ASSEMBLY MATERIAL
FOR REGIONAL REPRESENTATIVES
REGION 9 ASSEMBLY 2015

PLEASE READ AND REVIEW ALL THIS INFORMATION CAREFULLY BEFORE ARRIVING AT THE ASSEMBLY

Make sure you file the pages in the order of the Table of Contents with the Reference Letters readily available.

France
October 28-30, 2015
Please organize your Assembly Materials Binder in the following order so that we can save on time of finding where papers are during the Assembly itself. Please label the various sections with the letters and use file dividers.

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Statement of Purpose

The purpose of the Region 9 Assembly is the same as that of all OA service – to carry the OA message to the still suffering compulsive overeaters, wherever they live and whatever language they speak. In fulfilling our purpose, we should ever strive to achieve worldwide OA unity and common policies among all countries. With love and tolerance as our code, together we can do what we could never do alone.
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**Region Officers**

**Chair**

1 1 1 1 1 1 1 1 1 1

**Secretary**

1 1 1 1 1 1 1 1 (Acting) 1 1

**Treasurer**

1 1 1 1 1 1 1 1 1 1

**Committee Chairs Not Representing Regions**

**PI**

**ECC**

**TSW**

1

**Bylaws**

1 1

**Finance**

**Translations**

**Total Reps**

17 29 23 22 24 25 21 21 27 27 30 28

**Non Voting R9 Trustee**

1 1 1 1 1 1 1 1 1 1 1 1

**Visitors**

5 4 7 18 2 9 4 9 19 14 13

**Visiting Chairs from Other Regions**

7
Overeaters Anonymous Region 9 List of Countries with Groups/Members that do not have a Registered Service Body

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<tr>
<td>Sample Intergroup Bylaws</td>
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<td>Service, Traditions and Concepts Manual</td>
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<td>Bulletin Board Attraction Card</td>
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<td>New Prospect Card</td>
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<td>Many Symptoms, the OA Solution (TV PSA)</td>
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<td>New-Prospect Card</td>
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<td>Professional Outreach Manual</td>
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<td>Professional Presentation Folder</td>
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<td>Public Information Service Manual</td>
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<tr>
<td>Recovery from Relapse Packet</td>
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<tr>
<td>Start Living the Life you Deserve (radio PSA)</td>
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<tr>
<td>Lifeline (subscription magazine)</td>
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<tr>
<td>A Step Ahead (quarterly newsletter)</td>
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</tr>
</tbody>
</table>

**Audiovisual literature**

- "And Now a Word from our Founder…"?
- "OA-it works"?
- The Twelve Traditions of Overeaters Anonymous
- When to say When
- Strong Abstinence Checklist
- Strong Meeting Checklist
- Unity with diversity checklist
- Updated diversity checklist
- Updatede suggested meeting format
- 12 Stepping a problem

P=Published, W=Working on it
# OVEREATERS ANONYMOUS REGION 9
## REPRESENTATIVE ASSISTANCE FOR ATTENDANCE AT ASSEMBLY/CONVENTION
### FOR THE YEAR ENDED 31 MAY

<table>
<thead>
<tr>
<th>Destination and Details</th>
<th>Pd in Yr To 31 May 2012</th>
<th>Pd in Yr To 31 May 2011</th>
<th>Pd in Yr To 31 May 2010</th>
<th>Pd in Yr To 31 May 2009</th>
<th>Pd in Yr To 31 May 2008</th>
<th>Pd in Yr To 31 May 2007</th>
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<td>Finland to England (Birmingham) Jul 04</td>
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<td>D &amp; C England to Sweden (Stockholm) Oct 05</td>
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<td>D &amp; C England to Spain (Barcelona) Oct 06</td>
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<td>Austria to Iceland (Iceland) Oct 2010</td>
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<td>Greece to Iceland (Iceland) Oct 2010</td>
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<td>Slovakia to Belgium, Nov 2011</td>
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<td><strong>Total Paid Out</strong></td>
<td><strong>1585</strong></td>
<td><strong>1795</strong></td>
<td><strong>1120</strong>*</td>
<td><strong>1677</strong></td>
<td><strong>706</strong></td>
<td><strong>414</strong></td>
<td><strong>870</strong></td>
<td><strong>832</strong></td>
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*these are the claims; the list (see below) does not provide information as to which amount actually has been paid.
OVEREATERS ANONYMOUS REGION 9
REPRESENTATIVE ASSISTANCE FOR ATTENDANCE AT ASSEMBLY/CONVENTION
FOR THE YEAR ENDED 31 MAY

<table>
<thead>
<tr>
<th></th>
<th>Pd in Yr To 31 May</th>
<th>Pd in Yr To 31 May</th>
<th>Pd in Yr To 31 May</th>
<th>Pd in Yr To 31 May</th>
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<th>Pd in Yr To 31 May</th>
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<td>€</td>
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<td>Austria to Poland, October 2012</td>
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<td>Switzerland to Israel, November 2013</td>
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<td>Ireland to Israel, November 2013</td>
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<td>Austria to Israel, November 2013</td>
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<td>Bylaws Chair to Greece, September 2014</td>
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<td>TSW Chair to Greece, September 2014</td>
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<td>South Africa to Greece, September 2014</td>
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<td>Germany to France, October 2015</td>
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<td>Russia to France, October 2015</td>
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<td>PI to France, October 2015</td>
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<td>Total Paid Out</td>
<td>2,326</td>
<td>2400</td>
<td>3026</td>
<td>1639</td>
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</table>

Binder Page 13a
Claims received for 31 May 2015 (Assembly Oct 15) (Budget Euro 3000)
PI Chair – Claim Euro 444, summary of financial position received.
Russia -Claim Euro 470, summary of financial position received.
South Africa – Claim Euro 840, summary of financial position received.
Hungary – Claim Euro 219, summary of financial position received.
Lebanon – Claim Euro 674, no summary of accounts. Unable to attend.
Total claims received Euro 3,000. Paid Euro 2326.

Claims received for 31 May 2014 (Assembly Sep 14) (Budget Euro 2400)
Bylaws Chair – Claim Euro 241, summary of financial position received.
Tsw Chair – Claim Euro 292, summary of financial position received.
South Africa – Claim Euro 1013, summary of financial position received.
Lebanon – Claim Euro 862, summary of financial position received.
Total claims received Euro 2725. Paid Euro 2400.

Claims received for 31 May 2013 (Assembly Nov 13) (Budget Euro 3800 or £3202)
England – Claim Euro 625, summary of financial position received.
Switzerland – Claim Euro 116, summary of financial position received.
Ireland – Claim Euro 443, summary of financial position received.
Austria – Claim Euro 791, summary of financial position received.
Hungary – Claim Euro 400, summary of financial position received.
Estonia – Claim Euro 763, summary of financial position received.
Total claims received Euro 3108. Paid Euro 3026.

Claims received for 31 May 2012 (Assembly Oct 12) (Budget Euro 2130 or £1805)
Hungary – Claim Euro 204, summary of financial position received.
Austria – Claim Euro 142, summary of financial position received.
Russia – Claim Euro 1123, no summary of financial position received.
Finland – Claim Euro 303, no summary of financial position received.
The treasurer needs to stress the importance of a thorough breakdown of one’s expenses when applying for Representative Assistance.
Total claims received Euro 1772. Paid Euro 1639.

Claims received for 31 May 2011 (Assembly Nov 11) (Budget Euro 4375 or £3500)
Slovakia – Claim Euro 200, summary of financial position received (it turned out that there was a miscalculation and the claim was changed to Euro 445).
Poland – Claim Euro 225, summary of financial position received.
Hungary – Claim Euro 300, no summary of financial report received (it turned out that there was a miscalculation and the claim was changed to Euro 415).
South Africa – Claim Euro 500, summary of financial position received.
Greece – Claim 500, since this was a claim for an additional representative, it was not considered by the R9 board. Total claims received Euro 2085. Paid Euro 1585.

Claims received for 31 May 2010 (Assembly Oct 10) (Budget Euro 4375 or £3500)
Germany – Claim Euro 400 full current financial position WITHDRAWN
West of England IG – Euro 820 full current financial position WITHDRAWN
Austria – Euro 895 summary of financial position
Greece – 900 No National Service Board no Intergroup agreed to accept a late claim form as they have been emailing since 8 June.
Poland have put in a claim for 950 but they want to send two members and for us to subsidise one. They can pay for one member.
As the Representative Assistance is set up for countries that cannot afford to send a representative this is refused.
We can pay all the other claims.

Claims received for 31 May 2010 (Assembly Oct 09) (Budget Euro 2857 or £2285)
Germany – Claim Euro 300 (Received claim 14 Jun 09 with summary of current financial position)
France – Euro 500 (Received claim 15 Jun 09 – no summary of accounts)
OVEREATERS ANONYMOUS
DELEGATE ASSISTANCE FOR ATTENDANCE AT ASSEMBLY/CONVENTION
FOR THE YEAR ENDED 31 MAY

Austria – Euro 600 (Received claim 5 Jul 09 – no summary of accounts) Unable to attend.
Finland – Euro 600 (Received claim 6 Jul 09 – no summary of accounts)
Total claims received Euro 2000. Paid Euro 1120

We have enough in the budget to pay all claims – but treasurer will need to stress that in a
year when we might not have the funds to do so then – service bodies must comply with
the request – that they submit a brief statement of their current financial position.

Claims entered for 31 May 2009 (Assembly Oct 08)
Austria – Claim Euro 900
Egypt – Claim £800 (or Euro 1120)
Poland – Claim Euro 369

Claims entered for 31 May 2008 (Assembly Oct 07)
South Africa – Claim $1200 – flight only (all other costs to be paid locally)
Paris Intergroup – Claim Euro 580 – full costs will be Euro 730 with the remaining Euro 150 paid by the Intergroup.
If we bare in mind that priority is to be given to those service bodies who have travelled the greatest distance and then to those
attending for the first time. – Several emails were exchanged and eventually we offered to pay the whole of the request of $1200
(Approx Euro 860.00 / £594.00) and then offer the remaining amount to Paris Intergroup (Paris had attended in Stockholm in Oct
2005 and been partly funded).
Paris could not find the remainder of the costs so did not take up the offer.
Dear OA Members, Service Body Representatives, Committee Chairs & Visitors, August 2015

Welcome to the 2015 Region 9 Assembly.
As a Region 9 Assembly Representative you will have the opportunity to meet & share with others from Region 9, take part in workshops and consider business motions that affect the Bylaws and Policies & Procedures of Region 9, as well as the OA service structure as a whole.

We need to remember, when doing all forms of service, to carry the OA message of recovery.

We will have a settling in session on the Wednesday evening of the Assembly where you can share your service bodies' triumphs or concerns - please consider anything you might like to bring to this session before you come.

We will also have an Ask it Basket – in which you can ask anything you like about the program or service or service structure, etc. – anonymously, if you like. We will try to answer these to the best of our ability.

Committees – Region 9
We have various committees at Region 9 Service level:-
- Literature & Translations
- Electronic Communications
- Bylaws
- Public Information (PI)
- Finance & Budget
- Twelfth-Step-Within (TSW)

Please consider the work of these committees before you come to the Assembly and start to think of which committee you can contribute to and be involved with during the coming year. Let's make our Region 9 an exciting place where we all reach out & help each other recover & have some fun doing it.

Region 9 Chair, Region 9 Treasurer, Banker, Literature & Translations Committee Chair, Electronic Communications Committee Chair, and Twelfth-Step-Within Committee Chair.
This year these positions will be considered for election. Many thanks to the outgoing officers, and to those who may continue on for another term, if reelected. Please think about the vacant positions before you come to Assembly, and consider whether you are the right person for one of these jobs. You can put an application in at any stage.

Bringing the Message Home
We are also obliged to report back to our service bodies the activities and details of workshops attended when we return home. This is all part of carrying the OA message.

Have fun and enjoy the Assembly.

Thank you for your service.

Susan
Region 9 Chair
REGION 9 ASSEMBLY...OCTOBER 28 - 30, 2015
PARIS, FRANCE

PLEASE WEAR DELEGATE BADGE AT ALL TIMES

Registration Monies will be collected prior to entry to the Assembly. Please arrive early so that this can be done before we start.
Registration for the Assembly is 50€/£33 - please have the correct money when you arrive.

AGENDA

WEDNESDAY, October 28, 2015

17:00 - 18:30  Serenity Prayer in French & English

**Settling in** - Readings, Intro’s, Thank you’s & Welcomes, Final Green Dot Allocation...

**Announcements** - R9 Chair’s Monthly Message & R9 Newsletter; R9 Website & OA Website; IG/SB Contact With R9 Chair; WSBC 2016; WSC 2016; 2016 & 2017 R9 A&C; Voting & Elections; lead OA meetings; Contact with Service Bodies not Present at Assembly; Region 9’s 7th Tradition Items & Raffles; OA Literature/OA Handbook; Readings on Working All Twelve Steps & Trivia Questions. Read Working All Twelve Steps #1.

