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## PACK 1

Dear OA Fellows, Groups and Intergroups,

**You are warmly invited to the 39th OAGB National Assembly and Recovery Convention**

.....keep it simple.....

**18-20th October**

**Venue Cymru, The Promenade, Llandudno**

Please review this pack which tells your group/intergroup everything you need to know to be part of this year's National Assembly. Further useful information will be included in PACK 2 which will be available to download from our website [www.oagb.org.uk/national-assembly](http://www.oagb.org.uk/national-assembly)

**Delegates will need to have copies of Pack 1 and Pack 2 easily accessible during the Assembly.**

Important points to note:

- **There is 1 resolution being proposed this year.** This is included in this pack. Please discuss this resolution with your group or intergroup so that you know their views.
- **Recruiting New board Members** - If you are passionate about OA growing and strengthening across Great Britain, please consider doing service by standing for election to become a member of the OAGB Board. We currently have 4 board members, 3 of whom are standing down. We need new board members to enable OAGB to function and for the Literature Service to continue. To have an informal chat and to find out more of what is involved please contact any board member on [nsb@oagb.org.uk](mailto:nsb@oagb.org.uk). Eligibility requirements include one year's current abstinence and at least two years of service beyond group level at the time of the election.

**Serving on your behalf**

**Mel, Robbie, Sarah and Teresa**

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| <b>What's in Pack 1?</b>  |             |
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| Guide for group and intergroup delegates  | 2           |
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| OAGB Bylaws <i>(For reference only)</i><br>Appendix 1: Twelve Steps, Twelve Traditions and Twelve Concepts of OA<br>Appendix 2: Notice of grounds of disqualification of trustees | 12          |

### GUIDE FOR FELLOWS

- **Register**

You will need to complete the [online registration form](#), pay your registration fees and book and pay for meals during the weekend.

**Submit by:**  
Saturday 4th October 2024 (Late applications will be accepted.)

- **Discuss the resolution with your Group/Intergroup**

Page 5 of this pack relates to the resolution which will be discussed and voted on at the National Assembly. Please read these and discuss with your group/intergroup so that you are ready to debate and vote on them at the Assembly.

**Complete by:**  
Your last Group/Intergroup conscience meeting before the National Assembly.

- **Consider applying for National Service Board**

Could you consider serving on the Board? The example application form is in **Section 3** of this pack.

**Complete by:**  
Your last Intergroup/groups meetings before National Assembly

### SECTION 4 – FREQUENTLY ASKED QUESTIONS

**What is the purpose of the National Assembly?**

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The National Assembly is the Group Conscience of OA in Great Britain. By all groups getting together once a year we help shape and strengthen OA across Great Britain.

### Who is it for?

Every Group and Intergroup registered in Great Britain with the World Service Office can send a National Service Representative (NSR) to act as a delegate for their Group/Intergroup. In addition all members of OA are welcome to attend as non-voting visitors to the Assembly and Convention.

### What's in it for me?

- Make new OA friends.
- See recovery working on a wider level.
- Strengthen my own recovery.
- Be among others who take their recovery seriously.

### What's in it for my Group / Intergroup

- Everyone's presence strengthens their Group conscience.
- Being part of the wider OA service structure.
- Connecting with other Groups and learning together.
- Valuing delegates as trusted servants to carry the voice of the Group.

### What is the role of a National Service Representative (NSR)?

In a word - communication. They receive the packs that contain the Board members' reports, proposed bylaw amendments or resolutions, Board applications, and financial reviews, including the OAGB Literature accounts. The NSR communicates these to their Group prior to the National Assembly, ideally discussing the proposed bylaw amendments or resolutions at the Group Conscience before the Assembly to hear members' thoughts about them. Then, after the National Assembly they will provide feedback formally to their Group.

### What qualifications are required to be a National Service Representative?

Your local Group decides. Successful NSRs are members who have previously had some active experience of service at Group or Intergroup level. They have an awareness of the Traditions and are interested in the bigger OA service structure. It is not really an appropriate service role for a newcomer.

### What's the difference between the Assembly and the Convention?

The Assembly is the formal business meeting conducted by the National Service Board. It runs all day on Saturday (approx. 9am - 5pm with regular comfort breaks and a break for lunch).

The Convention will then take place on the Sunday (approx. 10am-4pm), with a focus this year on the theme of `'..keep it simple..'`. This is a recovery day where we come together as a fellowship to share our experience, strength and hope and connect with other OA members from across Great Britain.

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The Convention is not just for group/intergroup representatives, all OA members across Great Britain and beyond are very welcome to attend. If you have any further questions about the Convention, please contact the organising committee on [oagbna2024@gmail.com](mailto:oagbna2024@gmail.com).

