

**BYLAWS OF THE
SOUTHWESTERN CONNECTICUT INTERGROUP
OF OVEREATERS ANONYMOUS**

Region 6

Intergroup Number 09278

ARTICLE I - NAME

The name of this organization shall be the Southwestern Connecticut Intergroup of Overeaters Anonymous, also known as Southwestern Connecticut Intergroup, hereinafter known as Intergroup, which was founded on May 8, 1992.

ARTICLE II - PURPOSE

Section 1 - Purpose

The primary purpose of this organization is to aid those with the problem of compulsive eating and to serve and represent the OA groups from which the Intergroup is formed. This Intergroup is in compliance with and qualifies as an exempt organization under Section 501(c)(3) of the Internal Revenue code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 2 - The Twelve Steps (1)

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.

[(1) The Twelve Steps cannot be amended by an Intergroup.]

Section 3 - The Twelve Traditions (2)

1. Our common welfare should come first, personal recovery depends upon OA unity.

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2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for OA membership is a desire to stop eating compulsively.
4. Each group should be autonomous except in matters affecting other groups or OA as a whole.
5. Each group has but one primary purpose - to carry its message to the compulsive overeater who still suffers.
6. An OA group ought never endorse, finance, or lend the OA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every OA group ought to be fully self-supporting, declining outside contributions.
8. Overeaters Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. OA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Overeaters Anonymous has no opinion on outside issues; hence the OA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, television, and other public media of communication.
12. Anonymity is the spiritual foundation of all these traditions, ever reminding us to place principles before personalities.

[(2) The Twelve Traditions cannot be amended by an Intergroup.]

Section 4 - The Twelve Concepts of OA Service (3)

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 intrusted 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 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 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 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.

[(3) Twelve Concepts of OA Service cannot be amended by an Intergroup.]

ARTICLE III - MEMBERSHIP

Section 1 - Membership

Membership of the Intergroup shall consist of the following:

- A. The Intergroup Officers.
- B. Intergroup Representatives (IGRs), which shall consist of one member from each group within the geographic area. Visitors are welcome and are encourage to participate in the discussion. The geographic area serviced by Intergroup shall be defined as the following parts of Connecticut:
 - Fairfield County
 - New Haven County
 - Towns within Connecticut that adjoin or are near the above counties.

Section 2 - Qualifications

Qualifications or eligibility for membership in the Intergroup:

A. Those OA groups within the Region or the geographic definition of Intergroup that have formally registered with the World Service Office and indicated their intention to belong to Intergroup may be considered members, except that virtual groups registered with the WSO may affiliate without regard to geographic proximity.

An OA group is defined as the following:

1. As a group, it meets to practice the Twelve Steps and Twelve Traditions of OA, guided by the Twelve Concepts of OA Service.
2. All who have a 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 no affiliation other than OA.

5. It has affiliated as an Overeaters Anonymous group by registering with the World Service Office.

B. 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.

C. Each group shall be entitled to only one vote through its elected IGR.

D. No group may be registered with another Intergroup.

Section 3 - Intergroup Representatives (IGRs)

Definition - An Intergroup Representative is a person duly elected by a group and is responsible for representing said group at Intergroup Meetings.

A. Each group may elect, by any method of its own choice, one IGR. It is suggested that each group also select one Alternate IGR.

B. Each group, whether represented by its IGR or Alternate IGR, shall have only one vote at Intergroup business meetings.

C. If a person represents more than one group as an IGR or Alternate IGR at any Intergroup meeting, he or she has only one vote.

D. It is suggested that each IGR or Alternate IGR be elected by his or her group for a one - year term, be committed to abstinence, working the Twelve Steps, and upholding the Twelve Traditions of OA.

E. IGRs will receive all correspondence to the group from Intergroup.

F. An IGR's duties and responsibilities to his or her group may be specifically defined by that group, but Intergroup suggests and requests that groups include the following in their definition of IR duties:

An IGR is responsible for

1. Attending all Intergroup Meetings;
2. Reporting regularly to the group on the functions and activities of Intergroup;
3. Maintaining a continuing record of Intergroup meetings, correspondence, and policies;
4. Notifying the Alternate IGR if the IGR cannot attend an Intergroup meeting; and,
5. Seeing that all communications from Intergroup are made available and disseminated to the group.