**Informal Opening**
A brief sharing from each Service Board or Intergroup Representative at the Assembly. Triumphs to share. Problems and concerns in your service body, possible solutions (Ask-It-Basket available for questions)

**Ice Breaker**
Serenity Prayer in Danish & English

18:30 - 20:00  Dinner Break

20:00 - 21:15  Serenity Prayer in Gaelic & English, & Trivia Question #1

**7th Tradition**

**Credentials Report**
Unaffiliated Service Bodies (voting)
**Orientation meeting**
General overview of the processes of the Assembly.
Agenda Approval & Organisation of the Assembly Materials; Parliamentary Procedure & Adoption of Ground Rules; Approval of the 2014 Assembly Minutes & Appointment of the Minutes Approval Committee 2015; Time keeper & Timing, if time permits

**Region 9 Chair** - explanation of responsibilities (during R9 Assembly & all year)

**Secretary** - explanation of responsibilities (during R9 Assembly & all year)

21:15 - 21:30  **Break**

21:30 - 22:15  Serenity Prayer in Swedish & English, & Trivia # 2

**Length of Abstinence in Program**

**Statement on Abstinence & Recovery**

**Abstinence Workshop**

Serenity Prayer in Hebrew & English

**THURSDAY, October 29, 2015**

07:00 - 09:00  **Breakfast**

07:45 - 08:45  **OA meeting** (Suggested Topic - Abstinence)

09:00 - 10:30  Serenity Prayer in Dutch & English, & Working All the Twelve Steps Reading #2

**Official Opening** - Readings, Reminders

**Credentials Report**

Agenda Approval (if not done last night)
Adoption of Ground Rules (if not done last night)
Adoption of 2014 Assembly Minutes (if not done last night)
Appointment of Minutes Approval Committee 2015 (if not done last night)

**Questions Arising out of Reports:**
*Chair
*Secretary
*Trustee
*Literature & Translation Committee
*Electronic Communications Committee
*Bylaws Committee
*Public Information Committee
*Twelfth Step Within Committee
*Newsletter Coordinator

Questions Arising from Motions (if time permits)

Tradition 7

Treasurer – explanation of responsibilities (during R9 Assembly & all year)

Banker – explanation of responsibilities (during R9 Assembly & all year)

7th Tradition Workshop / Handout & Explanation

How to bring back home Region 9 Assembly Information

Liaison with Service Bodies not present at the Assembly

10:30 – 10:45  Break

10:45 – 12:30  Serenity Prayer in Italian & English, & Trivia #3


Region 9 Trustee – explanation of responsibilities (during R9 Assembly & all year)

Translations Workshop

Serenity Prayer in Hungarian & English

12:30 – 14:00  Lunch Break

14:00 – 16:00  Serenity Prayer in Flemish & English, & Trivia #4

Credentials Report

Formal discussion and vote on:
Consent Agenda as well as separate motions & any emergency new business
Bylaws Amendment Motions
New Business Motions
16:00 - 16:15  **Break**

16:15 - 18:30  Serenity Prayer in Icelandic & English, & Trivia #5

**Strategic Plan Presentation**
Increase focus on actions required for Abstinence; necessity of Working All Twelve Steps; Individual's Responsibilities to Carry Message. Twelve Stepping A Problem, Carrying the Message (2015).

**Committee Sessions:** break out into groups (Finance & Budget, Literature & Translations, Bylaws, Electronic Communications, Public Information, Twelfth-Step-Within)

Serenity Prayer in Arabic & English

18:30 - 20:00  **Dinner Break**

20:00 - 22:00  Serenity Prayer in German & English, & Trivia #6

**Credentials Report**

**Election of Service Positions** - R9 Chair (2 year term); R9 Treasurer (1 year term); R9 Banker (2 year term); Literature & Translations Committee Chair; Electronic Communications Committee Chair; Twelfth Step Within Committee Chair

**Election of Assembly/Convention Venue** for - 2016 & 2017 (Please consider hosting R9 A&C)

**Continuation of Formal discussion and vote on Motions** (if time permits)

Serenity Prayer in Greek & English

22:00 - 23:00  **OA meeting** (Suggested topic - Working All Twelve Steps)

**FRIDAY, October 30, 2015**

07:00 - 09:00  **Breakfast**

07:45 - 08:45  **OA meeting** (Suggested topic - Individual's Responsibility to Carry Message)

9:00  **Deadline** for submitting Emergency New Business Motions

09:00 - 10:45  Serenity Prayer in Zulu & English, & **Readings**, & Working All Twelve Steps Reading #3
Reminders

Credentials Report

Continuation of Formal discussion and vote on Separate Motions & any Emergency New Business Motions

10:45 - 11:00 Break

11:00 - 12:30 Serenity Prayer in Spanish & English, & Trivia #7

7th Tradition

Credentials Report

Approval & Adoption of 2015 - 2016 Budget & 2016 - 2017 Suggested Budget

Formal Discussion continued, Emergency New Business, Uncompleted Business

Serenity Prayer in Russian & English

12:30 - 14:00 Lunch Break

14:00 Deadline for Ask-it Basket questions (questions & answers will appear in the R9 November Newsletter)

14:00 - 15:30 Serenity Prayer in All Languages Simultaneously & English, & Trivia #8

Formal Discussion continued (if necessary and time permits)

Committee Sessions (Sum up and forward plans) (if time permits)

Reports from Committee Sessions

15:30 - 15:45 Break

15:45 - 17:00 Serenity Prayer in All Languages Simultaneously & English, & Trivia #9

Wrap up session
Announcement of 7th Tradition collected from Assembly
Green Dot Ceremony
Personal Sharing
Reminders
Closing
Readings & Responsibility Pledge
Serenity Prayer in French & English

17:05 - 17:30  Region 9 Board Meeting (Location TBA) & Committee Chairs (outgoing & incoming). Hand-over of service positions (session just for the members concerned).

17:30 - 18:15  Region 9 Board Meeting (Location TBA)

Responsibility Pledge  (WSBC 1977 b)

“Always to extend the hand and heart of OA to all who share my compulsion: for this I am responsible”.

Official start of Convention @ 20:00
Ground Rules for Region Nine Assembly 2015

1. Each Representative and Alternate will be registered by the Secretary and issued Assembly materials including an identification badge to be worn at all meetings.

2. A Minutes Approval Committee consisting of the Chairman and two (2) appointed Representatives shall approve the minutes of the Region Nine Assembly.

3. Representatives from at least five countries constitute a quorum in accordance with Article VI of Region 9 Bylaws.

4. The voting membership of the Assembly is defined in Article IV of Region 9 Bylaws, Section 2 (I) as follows:

   a) Representatives from Intergroups who are registered with the World Service Office and who are within the geographical boundaries of Region Nine,

   b) Representatives from National/Language Service Boards who are registered with the World Service Office and who are within the geographical boundaries of Region Nine, National/Language Service Boards shall not represent Intergroups that have sent Representatives to the Assembly. However, if all Intergroups are represented, the National/Language Service Boards will still be entitled to one Representative,

   c) Region Nine Board Members,

   d) The Chair shall have no vote at the Assembly, except to break a tie and for elections,

   e) Committee Chairs, who are not Intergroup or National/Language Service Board Representatives. In the event of a Region Nine Representative from a registered unaffiliated group receiving a voice as per Article IV, Section 2 (II) c) of these Bylaws, they may also be given a vote, subject to majority approval of the voting body. See Article IV – Section 2 (I)

5. The non-voting membership of the Assembly is defined in Article IV of Region 9 Bylaws, Section 2 (II) as follows:

   a) The Region Nine Trustee is entitled to a voice but no vote at the Assembly,

   b) Region Nine OA members who are not represented, are entitled to a voice but no vote at the Region 9 Assembly,

   c) A Representative from a registered unaffiliated group within Region Nine may be given a voice if they receive the majority approval of the voting body. Consideration may also be given to giving such a Representative a vote – see Article IV, Section 2 (I) f) of Region Nine Bylaws,

6. OA visitors are very welcome at the Region Nine Assembly. In accordance with Article IV of Region 9 Bylaws, Section 2 (III):
a) Visitors from Region Nine who are already represented will not be given a voice or a vote.
b) The Region 9 Assembly is open to OA visitors from outside Region Nine. In order to be given
consideration to speak at the Assembly, the visitor shall give proper notice to the Chair for the
Agenda. Pertinent suggestions may be written and handed to the Chair for consideration.

7. Robert’s Rules are the basic parliamentary guidelines that will be used for conducting the
Assembly.

8. No personal voice-recorders are to be used during business sessions of the Assembly, except
the Secretary.

9. In all deliberations, group conscience is more important than the technicalities of the actual
motion.

10. In accordance with the above, there is no limited debate (although intent is to stick to the
timetable), subject to the Chair bringing the Assembly back to a sense of meeting. Only voting
members of the Assembly may enter into debate on actual motions proposed at the Assembly, or
make said motions.

11. Executive Committee sessions are possible, according to Robert’s Rules.

12. Region 9 Committee Chairs may be appointed by the Region 9 Chair or elected by the voting
members of the Assembly.

13. Procedure for voting on Bylaw Amendment proposals will be:

   a) The chair will present the Consent Agenda to the Assembly which will enable automatic
   adoption of motions listed on the Consent Agenda. Representatives who wish to discuss any of
   these motions will request that they be pulled from the Consent Agenda. Each motion not voted
   in the Consent Agenda will be discussed and voted upon separately.

   b) The Bylaws Committee or the maker of the motion will present the motion, describing the
   purpose and intent of the proposal. This will be considered as the first pro speaker of the
   motion,

   c) There will be up to three (3) pro and three (3) con speakers on the motion, including the
   presenter, and each speaker will be limited to three (3) minutes.

   d) Up to fifteen (15) minutes will be allowed for questions on the motion,

   e) Thereafter the vote will be taken by a show of hands,

   f) Written ballots may be used upon request,

   g) Bylaw amendments require a two thirds majority to be adopted in accordance with Region
   Bylaws Article XI, Section 1.

   h) Up to two (2) amendments to the motion will be accepted. There will be up to two (2) pro
   and two (2) con speakers on the amendment, including the presenter. Each speaker will be
   limited to three (3) minutes. Then, up to 5 minutes will be allowed for questions on the
   amendment. Thereafter the vote will be taken by a show of hands.

   i) If a proposal gets stuck in discussion and/or more than two (2) amendments are proposed,
   the motion will be referred back the Ad Hoc Reference Committee session. This Committee will
discuss the proposal and bring back a recommendation at the time allotted at the end of the
business. The amended proposals will be submitted to the Secretary prior to discussion and voting,

j) Adopted Bylaw amendments take effect from the end of the current Assembly.

14. Procedure for voting on New Business Motions will be:

a) Each motion not on the Consent Agenda will be discussed and voted upon separately,

b) There will be up to three (3) pro and three (3) con speakers on the motion, including the presenter. Each speaker will be limited to three (3) minutes,

c) Up to fifteen (15) minutes will be allowed for questions on the motion,

d) Thereafter the vote will be taken by a show of hands,

e) Written ballots may be used upon request.

f) New Business motions require a normal majority to be adopted,

g) Up to two (2) amendments to the motion will be accepted. There will be up to two (2) pro and two (2) con speakers on the amendment, including the presenter. Each speaker will be limited to three (3) minutes. Then, up to 5 minutes will be allowed for questions on the amendment. Thereafter the vote will be taken by a show of hands

h) If a proposal gets stuck in discussion and/or more than two (2) amendments are proposed, the motion will be referred back to the Ad Hoc Reference Committee. This committee will discuss the proposal and bring back a recommendation at the time allotted at the end of the business. The amended proposals will be submitted to the Secretary prior to discussion and voting,

i) New Business motions that are adopted will take effect from the end of the current Assembly.

15. Procedure for conducting Committee sessions:

a) The participants at the Assembly are divided into groups and assigned to different Committees.

b) Committee sessions will be chaired by the Committee Chair. If the Chair is not present, the Region Nine Chair will appoint a temporary Chair for the session.

c) A Minutes Secretary will be appointed by the Committee.

d) The session will be conducted according to the agenda prepared by the Committee Chair, plus any items that may arise out of the reports presented previously to the Assembly.

e) Visitors may join a Committee and have a voice but no vote during the committee sessions.

f) The minutes of the Committee sessions will be submitted in writing to the Region Nine Secretary at the end of Committee sessions. This will include any motions the Committee is proposing to the Assembly.

16. Emergency New Business motions have to be submitted to the Chair in writing by 9:00 on Friday October 30, 2015.
Dear OA Members, Service Body Representatives, Committee Chairs & Visitors,

Thank you to the French National Service Board
Our hosts this year are the French National Service Board and I would like to take this opportunity to thank them on all of our behalf. To organise an Assembly & Convention is a big challenge and there is a lot of hard work going on behind the scenes. Thank you all so much.

Welcome to first time Region 9 Representatives
I extend a very special welcome to our first time representatives. You green dots (first timers) will be assigned a mentor – someone who has been to Region 9 Assembly, and can guide you before, during, and after the Assembly. Before the Assembly, you will be notified with the name and email address of your mentor. Do be in contact with them. If you have any questions please do not hesitate to ask.

Region 9 Committees
At Region 9 level, we have 6 committees which we take part in during the Region 9 Assembly, and continue working on during the year. These committees are: Literature & Translations, Electronic Communications, Bylaws, Public Information, Finance & Budget, & Twelfth-Step-Within. Please take the time to decide which committee you would like to be a part of. Also, for you committee chairs, please come with an agenda for your committee session.

Motions
There are bylaw amendments & new business motions. Please go over them before the assembly. It will save considerable time if you familiarize yourself with these motions. Any questions can be directed to the maker of the motion before the day of voting. Please refer to the Charts (Consent Agenda & other motions) and the individual motions and explanations in sections O & P.

Contact of another country in Region 9 and attendance at Region 9 Assembly & WSBC
At R9 Assembly, we arrange for those present to contact another service body in the Region that did not send a representative. One of the goals in our Strategic Plan is to improve the attendance at Region Assemblies and World Service Business Conference. This is so that we not only share the service but also share the recovery. Region 9's Twelfth-Step-Within Committee coordinates the results of these contacts.

Translation List
This is found in the Assembly Materials Binder. It lists OA Literature which has been translated into different languages within Region 9. Please – this list can only be kept updated with your help. All additional information for the list – contact the R9 Literature & Translations Committee Chair.

Register of Service Bodies and attendance at Region 9 Assembly
This list can be found in section B. It shows how we are doing with attendance and representation at R9 Assembly over the years. Our outreach to countries within R9 has given us positive results. Region 9 currently has 60 service bodies registered with WSO – of that number we had 25 representatives at the Region 9 Assembly last year, not including the R9 Board members. This year we had 20 delegates attend WSBC 2015 – an outstanding number, more than in previous years. Our numbers of representation at Region 9 A&C and WSBC are increasing, but we want more to attend and participate. Our goal is to increase our number of representatives at R9 A&C, and also to increase our number of delegates at WSBC. Overall, our numbers are still impressive, considering the fact that these assemblies are held in English, which is not the mother tongue of most of our members.

Tent cards and OA Service
Has your service body downloaded and translated the tent cards from the R9 web site – Worldwide Service Structure, Strategic Plan & 7th Tradition. These are all located under the R9 Assembly section of the website.

OA Website & Region 9 Website
There is a wealth of information found on both OA and Region 9 Websites. As an example, the Strong Abstinence Checklist was created, and translated into many Region 9 languages!
Region 9 Newsletter
Our newsletter has been filled with exciting articles this year. We can read shares about Region 9 A&C, Service in OA, Working All Twelve Steps, Sponsorship, WSBC, and Going to Any Length...Not to Break My Abstinence. Anyone interested in contributing articles, contact the Newsletter Coordinator.