### **Is it OK for me to receive financial help from my Group to pay for my expenses to attend the National Assembly?**

Yes, it is usual for the NSR's travel and accommodation costs, plus the registration fee for the Assembly on the Saturday to be funded through Group 7th Tradition costs collected throughout the year. For a virtual National Assembly that would just be the registration costs.

### **What can I do to help me fulfil the NSR role?**

There are many pieces of OA Literature about service: The Twelve Steps, the Twelve Traditions, the Twelve Concepts, the OAGB Bylaws and the OA Group Handbook are all useful reading. It may also be helpful to ask a current or previous NSR to share their experience to support you in your new role or contact your Intergroup Board to ask for advice and suggestions.

### **What are the 12 Traditions?**

These are a set of principles providing a foundation for the conduct of our affairs as a fellowship, which can also be practised in the everyday lives of individuals. They are the principles by which your Group operates, and you probably read them out each week at your meeting as they form part of the suggested meeting format.

### **What are the 12 Concepts?**

These are a set of principles outlining the responsibilities of our trusted servants at every level, be it Intergroup, NSB, Region 9, or World Service. A copy of the Concepts is included in our bylaws.

### **Interested in serving at a national level?**

If you have 12 months' abstinence and 2 years' service beyond Group level, you may be eligible. Examples of service beyond the Group level include serving as an Intergroup representative on behalf of your Group, Intergroup Board member, Committee Chair, Region 9 Representative or World Service Business Conference delegate, or volunteering for OAGB nationally in roles such as email responder, website uploader, literature packer, social media coordinator, etc.

If you don't meet the above criteria but would still like to get involved with doing service at a national level there are lots of other opportunities available, further details of which will be in Pack 2.

### **How can I find out more about what it's like to be on the National Service Board?**

The Board meets five times a year and all these meetings are open for any OA member to attend. There will be a Board meeting held on the Sunday morning of the National Assembly and Convention weekend, so if you'd like to see what it's like to be part of the National Board or are just curious about what we do, please feel free to come along to all or part of that meeting! Log in details for the meeting will be provided nearer the time, and if you have any questions, please do get in touch with the Board at [nsb@oagb.org.uk](mailto:nsb@oagb.org.uk).

## **SECTION 2 – RESOLUTIONS FOR DISCUSSION AT THE NATIONAL ASSEMBLY**

At the National Assembly we will be debating and voting on 1 resolution.

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Please read through the motion and discuss them with your Group or Intergroup. You will need to know whether they are in favour of the resolution and their reasons for agreeing or disagreeing, so that you feel ready to vote on their behalf.

You can also suggest amendments to the resolutions on the day of the National Assembly; however, these cannot change the overall intent of a resolution.

**Summary of the resolution for discussion:**

|                            |  |
|----------------------------|--|
| <p><b>Resolution 1</b></p> | <p>The Overeaters Anonymous Literature Shop increases the range of books and leaflets published in Great Britain on Licence from WSO. That this is in order to reduce costs for members and make the service more sustainable.</p> |
|----------------------------|--|

**GREAT BRITAIN  
NATIONAL SERVICE ASSEMBLY 2024  
RESOLUTION 1**

**MOTION:** We are proposing that we limit our stock to books and leaflets that we can print in the UK on licence. That we seek to increase the range of books and leaflets that we publish in the UK.

**SUBMITTED BY:** NATIONAL SERVICE BOARD OF OVEREATERS ANONYMOUS GREAT BRITAIN

**INTENT:** TO ENSURE THAT THE LITERATURE SERVICE IS SUSTAINABLE IN THE LONG RUN AND TO ENSURE THAT THE PRICES WE CHARGE FELLOWS FOR LITERATURE IS ECONOMIC, AFFORDABLE AND COMPETITIVE.

**IMPLEMENTATION:**

We would need to get two Print Liaison volunteers up and running, one for Books and one for leaflets. We need to obtain formal approval for licences for OA.org Literature.

**COST:** Nil

**RATIONALE:** OAGB is aware that the literature service that we run has been making a deficit over the last 10 years, which means that seventh tradition has been subsidising the book shop for this period. A copy of that financial analysis can be found [here](#).

There is considerable expense in importing books from the World Service Office (WSO) and it has become impossible to cover our costs when selling these through the book shop.

Our fixed costs are PayPal, QuickBooks Online, staff salary, postage and packaging,

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insurance. In the last 12 months we actually gave our staff member a pay increase for the first time in 5 years because their salary was well below market values and would soon have been under the level of the national minimum wage. We have a legal commitment to increase the salary every April in line with the legal minimum wage. PayPal charges us a small percentage for every transaction that the literature shop takes, last year this amounted to £367.75. We also have expenses related to the use of our Sum Up payment device, used for in person literature stands, to the cost of 1.69% per transaction.

