

STANDING RULES FOR CHI-WIF INTERGROUP (*Revised March 2026*)

1. The CHI-WIF Intergroup (Chicago-Western Intergroup Far-Out) meets every month, except in the month of December, on the 3rd Saturday from 10 to 11:30am.
2. Every meeting in the Intergroup area is entitled to send two voting representatives.
3. All visitors are welcome.
4. Parliamentary Rules shall be followed.
5. The group conscience is more important than the technicalities of the actual motion.
6. No personal recording devices are to be used at the meetings. The meeting may be recorded by the Secretary or an Officer for the purpose of producing the Minutes. Recordings will be kept for no more than one year.
7. No merchandise, raffle tickets or other fundraising items shall be sold or displayed in any business meeting.
8. There is no smoking or food during the Intergroup meeting. As a courtesy to those with allergies, please avoid strong perfumes, fragrances, and other strong scents in the meeting rooms.
9. Attendees are to stay muted during Intergroup meetings unless speaking.
10. Elections are held for various service positions throughout the year.
 - a. Intergroup – Elections for Chair, Vice Chair and Secretary are held in May with service beginning in June. On odd years, elections are held for the Treasurer who serves a 2-year term. Each officer can be re-elected to the same position for a maximum of 2 consecutive terms. After a break of one term, the individual will be eligible for re-election into the same service position.
 - b. IG committee chairs are elected annually or upon vacancies. Our current standing committees are: Twelfth Step Within, Public Information/Professional Outreach, Bylaws, and Technology.
11. Region 5 CHI-WIF is entitled to send 1 Region Rep to the Region 5 Assembly for every 10 registered meetings or portion thereof. The election for Region 5 Reps takes place at the November Intergroup meeting. The Intergroup Rep will serve for a term of 2 years.
12. World Service Business Conference (WSBC) – CHI-WIF is entitled to send 1 WSBC delegate to the Conference for every 15 registered meetings or portion thereof. The election for the WSBC delegates takes place at the November CHI-WIF Intergroup meeting. The Delegate will serve for a term of 2 years.
13. Region Representatives and/or WSBC delegates must present a written report to the Intergroup covering the information discussed at the assembly or conference. This report is given at the Intergroup meeting following the assembly or conference. Multiple representatives should combine meeting information into a single report.
14. The Responsibilities of the Intergroup Officers will be as follows:

CHAIRPERSON:

- Shall preside at all regular and special meetings of the Intergroup.
- Shall be responsible for establishing the agenda for the Intergroup meetings.
- May countersign checks.
- May attend all standing committee meetings as an ex-officio member
- The Chair does not vote at the Intergroup except in the case of a tie.

VICE-CHAIRPERSON:

- Shall serve in the absence of the Chairperson.
- Shall assist the Chairperson whenever needed.
- May countersign checks.
- May attend all standing committee meetings as an ex-officio member.

SECRETARY:

- Shall direct incoming correspondence to the appropriate officer or committee chairperson and maintain a file of outgoing correspondence.
- Shall maintain a list of meetings, locations, contacts, group representatives, and alternates.
- Shall verify and update information requested by WSO or Region 5.
- Shall register CHI-WIF with the WSO and Region 5.
- Shall draft and mail outgoing correspondence as directed by the group conscience of the Intergroup.
- May attend all standing committee meetings as an ex-officio member.
- Shall record, transcribe, and maintain accurate minutes.

TREASURER:

- Shall maintain a checking account established in the name of OA Chicago Western Intergroup Far-Out.
- Shall be guardian of all funds received and disbursed.
- File Annual 501c3 return using form 990-N to maintain charitable status.
- Shall submit a written financial report at monthly meetings of the Intergroup regarding all contributions and expenditures.
- Shall serve on the budget committee.
- Shall submit all financial records to the Intergroup for audit by the April meeting.
- The annual audit of the Intergroup Treasury will be held each April. If there is a change of Treasurer in mid-term, an audit will be held then also.
- The Intergroup donations to WSO and Region 5 will be made quarterly, in March, June, September and December. The amounts of the quarterly donation will be determined yearly by the Intergroup's approved budget.
- The donation to the Intergroup's meeting facility (if applicable) will be sent during the first month of each new year.
- Shall keep a record of current logins and passwords associated with all CHI-WIF accounts.
- Shall appropriate money to help with new OA meetings, workshops or other special events/activities. The maximum amount without a vote is \$250.
- May attend all standing committee meetings as an ex-officio member.

15. INTERGROUP COMMITTEE CHAIRS:

Intergroup Committee Chairs may also be group representatives and vote in all elections.

Brief descriptions of the committees are below. All committees act according to guidelines from OA Region 5 and OA World Service Organization:

| | |
|--|--|
| <ul style="list-style-type: none"> • <u>Budget/Audit Committee (Ad Hoc)</u> Help develop and implement an annual process for creating, monitoring, and administering the budget and financials of the Intergroup. | <ul style="list-style-type: none"> • <u>Public Information/Professional Outreach</u> Help promote OA to professionals and to the public via OA literature; video, audio, and print/PDF resources; social media content; and exhibits, special events. |
| <ul style="list-style-type: none"> • <u>Bylaws</u> Review and propose changes and amendments to current bylaws and standing rules to foster a greater awareness of the uses and purposes of the intergroup. | <ul style="list-style-type: none"> • <u>Twelfth Step Within</u> Help intergroup members give service, prevent relapse, improve communication, sponsor special events, produce and distribute newsletters. |
| <ul style="list-style-type: none"> • <u>Technology</u> Open and monitor the Intergroup monthly meetings, provide Zoom licenses for group use, training and education regarding Zoom features and security, update and maintain website. | |

16. Events:

- All OA group activities should be sponsored by the Intergroup to ensure insurance coverage.
- All flyers and promotions must be reviewed and approved by the CHIWIF Board in advance of distribution.
- Events sponsored by the Intergroup are open events, that is, open to all members and nonmembers as guests.
- All speakers need one year of continuous abstinence, unless overridden by an Intergroup vote and should comply with OA Steps, Traditions, and guidelines. (Each person is the judge of their own abstinence.)
- When a facility does not have a set fee, the donation to the facility will be at least \$50 and \$1 for each attendee over 50 people. If the funds are not sufficient, the Intergroup will guarantee the difference.
- Profits from Intergroup-sponsored events, after all expenses are paid, will be disbursed with 25% retained by the group which promoted the event, and 75% dispersed to CHI-WIF.