Section 4-VOTING BODY

Any OA member attending any meeting of the Intergroup has the right to be heard, once recognized by the chair.

A. A quorum shall consist of a total of four (4) people, at least one(1) of whom is a member of the board.

B. A majority of the Registered IGRs or AIGRs present at a Intergroup meeting shall

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govern for voting purposes unless otherwise specified within these bylaws.

C. Each GIR (or AIGR when IGR is not in attendance) from an Intergroup shall be entitled to one (1) vote.

D. The Vice-Chair, Recording Secretary, Treasurer, and Corresponding Secretary shall have one (1) vote each.

E. The Chair has the right to cast a vote in order to break a tie.

F. When a paper ballot is used, the Chair has the right to cast a paper ballot, but shall not then cast a second vote in the event of a tie.

Section 5 - Membership with voice and no vote may be:

A. Any employee.

B. Any member of the OA Fellowship who is not a duly elected IGR or Alternate IGR.

ARTICLE IV - INTERGROUP OFFICERS

Section 1

The following Service Officer positions shall be maintained by Intergroup: Chair, Vice Chair, Corresponding Secretary, Recording Secretary, Treasurer.

Section 2 - Qualifications for Officers

1. Whenever possible, to be a current voting member of Intergroup for at least one year immediately prior to election.
2. To be working the Twelve Steps and upholding the Twelve Traditions of Overeaters Anonymous.
3. To be committed to abstinence, each person being the sole judge of his or her own abstinence.
4. To be eligible for election as a SWCTIG Treasurer, an OA member shall at the time of election have attended the previous three SWCTIG meetings.

Section 3 - Method of Election

A. Officers shall be elected at the last Intergroup meeting of each calendar year.

B. Election procedure shall be by separate written secret ballot.

C. Applications for all offices that are to be filled at the upcoming elections will be available from the Corresponding Secretary and must be submitted to Intergroup at or before the meeting prior to the elections.

D. Announcement of elections shall be included in the written notice of the meeting at which the elections are to be held. Completed officer applications shall also be included in the notice (mailing).

E. To be eligible for election as an officer, applicant must:

1. Meet all qualifications as defined in Article IV, Section 2.
2. Understand responsibilities of the position as defined in Article IV, section 5 and as defined in the Intergroup job descriptions.

F. In order to be elected to an officer position, an applicant must be present at the election meetings and must receive a majority vote of the members present and voting.

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G. Election Ballots shall be counted by two non-candidate volunteers.

H. The persons counting the ballot shall announce only the winner of the election, shall not announce the numerical vote, and shall immediately after the election destroy the ballots.

Section 4 - Terms of Office

A. All officer terms shall commence on the January 1st following the elections.

B. A term of office for an officer is one full year.

C. An officer may serve no more than two consecutive terms in the same office. Any election to an office for six months or more of an unexpired term shall be, for this purpose, considered a full term.

D. After a member has been out of a specific office for one year or more, he or she may again be eligible for election to that office.

E. As stated in Article III, Section 1, an officer is considered to be a full-functioning member of Intergroup, and as such, no longer needs to be an IGR to vote. Therefore, once elected, an officer should consider resigning from the position of IGR so that another person within the group may serve that position.

Section 5 - Responsibilities of Intergroup Officers

A. Chair:

1. Shall preside at all regular and special meetings of this Intergroup and the Intergroup Executive Committee.
2. Shall be responsible for establishing the agenda for all Intergroup meetings.
3. May not participate in a vote and may only vote in case of a tie.
4. May appoint a parliamentarian to assist in conducting the meetings.
5. May attend all standing committee meetings.
6. Shall be authorized to sign all Intergroup documents.
7. Shall be cosignatory with the Treasurer for all funds distributed by Intergroup.
8. Shall perform all other duties as prescribed in the Intergroup policy for job descriptions.