Over the last three years we have done the following cost cutting measures;

1. Reduction in hours of paid worker (from 16 hours to 12)
2. Reducing insurance costs (from £800 in 2020 to £284 in 2024)
3. Stopping the use of our Storage facility (a saving of £400 per quarter)
4. Using our World Service Business conference delegate to collect coin stock from the WSO, in America to save on shipping costs (we will do this every year from now on).
5. Increased the cost of postage and packaging from £1.50 to £2 per order (last year's P&P costs came to £2149.45, however we only received £478.50 for postage on the same financial period on orders last year so we were not breaking anywhere near even)

We are aware that the WSO is moving towards digital literature that is downloadable and uses platforms like Amazon, Kobo, Kindle and Audible to sell OA.org literature. Whilst Kindle and Audible editions can cost fellows significantly less than purchasing a hard copy from the OAGB store, the price of books from the likes of Amazon are significantly more (e.g. [Overeaters Anonymous 3<sup>rd</sup> edition on Amazon £23.71](#)). Whilst these competitors provide fellows instant access to literature on their devices, they also take money away from service bodies and their literature shops. We are also aware that WSO have significantly increased their postage and packing costs, and since Brexit customs and excise, importing goods is more problematic.

**We have the following items that we currently print on licence:**

### **BOOKS**

TWELVE STEPS AND TWELVE TRADITIONS OF OA 2<sup>nd</sup> ED  
 12 STEPS WORKBOOK 2ND EDITION A5 SIZE  
 OVEREATERS ANONYMOUS 3RD EDITION  
 BODY IMAGE, RELATIONSHIPS AND SEXUALITY  
 FOR TODAY  
 OA GB DAILY JOURNAL (This is locally approved Literature)

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ABSTINENCE 2ND EDITION

## LEAFLETS

WHERE DO I START?

15 QUESTIONS

MANY SYMPTOMS ONE SOLUTION

INTRODUCING OA TO HEALTHCARE PROFESSIONALS

TO THE NEWCOMER

TOOLS OF RECOVERY

## WALLET CARDS

QUESTIONS & ANSWERS

SPONSORING THROUGH THE TWELVE STEPS

OAGB NEW PROSPECT

BEFORE YOU TAKE THAT FIRST COMPULSIVE BITE - Card

For the above, we have paid the following in royalties over 10 years £11,213.

In moving towards a print only literature service we intend to reduce our costs and the costs to fellows of literature and without reducing the money going to WSO. We would intend to seek further licences for the literature that sells. We have analysed our Literature Sales over the last few years and we can know our good sellers and those that don't sell. A copy of the report can be found [here](#).

We are aware that all Overeaters Anonymous Approved Literature is available to service bodies to reprint and/or translate.

## APPLICATION TO JOIN THE NATIONAL SERVICE BOARD

**Please see below a sample copy of the application form to join the National Service Board of OAGB. To download a copy in word please follow this link: [Candidate Form](#)**

**Send to The National Service Board of OA Great Britain:**  
 (email to the OAGB [nsb@oagb.org.uk](mailto:nsb@oagb.org.uk))

This complies with the following requirements set out in Section 5(f-g) of the NSB Bylaws:

NOTE - This form complies with the following requirements set out in Section 5 (e-f) of the OAGB Bylaws, which are as follows:  
 "Intergroups and groups affiliated to OAGB can put forward the names of suitable candidates to the Assembly. Candidates nominated by Intergroups must be elected at an Intergroup meeting. Candidates nominated by groups affiliated directly to OAGB must be nominated by at least two such groups at a group conscience meeting.

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The names of successful candidates will then be forwarded to the National Service Board prior to the next meeting of the Assembly, **together with the OA biography of each candidate**, and a brief written report detailing the election procedures used, signed by the chairperson and secretary of the election meeting. The Assembly will consider each candidate for his/her qualifications to serve the Board. In addition to his/her previous record of service to the Fellowship, and faithful adherence to the Twelve Steps and Twelve Traditions of OA and familiarity with the 12 Concepts. The Assembly will consider each candidates' particular skills and background knowledge and experience, in order to ensure that the best qualities available for Board service are selected. The final election will take place at the Assembly, which the nominee must attend, other than in very exceptional circumstances"

**Send to The National Service Board of OA Great Britain**

(by email to [nsb@oagb.org.uk](mailto:nsb@oagb.org.uk))

All information will be treated in line with our Data Protection Policies and compliant with Privacy Legislation.

