

**To all Region 9 Service Bodies,**

I am writing to you as Bylaws Chair following our recent Region 9 Assembly in Israel in November to highlight the amendments made to Region 9 Bylaws and Policy and Procedures manual.

It is part of the duty of each service body to ensure that your bylaws are up to date and coincide with changes made at World Service Business Conference and Region 9 where matters affect more than just those events. To ease understanding of the final outcomes, I have NOT included motions or amendments that were lost and I have not included details of the original text if it subsequently was changed, so only the eventual wording is listed.

- **BL 1 ARTICLE IV, SECTION 3C - Inserted service requirements for representatives travelling to Region 9 Assembly**

“c Each representative should have a minimum of six(6) consecutive months of current abstinence and at least one (1) year service beyond group level”.

- **BL 2 ARTICLE V SECTION 4 – Deleted wording for the option of Assembly materials being posted to representatives**

“Agenda for the Region 9 Assembly will be emailed at least sixty days prior to the Assembly to all those service associations and registered Intergroups. The material for the Assembly will be emailed when possible only to registered representatives and invited visitors to the Assembly. The Agenda and materials for the Assembly, except for the list of attendants, will also be placed on the Region 9 website.”

- **BL 4 ARTICLE VII SECTION 2B – Deleted wording for the option of Assembly minutes being posted to representatives**

“b The Secretary is responsible for maintaining accurate minutes and records of all Region decisions and actions at the Assembly. The Secretary must see that the Minutes are emailed when possible within 45 days of the Assembly to all participants of the Assembly, unaffiliated groups in Region 9 and Service Bodies that have not sent a representative to the Assembly. Any Service Body interested can ask the Region 9 Secretary for a copy of the Minutes by email.”

- **BL 5 ARTICLE IV, SECTION 2(I) b – Deleted the word Virtual**

“b Representatives from National/Language Service Boards, who are registered with the World Service Office and who are within the geographical boundaries of Region 9. National/Language Service Boards shall not represent Intergroups which have sent representatives to the Assembly, however if all Intergroups are represented, the National/Language Service Board will still be entitled to one representative.”

- **BL 6 ARTICLE III SECTION 3 A – Deleted wording at end of paragraph that did not make sense**

“a A National/Language Service Board shall be a duly registered service body with the purpose of dealing with issues that require a combination of membership and financial resources of Intergroups and Groups in a country/countries. The National/Language Service Board shall serve and be responsible and accountable to these Groups and Intergroups.”

- **BL 7 ARTICLE IX, SECTION 7 – Added in that the Banker should be guided by the Twelve Concepts of OA**

“To be eligible the nominees for the position of Banker shall have where possible at least one year of current abstinence and at least two years of service beyond group level at the time of election. In the event of a candidate with these qualifications not being present a candidate who does not have these qualifications can be elected provided that they comply with ARTICLE IV - Section 3 c and can demonstrate that they have a good record of service to the Fellowship, and faithful adherence to the Twelve Steps, Twelve Traditions and Twelve Concepts of OA.”

- **BL 8 ARTICLE VII SECTION 3 H – Inserted abstinence and service requirements for Region 9 officers selected to travel as delegate or alternate delegate to WSBC**

“h Each officer of Region 9 who will be selected as a delegate or alternate for the World Service Business Conference should comply with the requirements in the OA Inc. Bylaws, Subpart B, Article X, Section 3c 1. Current requirements are one (1) year current abstinence and at least two (2) years of service beyond the group level.”

- **BM A SECTIONS I, APPENDIX B AND CONTENTS PAGE – Renamed the document “Assembly Procedures and Suggestions” to “Procedures and Suggestions for Hosting Region 9 Assembly and Convention”**

- **BM B SECTION II CHAIRPERSON – Inserted wording under Job Description and Duties**

Chairperson....