B. Vice Chair:

1. Shall serve in the absence of the Chair and assume all duties of the office.
2. To attend all Intergroup and Executive Committee meetings.
3. Shall perform all other duties as prescribed in the Intergroup policy for job descriptions.

C. Corresponding Secretary:

1. To prepare and send correspondence for the Intergroup.
2. To report to Intergroup all correspondence received from WSO and all other OA service bodies.

3. To collect mail from the Intergroup post office box on a weekly basis and distribute appropriately.
4. To provide written notification to each voting member of Intergroup (including the IGR from each affiliated group) of up coming Intergroup meetings at least three weeks prior to said meetings.
5. To attend all Intergroup and Executive Committee meetings.
6. Shall perform all other duties as prescribed in the Intergroup policy for job descriptions.

D. Recording Secretary

1. To take minutes of all regular and special meetings.
2. To provide a written copy of such minutes to the Corresponding Secretary for distribution with the next Intergroup mailing.
3. To attend all Intergroup and Executive Committee meetings.
4. Shall maintain a file of all minutes of past meetings.
5. Shall perform all other duties as prescribed in the Intergroup policy for job descriptions.

E. Treasurer:

1. To be responsible for receiving, entering, and disbursing all funds as directed by Intergroup.
2. To report to Intergroup, in written form, all such financial transactions, plus opening and closing balances at each regular meeting.
3. Shall maintain a checking and or savings account, if necessary, for dispersal of Intergroup funds.
4. Shall be cosignatory with the Chair for all funds distributed by Intergroup.
5. To attend all Intergroup and Executive Committee meetings.
6. Shall perform all other duties as prescribed in the Intergroup policy for job descriptions.

Section 6 - Vacancies and Resignations

- A. If an officer fails to attend two consecutive meetings, that office may be declared vacant by a majority of those members present and voting.
- B. Any officer may resign at any time for any reason by giving the Chair written notice.
- C. Any officer may be removed from office by a two-thirds (2/3) vote of the members at a special meeting announced for that purpose.

Section 7 - Filling of Vacancies

- A. If an office position becomes vacant, an election shall be held at the meeting in which the vacancy occurred, or at the next meeting or special meeting of the Intergroup, using the election procedures as stated in Article IV, section 3.
- B. If there are no qualifying applicants for the vacant position, the Executive Committee shall appoint someone to finish the term of office.

Section 8

The Intergroup Board shall have authority to conduct the Intergroup business between meetings and in the case of emergencies.

ARTICLE V - REGION REPRESENTATIVES

Section 1 - Qualifications

- A. To be a voting member of Intergroup for a period of one year whenever possible.
- B. To be working the 12 Steps and upholding the 12 Traditions of Overeaters Anonymous.
- C. To be committed to abstinence, each person being the sole judge of his or her own abstinence.

Section 2 - Method of Election

- A. Regional Representatives and their Alternates shall be elected by separate secret ballot.
- B. Elections shall take place every year during the last meeting of the year.
- C. The term of office shall be two years commencing on January 1st of the year following election. No person shall be elected to serve more than two consecutive terms.

Section 3 - Responsibilities

- A. To inform Intergroup of all communications received from Region 6. Acts as liaison between Region 6 and Intergroup.
- B. To attend all Region 6 Assemblies. Serves on Regional committees.
- C. To attend all Intergroup meetings.
- D. Each Representative shall personally report to Intergroup to share experience, strength and hope gained at Region Assembly.

Section 4-Expenses

- A. Each Representative shall be reimbursed for the following expenses incurred in attending the Region 6 Assembly:
 - 1. For travel expenses: Mileage reimbursement, if using a personal vehicle, at the current IRS rate for reimbursement for a Business Personal Vehicle. Tolls.
 - 2. Meals- Lunch and dinner on Saturday.
 - 3. Hotel- One night at the OA rate in effect at the hotel where the Assembly is being held.

Section 5 - Vacancies and Resignations

- A. Any Representative may resign at any time for any reason by submitting written notice to the Chair.
- C. Any Representative may be removed from office by a two-thirds (2/3) vote of the members at a regular or special meeting announced for that purpose.