**Personal Statement/OA Biography**

(Expand boxes as necessary)

|   |  |
|---|--|
| <b>Name:</b>                            |  |
| <b>Address:</b>                         |  |
| <b>E-mail:</b>                          |  |
| <b>Telephone:</b>                       |  |
| <b>Brief account of my OA recovery:</b> |  |



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**Summary of OA service responsibilities (minimum two years beyond Group level):**

**I can bring the following business, professional or other experience and skills to the role:**

**I would like to join the NSB because:**

**Time in OA:**

**Start date of current continuous abstinence:**

**I confirm I have read Section 5 and Appendix II of the OAGB bylaws (copied below), including the qualifications for National Service Board Trustee. As a candidate for an OAGB position, my initials here confirm adherence to those qualifications stated in the OAGB bylaws**

**Signed:**

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**Date:**

**For candidates nominated by an Intergroup:**

|                        |  |
|------------------------|--|
| <b>Intergroup</b>      |  |
| <b>IG Chair:</b>       | (name, email address and phone number) |
| <b>IG Secretary:</b>   | (name, email address and phone number) |
| <b>Date nominated:</b> |  |

**For candidates nominated by two OA groups**

***First nominating group:***

|  |   |
|--|---|
| <b>Details of OA group:</b>                              | (day, time and location of meeting and WSO group number – see Find a meeting page on oa.org to find the group number) |
| <b>Details of group secretary</b>                        | (name, email address and phone number)  |
| <b>Date of group conscience meeting where nominated:</b> | (name, email address and phone number)  |

***Second nominating group:***

|  |   |
|--|---|
| <b>Details of OA group:</b>                              | (day, time and location of meeting and WSO group number – see Find a meeting page on oa.org to find the group number) |
| <b>Details of group secretary or similar:</b>            | (name, email address and phone number)  |
| <b>Date of group conscience meeting where nominated:</b> | (name, email address and phone number)  |

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### **OAGB BYLAWS-UPDATED MARCH 2024**

Please see below the current Bylaws of OAGB, a set of guidelines which directs the OA fellowship in Great Britain on issues such as:

- Who can attend the National Assembly?
- How is the Assembly run?
- How can groups and Intergroups raise issues for discussion at the Assembly?
- How are new members elected to the National Service Board?

Please note that it is not essential for you to read and understand these Bylaws in order to attend the Assembly. However, they will be referred to throughout the day, so you might find it useful to look through them in advance.

### Contents

1. The Bylaws of OAGB. -UPDATED MARCH 2024
2. The Twelve Steps, Twelve Traditions and Twelve Concepts of OA (appendix 1).
3. Notice of grounds for disqualification of trustees (Appendix 2).

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These bylaws are guidelines for the conduct of our service affairs. They have no legal status but represent an informal agreement between the fellowship of Overeaters Anonymous Great Britain and its trusted servants.

### 1. Name and Purpose

The National Service Assembly of Overeaters Anonymous Great Britain is a service association of Region 9 and exists for the following purposes: -

- a. to serve as the collective conscience of the fellowship of OA in Great Britain.
- b. to act as a guardian of the Twelve Steps, Twelve Traditions and Twelve Concepts of OA.
- c. to promote greater unity and communication among OA groups in Britain.
- d. to carry the OA message of recovery throughout Great Britain, as contained in the Twelve Steps and Twelve Traditions of Overeaters Anonymous (Appendix 1).

### 2. Membership

- a. Membership of the Assembly: -

For the purpose of these bylaws, the two main categories of membership of the Assembly will be defined as follows:

- i. An OA group

Overeaters Anonymous Great Britain endorses the definition and composition of an OA group in Overeaters Anonymous, Inc. Bylaws, subpart B, Article V, section 1 and 2, as written and as it may be amended by a future World Service Business conference, as follows:

#### Section 1 Definition: -

These points shall define an Overeaters Anonymous group:

1. As a group, they meet to practise the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA service.
2. All who have the desire to stop eating compulsively are welcome in the group.
3. No member is required to practise any actions in order to remain a member or to have a voice (share at a meeting).
4. As a group they have no affiliation other than OA.
5. It has affiliated as an Overeaters Anonymous group by registering with the World Service Office.

#### Section 2 Composition: -

1. A group may be formed, as set forth in Article V, Section 1, by two or more persons meeting together, either
  - a. in the same physical location (land-based);
  - b. through some form of electronic device (virtual); or
  - c. both.
2. Groups compose the intergroups and service boards set forth in Articles VI and VIII hereof.
3. Affiliation/Participation:
  - a. A group may affiliate with only one intergroup or national service board through the registration process.

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- b. Unaffiliated groups that are not ready to form a service body or new groups without any intergroup or national service board in their language may affiliate with an intergroup or national service board that supports groups in their language including translation of OA literature.
- c. Groups may also participate in the activities (including voting) of another service body (intergroup, national service board, language service board, special-focus service board, and/or region) with their permission.

ii. An Intergroup

OAGB endorses the definition and composition of an Intergroup in Overeaters Anonymous, Inc. Bylaws, subpart B, Article VI, sections 1 and 3, as written and as it may be amended by a future World Service Business conference, as follows:

**Section 1 Composition: -**

Intergroups are composed of two or more groups that have formed a service body for the purpose of supporting and representing these groups that are affiliated with it. Each state/province/country may have at least one service body (intergroup or national service board). In a state/province/country having only one group, that group may function as an intergroup.