Region 9 Tradition 7 Items
At the Region 9 A&C, you will be able to buy the Luggage Tags and the Card Cases. These were created as R9 Fundraisers, so please support R9 by purchasing these items, and taking them back to your SB to sell.

Region Chairs Committee (RCC)
As you may be aware – one of the tasks as R9 Chair is to represent our Region at the Region Chairs Committee (RCC) meetings. There are three of these in each calendar year.

The 1st RCC Meeting was held during the week of the WSBC in Albuquerque in April/May this year. The purpose of this meeting was to finalize the forum (presented by the RCC during WSBC), meet with the BOT, hold RCC elections, and plan for the coming year. We also brainstorm (Region Chairs & Trustees) on the SOP, and I am thrilled to tell you that a project which R9’s PI Committee was creating will become part of “Carrying the Message”. My report was sent out through email and posted on the Region 9 website. Also, a shorter report was found in the R9 May Newsletter.

The 2nd RCC Meeting will be held towards the end of August in Albuquerque. This is with the RCC and the Board of Trustees (BOT). The main focus of these meetings is to work on the Strategic Plan (SOP). You will receive a report of the 2nd RCC meeting in another mailing of the R9 Assembly material.

The 3rd RCC Meeting will be held in October in Region 10 – in Brisbane, Australia. This is held in a different region every year. The purpose here is to observe the assembly & convention of another region, to give our experience, strength and hope at their A&C, and to bring back valuable information to our own regions. I will also send out a report after this 3rd RCC Meeting will be held.

The purpose of the RCC is to provide a channel of information and communication between members and the Board of Trustees through the regions and to provide a network for the purpose of sharing resources and solutions. We Region Chairs need to take on service in this committee, and to help and support each other.

We have discussed our Strategic Plan at our previous Region 9 Assemblies and this has been mentioned in many previous reports. As a Region Chair – I am tasked to help facilitate our Region in fulfilling various aspects of that plan. We will be speaking about this at the assembly and how it can fit in with our Region 9 committees. A copy of the current Strategic Plan is included in the assembly materials – section F. Our 3 year plan (2014 – 2016) has been divided into three goals:

Increase focus on actions required for Abstinence; the necessity of Working all Twelve Steps; and individual’s responsibility to Carry the Message

Meeting Information and meeting list accuracy.
It is very important for your service body to continuously update your meeting list information and to update the WSO records. If you don't already know, please find out how this is done in your SB before coming to the R9 Assembly.

OA Finances at WSO level & Region 9 Contributions
Although Region 9 is in a very different situation than most other regions (using some of our Tradition 7 within our SB for OA literature translations and public information), we still don't contribute enough to Region 9 or World Service to be self supporting. This is something we need to address.

Lifeline
Lifeline is still in need of our help. Whether we, as individuals, take out a subscription, or for our group, or to subscribe for a copy to go to healthcare professionals, we want to do more. Lifeline is such a source of inspiration – we want to keep it alive. This year at the Region 9 Convention, we will offer, once again, a subscription to Lifeline from Region 9 (as part of a fund raiser).

Emails Received and Replied
This is a very valuable tool and I have been trying to reply to all emails within a couple of days upon receipt. Along with that, I have been sending more information out through email, such as the monthly Region 9 Chair’s message, and keeping in contact with the R9 Board members, R9 Trustee, BOT’s, WSO, R9 committee chairs, and individual OA members and SB’s within R9. An ordinary month of incoming and outgoing emails comes to almost 500 emails per month.
Thanks for allowing me to serve
I would like to take a moment to thank everyone – the R9 Secretary, Treasurer, Trustee, Banker, all the Committee Chairs, Newsletter Coordinator, and each one of you, for helping to make my service as Region 9 Chair easier. The amazing work that we have done this last year touches me deeply. I am so grateful for being able to serve you all in this service position for the past 4 years.

Thank you, again.
Susan, Region 9 Chair
Our primary purpose is to abstain from compulsive eating and to carry the message of recovery through the Twelve Steps of OA to those who still suffer.

- Getting and staying abstinent • Carrying OA’s message to those who still suffer within and outside the Fellowship • Working the Steps to stay abstinent and recover • Personal responsibility: I am the message • The message: We abstain from compulsive eating and work OA’s 12 Steps to stay abstinent and recover physically, emotionally, and spiritually. • We practice the principles in all our affairs • We are happy, joyous, free, whole, and well, and we are abstinent under ALL circumstances

<table>
<thead>
<tr>
<th>GOALS</th>
<th>TASKS</th>
<th>ASSIGNED PARTY</th>
<th>SCHEDULED COMPLETION</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>Increase focus on actions required for Abstinence</td>
<td>Create an ABSTINENCE MADE SIMPLE Program</td>
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<tr>
<td></td>
<td>1) Workshop formats</td>
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<td>– Abstinence Power Point</td>
<td>RCC</td>
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<td>Complete</td>
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<td>– The Difference Between Abstinence and a Plan of Eating</td>
<td>BOT Subcommittee</td>
<td>Nov–14</td>
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<td>2) Strong Abstinence Checklist</td>
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<td>May–14</td>
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<td>3) Abstinence literature resource guide</td>
<td>BOT Subcommittee</td>
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<td>Increase focus on the necessity of working ALL 12 Steps</td>
<td>Create a STEPS MADE SIMPLE Program</td>
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### Board of Trustees

**2014 – 2016 STRATEGIC PLAN THREE--THREE-YEAR FOCUS: OUR PRIMARY PURPOSE**

<table>
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<tr>
<th>GOALS</th>
<th>TASKS</th>
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<th>SCHEDULED COMPLETION</th>
<th>STATUS</th>
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<td><strong>2015</strong> Increase focus on the necessity of working <strong>ALL 12 Steps</strong></td>
<td>Create a STEPS MADE SIMPLE Program (cont.)</td>
<td>STEPHANIE, Tina, Gerri., Linda., Cyndy, Karin, Gloria, Nancy, Roni, Merri</td>
<td>Dec-15</td>
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<tr>
<td></td>
<td>2) Virtual Workshop/Podcast--One Step per Month</td>
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<td>3) Newcomer Quick Step Study</td>
<td>MEG M., Margie, Linda J., Janice, Bob, Amy, Denise., Letitia, Susan</td>
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<td>4) Twelve--Stepping a Problem</td>
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<td>5) The Importance of Working the Steps workshop format</td>
<td>FAITH, Karen, Barb, Vicki, Tina, Cyndy</td>
<td>Aug-15</td>
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<td><strong>2016</strong> Increase focus on individual's responsibility to carry the message</td>
<td>Create a CARRYING THE MESSAGE MADE SIMPLE Program</td>
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<td>1) Sponsorship Training Workshop</td>
<td>RONI, Gloria, Gerri, Tina, Nancy</td>
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<td>2) Promote Responsibility Pledge</td>
<td>FAITH, Karen, Vicki, Diana,</td>
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<td>3) “Tips for Carrying the Message”</td>
<td>SUSAN, Bob, Barb, Karin,</td>
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<td>4) Service in My Recovery</td>
<td>CYNDY, Stephanie, Linda H., Letitia</td>
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<td></td>
<td>5) Service Body Building</td>
<td>Region Chairs Committee</td>
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</tbody>
</table>
Dear Region 9 Assembly.

This has been my third year as Region 9 Secretary. The first thing I had to do after the 2014 Assembly in Greece, was to write the Minutes. That was quite a job, and I think it's a very good idea that the R9 Bylaws states that a Minutes Approval Committee are to be appointed, that way there were several people to look at the drafts of the Minutes, and of the appendencies.

After the 2014 Assembly I gathered the Workshop Appraisal Forms. The filled out forms are a good way to see what the attendees like about the workshops, hotel accommodation, Assembly itself, and what they would like to be changed, or not.

I have worked closely with Region 9 Board, and R9 Webmaster.
I am in contact with R9 Chair almost every day, through email.

Once a month the R9 Board do skype meetings, and every second month the Committee Chairs are invited to the meeting too. I called everyone before the meetings, and wrote minutes from each meeting.

During the last year, I sent out Lifeline Weekly every week, R9 Chair's Message once a month, and Region 9 Newsletter every second month. I wrote articles for all the R9 Newsletters.

I have answered emails from all over the Region every day. That can, as an example, be emails from people who want to find a sponsor. Those emails are forwarded to TSW Committee.

It is my responsibility to contact countries to see if they still have a Service Body, if emails to them from WSO, came back. Then I report the results to WSO.

I let R9 Chair know whenever someone wish to be added to/taken off the R9 Email List, then we both can update our internal R9 contact list.

The 2015 Assembly Binder Material preparations has started, and I find it a lot easier and faster than last year because of all my experience from last time.
I updated/changed some of the documents. Some to make them as updated as possible, and some to make them look better, and to minimize the amount of pages for the 2015 Assembly Binder Material.

Thank you all for allowing me to do service at this level

Love in Service

Mette
Region 9 Secretary
secretary@oaregion9.org
Dear All

Thank you for the opportunity to do service for Region 9. Thank you everyone for the help and support given during these challenging several months.

As a newly stepping in Treasurer I have been passed all records and duties for this job.

The accounts of Region 9 are showing a healthy financial position and please pass Thank You to your meeting, Intergroup and National Service Board for your financial support. With everyone’s help this year income was higher than last year. As a result Region 9 is able to send more money to World Service Office and carry the message within our Region.

This year Region 9 supported 6 Assembly Representatives (South Africa, Russia, Germany, Hungary, Lebanon, Public Information subcommittee Chair) and several translation applications from different countries. Please remember about deadlines and all necessary documents for applications and check in advance. It helps in day to day work for dedicated Region 9 board.

Encourage your group members to look at ways to increase their Tradition 7 contributions. Recommend translating Tent Card in to your language. Look at reviewing your meeting contributions received and expenses on regular basis and use Tent Card to help members to know where the monies have been used. It helps remind people about amounts of individual contributions. It helps people to know what weekly expenses are so the meeting needs to have enough money to cover these expenses as well as plan in advance for example to send delegate to Assembly, contribute to the next service level: Intergroup, National Service, Region 9 level. You can download 7th Tradition Tent Card from www.oaregion9.org translate it and bring it to your meeting – it might be useful tool to have a fresh look at the meeting financial position.

Please consider Royalties to World Service Office (WSO) when translating OA literature. This is a large source of income for OA. Once OA literature translation have been done send money to WSO (10%) so royalties support is still going to OA WSO, keeping OA alive. Please contact WSO or email to Region 9 to find out about details.

Please email treasurer and the banker before making a contribution by bank transfer or sending the cheque.

As Tradition 7 state: We are self supporting through our own contributions - Please be generous and think how your life has changed since coming in to OA.

If you are not sure about something or have any questions please let me know, always happy to help: treasurer@oaregion9.org

With Gratitude in service

Elena
Acting Treasurer R9

“Always to extend the hand and heart of OA to all who share my compulsion: for this I’m responsible”
<table>
<thead>
<tr>
<th>Region 9</th>
<th>Financial Year</th>
<th>Statement Of Financial Activities</th>
<th>Financial Year</th>
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</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td><strong>Euro</strong></td>
<td><strong>Euro</strong></td>
<td><strong>Euro</strong></td>
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<td>15000</td>
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<td><strong>2002</strong> Contributions from OA Region 9 Assembly &amp; Convention</td>
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<td><strong>2003</strong> Contributions from other OA Regions towards Region 9 3rd RCC Mtg</td>
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<td><strong>2004</strong> Contributions from World Service Office funds for 2nd RCC Mtg Albuquerque</td>
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<td><strong>2005</strong> Contributions from World Service Office funds for Nominee Trustee Costs</td>
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<td><strong>Transfers from Reserves</strong></td>
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<td><strong>Euro</strong></td>
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<td>Apr 16 1500</td>
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<td>Aug 2015 1770</td>
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<td>Autumn 2015 - Region 10 2200</td>
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<td><strong>3005</strong> Region 9 Board - Assembly Travel</td>
<td>Greece 1800</td>
<td>France Autumn 2015 1980</td>
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<td><strong>3006</strong> Region 9 Assembly Materials (delegate packs etc) &amp; Minutes</td>
<td>300</td>
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<td><strong>3007</strong> Region 9 Assembly Rooms</td>
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<td>Greece 3000</td>
<td>France Autumn 2015 660</td>
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<td><strong>3009</strong> Region 9 Assembly Parliamentarian Travel Costs to Assembly</td>
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<td><strong>3010</strong> Region 9 Delegates to WSBC</td>
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<td><strong>3011</strong> Accounts Preparation &amp; Review</td>
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<td><strong>3012</strong> Secretarial Expenses - Chair, Secretary &amp; Treasurer</td>
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<td><strong>3019</strong> Contributions to Delegate Assistance Fund in WSO Budget</td>
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<td><strong>3020</strong> Contributions to other regions</td>
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<td><strong>Surplus After all Expenditure and Contributions before Movements to Reserve</strong></td>
<td>19493</td>
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## INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MAY 2015**

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<td>2001 Contributions from OA Groups, Intergroups, NLBs, NSBs, &amp; Misc within R 9</td>
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<td>127</td>
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<td>(22)</td>
<td>127</td>
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<td>(18)</td>
<td>(22)</td>
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<td>520</td>
<td>(161)</td>
<td>(161)</td>
<td>(161)</td>
<td>(161)</td>
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<td><strong>Surplus After all Contributions &amp; Expenditure</strong></td>
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<td>0</td>
<td>19,492</td>
<td>3,558</td>
<td>15,119</td>
<td>1,298</td>
<td>(7,306)</td>
<td>(103)</td>
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</tr>
</tbody>
</table>