-Attends functions within the Region, where budget allows, “or at the expense of the country hosting the event”

- **BM C SECTION II – Deleted wording for the possibility of receiving minutes by post; replaced the words “tape recorder” with “recording device”**

“SECRETARY....

MINUTES OF THE ASSEMBLY.....

...2. A recording device may be used if required.....

...6. The minutes are then distributed to all registered service bodies in R9 and to those members present at the Assembly by email .”

- **BM D SECTION II – Deleted wording for possibility of receiving Assembly materials by post**

“2. Receive the Assembly Materials Binder before the Assembly.

Materials relating to the business that is to be carried out during the Assembly will be sent out before the Assembly takes place. The representative should read those materials (they will include information on the motions that are to be voted upon) and, if possible, discuss them with the service body they represent. The service body has the right to instruct its representative according to the way they should vote. However, as new information and amendments to the motions may appear during the Assembly, most service bodies allow their trusted representatives to make the final decision as to the voting during the Assembly itself.”

- **BM E SECTION V FINANCE AND BUDGET – Renamed Translation Fund to Translations/Projects fund; Deleted wording to clarify that translation fund is no longer a loan; Added dates of deadline for payments of such funds**

“TRANSLATION/PROJECTS FUND

Move to establish a Translation/Projects fund that will include the translation fund money and additional amount of money that will be allocated in the budget for general purposes such as translation, PI, PO etc. (2012s)

After adopting the Budget for Translation/Projects at the Region Nine Assembly, application forms will be sent out with the minutes of the Assembly. The Treasurer will then send a reminder (via the Secretary) to all service bodies by email by 1<sup>st</sup> December and 1<sup>st</sup> May.

These applications must be sent to the Treasurer by 1<sup>st</sup> February and 1<sup>st</sup> July of the following year. The board is authorised to make a decision on the allocation of the

Translation/Projects budget by 1<sup>st</sup> March and 1<sup>st</sup> August. Consideration will be given by order of priority as follows:(2012e)

Service Boards

- a) who currently do not have anything translated in their language
- b) are interested in translating The Twelve Steps and Twelve Traditions of Overeaters

Anonymous (amended 2011e)  
It is required that the Service Body requesting such funds

- a) Include that in the application, a list of material that has already been translated in that language

- b) List the amount of money received in the past from the WSO and for translation of which OA literature; and if requesting at the present any financial assistance from WSO

- c) Make a substantive contribution to the cost and give details in the application. The appropriate forms are available from the Secretary. (2004f)(amended 2008b)

- d) The officers will consider the applications and make payments by April 30<sup>th</sup> and September 30<sup>th</sup> “

- **BM F SECTION VII SERVICE BODIES – Deleted and inserted wording to clarify groups can assist emerging groups financially only if they have funds available.**

“NEW GROUPS & CONTACT WITHIN REGION 9

When new groups emerge in R9 the Chair and Trustee will encourage neighbours to help each other and use money from their budget, if available, to promote service visits from an existing IG or NSB to these new areas of OA activity. (1996g)”

- **BM G SECTION VI WEBSITE – Renamed Translation Fund as General Assistance Fund; clarified wording in paragraph**

“ACQUIRE WEBSITE FOR REGION 9 & COMMITTEE ESTABLISHED TO AGREE CONTENT & DESIGN

Region 9 will register/purchase the domain name &#8222; OARegion9.org Cost: £20/year (\$30/year to buy domain name); usually paid 2 years in advance (monthly) + £50 for source (to keep it running), DNS Service (£80 per year?) (2000b)

Motion adopted to establish a Region 9 web site. A committee will be set up to agree content and technical design.