**Section 3 Affiliation and Participation: -**

For the purpose of registration and World Service Business Conference representation:

An Intergroup may affiliate with one National Service Board if it exists, shall be affiliated with one region, and may participate in one or more language service boards. If the Intergroup affiliates with a national service board, that intergroup may choose to affiliate with the national service board's region or choose to remain in the currently assigned region.

Any group or service body may participate in the activities (including voting) of another intergroup, national service board, language service board, and/or special focus service board, and region with their permission.

- b. The National Service Assembly will consist of the following persons:-
  - i. One Intergroup Representative (IR) elected by every Intergroup existing within the geographical area of Great Britain.
  - ii. One National Service Representative (NSR) from each OA group in Great Britain
  - iii. Members of the National Service Board.

It is recommended that Assembly representatives and alternate representatives are elected at the same time.

If a National Service Representative or Intergroup Representative is elected by the Assembly to the National Service Board of OAGB, then the group or Intergroup concerned will be entitled to elect another Representative. If a member is elected to the National Service Board of OAGB they cannot sit as a member of another service body, but may serve as a delegate on behalf of the NSB to any service body that the NSB is affiliated to or participates with.

Whenever possible, Representatives will be elected at least three weeks before the Assembly meets, and they will register at least two weeks before the Assembly. The Secretary of the Assembly will normally be the Secretary of the National Service Board.

The Booking Secretary of the hosting Intergroup will supply to the Board Secretary two hard copies of the list of registered Representatives and visitors including the names of the groups or service bodies they represent, prior to the start of the Assembly.

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- c. Each Representative will serve for a minimum of two consecutive years, and in addition to attending the Assembly will serve the Assembly between meetings.
- d. The Representatives will be selected for judgement, stability, willingness and for faithful adherence to the Twelve Steps and Twelve Traditions of OA, and familiarity with the 12 concepts. Where possible they will have a record of previous service at the group or Intergroup level.
- e. Representatives may be instructed as to give the views of the groups or Intergroups they represent, but will not be bound by these views. Their role will be to come to decisions which they believe to be in the best interests of OA as a whole.
- f. Representatives will report back to their groups and Intergroups on return from the Assembly, respond to any requests received from groups and Intergroups, and receive and act on communications from the National Service Board between Assemblies.

### 3. Procedures

- a. The Assembly will be conducted in a manner which is democratic in spirit and action. Wherever possible, agreement will be reached by general consent, but if there is no agreement, a vote will decide the issue. Voting will be in line with the voting procedures set out in the relevant sections of these Bylaws (Section 3 (e), 5 (f) & Section 6 (d)). Votes can be cast by people legally entitled to vote (i.e. excluding blanks or abstentions). The number of abstentions will not be recorded, unless the chair wishes to check that a quorum is present. Normal rules of parliamentary procedures will be followed in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the Overeaters Anonymous Inc. Bylaws Subpart B or any special rules of order this Assembly may adopt. The spirit will always prevail over the letter of the law.
- b. The National Service Assembly will be called at least once a year and may be held in person or virtually. When held in person, the Assembly will always be held in an easily accessible location with varied transport links. The National Service Board will encourage at least two Intergroups to bid to host the Assembly each year. Bids must have the approval of the respective Intergroup meeting. The National Service Board will ask the Assembly to consider both the fairness of the rotation of service and cost implications when choosing the National Assembly host.

A special meeting of the Assembly may be called at any reasonable time at the request of at least one third of the members.

An Intergroup may also choose to bid to host the Assembly two years in advance.

- c. Each group and Intergroup will receive written notice of the Assembly not less than 6 weeks prior to each Assembly.
- d. The Assembly will: -
  - i. receive reports from the National Service Board of Overeaters Anonymous Great Britain and discuss and comment on them.
  - ii. discuss important themes affecting OA service in Great Britain as a whole, which falls within the four purposes of the Assembly as stated in Item 1 and make recommendations for action to the groups and Intergroups where necessary.
  - iii. give clear instructions to the National Service Board of Overeaters Anonymous Great Britain, expressed in the form of resolutions.
- e. In the case of recommendations under item 3. (d) (ii), no such recommendations will be binding of any group, but will be suggestions only. No recommendations or instructions made under item 3. (d) (ii) or 3. (d) (iii) will be in violation of the Twelve Steps and Twelve Traditions and Twelve Concepts of OA.