### Contributions to WSO & Other Regions Etc

|------------------------|------|------|------|------|------|------|------|------|            |        |
| 3101 Contributions to WSO | (2,585) | 12,247 | 9,662 | 4,298 | 3,540 | 2,000 | 10,454 | 6,250 |            |        |
| 3101a Contributions to Delegate Assistance Fund in WSO Budget | 1,885 | 1,885 |        |        |        |        |        |        |            |        |
| 3102 Contributions to Other Regions |        |        |        |        |        |        |        |        |            |        |
| **Surplus After all Contributions & Expenditure** |            |        |        |        |        |        |        |        |            |        |
|------------------------------------------|------|------|------|------|------|------|
| CURRENT ASSETS                           |      |      |      |      |      |      |
| 1000 Bank Account £ Sterling             |  1,038 | 1,909 | 10,580 | 4,104 | 4,112 | 6,619 |
| 1001 Bank Account Euro                   |  16,910 | 5,792 | 22,161 | 12,030 | 14,113 | 10,153 |
| 1002 Bank Account Reserve                |  19,835 | 24,450 | 3,170 | 2,791 | 2,759 | 11,328 |
| 1003 Cash Account (GBP)                  |  0    |      |      |      |      |      |
| 1004 Cash Account (Euro)                 |  0    |      |      |      |      |      |
| 1005 Cash Account (USD)                  |  203  |      |      |      |      |      |
| 1006 Stock of Fundraising Items          |  181  |      |  2,343 | 1,104 | 3,398 |  1,504 |
| CURRENT LIABILITIES                      |      |      |      |      |      |      |
| 1010 Accrued Expenses                    | (1,167) | (500) | (5,720) | (2,578) | (2,537) | (1,014) |
| NET CURRENT ASSETS                       | 37,001 | 34,853 | 31,295 | 19,745 | 18,447 | 28,890 |
| TOTAL ASSETS                             | 37,001 | 34,853 | 31,295 | 19,745 | 18,447 | 28,890 |
| RESERVES                                 |      |      |      |      |      |      |
| Balance brought forward                  |  8,200 | 21,986 | 6,868 | 5,570 | 15,252 | 15,355 |
| Allocated for Translations not yet used  |      |      |      |      |      |      |
| Allocated for Prudent Reserve            |      |      |      |      |      |      |
| Surplus on Income and Expenditure Account| 19,492 | 3,558 | 15,118 | 1,298 | (7,306) | (103) |
| 1011 Balance carry forward General       | 27,692 | 25,544 | 21,986 | 6,868 | 5,570 | 15,252 |
| 1012 Balance carry forward Translations  |      |      |      |      |      |      |
| 1013 Balance carry forward Prudent Reserve| 9,309  | 9,309 | 9,309 | 9,309 | 9,309 | 9,858 |
| 1014 Balance carry forward General       | 37,001 | 34,853 | 31,295 | 19,745 | 18,447 | 28,890 |
1) The Accounts for the Year Ended 31 May 2015 pages consist of the following schedules: -
   - Income & Expenditure Account with comparison to the budget and which also shows the previous figures for the past five years.
   - Balance Sheet which again shows the previous figures for the past five years.
   - Income listing in detail for each country and service body showing the previous figures from 2004.
   - Budget for the Year Ended 31 May 2016 as agreed at the assembly last year with any proposed changes.
   - Budget for the Year Ended 31 May 2017 in draft.

2) All funds have been converted into Euros for accounts reporting purposes at the R9 Assembly. Those held in GBP have been converted this year at €1.18 = £1.

3) Total Income for the Year Ended 31 May 2015 was €31247 (excluding the transfer from reserves for previous years), an increase of €10552 (50%) from the previous year of €20695. But refer below regarding unusual contributions.
   - The Income is listed under budget line items 2001 – 2011 within the accounts.
   - The Contributions and Income are listed on a separate schedule and you will also be able to see them listed in the R9 Accounts records which will be available at the Assembly.
   - Contributions from within the region are up by €11452. However, please refer to the list of contributions. It would be wrong to single out any service body but in order to understand the overall financial picture we do need to highlight that there were two major contributions, from Spain €8000 & OAGB €7080. These were ‘one off’ contributions and without them the contributions would be down and the overall financial picture would be rather different. Going forward, it would be wrong to consider that these contributions would be automatically repeated.

4) Total Expenditure for the Year Ended 31 May 2015 before Contribution to WSO was €17552 an increase of €4713 from the previous year of €12839.
   - Expenditure is listed under budget line items 3001 - 3100 within the Accounts.

4) The overall surplus for the Year Ended 31 May 2015 was €19492 an increase of €15934 from the previous year of €3558.

5) Each year's income and contributions are broken down on the schedule entitled 'Income' and it is worthwhile noting the total income and how it has grown since 2004.

6) Monies held after allowing for any costs due at 31 May 2015 was €37001 which included the General Reserve of €27692 and the Prudent Reserve of €9309.

7) Board members during the year were:-
   - Chair – Susan, Secretary – Mette, Treasurer – Aileen.

8) Banker during the year – not a board member :- Stella

9) No Groups in R9:- approx. 860
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<td></td>
<td>Zurich English Intergroup</td>
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<td>Lausanne group</td>
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<td>132</td>
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<td>Telephone Group Etc.</td>
<td>2</td>
<td>50</td>
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<td>Anon &amp; Misc members</td>
<td>2</td>
<td>50</td>
<td>282</td>
<td>402</td>
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<td>402</td>
<td>234</td>
<td>170</td>
<td>95</td>
<td>248</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BANKER'S REPORT

TO BE ADDED LATER
As you are no doubt aware, these are my first few months as R9 Trustee. I am still learning and feel that I will be for a while 😊. My grateful, grateful thanks must go to everyone on the Board of Trustees and our own R9 Board for their support over the last few months and also, of course to Esti, who gave 7 years (!) of wonderful service as our trustee.

During this time I have:-

a) Answered questions about traditions etc. that have arisen in our region via email and reviewed service body bylaws sent to me.

b) Answered questions from other trustees as they have arisen.

c) Responded to queries raised regarding the ‘Google add’ campaign which will this year include France, Germany, Italy, Greece, Spain, Portugal, the UK & Ireland within R9. Many thanks go to our R9 PI Committee Chair for pursuing this. I understand the advertisements in these countries and their languages will take place towards the end of this autumn.

d) Attended the R9 Board meetings via Skype.

e) Handled over the banking position to the acting banker and gave support to her and the acting treasurer when time permitted.

f) Acted as an active trustee co-chair of the ‘International Publications / Translations Committee’ & the ‘Unity with Diversity Committee’ (I was newly appointed to these as incoming R9 Trustee).

g) Spent time ‘browsing’ around where R9 meetings are centred and in which languages they are conducted so that I can use the budget for workshop visits with the most efficiency.

We have as I write this 871 meetings across 53 countries and conducted in 21 languages.

h) I am in the midst of preparing a spreadsheet which encompasses a ‘Summary of the R9 meetings, languages, and OA literature & materials translated into those languages’.

This is a combination of what we as R9 prepare as a list of literature translated, and the information the WSO has on translated literature. In addition it incorporates information from work I have done in looking at meeting lists and websites and in corresponding with the WSO staff. This is work in progress at this stage and I hope to have more done before the assembly for discussion during our translation workshop. I feel it can be used it for all sorts of things. One of the goals of the ‘Unity with Diversity’ Committee at World Service Business Conference level (of which I am trustee co-chair) is to create a speaker buddy or outreach list with language focus. I see this as very much a goal that affects the countries in R9 with connections elsewhere in the region where there is a common language and also with parts of R8 (Spanish & Portuguese) & R6 (French) and a in R2 (Spanish).

The WSO have also let me have their list of member contacts that have done translation work. Can we increase that list? Would you be willing to do some work on translation of OA Literature or other OA Materials such as the workshops or presentations? Let me know if you would like to help us.

i) I have summarized the Accounts of OA. Inc. to 31 December 2014 & the Contributions to 30 June 2015 and prepared a report to the region, which went in the R9 newsletter month. My reporting of the finances is a means to an end; that of R9 being more self-supporting.

The report showed that:-

The overall net costs of OA Inc. for the Year Ended 31 December 2014 was $962,620.

If every one of the 6,433 groups in OA contributed $150 per year, then the costs would be fully covered. That works out at $2.88 for each week of the year for every group.

The figure of $2.88 per week is an average across all groups, although we know that every group is not the same.
In the six months to 30 June 2015 Region 9 groups contributed $2,513 in total to WSO. That is $2.84 in total for each of the 887 groups – for six months. On average this works out at just $0.0611 – that is eleven cents per group per week to the WSO.

Our World Service Office does a splendid job of supporting our fellowship and the budget for OA Inc. pays for:-
Maintenance of the WSO website, the WSBC, the Trustee’s budgets, holding of OA literature stocks, staff salaries, production of ‘lifeline’ & ‘a step ahead’, maintenance of the office building, to name but a few.

Our 7th Tradition is:-
‘Every OA group ought to be fully self – supporting, declining outside contributions’.
The principle behind this tradition is ‘Responsibility’.
Are we being responsible in what is being contributed from us as a region to OA Inc.?

- We (R9) have newly registered Intergroups of :-
  Toscana – Italy Reg.n No 9638
  Adriatico – Italy Reg.n No 9641
  Oriente – Italy Reg.n No 9640
  Alba – Scotland Reg.n No 9639
- We de-registered IG Kent & Essex in England. As far as I am aware, the groups affiliated to that IG will affiliate with South & East England IG and some of the officers have offered their services on the National Service Board (elections will take place later this year).
- I will attend the Spanish National Convention in October and the Greek National Convention in November. Both of these service boards have asked me to speak on traditions and service.
- You will be aware that I am very interested in having as much OA material translated as possible. Myself and a fellow trustee have experimented with using translation software to assist in translating some OA literature and materials. These experiments look very promising and there will be discussion at the August BOT meeting. As I see it, this will never take the place of good linguists with an understanding of our program, but it could be a very useful tool and a much better starting point than a blank page. I will report more on this at the assembly.
- I look forward very much to continuing to learn more about being R9 Trustee and hopefully doing my part in carrying the OA message of recovery. I am excited by and appreciating this new service position. Thank you for allowing me to serve.

Respectfully submitted,
Stella Cooke
Report to the R9 Assembly 2015 from R9 Trustee - addendum

Just a few additional items to add to my report:-

OA Region 9 Activities
Please let me know what is happening in the OA world in your area. Things like OA workshops, step studies, PI events etc. are all good to share with the outside of OA R9 fellowship. Please ask your service body to register the trustees email address and to update me with details of these events.

Translation of OA materials and literature
The trustees for Regions 2, 8, 9 & 10 all sit on a committee at the trustee level entitled ‘International Publications & Translations’. This very much involves our region.
As a trustee of R9 I am required to sit on this committee and this year I will chair it.
I will lead a workshop at the forthcoming R9 Assembly and will update you all then. In the meantime though I would be very grateful if you would either:-
  - Bring a complete list of OA materials and literature that has been translated into your language, or
  - Send me that list electronically if you prefer that.
I will sit in with the R9 translations committee and try to ensure that what both committees are doing will complement each other. I look forward very much to working with the OA R9 Translations Committee.

Buddy / Outreach with language focus
The Unity with Diversity Committee at World Service Business Conference are seeking to create a buddy or outreach system with language focus. I hope to have more details on this by the assembly.

Trustee Workshops & using the trustee
Part of the role of R9 trustee is to lead workshops around the region. These can be on any topic that includes:-
  a) Service, Traditions & Concepts as well as the topics covered on the strategic plan i.e.
  b) Abstinence,
  c) Working all Twelve Steps &
  d) Individual’s responsibility of Carrying the OA message of recovery.
In 2016 as one of my trips I am considering the use of a caravan so that I can make one trip and visit multiple service bodies / countries to save on funds. I would need some commitments from several service bodies before I can arrange that trip so that we can maximize the traveling and number of workshops within a given period. This is just one trip – if you prefer me to fly to your country – I am happy to do that.
It’s up to your service body to ‘use’ the trustee as much as possible. Together we recover.
Please ask your Intergroup / Service Board to consider whether you would like a visit and can arrange a workshop with one or more of these topics.
Personally, I think it’s good to do a combination of the Service, Traditions & Concepts with a ‘recovery’ topic from the other three listed.
Also if you can accommodate a workshop within a given time period – what would that be? Which month? Which days of the week work best for you?
You can contact me direct on the trustee email address.

Respectfully submitted,
Stella Cooke
OA Region 9 Trustee   trustee@oaregion9.org
The Literature & Translating Committee 2015

This year we have been very slow to send out the Translating list to the non English speaking countries. 
There have been some misunderstandings about who do what! 
We are ready now to send the Translating list out to the countries. 
Thank you that I have had the possibility to give service for 4 years as a chair in 
The Literature & Translating committee. 
I have learnt very much about to give service, and I have learnt so many lovely OA people to know also. 
Thank you for this year to all the members in the Committee and welcome to the new chair who will be chosen this year in Paris, France. You can always contact me on my mail or phone if you need help about the committee. 
Thank you to the programme my HP and to all OA members, without you I did not have such a happy life. 

OA love Irenne
Electronic communication committee work

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I.3. Creating Archives file on the host account, for safety ........................................ 1
II. Emails ............................................................................................................. 1
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I. Website http://www.oaregion9.org/

I.1. Study before decision and transfer of domain name and hosting

I.2. Inside website

- Permanently integrating documents and informations.
- Creating model tables for Assembly documents.
- Creating agenda table for events, different categories, different colors, regular events...
- Update: links of countries.
- Trying to put the birthday of each country on the events page: very very few answers.
- Deleting and repairing, checking regularly the broken links.
- Safety: changing administrator login because of constant hackers attacks.
- Plugins: updating, erasing, testing, installing new ones.
- Building new, colored, buttons on the right side menu.
- Building main menu for it staying up the screen when rolling down the page.
- Creating new menu “For committee chairs”, accessible only with a password.
- Creating new menu “not later than” on the right side, to remember the limit dates.

I.3. Creating Archives file on the host account, for safety

II. Emails

- Managing @oaregion9.org generic emails for new servitors (banker, bylaws, chair, newsletter, pi, secretary, translations, treasurer, trustee, tsw, webmaster).
- Creating safety generic contact email oaregion9@gmail.com, forwarded to OA Region 9 board.
- Creating emails lists: board@oaregion9.org, allservices@oaregion9.org, ecc@oaregion9.org.

III. Other
Region 9 Bylaws Committee Report to Region 9 Assembly 2015 in Paris

Jobs completed by the Bylaws Committee since 2014 Assembly in Athens:

- The Bylaws and Policies & Procedures manual were amended and checked by the Bylaws Committee members and Region 9 Board. The updated versions were send out to all the representatives.
- A letter written by the Bylaws Committee Chair to Region 9 Service Bodies with a summary of all the changes that have been made to the Bylaws and P&P and how it affects them.
- The Bylaws Committee reviewed the Bylaws and P&P for 2015 and made New Business Motions and Bylaw Amendment Motions for the upcoming Assembly to go into the binder.
- The Bylaws Committee Chair together with Region 9 Chair worked on the NBM and BAM from other committees to go into the binder. Decided on the ‘consent agenda’ (chart 1) and the ‘voted on separately’ (chart 2) which will be in the binder.
- Been of assistance through e-mail to Region 9 members with possible Bylaw Amendments/New Business Motions.