Committee members will include

-content editor

-technical editor

who will liaise with the Region 9 Board. (2001c)

NB The Region 9 website address has now been revised to :- [www.oaregion9.org](http://www.oaregion9.org)

PUBLICATIONS POLICY

Every registered Service Body within Region 9, as well as the WSO or other Regions, can submit material to place on the Region 9 website. (2008l)

The Region 9 website should include a document explaining the procedure for application to the Region 9 General Assistance fund. (2009a)

MAINTAINING ANONYMITY

The Region 9 Electronic Communications Committee Chair and the Region 9 Secretary will ensure anonymity is maintained when publishing material from registered Service Bodies within Region 9, WSO or other Regions. (2008m)

NOTIFICATION FOR FUNDING FOR TRANSLATION

The Region 9 Website should include the “Notification concerning Application for The General Assistance Fund (includes financial assistance for translations and printing) as attached to this motion. (2010a) (2013f)

The Region 9 Website should include the document “How do service bodies trying to translate OA literature apply for financial assistance from Region 9?” (Refer Appendix) (2010c)”

- **BM H SECTION II CHAIRPERSON – Added wording concerning Region Chair attending RCC meetings**

CHAIRPERSON:

The Chairperson is elected by the Region 9 Assembly for a period of two years and fills a variety of duties....

...“- Participates in the Region Chairs Committee (RCC), and attends RCC face-to-face meetings when possible (2013g)”

- **BM I SECTION IX FUNDING FOR REGION 9 DELEGATES – Added wording to clarify the service of Region 9 delegates for WSBC**

“The delegate/s representing Region 9 as a whole will be expected to take on service such as:

- 1) be part of the Reference Subcommittee at WSBC
- 2) be a Region Appeals Committee Member at WSBC
- 3) be in charge of the Region 9 7<sup>th</sup> Tradition Item/s for sale (if R9 Finance Committee member is unable to do this) at WSBC
- 4) to continue throughout the coming year in giving service to R9 (R9 Chair will assign tasks)”

- **BM J SECTION V FINANCE AND BUDGET – Inserted wording to clarify reimbursement procedures for board members**

1. R9 Board members’ reimbursement:

R9 board members are being reimbursed for travel expenses, accommodation and food when attending the R9 A&C and WSBC. Basically, every board member is encouraged to choose the least expensive way that works when it comes to travel/accommodation/food.

1.1 R9 A&C:

The R9 assembly starts on a Wednesday afternoon and board members will be reimbursed for accommodation starting Wednesday night. However, when a board member has a long trip and maybe even a change of time zones, the board may decide, prior to the Assembly, to reimburse that member for an additional night (Tuesday night) in order to settle in properly. Food is usually included in the accommodation fee, however, if this is not the case, the board members will be reimbursed for three meals a day.

1.1.1 A Representative acting as ‘stand in’ for one of the board members:

In case a board member (secretary or treasurer) cannot perform their duties at the R9 assembly, a representative will be asked to step in. If the representative in question does not receive funding from their service body, he or she will be reimbursed for travel expenses, and accommodation and food for the duration of the assembly.

1.1.2 A Visitor acting as ‘stand in’ for one of the board members:

In case a board member (secretary or treasurer) cannot perform their duties at the R9 assembly, a visitor may be asked to step in. If the visitor in question does not receive funding from their service body, he or she will be reimbursed for travel expenses, and accommodation and food for the duration of the assembly.

1.1.3 An OA member (who is neither a representative nor a visitor) acting as a ‘stand in’ for one of the board members:

In the event that a board member (secretary or treasurer) knows, prior to the R9 A&C, that he or she cannot attend the assembly the R9 board may ask an OA member to step in. The OA member in question needs to meet the abstinence requirements and the service requirements according to the R9 Bylaws and will be reimbursed for travel expenses, and accommodation and food for the duration of the assembly.

1.1.4 Parliamentarian at the R9 A&C:

The Parliamentarian will be reimbursed for travel expenses, and accommodation and food for the duration of the assembly.

1.2 WSBC:

The WSBC starts on a Monday; in order to settle in properly and considering the different time zones, R9 board members will be reimbursed for a total of seven nights starting with the Sunday night. Breakfast may be included in the room fee, so the board member will be reimbursed for two additional meals per day (lunch and dinner). The same reimbursement rules apply if the R9 board is sending an OA member other than the secretary or treasurer to WSBC to represent R9 as a whole.