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- f. Individuals, groups and Intergroups must submit suggested resolutions in writing to the Secretary of the National Service Board at least 10 weeks prior to the Assembly. Suggested resolutions will be first considered by a committee of the Board and the proposer of the resolution, and redrafted if necessary, in order to ensure that their wording is in keeping with the intentions of the individual, group or Intergroup submitting them. They will then be submitted to a full Assembly; a simple majority of voting delegates will constitute a recommendation to the National Service Board: a two-thirds majority of voting Representatives will constitute a binding instruction to the National Service Board.
- g. Resolutions which have not been submitted to the Secretary of the Assembly as per 3 (f), and which are considered to be of an emergency nature may be discussed and voted on at the Assembly. Such emergency resolutions should be submitted in writing to the Secretary before the beginning of the afternoon business session. In order to qualify as emergency new business any motion must be:-
  - i. referring to new business only, and
  - ii. not addressing the same issues as other motions brought to the current Assembly, and
  - iii. of an urgent nature so that not considering the motion immediately would be detrimental to the welfare of OA as a whole.

The Assembly must vote with a 2/3rd majority that the motion qualifies as emergency new business. Then to be adopted the emergency new business proposal must receive a 2/3rd majority of voting Representatives.

#### 4. Quorum

The attendance of one quarter of those who are entitled to participate and vote in the Assembly (as listed in paragraph 2(b)) will be necessary to hold an Assembly. The presence of two-thirds of those in attendance at the Assembly will be needed in order to conduct Assembly business.

#### 5. Formation of the National Service Board of Overeaters Anonymous Great Britain

- a. The Assembly will elect a National Service Board whose role is to serve the Assembly, to execute its wishes, and to serve the fellowship of OA in Great Britain as a whole between meetings of the Assembly.
- b. The National Service Board will consist of a maximum of 10 members, not all of which places need to be filled at any one time, depending on the availability of appropriate candidates. All of the places on the National Service Board at any given time will be filled by committed members of the fellowship of OA.
- c. Any person elected to serve on the National Service Board will be required to become a Trustee of Overeaters Anonymous Great Britain. Trustees of Overeaters Anonymous Great Britain will be subject to Section 72 of the Charities Act 1993 (Appendix II). It will be the responsibility of the nominee to ensure this.
- d. Candidates seeking election to the National Service Board shall have at least one year of current abstinence and at least two years of service beyond the group level at the time of election. Intergroups and groups may also choose to set additional qualifications for candidates asking them for nomination. If a candidate for the Board is from a group not affiliated with any Intergroup, but affiliated with OAGB then they need to be nominated by two separate OA groups.

Permission for any exception in qualifications for valid reasons, if deemed credible by the Board, may be received by application in writing.

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- e. Board members will be drawn as far as possible from the areas serviced by Intergroups and groups of Great Britain. Once elected, Board members will serve the fellowship in Great Britain as a whole.

Intergroups and groups affiliated to OAGB can put forward the names of suitable candidates to the Assembly. Candidates nominated by Intergroups must be elected at an Intergroup meeting. Candidates nominated by groups affiliated directly to OAGB must be nominated by at least two such groups at a group conscience meeting.

The names of successful candidates will then be forwarded to the National Service Board prior to the next meeting of the Assembly, together with the OA biography of each candidate, and a brief written report detailing the election procedures used, signed by the chairperson and secretary of the election meeting.

If Intergroups or groups identify suitable candidates for the Board but are not able to conduct an election process in advance of the Assembly, they may still forward the names of these candidates to the Board, with their OA biography. If elected to the Board at the National Assembly, they would have a voice but no vote at Board meetings until the above election procedural document is provided by the nominating groups or Intergroup. This must occur within two months of the National Assembly at which the election to the NSB was held.

The period from the date of the National Assembly to 31<sup>st</sup> December is a period of induction for new Board members. If this process is not completed by 31st December after the National Assembly, then the Board member will no longer be eligible to remain on the board.

- f. The Assembly will consider each candidate for his/her qualifications to serve on the Board. In addition to his/her previous record of service to the Fellowship, and faithful adherence to the Twelve Steps and Twelve Traditions of OA, and familiarity with the 12 concepts. The Assembly will consider each candidates' particular skills and background knowledge and experience, in order to ensure that the best qualities available for Board service are selected.

The final election will take place at the Assembly, which the nominee must attend, other than in very exceptional circumstances.