Thank you all for your service.

Meike
Bylaws Committee Chair
Over the past year the R9 PI committee worked on the three projects it had decided upon at the R9A+C in Athens last September, as follows:

1. PI leaflet

We wanted to design a new guide, with a modern and attractive look, containing information about the illness and OA's solution, to catch the attention, for service bodies and members to hand out to prospective OA members, health care practitioners etc. We produced the attached titled 'Do You Eat Compulsively?'. Service bodies may print these for their use and in non English speaking countries they may translate first and then print. Help is available from R9 for both printing and translation. Samples of the leaflet will be handed out to all the representatives and visitors in Paris so they may take them back to their service bodies and decide on their further action.

2. Carrying the message guide

We wanted to write a practical guide in the size of a pocket card containing tips on how our members should carry the message (as well as how NOT to carry the message!), and why they should do so. We produced the attached titled 'Carrying The Message'. As there is no similar piece of OA approved literature, the Board of Trustees decided at the World Service Business Conference in May 2015 to adopt it. So hopefully, we will soon see this guide as approved OA literature with some minor changes. Reminder that the focus of the strategic plan for 2016 is the individual's responsibility to carry the message, so we expect the guide to appear on oa.org latest by the beginning of 2016.

3. PI and social media

We wanted to educate service bodies on what they may do to exploit social media for their PI efforts, while respecting the traditions, in particular anonymity. A draft 'letter-guide to service bodies' has been produced and will hopefully be finalised by the R9 A+C in Paris.

In addition, as a result of our efforts at WSBC, the World Service Office's Google ads campaign has been extended for the first time to other countries outside the USA as of this year. Hopefully such ads will run in the autumn of 2015 in the UK, Ireland and Scotland, as well as in the relevant countries in French, German, Italian, Spanish, Portuguese and Greek. We will continue working on this project in the hope that the World Office's social media ad campaigns will be extended to cover more languages and countries in R9 in the coming years, with the cost being covered by OA Inc's budget.

The committee started off with 9 members, of which 5 remained active throughout the year. Special thanks to David (Israel) for his outstanding contribution to all three projects, to Travice (South Africa) for the fabulous designs of the leaflet and guide, and to Vassiliki (Greece) and Chryssa (Greece) for their initiative and hard work on projects 2 and 3 respectively.

Thank you for the opportunity to provide this extremely rewarding service!

Miranda
Greece
R9 PI committee chair
July, 28th 2015
Final Committee Chair Report - Twelfth-Step-Within

1. SPONSOR LIST (Reva)
Reva is still doing the service and a lot of people still ask for it.
We announced it through the newsletter and the website.

SKYPE SPEAKERS LIST (Catherine)
We announced it through the newsletter and the website.
Only one person has asked for it till now.

2. COUNTRIES NOT PRESENT AT REGION 9 (Francene)
Waiting for news about this subcommittee.

3. WORKSHOPS (Catherine-Sophia)
Workshop on Abstinence (SOP 2014) by Greece has been submitted to the board to be put on the website.
BB Study workshop (SOP 2015) has been submitted to the board to be put on the website.
The committee proposed a motion to form a committee in order to correct and approve officially the BB study: this would allow R9 countries to ask for financial aid for the translation and maybe bring WSBC to adopt a BB study to be approved literature.
The Sponsor Training Workshop has been submitted to the board to be put on the website.

4. OA DATES
Elyssa is in charge of that subcommittee.
Next ate to promote: R9 week first week of September.

5. COLLABORATION WITH OTHER COMMITTEES

LET KNOW PEOPLE ABOUT R9 WEB SITE
Elyssa is going to write the proposal. TO BE DONE

LITERATURE
Importance of "newcomer meeting format" to be translated and used to pass the message. TO BE DONE

I thank you all for giving me the chance to do that service, with Love,

Catherine, Italy
Report for R9 Binder

**TSW Countries Outreach Efforts**

36 Countries Assigned at 2014 Assembly for contact

- 8 Countries successfully contacted
- 6 Countries with attempted contact - no results
- 4 Countries no longer have OA meetings
- 18 Assigned countries where no efforts were made/reported back but one of these countries has registered for R9 Assembly

**Outreach Information by Specific Country:**

**Contact Made:**

1. Bahrain
2. Germany
3. India
4. Iran
5. Ireland (Northern)
6. Poland
7. Scotland
8. Spain

**Contact Attempted with no response received:**

1. Gibraltar
2. Latvia
3. Malta
4. Nigeria
5. Pakistan
6. Switzerland (French)
7. Switzerland (Dutch)

**Follow Up Action Pending as no OA meetings currently:**

1. Channel Islands (no OA meetings there)
2. Czech Republic (noticed no longer any meetings)
3. Zimbabwe (noticed no longer any meetings)
4. Cyprus (no meeting listed)
No Attempted Contact Made/Reported

1. Austria
2. Belgium (French IG)
   Cyprus (northern)
3. Estonia
4. Finland
5. Kenya
6. Lithuania
7. Luxembourg
8. Norway
9. Oman
10. Portugal
11. Qatar
12. Romania
13. Russia – have registered for 2015 Assembly
14. Slovakia
15. Slovenia
16. Turkey
17. Ukraine
18. United Arab Emirates

Further details are available from the TSW Committee.
Newsletter Coordinator Report

As an overeater I over-indulge in many areas of my life. I get over excited, but also get overwhelmed, I can be over-sensitive and of course I can overeat.

The service position of the newsletter coordinator gave me a valuable lesson in life, “make it simple”. When I started editing the first issue of R9’s newsletter due to a combination of my anxiety and ego, I struggled to learn from scratch professional magazine editing applications because well, it had to be perfect, right? So the editing of the first issue of R9’s newsletter was filled with my ego and anxiety. Thanks to the 12step recovery program though, I realized that I was behaving compulsively and I had to stop. I was not doing this service for me but to reach out to other OA fellow members!

Being a newsletter coordinator helped me be more organized and consistent as I researched about the appropriate graphics, layouts and material to use in editing. It also helped me be more willing to compromise and accept different opinions.

The following are the titles of the newsletter issues of the previous year.

1. Region 9 Assembly and Convention Unites
2. Service in OA
3. Working All Twelve Steps
4. Sponsorship
5. The miracle of the program
6. Going to any length… not to break my abstinence
7. Opening up to HP

Each issue incorporates personal recovery stories from OA R9 members, valuable material about our OA fellowship, such as book readings, important dates, tips and news through lively and easy to read design!!

Thank you for giving me this opportunity!

Chryssa, September 2015
July 2015

Dear Service Body Representative,

Region 9 Assembly 2015 – Agenda & Motions

Please find attached:

- Chart 1 - Consent Agenda
- Chart 2 – Proposed Motions to be considered separately.

Thank you for your service.

Susan
Region 9 Chair

For and on behalf of OA Region 9

Extract from R9 Bylaws

Article V Section 4
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.

Extract from R9 Principles & Procedures

1999h – Bylaws Committee Chair
The duties would include:
Sending a printed copy of all proposed Bylaw Amendments to the Chair of the Board to be included in the mailing with the Agenda for Assembly.
<table>
<thead>
<tr>
<th>Chart 1: Consent Agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BL/BM No.</strong></td>
</tr>
<tr>
<td>BL A</td>
</tr>
<tr>
<td>BL B</td>
</tr>
<tr>
<td>BM 1</td>
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<td>BM 2</td>
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<td>BM 3</td>
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<td>BM 4</td>
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<td>BM 8</td>
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<tr>
<td>BM 9</td>
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<tr>
<td>BM 10</td>
</tr>
<tr>
<td>BM 11</td>
</tr>
</tbody>
</table>

Binder Page 49
| BM 12 | S V | To ease understanding of R9 Finance & Budget with how things work financially in R9 | Finance Committee | Reorganising P&P Finance & Budget Manual | None | As per Intent |
| BM 15 | S V | To have a standard expense form for R9 | Finance Committee | Reorganising P&P Finance & Budget Manual | None | As per Intent |
| BM 16 | S V | To have a standard letter of receipt for contributions for R9 | Finance Committee | Reorganising P&P Finance & Budget Manual | None | As per Intent |
| BM 17 | SV | Explain the legality around the ‘Charity Commission’ in England | Finance Committee | Explain the legality around the ‘Charity Commission’ in England | None | As per Intent |
| BM 18 | S V | To make clear which financial records are being held by R9 | Finance Committee | To make clear which financial records are being held by R9 | None | As per Intent |
| BM 20 | S V | To ease understanding of R9 Finance & Budget (Committee) | Finance Committee | Reorganising P&P Finance & Budget Manual | None | As per Intent |
| BM 25 | S VI | Update the actual costs for R9 Website & Domain Name | Electronic Communication Committee | To ensure P&P reflects current practice | None | As per Intent |
| BM 26 | S VI | Delete policy that is no longer needed | Electronic Communication Committee | To ensure P&P reflects current practice | None | As per Intent |
# Chart 2: Proposed Motions to Be Discussed and Voted on Separately

<table>
<thead>
<tr>
<th>BL/BM No.</th>
<th>Article/Section</th>
<th>What motion does</th>
<th>Submitted by</th>
<th>Intent</th>
<th>Cost to R9 Budget</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>BM 13</td>
<td>S V</td>
<td>To establish the procedure of reimbursement of expenses as part of the re-organised R9 P&amp;P Finance &amp; Budget Section</td>
<td>Finance Committee</td>
<td>Reorganising P&amp;P Finance &amp; Budget Manual</td>
<td>None</td>
<td>As per Intent</td>
</tr>
<tr>
<td>BM 14</td>
<td>S V</td>
<td>To establish guidelines for fund raising products as part of the re-organised R9 P&amp;P Finance and Budget Section</td>
<td>Finance Committee</td>
<td>Reorganising P&amp;P Finance &amp; Budget Manual</td>
<td>None</td>
<td>As per Intent</td>
</tr>
<tr>
<td>BM 19</td>
<td>S V</td>
<td>To re-organise Miscellaneous Finances in R9 P&amp;P Finance and Budget Section</td>
<td>Finance Committee</td>
<td>Reorganising P&amp;P Finance &amp; Budget Manual</td>
<td>None</td>
<td>As per Intent</td>
</tr>
<tr>
<td>BM 21</td>
<td>S IX</td>
<td>Remove the duplication in policy 2006c and 2010f and to have one clear policy for selection and procedures for region delegates to WSBC</td>
<td>Finance Committee</td>
<td>Clarification in policy for selection and procedures for region delegates to WSBC</td>
<td>None</td>
<td>As per Intent</td>
</tr>
<tr>
<td>BM 22</td>
<td>S XI</td>
<td>To form a committee that will be working on reviewing a big book study which will be finalized before Assembly 2016</td>
<td>Twelfth Step Within Committee</td>
<td>To get this big book study as locally produced literature in Region 9</td>
<td>None</td>
<td>As per Intent</td>
</tr>
<tr>
<td>BM 23</td>
<td>S V</td>
<td>It guarantees the availability of translations software for OA approved literature</td>
<td>TSW and PI committee</td>
<td>To have translation software purchased by OA R9 for use within our region as a tool to help with translation of our OA literature and OA materials (workshops, guidelines etc.)</td>
<td>Approximately €200 - €300 per annum according to how the assembly sets the budget and funds available.</td>
<td>As per Intent</td>
</tr>
<tr>
<td>BM 24</td>
<td>S V</td>
<td>Funding assistance for translation is available to service bodies in R9 to translate literature and other material that is 'not approved OA literature', provided that it is approved by the R9 Assembly or the Region 9 board.</td>
<td>PI Committee Chair</td>
<td>To enable R9 to assist service bodies in region 9 to translate literature/materials that are approved in Region 9, without having to wait for them to become approved by WSBC or the OA board of trustees.</td>
<td>None</td>
<td>As per Intent</td>
</tr>
<tr>
<td>BM 27</td>
<td>S VI</td>
<td>Each text proposed to be put on the OA Region 9 website has to be proposed under the license Creative Commons: “Attribution-NonCommercial-ShareAlike 4.0 International (CC BY-NC-SA 4.0)” (<a href="http://creativecommons.org/licenses/by-nc-sa/4.0/">http://creativecommons.org/licenses/by-nc-sa/4.0/</a>).</td>
<td>Electronic Communication Committee</td>
<td>To make sure that people can use the material that has been updated on the website for OA purposes without violating copyright.</td>
<td>None</td>
<td>As per Intent</td>
</tr>
</tbody>
</table>
**MOTION:**
TO AMEND ARTICLE XII SECTION 3 OF THE REGION 9 BYLAWS BY DELETING AND INSERTING AS FOLLOWS:

<table>
<thead>
<tr>
<th>Current Wording</th>
<th>Proposed Wording</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 3 – The Twelve Steps, Twelve Traditions, Twelve Concepts</td>
<td>Section 3 – The Twelve Steps, Twelve Traditions, Twelve Concepts</td>
</tr>
<tr>
<td></td>
<td>The Region 9 Bylaws Article XIV, The Twelve Steps, Twelve Traditions, Twelve Concepts cannot be amended by this Assembly.</td>
</tr>
<tr>
<td></td>
<td>Section 3 - Amendments to The Twelve Steps, Twelve Traditions, Twelve Concepts of Service</td>
</tr>
<tr>
<td></td>
<td>Amendments to The Twelve Steps, Twelve Traditions, Twelve Concepts of Service of OA may only be made as per OA Inc Bylaws Subpart B, Article XIV section 1.</td>
</tr>
</tbody>
</table>

**SUBMITTED BY:**
Bylaws Committee

**INTENT:**
TO MAKE CLEAR THAT THERE IS A PROCEDURE IN OA INC BYLAWS TO AMEND THE TWELVE STEPS, THE TWELVE TRADITIONS AND THE TWELVE CONCEPTS OF SERVICE. THIS WORDING IS USED IN THE SAMPLE OF BYLAWS SUGGESTED FOR REGION AND OTHER SERVICE BODIES BYLAWS.