Section 6 - Filling of Vacancies

- A. If an office becomes vacant, an election shall be held at the meeting in which the vacancy occurred, or at the next meeting or special meeting of the Intergroup, using the election procedures as stated in Article V, Section 2.

- B. If there are no qualifying applicants for the vacant position, the Executive Committee shall appoint someone to finish the term of office.

ARTICLE VI -WORLD SERVICE DELEGATES-

Section 1 - Qualifications

- A. To be a voting member of Intergroup for a period of one year whenever possible.
- B. To be working the 12 Steps and upholding the 12 Traditions of Overeaters Anonymous.
- C. To be committed to abstinence, each person being the sole judge of his or her own abstinence.
- C. To meet the qualifications as stated in OA's Bylaws, Subpart B, Article X, Section 3c which requires, in part, one year of current abstinence and at least two years of service above the group level (Permission for any exception in qualifications for valid reasons, if deemed credible by the trustees, must be received by application to the World Service Office).

Section 2 - Method of Election Section

- A. Delegates and their Alternates shall be elected by separate secret ballot.
- B. Elections shall take place every year during the last meeting of the year.
- D. The term of office shall be two years commencing on January 1st of the year following election. No person shall be elected to serve more than two consecutive terms

Section 3 - Responsibilities

- A. To inform Intergroup of all communications received from WSO. Acts as liaison between WSO and Intergroup.
- B. To attend all World Service Business Conference meetings. Serves on WSBC committees.

Section 4-Expenses

- A. Each Delegate shall be reimbursed for the following expenses incurred in attending WSBC:
 - 1. Travel.
 - 2. Meals, including tips- not to exceed the current recommendation by WSO.
 - 2. Hotel, including tips.

Section 5 - Vacancies and Resignations

- A. Any Delegate may resign at any time for any reason by submitting written notice to the Board.
- B. Any Delegate may be removed from office by a two-thirds (2/3) vote of the members at a regular or special meeting announced for that purpose.

Section 6 - Filling of Vacancies

- A. If an office becomes vacant, an election shall be held at the meeting in which the vacancy occurred, or at the next meeting or special meeting of the Intergroup, using the election procedures as stated in Article V, Section 2.
- B. If there are no qualifying applicants for the vacant position, the Executive Committee shall appoint someone to finish the term of office.

ARTICLE VII - MEETINGS

Section 1 - Regular Meetings

- A. The Intergroup shall meet six times a year at a time and place designated by a majority of the voting members. Election of officers shall be held in the month of November
- B. There shall also be a meeting in February for the express purpose of voting on the motions to be presented at the next WSBC (World Service Business Conference). Meetings whose representatives cannot attend the February meeting shall be allowed to submit their vote up to one day prior, or, if applicable, by teleconference call the night of the meeting.

Section 2 - Special Meetings

A special meeting may be called at any time by a majority vote of the Intergroup Executive Committee by giving notice as prescribed in Article V, Section 3.

Section 3 - Method of Notification

Notification of all meetings shall consist of notices prepared by the Intergroup Corresponding Secretary and distributed to each group secretary and/or IR two weeks prior to the date of the meeting. Notification may also be made by placing an announcement in the Intergroup newsletter, if any, or by mail, and at the prior Intergroup meeting.

Section 4 - Quorum

A quorum as referenced in Article III Section 4A, shall be present in order to conduct business.

ARTICLE VIII - COMMITTEES

Section 1 - Standing Committees

The following standing committees may be established as required to carry out the purposes of Intergroup in the most effective and efficient manner.

- A. Bylaws Revision Committee
- B. Public Information Committee
- C. Voice Mailbox Committee
- D. Database Committee
- E. Events Committee
- F. Website Committee
- G. Other committees deemed necessary to carry on Intergroup work.

Section 2 - Special Committees

The Board shall designate such special committees as are deemed necessary for the welfare and operation of the Intergroup.

Section 3 - Committee Appointments

Committee Chairs may be elected by members of the Committee. Any OA member who is committed to abstinence, working the twelve steps, and upholding the twelve traditions of OA may be elected to chair a standing or special committee.