- g. Members are elected to serve for a two (2) year term. A member who has already served may stand for re-election for a further term. A member who has just completed four (4) consecutive years of service may stand for re-election only after an interval of two (2) years.
- h. OA members, upon election to the Board, may then be appointed by the Board to a specific role, to which they shall devote the major part of their time. These roles will be annually reviewed and updated by the Board in order to meet the service requirement of OAGB, if desired by them, to allow Board members to gain experience in more than one area of service.
- i. All Board members' elections will be confirmed by the Board on an annual basis. Confirmation will be subject to regular attendance at Board meetings. The Board will report any non-confirmation to the Assembly, giving reasons. The Assembly will take such actions as it believes necessary.
- j. The National Service Board of Overeaters Anonymous Great Britain will meet as required, with a minimum of four meetings a year, and one of these will be designated the Annual General Meeting of the Board. Membership of the Board will normally commence from 1 January of the year following election by the Assembly.

If a Board member should resign or cease to function before the end of his/her term of office, or there are less than five members on the Board, the National Service Board will contact



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Intergroups and any groups not affiliated to an Intergroup, inviting qualified applications for a replacement member; these applications to be received prior to the next Board meeting. If necessary, Board members will hold a ballot at the next National Service Board meeting to choose the new member. The member then elected will serve for the remainder of the co-opted year.

If the new member wishes to be re-elected to the National Service Board they may do so by following the normal procedure for election as outlined in these Bylaws.

- k. Regardless of the length of unexpired terms of their offices, all members of the Board will resign if a (binding) instruction from Assembly is received requesting them to do so, supported by a vote of two-thirds of the members of the Assembly. Such a vote will be considered to dissolve the Board permanently. In the event that such a binding instruction be received by the Board, the registered Charitable Status with Limited Liability of the National Service Board of Overeaters Anonymous Great Britain must also be dissolved. The current Board members at the time of dissolution will be responsible for this.
- l. At least thirty (30) days' notice of the time and place of Board meetings will be given by the Secretary. An advance agenda will be provided, containing those items notified in advance to the Secretary, together with any other necessary business. The agenda will be modified at the time of the meeting if a majority of members wish to do so.
- m. Matters of principle or fundamental policy will be submitted for a postal vote by the Assembly Representative. National Service Representatives and Intergroup Representatives will be given at least four weeks' notice before submitting their votes to the Secretary of the Board, and the results of any such vote will be provided by the Secretary for the Board members and the next Assembly.
- n. Half of the current voting membership of the Board will constitute a quorum.
- o. Normal rules of committee procedures will govern the conduct of the Board's meetings, but the spirit will always prevail over the letter. Decisions will be reached by common consent where possible, but if there is no agreement a majority vote of those present will decide the issue.
- p. There will be no standing committees of the Board, but sub-committees will be formed by the Board as necessary for particular purposes and dissolved by the Board when no longer needed.
- q. The World Service Business Conference Delegate/alternate shall meet the qualifications and requirements as outlined and defined in the Overeaters Anonymous, Inc. Bylaws, Subpart B.

#### 6. **Removal of Board Members**

- a. The failure to perform the duties and responsibilities of a Board member, as detailed in the subsections below may constitute cause for removal.
  - i. Duties enumerated in the National Service Assembly bylaws, Section 5a.
  - ii. Duties in the Procedures Manual, Section 1
  - iii. Communication with the nominating Intergroup.
- b. A failure to meet the requirements for Board membership also constitutes cause for removal.
- c. Any Board member may be removed for cause by a 2/3 vote of the Board members attending an EGM.
- d. Any Board member may be removed for cause by a 2/3 vote of the Representatives attending the National Assembly.
- e. Eight weeks prior to Assembly or EGM, by registered letter, the Chair will inform the Board member concerned that a motion for his removal will be proposed at the

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Assembly or forthcoming EGM and that he is given 15 days to respond and explain his position providing proof of delivery has been verified by the Post Office. Four to six weeks prior to Assembly or EGM, the Chair will send the motion to Assembly or Board members.

- f. The vote may be enforced immediately.

#### 7. **Amendments to these bylaws**

- a. The bylaws can be revoked or amended by the Assembly with the exception of Appendix 1 (The Twelve Steps, Twelve Traditions and Twelve Concepts of OA).
- b. Individuals, groups and Intergroups can submit suggested amendments in writing to the Secretary of the Assembly at least 10 weeks prior to the next Assembly.
- c. Suggested amendments will be first considered by a committee of the Assembly, including the proposer of the amendments, and redrafted if necessary in order to ensure that their wording is in keeping with the intentions of the individual, Group or Intergroup submitting them.
- d. They will then be submitted to a full Assembly, and if approved by a two-thirds majority, will be incorporated into the bylaws thereafter.
- e. These bylaws will be logged with OA World Service, including any future amendments approved by the Assembly.
- f. Bylaw amendments which have not been submitted to the Secretary of the Assembly as per 7(b) above, and which are considered to be of an emergency nature may be discussed and voted on at the Assembly. Such emergency resolutions should be submitted in writing to the Secretary before the beginning of the afternoon business session.

