, and they belong to you. Contact them if you have a question. Welcome to OA. Welcome home!

**Tab 5 RESOURCES FROM THE WORLD (Please use the pages from the pdf document)**