Section 4 - Committee Responsibility

- A. Each standing and special committee chair shall submit a written report to the Intergroup at each Intergroup Business Meeting, and at the end of any specific event coordinated by that committee

B. Any committee desiring to spend Intergroup monies must submit a budget for approval to the Intergroup or executive committee. Any committee decision and or vote to expend funds in excess of the approved budget, shall require prior approval by the Intergroup. When any monies are expended from an approved budget, a detailed and itemized financial report shall be included with the committee report and receipts of expenses shall be submitted to the Intergroup Treasurer

Section 5 - Vacancies

Should a vacancy, resignation or removal of a committee chairman occur, all pertinent information shall be turned over to the Intergroup Chair.

Section 6 - Removal of Committee Chair

Committee Chair shall be removed from office on recommendation of the Intergroup Chair with approval of majority vote of the membership present and voting. Removal is based on failure to fulfill the duties and requirements of the Committee Chair.

ARTICLE IX - FUNDS

Section 1 - Source of funds

- A. Voluntary contributions of the member groups shall be the primary source of funds.
- B. Secondary source of income may be such occasional projects or activities as may be authorized by the Intergroup according to Tradition Six.
- C. The Intergroup may accept donations from OA members, conforming with the general practice of OA.
- D. The maximum allowable annual donation to the Intergroup by OA members is to be limited to an amount set by WSO, and is subject to change by the Board of Trustees.
- E. The acceptance of bequests or donations from any outside source is prohibited.
- F. The Intergroup shall not accept the responsibility for trusteeship over, or enter into the distribution or allocation of funds set up outside Overeaters Anonymous.

Section 2 - Prudent Reserve

There shall be no accumulation of funds beyond current necessities, with retention of only a prudent reserve for contingencies. Funds in excess shall be donated to Region 6 and to the World Service Office bi-monthly as budgeted and directed by the Intergroup.

Section 3- Expenditure of Funds

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

ARTICLE X - PARLIAMENTARY AUTHORITY

Section 1

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Intergroup in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the Twelve Traditions or any special rules of order this Intergroup may adopt.

ARTICLE XI - AMENDMENTS TO THESE BYLAWS

SW CT Intergroup Bylaws, Policies and Procedures Manual

Section 1

These bylaws, with the exception of Article II, Sections 2 (The Twelve Steps), 3 (The Twelve Traditions), and 4 (The Twelve Concepts of OA Service), may be amended at any time by a simple majority vote of the members present and voting at any regular or special meeting of the Intergroup, provided a copy of the proposed amendment has been submitted in writing and received by each group affiliated with this Intergroup at least three weeks prior to the meeting in which action is to be taken on the amendment.

ARTICLE XII- MAJOR POLICY MATTERS

Section 1

- A. Matters which affect this Intergroup and or groups within its service area shall be referred to the Executive Committee of this Intergroup.
- B. Matters which relate to Overeaters Anonymous as a whole which affect Subpart A of the Bylaws of Overeaters Anonymous, Inc. shall be referred to the Board of Trustees.
- C. Matters which affect Subpart B of the Bylaws of Overeaters Anonymous, Inc. or which relate to the 12 Steps, the 12 Traditions and the 12 Concepts of OA Service shall be referred to the World Service Business Conference.

ARTICLE XIII- DISSOLUTION

Section 1

Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to the World Service Office of Overeaters Anonymous, and/or to Region 6, or to a non-profit fund, association, foundation or corporation, which is organized and operated exclusively for charitable, education or religious and/or scientific purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

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Policy Number: 001
Originally Passed: 5/10

Checking Account

POLICY

Intergroup funds will be kept in a checking account.

PROCEDURE

There will be three signatories on the account, the treasurer and two other Intergroup officers . In the event an officer(s) is unavailable, an Intergroup Representative who has attended the three Intergroup meetings previous to the election may be elected.

All checks will require two signatures.

POLICY NUMBER:002
Originally Passed 7/10

Seed Literature for New Groups

Policy:

The SWCTIG will allocate up to \$75.00 worth of OA and AA conference approved literature for new groups.

