**Service Body Bylaws Review Checklist**

***To the Trustee:*** *Below is a checklist of the most important aspects of the service body’s bylaws that need to be reviewed. If you find all the points are met and the bylaws are not in conflict with OA, Inc. Bylaws, please complete and send this form to the WSO (**bylawschecklist@oa.org**). If changes are necessary, forward this form with your comments to the service body and the WSO. Keep a copy for your files.*

**SB #** 9357 **SB Name** Metro West IG

**Region #** 06 **Trustee Name** Karin Hepburn

**Bylaws Date** April 2, 2017 **Review Date** 4/12/2017

**Yes No**

  1) If intergroup bylaws, are the registration requirements of Article VI, Section 2a met?

***Article VI – Intergroups, Section 2 – Registration***

1. *Each intergroup shall be duly registered with the World Service Office of Overeaters Anonymous by submitting:*
2. *a completed intergroup registration form;*
3. *bylaws and/or a summary of its purpose and operating procedures, neither of which shall be in conflict with OA, Inc. Bylaws. At a minimum, such bylaws or summary of purpose shall include a statement indicating that its primary purpose is to aid those with the problems of compulsive eating through the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service, and to serve and represent the OA groups from which it is formed; and*
4. *complete registration information on each of its affiliated groups.*

  2) If service board bylaws, are the registration requirements of Article VIII, Section 3a met?

***Article VIII – Service Boards, Section 3 – Registration***

1. *Each service board shall be duly registered with the World Service Office of Overeaters Anonymous by submitting:*
2. *a completed registration form;*
3. *bylaws and/or a summary of its purpose and operating procedures, neither of which shall be conflict with OA, Inc. Bylaws. At a minimum, such bylaws or summary of purpose shall include a statement indicating that its primary purpose is to aid those with the problems of compulsive eating through the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service, and to serve and represent the OA groups from which it is formed; and*
4. *complete registration information on each of its affiliated groups and intergroups.*

  3) If region bylaws, are the registration requirements of Article VII, Section 3 met?

  4) Are the Twelve Steps included or referred to as in OA, Inc. Bylaws, Subpart B?

  5) Are the Twelve Traditions included or referred to as in OA, Inc. Bylaws, Subpart B?

  6) Are the Twelve Concepts included or referred to as in OA, Inc. Bylaws Subpart B?

  7) Is a definition of a group the same as referenced in OA, Inc. Bylaws, Subpart B, Article V, Section 1? (*Note that the definition must be accurately and completely included, or referenced as per OA, Inc. Bylaws, Subpart B, Article V or both.*)

***Article V – Overeaters Anonymous Groups, Section 1 – Definition***

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

  8) Does the article on amendments to the bylaws acknowledge that service bodies may not make amendments to the Twelve Steps, Twelve Traditions, and Twelve Concepts except as per OA, Inc. Bylaws, Subpart B, Article XIV, Section 1?

***Article XIV – Bylaw Amendments, Section 1 – Procedure***

*Subpart B of these bylaws may be amended as follows:*

*d) Except as otherwise specified by these bylaws, proposed amendments to Subpart B may be adopted by a two-thirds vote of the delegates present and voting provided a quorum is present.*

  9) Does mention of qualifications of delegates to WSBC meet the minimum requirements of OA, Inc. Bylaws, Subpart B, Article X, Section 3c 1)?

***Article X – Meetings of Delegates, Section 3 – Delegates***

*c) Qualifications/Selection*

1. *Qualifications for selection of World Service delegates/alternates shall be set by each intergroup, region (in the case of region delegates) or service board provided that each delegate/alternate shall have at least one year of current abstinence and at least two years of service beyond the group level. (Permission for any exception in qualifications for valid reason, if deemed credible by the trustees, may be received by application to the World Service Office.)*

**Comments**

Click here to enter text.

If all answers to questions 1 or 2 or 3, or 4-9 (*except 7 in the case of region bylaws*) above are yes, then the bylaws are not in conflict with OA, Inc. Bylaws. Check one only.

 The service body bylaws **ARE NOT** in conflict with OA, Inc. Bylaws.

 The service body bylaws **ARE** in conflict with OA, Inc. Bylaws. (It is the responsibility of the trustee to notify the service body and work with them on updating their bylaws.)