1.3 Treasurer’s duty:

Approximately six months prior to every assembly/conference, the treasurer informs the R9 board members and parliamentarian about the current reimbursement situation. Also, it is the responsibility of the treasurer, to inform those representatives of the R9 Assembly & Convention who receive financial assistance of the details. If there is a 'stand in', it is also the Treasurer's duty to inform this person of the current reimbursement situation"

- **BM L SECTION IX REGIONAL DELEGATES TO WSBC – Inserted wording for qualifications for R9 delegates travelling to WSBC**

"QUALIFICATIONS FOR R9 DELEGATES TO WSBC

All delegates to WSBC shall have at least one year of current abstinence and at least two years of service beyond group level"

- **BM M SECTION V FINANCE AND BUDGET – Deleted wording "delegates" and Inserted "representatives"**

"FINANCIAL ASSISTANCE FOR REPRESENTATIVES TO REGION 9 ASSEMBLY

Financial assistance be granted to representatives of Region 9 service bodies and R9 Committee Chairs travelling to Region 9 Assemblies. Draft claim form approved. (1985b)

- **BM N SECTION V FINANCE AND BUDGET – Added wording to include that Region 9 Committee Chairs can also apply for funding for travelling to R9 Assembly and Convention**

"FINANCIAL ASSISTANCE FOR REPRESENTATIVES TO REGION 9 ASSEMBLY

Financial assistance be granted to representatives of Region 9 service bodies and R9 Committee Chairs travelling to Region 9 Assemblies. Draft claim form approved. (1985b)"

- **Emergency Business Motion 1 SECTION II BOARD POSITIONS AND DUTIES – Inserted and deleted wording clarifying Bankers job description**

"BANKER

The Region 9 Banker is not a Board position.....

..The Banker's service is overseen by the Region 9 Treasurer and works in conjunction with the Treasurer. The Banker receives all 7th Tradition Contributions, and sends out receipts in reply (usually by email) and at the same time copies in the treasurer. Arranges cheques to be signed and forwarded to the registered Region 9 bank account signatories. Is ideally a signatory for the Region 9 bank account. Maintains a list of all incoming and outgoing financial transactions of the bank account and sends this to the Region 9 Chair and Treasurer monthly. Carries out duties on behalf of the Treasurer. Receives, maintains and reconciles the bank statement and ensures the

Region 9 Chair, Treasurer and Accountant receive a copy monthly. (2012o)"

- **EMERGENCY BUSINESS MOTION 2 SECTION II BOARD POSITION AND DUTIES – Added wording to clarify the decisions made by Assembly could be changed only by the Assembly**

JOB DESCRIPTION FOR BOARD AND COMMITTEE CHAIRS as part of our Regional policy and procedure

“The R9 Board and Committees need be mindful that the authority for their actions lies within the decisions agreed upon in previous years as contained within the current R9 Bylaws and P&P. Any deviation from these decisions must be brought via a motion and the Assembly of R9 before any action is taken. At all times transparency needs to be uppermost in our minds and actions (2013n).”

- **EMERGENCY BUSINESS MOTION 3 SECTION V FINANCE AND BUDGET – Added wording to clarify procedure when signing cheques for over €150/£100**

SIGNATORIES ON BANK ACCOUNT....

...”The authority to sign cheques/payment contained within the bank mandate must indicate that for amounts over €150/£100 the banker must have approval in writing (by email) of all three board members. This approval will indicate that the payment is within the Budget agreed by the assembly”

If you have any questions or queries about any of this or Bylaws in general please feel free to email me: [bylaws@oaregion9.org](mailto:bylaws@oaregion9.org), I would be happy to hear from you!

Love in fellowship,

Siobhán

Bylaws Committee Chair