1. To qualify for this allocation, the group must have a group representative (IGR) that has attended at least 2 of the last 3 consecutive IG meetings, registered and acting as a representative for the new group.
2. The group must assign 2 OA members, one of whom should qualify as a long- timer, to be responsible for returning the literature to the IG in case the group closes. The members must be committed to abstinence and the meeting. If any of these conditions change, they should notify IG and another member should be elected as guardian of the literature.
3. If all the literature allocated has been sold, the group will notify the IG by written communication and release the above mentioned members of the accountability for the seed literature.
4. The group will submit a Treasurer's report to each Intergroup meeting.
5. If any of these fail to be carried out, the SWCT IG has the right to ask for the remaining literature to be returned.

Procedure:

1. The IGR will fill out the application form which will include the group information and the information of the members that commit to being the guardians of the IG literature should the group close and the remaining literature be returned to IG. A literature order will be attached to the form.

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2. This application will be verified by the board. If the group qualifies:
 - i. The treasurer will buy the literature in the next literature order.
 - ii. The treasurer will contact the Group Rep so that the literature can be picked up by one of the 2 members that will act as guardians.
- b. The Chair will report about all literature allocations in the next business meeting.

Policy Number: 003
Originally Passed: 7/10

Approval of Minutes

Policy:

Once the corrections have been made by the Minutes Approval Committee, the SWCT IG Minutes for that meeting will be approved and distributed in the next Mailing.

Procedure:

1. The Chair will appoint a Minutes Approval Committee. The Minutes Approval Committee shall consist of 3 members, one of which will be the SWCT IG Chair or Vice Chair in the event the Vice Chair chaired the meeting.
2. No later than 2 weeks after the IG meeting, the Recording Secretary should have typed the minutes and sent them to the approval committee.
3. The members of the Minutes Approval Committee will send comments, feedback or corrections within one week's time.
4. The Recording Secretary will have another week to make corrections and send the revised version to the chair, corresponding secretary and webmaster. This revised version will be the Approved minutes.
5. The webmaster will post the minutes on the Intergroup website.
6. The Corresponding Secretary will send the Approved Minutes in the next IG mailing.

POLICY NUMBER:004
Originally passed: 11/10

Policy:

SWCT Intergroup is making provision for groups to submit their votes on the WSBC Agenda Questionnaire either by email or through the postal service.

Procedure:

1. The World Service Office distributes annually (usually early in January)

to local service bodies, via the OA website, the Agenda Questionnaire with all the Motions proposed to come before the annual World Service Business Conference.

2. Within two weeks of this posting on the OA website, the SWCT Intergroup Corresponding Secretary distributes the Agenda Questionnaire to all groups via email or postal service, along with a vote tally sheet to facilitate the groups' reporting of their voting results.
3. The Agenda Questionnaire packet includes a letter indicating the deadline for submission of group votes to Intergroup. Two deadlines for vote submission will be established: one for email submission and an earlier date for postal service submission.
4. Group votes must be submitted to Intergroup via email or postal service by the deadlines established. If a group submits its vote after the deadline, its vote will not be counted.
5. The Corresponding Secretary tabulates all group votes submitted on time and sends the results, along with all comments, to the World Service Office. The voting results are also reported to all SWCT groups in the SWCT Intergroup mailing of the next meeting's agenda.

History of Bylaws Changes

Bylaws Passed by Intergroup: July 17, 1997

Article V, Sections 3, 4, and 5 revised August 2002

Intergroup name changed March 2005

Article IV, Section3 revised 9/17/08

Article VII, Sections 1A. 3 and 5(removed) revised 9/17/08

Article V revised 11/18/09

Article VI, Section 1B revised 11/18/09

Article VII, Section 1B revised 3/17/10

Article III, Section 4, revised 3/17/10

Policy and Procedures Manual created 3/17/10

Article IV, Section 2, revised 7/21/10

Throughout-AIGR and IGR replace AIR and IR, 7/21/10

Article IX renamed, Section 3 moved from ArticleXIII-7/21/10

Article III, Section 2A-revised 7/20/11