**IMPLEMENTATION:**
To be put in the Bylaws

**COST:**
None

**RATIONALE:**
As Per Intent
MOTION:
TO AMEND ARTICLE V SECTION 4 OF THE REGION 9 BYLAWS BY DELETING AND INSERTING AS FOLLOWS:

CURRENT WORDING
ARTICLE V – MEETING TIMES AND NOTIFICATION.
Section 4
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 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.

PROPOSED WORDING
ARTICLE V – MEETING TIMES AND NOTIFICATION.
Section 4
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 at least sixty days prior to the Assembly 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.

SUBMITTED BY:
Bylaws Committee

INTENT:
The agenda is within the Assembly Binder Material and is not emailed to anyone but the representatives and visitors. It is not e-mailed to any service associations.

IMPLEMENTATION:
To be changed in the Region 9 Bylaws

COST:
None

RATIONALE:
To update the Region 9 Bylaws
MOTION
TO AMEND THE P&P SECTION I BY DELETING AS FOLLOWS:

Description
Motion to call the European Service meeting, The R9 European Service meeting agreed.(1991m)

Submitted By:
Bylaws Committee

Intent:
To delete this policy as it is no more relevant.

Implementation:
To be changed in the P&P

Cost:
None

Rationale:
To simplify the P&P and make it more user friendly.
MOTION: 
TO AMEND THE P&P SECTION IV REGION 9 TRANSLATIONS BY DELETING AND INSERTING AS FOLLOWS:

Description
The Translation guidelines submitted by the R9 Literature and Translations committee (2012q) in 1999 and updated in 2002 and approved in 2005 have now been rescinded and R9 will now refer to the document Region 9 uses OA GUIDELINES – TRANSLATION GUIDELINES FOR OA LITERATURE’ which is available on the www.oa.org website for the worldwide fellowship of OA (2011b)

SUBMITTED BY:
Bylaws Committee

INTENT:
We only use the OA GUIDELINES – TRANSLATION GUIDELINES FOR OA LITERATURE.

IMPLEMENTATION:
To be changed in the P&P

COST:
None

RATIONALE:
To simplify the P&P and make it more user friendly.
MOTION:
TO AMEND THE P&P SECTION II BY DELETING AND INSERTING AS FOLLOWS:

Chairperson
Represents R9 in the Board of Trustees Intergroup (BOT) and Region Chairs Committee (IGAR) (RCC).

SUBMITTED BY:
Bylaws Committee

INTENT:
To use the right names of the Board of Trustees and the Region Chairs Committee.

IMPLEMENTATION:
To be changed in the P&P

COST:
None

RATIONALE:
To use the accurate wording.
MOTION:
TO AMEND THE P&P SECTION X CONVENTION BY DELETING AS FOLLOWS:

DURATION OF CONVENTION AND MISC
Length of Convention at the discretion of the its host SB (1991). The annual Region 9 Assembly will be held within Region Nine. On even years a Region 9 Convention will not be necessarily held. (1999b)

Submitted By:
Bylaws Committee

INTENT:
This is not consistent with the current status of organizing the Region 9 Convention.

IMPLEMENTATION:
To be changed in the P&P

COST:
None

RATIONALE:
To update the P&P
MOTION:  
TO AMEND THE P&P SECTION VII SERVICE BODIES BY INSERTING AS FOLLOWS: 

MANUAL FOR NATIONAL/LANGUAGE SERVICE BOARDS  
Motion adopted that Region 9 should produce a Manual for National and Language Service Boards, including sample Bylaws, that allow flexibility and options for different needs, with examples from bylaws already established and from the current draft. (2001b) 
Move that the Assembly adopt the outline of the guidelines as revised for National/Language Service Boards. (2002a). Adoption of the Guidelines for National/Language Service Boards under the title Region 9 Manual: Guidelines for National/Language Service Boards and also publish it on the Region 9 Website. (2005c)  

SUBMITTED BY:  
Bylaws Committee  

INTENT:  
To avoid confusion, and to clarify we are talking about our website.  

IMPLEMENTATION:  
To be changed in the P&P  

COST:  
None  

RATIONALE:  
To use accurate wording
REGION NINE ASSEMBLY 2015
NEW BUSINESS MOTIONS

MOTION:
TO AMEND THE P&P SECTION IX WORLD SERVICE BUSINESS CONFERENCE & WSO BY INSERTING AS FOLLOWS

FUNDING OF REGION 9 CHAIR TO WSBC
Region 9 Chair to attend every World Service Business Conference. (1989h)

SUBMITTED BY:
Bylaws Committee

INTENT:
To clarify the wording and make it more consistent with the headline.

IMPLEMENTATION:
To be changed in the P&P

COST:
None

RATIONALE:
To use accurate wording
MOTION:
TO AMEND THE P&P SECTION IX WORLD SERVICE BUSINESS CONFERENCE & WSO BY DELETING AS FOLLOWS

IX. WORLD SERVICE BUSINESS CONFERENCE & WSO
COMMUNICATION FROM WSO
Move to instruct WSO that all mailings sent out to Service Boards and which require responses to be returned to WSO, will allow for a minimum of 60 days for the required response to be returned. These mailings will be made available electronically and electronic returns will be acceptable. (2002k)

SUBMITTED BY:
Bylaws Committee

INTENT:
WSO has sent e-mails for years. We don’t need to instruct them anymore.

IMPLEMENTATION:
To be changed in the P&P

COST:
None

RATIONALE:
Outdated policy
REGION NINE ASSEMBLY 2015
NEW BUSINESS MOTIONS

MOTION:
TO AMEND THE P&P SECTION V BY INSERTING AS FOLLOWS:

BUDGET & FINANCE COMMITTEE MANUAL - (Last Updated MAR 2015)

B) BANKER DETAILED JOB DESCRIPTION & HAND OVER INFORMATION - (Last Updated MAR 2015)

Refer to the OA REGION 9 POLICIES & PROCEDURES II BOARD POSITIONS AND DUTIES and in particular the summarised duties of the Treasurer & Banker.

If the Treasurer does not reside in the UK, a banker will be elected. The more specific duties of the banker are :-

* Deal and liaise with the bank in the UK including:
  - bank contributions received.
  - writing cheques & prepare bank transfers (to board members, hotels, etc.).
  - transferring funds between bank accounts as necessary.
  - amalgamating or opening bank accounts as the fellowship requests.

* Liaise with the Treasurer and R9 Board as a whole.
  - In particular notify the Treasurer of each transaction of receipt or payment (as soon after it happens as possible).
  - Send copy bank statements to the Chair, Secretary & Treasurer each month. These can be downloaded from the bank online or received physically.
  - Liaising with / writing to the accountant for the end of year accounts review, along with the treasurer.
  - Deal with the claim forms for Chair to attend Region Chairs Committee Meetings (RCC Meetings) and other expenses payable.
  - Making sure that the account workbook that the treasurer keeps on excel agrees with the bank statements that you have on file.
  - Storing the accounts records for the last 6 years. There is an archives box that holds these records and details are as per the ‘R9 Archives List’
  - Participating in Budget & Finance committee during the year and at the Region 9 Assembly (if you attend).
  - Writing a written report for inclusion in the R9 Assembly Binder Materials.
**SUBMITTED BY:**
R9 Finance and Budget Committee

**INTENT:**
To give a detailed job description of the Bankers duties

**IMPLEMENTATION:**
To insert into the P&P

**COST:**
None

**RATIONALE:**
As per Intent
REGION NINE ASSEMBLY 2015

NEW BUSINESS MOTIONS

MOTION:
TO AMEND THE P&P SECTION V BY STRIKING AND INSERTING THE HEADINGS AS FOLLOWS:

FINANCE & BUDGET COMMITTEE MANUAL - (Last Updated MAR 2015)

C) REGION 9 BOARD MEMBERS REIMBURSEMENT / REGION 9 DELEGATES REPRESENTING R9 AS A WHOLE

Region 9 chairman to attend every World Service Conference. (1989h)
To fund all Region 9 officers to attend R9 assembly. (1999k)

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 (2013i).

SUBMITTED BY:
R9 Finance and Budget Committee

INTENT:
To re-organise the R9 P & P Finance and Budget section and bring in the use of a more complete manual in order to ease understanding of the committees role and more specifically that of treasurer / banker and how the various financial policies that R9 has made can be implemented.

IMPLEMENTATION:
To be changed in the P&P

COST:
None

RATIONALE:
This section is already present in the P&P however it is proposed that the order in which it comes in to ease understanding when reading the finance and Budget Section of the P&P
This motion purely adds the heading:-
FINANCE & BUDGET COMMITTEE MANUAL - (Last Updated MAR 2014)
C) REGION 9 BOARD MEMBERS REIMBURSEMENT/ REGION 9 DELEGATES REPRESENTING R9 AS A WHOLE

And puts these existing policies in section C)
One edit area is that the sentence that currently reads:-
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. Is suggested to change to the following :-
The same reimbursement rules apply if R9 is sending an OA member other than the secretary or treasurer to WSBC to represent R9 as a whole.
In order to reflect the fact that it is R9 who is sending the delegate, not the R9 Board.
REGION NINE ASSEMBLY 2015
NEW BUSINESS MOTIONS

MOTION:
TO AMEND THE P&P SECTION V BY STRIKING TEXT AND INSERTING THE HEADING AS FOLLOWS:

FINANCE & BUDGET COMMITTEE MANUAL - (Last Updated MAR 2014)

D) FINANCIAL ASSISTANCE FOR REPRESENTATIVES TO R9 ASSEMBLY
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) (2013k)
That the mailings to all member groups and Intergrups as in article 5(ii) of the Bylaws, shall include applications for assistance. This application form will also be posted on the R9 website.
Completed application forms will be submitted to the R9 Treasurer at least 3 months prior to the date of the Assembly. (2012g)
It is required that the service bodies requesting such funds attach to the application form for assistance – the latest financial summary of the service body and that they give details of any funding for attendance at Region 9 Assembly from elsewhere. The Region 9 Board are authorized to consider (by email) those applications (2012g)
The Board is authorized to consider (by email) those applications (2012g) having regard to the funds agreed in the budget by the Assembly. (2014c).
The Assembly resolves that priority for financial assistance for Regional representatives travelling to the R9 Assembly will be given to those IGs and NSBs that cannot afford to fund a delegate on their own, to those with the greatest distance to travel and to those attending their first Assembly. (1996h) (2011c)
Payment of this assistance will be at the Assembly itself. (2011c)

SUBMITTED BY:
R9 Finance and Budget Committee

INTENT:
To re- organise the R9 P & P Finance and Budget section and bring in the use of a more complete manual in order to ease understanding of the committees role and more specifically that of treasurer / banker and how the various financial policies that R9 has made can be implemented.

IMPLEMENTATION:
To be changed in the P&P

COST:
None

RATIONALE:
This section is already present in the P&P however it is proposed that the order in which it comes in to ease understanding when reading the finance and Budget Section of the P&P
This motion purely adds the heading:-
D) FINANCIAL ASSISTANCE FOR REPRESENTATIVES TO R9 ASSEMBLY

And puts these existing policies in section D)
**Proposal Item: BM 11**

**REGION NINE ASSEMBLY 2015**

**NEW BUSINESS MOTIONS**

**MOTION:**

**TO AMEND THE P&P SECTION V BY STRIKING TEXT AND INSERTING THE HEADING:**

**FINANCE & BUDGET COMMITTEE MANUAL - (Last Updated MAR 2015)**

**E) FINANCIAL ASSISTANCE FROM TRANSLATION / PROJECTS FUND**

**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 1st December and 1st May. These applications must be sent to the Treasurer by 1st February and 1st July of the following year. The board is authorised to make a decision on the allocation of the Translation/Projects budget by 1st March and 1st August.

Consideration will be given by order of priority as follows: (2012e).

Service Boards applying for :-

Translation Applications

a) Who currently do not have anything translated in their language.


It is required that the Service Body requesting such funds

a) Include in that 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.

Project Applications

a) Who currently do not have such a project in their own country.

It is required that the service body requesting such funds

a) Include in that application, a list of projects undertaken in that country previously.

b) List the amount of money received in the past from WSO and for which projects; and if requesting at the moment any financial assistance from WSO.

c) Make a substantive contribution to the cost and give details in the application (2014d).

-d) The appropriate forms are available from the secretary(2004f), (amended 2008b)

d) The officers will consider the applications and make payments by April 30th and September 30th (2013d).

**SUBMITTED BY:**

R9 Finance and Budget Committee
\textbf{INTENT:}
To re-organise the R9 P & P Finance and Budget section and bring in the use of a more complete manual in order to ease understanding of the committees role and more specifically that of treasurer / banker and how the various financial policies that R9 has made can be implemented.

\textbf{IMPLEMENTATION:}
To be changed in the P&P

\textbf{COST:}
None

\textbf{RATIONALE:}
As per Intent
This policy is already present in the P & P, however it is proposed that the order in which it comes in to ease understanding when reading the finance & budget section of the P & P. 

\textit{This motion purely adds the headings:-}
FINANCE & BUDGET COMMITTEE MANUAL - (Last Updated MAR 2014)

E) \textbf{FINANCIAL ASSISTANCE FROM TRANSLATION / PROJECTS FUN}
And puts these existing policies in section E)
REGION NINE ASSEMBLY 2015
NEW BUSINESS MOTIONS

MOTION:
TO AMEND THE P&P SECTION V BY INSERTING THE HEADING AS FOLLOWS AS WELL AS THE UNDERLINED TEXT WITHIN THE SECTIONS AND THE EXAMPLES ATTACHED:

FINANCE & BUDGET COMMITTEE MANUAL - (Last Updated JUL 2015)

F) ORGANISATION OF RECORDS, BANKING AND HOW THINGS WORK FINANCIALLY IN R9

ACCOUNTING YEAR, ACCOUNTS & REVIEW THEREOF
The Account year for Region 9 shall be 1st June to 31st May and the review of these accounts shall be completed by 31st August of the same year.
The person reviewing the accounts shall be an appointee of the Region 9 Board and shall ideally be a qualified accountant (or equivalent) and shall live in the same country as the Region 9 Treasurer / Banker.
The Region 9 Treasurer shall make available to the person reviewing the accounts all records, or copies of all records relating to the Region 9 Accounts. The Region 9 Treasurer will furnish the person reviewing the accounts with details of all monies held in Satellite Banking and the names and addresses of the person/bodies holding these monies. The person reviewing the accounts shall satisfy themselves of the accuracy of the Region 9 Accounts and shall verify the balance in all Satellite Banking Accounts.
The person reviewing the accounts shall submit a written report to the Region 9 Board. (2006b)

ORGANISATION OF BANKING
Move to authorise the Regional Treasurer to set up a Business Account with PayPal.com. (2004b)
Move to authorise the Regional Treasurer to open an interest bearing deposit account with a bank. (2004c)
Move to authorise the Regional Treasurer to open a new bank account with an institution chosen at the Treasurer’s discretion. (2004d)

SATELLITE BANKING
Move to amend the P&P manual by adding the description of Satellite banking as follows: The Satellite banking concept described in the minutes of the 1994 Assembly is endorsed by the R9 Assembly as a procedure for simplifying and regulating the money transfers between donations and expenses in R9. (1994a)

ON-LINE BANKING
An online policy with bank established with online access available to Region 9 signatories, Banker, Chair and Treasurer. (2012g)
NB The policy states online access and whilst in theory, with the current bank (Nat West), this means that transactions can be carried out by the one person with the bank code details – it is NOT the intention of Region 9 to allow this and all cheques / direct payments must be done with the usual number and responsibility of cheque signatories. Thus ‘online access’ means purely ACCESS and is not to carry out any transactions.