In order to qualify as emergency new business any motion must be:-

- i. Referring to bylaw amendments only; and
- ii. Not addressing the same issues as other motions brought to the current Assembly; and
- iii. Of an urgent nature so that not considering the motion immediately would be detrimental to the welfare of OA as a whole.

The Assembly must vote with a 2/3rd majority that the motion qualifies as emergency new business. To be adopted an emergency new bylaw proposal must receive a 2/3rd majority of voting Representatives.

These bylaws will be logged with OA World Service, including any future amendments approved by the Assembly.

- g. These bylaws will automatically be updated to reflect any changes to OA Inc. By-Laws, subpart B, made by the World Service Business Conference.

#### 8. **Minutes Review Committee**

The Assembly appoints a Minutes Review Committee each year, comprised of the National Service Board Secretary, two National Service Board members, and two group or Intergroup representatives, who will work with the Secretary to review the minutes shortly after the Assembly. This committee will then be able to recommend approval of the minutes to the subsequent National Assembly.

### **Appendix 1**

#### **THE TWELVE STEPS**

- (a) Admitted we were powerless over food – that our lives had become unmanageable.

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- (b) Came to believe that a Power greater than ourselves could restore us to sanity.
- (c) Made a decision to turn our will and our lives over to God as we understood Him.
- (d) Made a searching and fearless moral inventory of ourselves.
- (e) Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
- (f) Were entirely ready to have God remove all these defects of character
- (g) Humbly asked Him to remove our shortcomings.
- (h) Made a list of all persons we had harmed, and became willing to make amends to them all.
- (i) Made direct amends to such people wherever possible, except when to do so would injure them or others.
- (j) Continued to take personal inventory and when we were wrong, promptly admitted it.
- (k) 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.
- (l) Having had a spiritual awakening as a result of these steps, we tried to carry this message to compulsive overeaters and to practice these principles in all our affairs.

#### **THE TWELVE TRADITIONS**

1. Our common welfare should come first; personal recovery depends upon OA unity.
2. For our group purpose there is 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 overeaters 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 centres may employ special workers.
9. OA, as such, ought never be organised; but we may create service board 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.

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## THE TWELVE CONCEPTS

- (a) The ultimate responsibility and authority for OA world services reside in the collective conscience of our whole Fellowship.
- (b) 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.
- (c) The Right of Decision, based on trust, makes effective leadership possible.
- (d) The Right of Participation ensures equality of opportunity for all in the decision-making process.
- (e) Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.
- (f) The World Service Business conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.
- (g) 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.
- (h) The Board of Trustees has delegated to its Executive Committee the responsibility to administer the World Service Office.
- (i) Able trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.
- (j) Service responsibility is balanced by carefully defined service authority: therefore, duplication of effort is avoided.
- (k) Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs and consultants.
- (l) 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

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- 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.

## **Appendix 2**

### **NOTICE OF GROUNDS FOR DISQUALIFICATION OF TRUSTEES**

Under Section 178 of the Charities Act 2011 a person (“P”) is disqualified from being a charity trustee in the following circumstances:

#### **Case A**

P has been convicted of any offence involving dishonesty or deception.

#### **Case B**

P has been adjudged bankrupt or sequestration of P’s estate has been awarded and (in either case) -

- (a) P has not been discharged, or
- (b) P is the subject of a bankruptcy restrictions order or an interim order.

#### **Case C**

P has made a composition or arrangement with, or granted a trust deed for, creditors and has not been discharged in respect of it.

#### **Case D**

P has been removed from the office of charity trustee or trustee for a charity by an order made - (a) by the Commission under section 79(2)(a) or by the Commission or the Commissioners under a relevant earlier enactment (as defined by section 179(5)), or (b) by the High Court, on the ground of any misconduct or mismanagement in the administration of the charity for which P was responsible or to which P was privy, or which P’s conduct contributed to or facilitated.

#### **Case E**

P has been removed, under section 34(5)(e) of the **Charities and Trustee Investment (Scotland) Act 2005 (asp 10) (powers of the Court of Session) or the relevant earlier legislation (as defined by section 179(6)), from being concerned in the management or control of any body.**

#### **Case F**

#### **P is subject to -**

- (a) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002 (S.I.

#### **2002/3150 (N.I.4)), or**

- (b) an order made under section 429(2) of the Insolvency Act 1986 (disabilities on revocation of county court administration order).

**If you come within one of these categories (and have not been granted leave to be excepted from disqualification as set out in Section 180 of the Charities Act 2011), you should immediately cease acting as a trustee. A person who acts as a trustee whilst disqualified is guilty of a criminal offence. If you feel that there are special reasons falling within Section 181 of the Charities Act 2011 as to why you should continue to act as a trustee you should apply to the Charity Commission for a waiver.**

**If you have any queries concerning the application of Section 178 of the Charities Act 2011 you should take legal advice.**

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