SIGNATORIES ON BANK ACCOUNT
As the R9 bank account is held in Great Britain, there needs to be 3 signatories of OA members residing in Great Britain who are able to sign cheques. Any two of those can sign a cheque. If there are not sufficient Region 9 Board members residing in Great Britain to cover all three signatories, then the Banker may also be a signatory and up to 2 (two) additional OA members chosen by the Region 9 Assembly or if this is not possible appointed by the Region 9 board to carry out this service. Those signatories should be chosen carefully for longevity and service in OA. 12 month’s minimum abstinence, no bankruptcy history and a prompt response to requests for cheques to be signed. The decision over what cheques are to be signed still resides with the Treasurer. If it is possible under the bank’s
rules for the Region 9 board members who reside outside of Great Britain to be signatories then they may still be
signatories but due to the length of time it would take to post cheques abroad it is still advisable to have sufficient
signatories in Great Britain. (2012f)
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 (2013o).

**REGION 9 FINANCIAL RECORDS**
The region keeps adequate records to enable it to account for its income and expenditure accurately and report to the
region. In particular :-
- There is currently in place an excel spreadsheet workbook which has a specific layout and lists and records income
  and expenditure and converts all transactions into Euros, which the region uses as its common currency for ease. This
  workbook contains several sheets which enables the accounts and the list of contributions to be prepared easily. The
current excel workbook can be replaced with an equivalent electronic ‘package’ that is universally accepted and can
give the appropriate output by way of accounts and budget for the assembly i.e. the keeping of R9 Financial Records in
electronic form.
- Physical file of Income and Expenditure vouchers / invoices / receipts.
- Permanent Notes File which includes final accounts for prior years, correspondence with the Inland Revenue, and
  other permanent items for reference.
ACCOUNTS LAYOUT TO BE PREPARED FOR THE ASSEMBLY AND INCLUDED IN THE BINDER MATERIALS (IF THE TREASURER IS UNABLE TO PRODUCE SCHEDULES IN THIS LAYOUT, THEY CAN ASK ASSISTANCE FROM THE EXTERNAL ACCOUNTANT THAT R9 USES):

AS GIVEN IN THE OA REGION 9 EXCEL WORKBOOK

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<td><strong>Incomes</strong></td>
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<td>Contributions from OA Groups, Intergroups, NLBs, NSBs, &amp; Misc within R 9</td>
<td>13,844</td>
<td>12,213</td>
<td>26,057</td>
<td>14,605</td>
<td>20,787</td>
<td>11,478</td>
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<td>Contributions from OA Region 9</td>
<td>1,403</td>
<td>1,180</td>
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<td>3,312</td>
<td>2,634</td>
<td>1,126</td>
<td>1,192</td>
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<td>Contributions from other OA Regions towards Region 9 3rd RCC Mtg.</td>
<td>(70)</td>
<td>800</td>
<td>730</td>
<td>1,387</td>
<td>932</td>
<td>714</td>
<td>188</td>
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<td>Contributions from World Service Office funds for 2nd RCC Mtg. Albuquerque</td>
<td>644</td>
<td>708</td>
<td>1,352</td>
<td>1,021</td>
<td>1,206</td>
<td>1,056</td>
<td>684</td>
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<td>Contributions from World Service Office funds for Nominee Trustee Costs</td>
<td>57</td>
<td>236</td>
<td>293</td>
<td>1,603</td>
<td>470</td>
<td>211</td>
<td>86</td>
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<td>Miscellaneous fundraising</td>
<td>75</td>
<td>30</td>
<td>105</td>
<td>40</td>
<td>25</td>
<td>32</td>
<td>90</td>
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<td>Members contributions</td>
<td>0</td>
<td>17,344</td>
<td>17,344</td>
<td>0</td>
<td>3,568</td>
<td>402</td>
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<td>17,344</td>
<td>17,344</td>
<td>0</td>
<td>3,568</td>
<td>402</td>
<td>402</td>
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<td>Tfr from Reserve / Contributions Repaid</td>
<td>127</td>
<td>127</td>
<td>(1,273)</td>
<td>(18)</td>
<td>(22)</td>
<td>489</td>
<td>489</td>
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<td><strong>Expenditure</strong></td>
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<td>Chair Travel Expenses for 1st Regional Chairs Meeting (WSBC May 2014)</td>
<td>80</td>
<td>1,770</td>
<td>1,850</td>
<td>1,968</td>
<td>1,642</td>
<td>1,756</td>
<td>1,465</td>
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<td>Chair Travel Expenses for 2nd Regional Chairs Meeting (Aug 2013)</td>
<td>(162)</td>
<td>1,770</td>
<td>1,608</td>
<td>1,680</td>
<td>1,663</td>
<td>1,385</td>
<td>1,335</td>
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<td>Chair Travel Expenses for 3rd Regional Chairs Meeting (Sep 2013)</td>
<td>(600)</td>
<td>1,770</td>
<td>1,170</td>
<td>1,502</td>
<td>1,418</td>
<td>1,605</td>
<td>1,036</td>
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<td>Nominee Trustee Travel Expenses for WSBC Region 9 Board - Assembly Travel (Israel Nov 2013)</td>
<td>(747)</td>
<td>1,770</td>
<td>1,023</td>
<td>1,156</td>
<td>1,410</td>
<td>2,330</td>
<td>2,293</td>
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<td>3005a</td>
<td>Region 9 Assembly Parliamentarian Travel to Assembly (Israel Nov 2013)</td>
<td>0</td>
<td>0</td>
<td>236</td>
<td>309</td>
<td>599</td>
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<tr>
<td>3005b</td>
<td>Partial Chair Travel in Region Region 9 Assembly Materials (delegate packs etc.) &amp; Minutes</td>
<td>(10)</td>
<td>118</td>
<td>108</td>
<td>309</td>
<td>50</td>
<td>340</td>
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<td>3006</td>
<td>Region 9 Assembly Rooms Region 9 Assembly Reps Assistance to R9 Assembly (Israel Nov 2013)</td>
<td>0</td>
<td>2,400</td>
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<td>3,026</td>
<td>1,639</td>
<td>1,555</td>
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<td>3008a</td>
<td>Region 9 Delegates to WSBC</td>
<td>1,437</td>
<td>4,500</td>
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**Surplus After all Contributions & Expenditure**

| 19,492 | 0 | 19,492 | 3,558 | 15,119 | 1,298 | (7,306) | (103) |

| 2,712 | 20,264 | 17,552 | 12,839 | 10,945 | 11,721 | 11,248 | 9,069 |

| 19,492 | 0 | 19,492 | 3,558 | 15,119 | 1,298 | (7,306) | (103) |
**OVEREATERS ANONYMOUS R 9 EURO**

**BALANCE SHEET**

**AS AT 31 MAY 2015**

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AS GIVEN IN THE OA REGION 9 EXCEL WORKBOOK

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<td>Belgique Bruxelles French Speaking Group</td>
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<td>Denmark</td>
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<tr>
<td>National Service Board</td>
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<td>Denmark Intergroup</td>
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And so on listing each service body within the country contribution.

Part of page 2 OF CONTRIBUTIONS – refer to Excel workbook for full layout
CASH BOOK WORKINGS LAYOUT: - AS GIVEN IN THE OA REGION 9 EXCEL WORKBOOK – refer to Excel workbook for full layout (full pages will be available at the assembly): -

### INCOME

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>GBP</th>
<th>EUR</th>
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### EXPENDITURE

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<tr>
<th>Date</th>
<th>Description</th>
<th>GBP</th>
<th>EUR</th>
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### SUMMARY

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<tr>
<th>Description</th>
<th>GBP</th>
<th>EUR</th>
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<tbody>
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</table>

P.S. 
- All accounts are charged to the budget. 
- Total Income = Total Expenditure. 
- All transactions are listed in the Excel workbook. 
- Full pages will be available at the assembly.
Submitted By:
R9 Finance and Budget Committee

Intent:
To re-organise the R9 P & P Finance and Budget section and bring in the use of a more complete manual in order to ease understanding of the committees role and more specifically that of treasurer / banker and how the various financial policies that R9 has made can be implemented.

Implementation:
To be changed in the P&P

Cost:
None

Rationale:
As per Intent
Most of the above policies are already present in the P & P, however it is proposed that the order in which they come in changes to ease understanding when reading the finance & budget section of the P & P.
This motion adds the headings:

FINANCE & BUDGET COMMITTEE MANUAL - (Last Updated JUL 2015)

F) ORGANISATION OF RECORDS, BANKING AND HOW THINGS WORK FINANCIALLY IN R9
And puts these existing policies in section F)
It then adds the lines under the
ONLINE BANKING & REGION 9 FINANCIAL RECORDS Sections as well as the examples so that it shows a clear picture of what is expected of the treasurer.
MOTION:
TO AMEND THE P&P SECTION V BY INSERTING THE ENTIRE SECTION AS FOLLOWS:

BUDGET & FINANCE COMMITTEE MANUAL - (Last Updated MAR 2015)

G) REIMBURSEMENT OF EXPENSES PROCEDURES AND POLICIES AGREED

- Any member claiming payment from R9 needs to complete an expense claim form, giving details of the costs and attach any receipts or vouchers and submit this to the treasurer / banker for payment. A standard form of expenses is included in Section I. All claim forms need to be clear and where possible separate claims should be prepared for separate costs. Separate claims for different currencies where possible. All claims need to have the budget code entered.
- The claimant will need to submit their full claim via email to treasurer@oaregion9.org and banker@oaregion9.org.
- The Treasurer will consider all claims for validity and whether they are within the budget as set by the assembly before payment. The banker and any other cheque signatory will ensure validity before signing the cheque / bank transfer.
- Budget amounts for each line item are set at the R9 Assembly and are not transferrable.
- A cheque / bank transfer will be prepared and payment made to the claimant.
- Any monies that are received by the region should where possible be banked in full (with the exception of procedures at the R9 Assembly where Registration / 7th Tradition / Fundraising can be used for pre-arranged and agreed expenses which fall within the budget).
- If our region agrees within its budget setting process that it is appropriate that we apply for funds from other regions or WSO, we need to show a financial need for that application and it needs to be done via appropriate documentation.

SUBMITTED BY:
R9 Finance and Budget Committee

INTENT:
To establish the procedure of reimbursement of expenses as part of the re-organised R9 P & P Finance and Budget section and bring in the use of a more complete manual in order to ease understanding of the committees role and more specifically that of treasurer / banker and how the various financial policies that R9 has made can be implemented.

IMPLEMENTATION:
To be changed in the P&P

COST:
None
RATIONALE:
This section is necessary to be part of the P&P in order to ease understanding when reading the finance and Budget Section of the P&P
MOTION:
TO AMEND THE P&P SECTION V BY STRIKING AND INSERTING THE HEADINGS AS FOLLOWS AS WELL AS THE UNDERLINED PART OF THE TEXT:

BUDGET & FINANCE COMMITTEE MANUAL - (Last Updated MAR 2014)

H) FUND RAISING PRODUCT (S)
FUND RAISING PRODUCT
Move that R9 shall have fund raising product(s) for sale. 1994b
The finance committee shall investigate and purchase OA Region 9 merchandise for sale at WSBC and other OA events, to raise funds for Region 9. (2002f)

The Budget & Finance Committee, with approval from the R9 Board is responsible for initiating, investigating, purchasing, distributing, and tracking inventory on R9 fund raising products.

The Committee shall consider the following Guidelines:

1. Use care to select products the committee deems appropriate for OA members.
2. Determine when to initiate new products according to supply and demand of older products on hand. Typically this has been about once a year.
3. Investigate products that are easily transportable so they can be carried in luggage to the various sales locations (R9 Assembly, WSBC, other R9 events).
4. Keep in mind reasonable costs for OA’s purchasing our products. At any one time the stock of products should not exceed €700 in cost value.
5. Prior to selection and introduction of a new product, investigate, document, and discuss the sales feasibility of potential products: Cost Per Item, Possible Mark Up, Potential Income, Saleability (anticipated quantity given possible sales potential).
6. Product choices (such as which product, colour, quantity, size, pricing) will be determined by conscience of the committee (unless they have otherwise instructed an individual within the committee to act on their behalf) with approval from the R9 Board.
7. Purchase of the products shall be done in conjunction with the Treasurer/Banker who serve on this committee. Payment will be made depending on specific vendor requirements.
8. The Treasurer shall advise the Board of selected products, sales feasibility stats, and numbers being purchased.
9. Committee members, if present, will handle the distribution and tracking of items as offered for sale at events. If a committee member will not be present (such as sometimes occurs at WSBC) the committee will make arrangements for another R9 OA member to handle these duties.
10. As a method of inventory control, the committee members will use an inventory tracking system so numbers of items “out” for sale are recorded (exact quantity of items given to others for distribution and sale). (See attached OA Region 9 Stock control form).
11. This form shall also serve to record the sales as they progress.
12. The committee will publicize the products to the R9 Reps. R9 Reps will be requested where possible to bring funds to assembly / events to purchase products to take to their home service bodies for sale. This enables easier record keeping.
13. If necessary, the committee can decide to change the price on items to enhance sales, or get the best price they can for the remaining items where there is ‘older’ stock & when a newer item will be introduced.
14. The Committee will report sales and outstanding stock numbers to the R9 Assembly/Board during committee reports in assembly.

**SUBMITTED BY:**
R9 Finance and Budget Committee

**INTENT:**
To establish guidelines for fund raising products as part of the re-organised R9 P & P Finance and Budget section and bring in the use of a more complete manual in order to ease understanding of the committees role and more specifically that of treasurer/banker and how the various financial policies that R9 has made can be implemented.

**IMPLEMENTATION:**
To be changed in the P&P

**COST:**
None

**RATIONALE:**
To add the guidelines to this section of the P&P in order to ease understanding when reading the finance and Budget Section of the P&P

The text above of:-

**H) FUND RAISING PRODUCT (S)**
Move that R9 shall have a fund raising product(s) for sale. (1994b)
The finance committee shall investigate and purchase OA Region 9 merchandise for sale at WSBC and other OA events, to raise funds for Region 9. (2002f)

Is already included in the P & P – all other parts are new
REGION NINE ASSEMBLY 2015
NEW BUSINESS MOTIONS

MOTION: TO AMEND THE P&F SECTION V BY INSERTING THE HEADING AND THE EXAMPLE:

OVEREATERS ANONYMOUS REGION 9
BUDGET & FINANCE COMMITTEE MANUAL - (Last Updated MAR 2015)

I) STANDARD EXPENSES FORM

Region 9
Treasurer

EXPENSE CLAIM
Travel Expenses for Region Chairs Meeting / WSBC/Region 9 Assembly

Name: 
Details of trip: 
Date:

Please note: please obtain receipts wherever possible for expense claims.

<table>
<thead>
<tr>
<th>Date and Details</th>
<th>Budget Code</th>
<th>Currency</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
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<tr>
<td>Flight</td>
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<tr>
<td>Accomodation</td>
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<tr>
<td>Meals</td>
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<tr>
<td>Incidentals (Taxis/ bus etc.)</td>
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FOR TREASURER’S USE

Payment method | To | Date |
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<tbody>
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Currency/Amount | Exchange rate | GBP |
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CASH RECEIPT

Received by (Print Name)…………………………Signature ……………………………Date………………………………

Submit to
Banker – Address………………………………………………………………………………………………………..
 Treasuerer – Address……………………………………………………………………………………………………..

banker@region9.org
 treasurer@oaregion9.org
Please make sure the Treasurer / Banker has all the banking details required for bank transfers i.e.

Currency Required:  
Destination Country:  

BENEFICIARY Name:  
BENEFICIARY Address:  
BENEFICIARY IBAN:  
SWIFT BIC:  
National Clearing Code:  
BANK Name:  
BANK Address:  

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<tr>
<th>Budget Line Item References (For use by the accountant in analysing the income and expenditure:-)</th>
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<tbody>
<tr>
<td>(Please indicate on your claim – which budget line item the claim refers to)</td>
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<thead>
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<th>Bank Account £ Sterling</th>
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<tbody>
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<tr>
<td>Bank Account Bonus Saver</td>
<td>1002</td>
</tr>
<tr>
<td>Laptop - Capital Purchases</td>
<td>1003</td>
</tr>
<tr>
<td>Reserves - General Brought Forward</td>
<td>1004</td>
</tr>
<tr>
<td>Reserves Allocated - Translations</td>
<td>1005</td>
</tr>
<tr>
<td>Reserves Allocated - Prudent Reserve</td>
<td>1006</td>
</tr>
<tr>
<td>Closing Accruals &amp; Prepayments</td>
<td>1007</td>
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</table>

<table>
<thead>
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<th>Contributions:</th>
<th>Expenditure:</th>
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<tbody>
<tr>
<td>From OA R9 Service Bodies</td>
<td>Chair Travel Exp’s for 1st RCC Meeting &amp; WSBC</td>
</tr>
<tr>
<td>From OA Region 9 Assembly / Convention</td>
<td>Chair Travel Exp’s for 2nd RCC Meeting</td>
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<tr>
<td>From other OA Regions towards Region 9 costs</td>
<td>Chair Travel Exp’s for 3rd RCC Meeting</td>
</tr>
<tr>
<td>From WSO funds for Second RCC Meeting</td>
<td>Nominee Trustee Travel for WSBC</td>
</tr>
<tr>
<td>From WSO funds for Nominee Trustee Costs</td>
<td>Region 9 Board - Assembly Travel/ Accommodation</td>
</tr>
<tr>
<td>Bank Interest</td>
<td>Region 9 Assembly - Parliamentarian</td>
</tr>
<tr>
<td>Exchange Rate Diff</td>
<td>Region 9 Assembly Materials &amp; Minutes</td>
</tr>
<tr>
<td>Members Contributions</td>
<td>Assembly Rooms</td>
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<tr>
<td>Misc. Fundraising</td>
<td>Region 9 Assembly Representative Assistance</td>
</tr>
<tr>
<td></td>
<td>Region 9 Delegate to WSBC</td>
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<tr>
<td></td>
<td>Website Maintenance</td>
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<td>Website Development</td>
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<td></td>
<td>Accounts Preparation &amp; Review</td>
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<td>Chair, Sec, Treasurer, Banker – Admin Costs</td>
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<td></td>
<td>Bank Charges</td>
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<td>Misc.</td>
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<td>Translations</td>
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<td></td>
<td>Contributions to WSO</td>
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<tr>
<td></td>
<td>Contributions to other Regions</td>
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Submitted By:  
R8 Finance and Budget Committee  

Intent:  
To have a standard expense form as part of the re-organised R9 P & P Finance and Budget section and bring in the
use of a more complete manual in order to ease understanding of the committee's role and more specifically that of treasurer / banker and how the various financial policies that R9 has made can be implemented.

**Implementation:**
To be changed in the P & P

**Cost:**
None

**Rationale:**
This section is necessary to be part of the P & P in order to ease understanding when reading the finance and budget section of the P & P.
MOTION:
TO AMEND THE P&P SECTION V BY INSERTING THE HEADING AS FOLLOWS AS WELL AS THE UNDERLINED TEXT WITHIN THE SECTIONS AND THE EXAMPLES ATTACHED:

FINANCE & BUDGET COMMITTEE MANUAL - (Last Updated MAR 2015)

J) STANDARD LETTER OF RECEIPT FOR CONTRIBUTIONS

Region 9 Treasurer & R9 Banker

Embrace the Similarities
Love the Differences
In all Our Affairs

CONTRIBUTION TO REGION 9 (R39-15 OA Heart of England)

Dear Treasurer

We are writing to thank you for the contribution to Region 9 of GBP25.00 paid into R9 bank account.

Region 9 (R9) Representatives & OA members met in Greece in September 2014 at our annual Region 9 Assembly. The following commitments were made which are very much assisted by contributions such as yours:-

- **Translation/Projects Fund** - Continuing to spend R9 funds on literature translation and other projects including PI work, etc. Funds are put aside for this in the Translation/Projects Fund. We encourage applications for this; especially for translation of OA literature. (Funds are also available from World Service for Translations).
- **Public Information (PI) Resources** - To share and improve the PI resources which exist across R9.
- **R9 Website** - Updating and maintenance of our OA R9 website.
- **R9 Strategic Plan (SP)** - To implement our OA SP (our OA ‘Carry the Message’ plan) so the fellowship in R9 can be strengthened by the efforts and ideas generated by the R9 Assembly.
- **R9 Representative Assistance (RA) and R9 Delegate Assistance (DA)**
  - We set aside R9 funds for Representatives to attend the R9 Assembly (RA)
  - If you know of any R9 country or service body that would not attend the R9 Assembly if they did not have funding, please encourage them to apply. Application forms can be found on our R9 website (details at the end of this letter). A financial report of your National Service Body/Intergroup will be required with your application for this assistance.
  - We also set aside R9 funds for R9 Delegates to attend the World Service Business Conference (WSBC). R9 Delegates to the WSBC are appointed at the R9 Assembly
- **R9 Finances** - An accountant will continue to prepare our accounts and complete our annual financial review.
- **R9 Chair** - Our R9 Chairperson will continue to attend various Regional Chairs meetings so that Region 9 share the experience, strength and hope of all Regions and at the World Service Office of OA.
- **R9 Parliamentarian** - Funds are put aside to fund a R9 Parliamentarian to attend our assembly. Our Parliamentarian is an OA member who assists the R9 Chair with the various procedures during the R9

9 March 2015
Assembly - this will greatly assist in its smooth running.

- **R9 Prudent Reserve** - We have a prudent reserve so that expenses can be paid on time; and expenses which do not occur regularly can be prepared for in advance.

The **2015 R9 Assembly & Convention** will be held in Paris, France **28 October – 1 November 2015**. All OA members are welcome to attend. Details of this will be issued on the R9 website.

I am ___________, your new R9 Treasurer. I was elected at the R9 Assembly in _______.

_____ is our R9 Banker and she was elected at the R9 Assembly in _________.

Without your contributions these commitments and opportunities to pass the OA message would not be possible.

May we take this opportunity to say a very big thank you on behalf of OA Region 9.

In Gratitude and Fellowship

Signature
Region 9 Treasurer
treasurer@oaregion9.org

Signature
Region 9 Banker
banker@oaregion9.org

www.oaregion9.org

This letter needs to be updated each year with the current details.

**SUBMITTED BY:**
R9 Finance and Budget Committee’

**INTENT:**
To have a standard letter in which the Finance and Budget committee can send to Region 9 members in order to thank and show the usage of the contributions made as part of the re-organised R9 P & P Finance and Budget section and bring in the use of a more complete manual in order to ease understanding of the committees role and more specifically that of treasurer / banker and how the various financial policies that R9 has made can be implemented.

**IMPLEMENTATION:**
To be changed in the P&P

**COST:**
None

**RATIONALE:**
To add the guidelines to this section of the P&P in order to ease understanding when reading the finance and Budget Section of the P&P
MOTION:  
TO AMEND THE P&P SECTION V BY INSERTING AS FOLLOWS:  

OVEREATERS ANONYMOUS REGION 9  
BUDGET & FINANCE COMMITTEE MANUAL - (Last Updated JUL 2014)  

K) CHARITY COMMISSION REGISTRATION & REGULATION  
Even though OA R9 meetings spread across three continents and many countries and the Board members (including the Treasurer) are elected from those areas – it is not practical to move the bank account every time a new Treasurer is elected. Therefore R9 holds its bank accounts in England. Charities in England and Wales are regulated by the Charity Commission (www.charitycommission.gov.uk) and from time to time consideration of whether to register with this body has been raised.  

Therefore – the question of whether we need or should register with the Charity Commission has been raised with our Accountant and a Charity specialist in this area.  

We would need to register with the commission if :-  
   a) OA R9 came under the jurisdiction of the law in England & Wales.  
   b) Satisfied the ‘public benefit’ requirements section of the charitable purposes laid down in charity law. And  
   c) The income was over £5000.  

The Charities Act 2011 requires that we need to satisfy the legal definition of a charity – for their purposes in that – the charity must:-  
   a) come under the control of the High Court’s charity law jurisdiction in England and Wales and b) is established for charitable purposes only (within the meaning laid down in the act).  

To ensure that we are complying with the law we sought advice in those areas and the following is relevant.  

a) The factors that indicate that an organisation falls within the High Court’s charity law jurisdiction in England & Wales are:-  
   i) The governing document adopts the law of England and Wales to govern it - This isn’t so.  
   ii) Most of the trustees live in England and Wales. - Again this isn’t the case – our current Chair lives in Israel, Secretary in Denmark & Treasurer in Sweden – and over the years most of the other Trustees (Board members) have lived outside England & Wales.  
   iii) Most of the organisation's property is in England and Wales – Most of our property is cash in the form of money in bank accounts and this is indeed held in England – but only because it would be an administratively difficult to keep moving it to different countries. The money is actually raised in all of the different countries. And the budget that decides how this money is used is again governed outside of England. The only other ‘property’ we have is a laptop! This is currently held in Israel with our Chair. However, an expert in this area may deem that because the bank account is held in England – that it does come under the jurisdiction of England & Wales.  
   iv) The organisation's centre of administration is in England and Wales – The ‘centre of admin’
v) moves around with the R9 Assembly & Board members (who as mentioned live in lots of different countries) – but this is with the exception of the monies held in the bank accounts. Over recent years – the annual Assembly has been held in Israel, Poland, Belgium, Sweden, Spain, Holland, Italy & Iceland. We have held it in England (2004). But OA R9 decisions in the main are made at the Assembly which have representatives from all over the region and in between Assemblies – by the R9 Board who again reside from across the region.

b) Being established for Charitable Purposes has some special requirements within the meaning of the Act and this includes consideration of whether the purpose is for the ‘public benefit’. The term ‘public benefit’ has definitions legally and after seeking advice it is concluded that the purpose of OA R9 “to carry the OA message” does not constitute a charitable purpose within the requirements of sections 1-5 of the Charities Act 2011 - because there is no clear public benefit aim. Therefore the Charity Commission would conclude that OA R9 is NOT a charity.

The advice is that - OA R9 is more like a membership organisation focusing on its members, rather than a charity with a public benefit aim. Whilst the ethos may be charitable, to be a registered charity we would probably need to adopt a different constitution.

Therefore in conclusion of the above and for future reference - as far as the accounts are concerned and for these purposes:-

i) OA R9 would only need to register with the Charity Commission if they did come under the jurisdiction of England & Wales, did satisfy the public benefit requirements and income was over £5000.

ii) For trading matters, the jurisdiction is probably England as the bank account is there.

iii) OA R9 is a non-charitable voluntary organisation and exempt from Corporation tax on the basis that all trading is for the benefit of members. If OA R9 ever had trading activities which generated a profit from non - members – then we would become liable for corporation tax. But of course this would be against the traditions.

For tax purposes – OVEREATERS ANONYMOUS REGION 9 has been registered with HM Revenue Customs as a club – reference 682 54283 05163 A

SUBMITTED BY:
R9 Finance and Budget Committee

INTENT:
To explain the legality around the ‘Charity Commission’ in England (where R9 holds its bank accounts) for future reference.

IMPLEMENTATION:
To be changed in the P&P

COST:
None

RATIONALE:
During 2014 consideration was given to whether OA R9 as an organisation was legally required to register with the Charity Commission in England (where the bank accounts are held). After much correspondence and emailing with the external accountant – it has been decided that we do not need to do this. However, this question does arise from time to time and therefore it is considered prudent to explain the considerations and discussion behind that decision and thus leave them in the Budget & Finance Committee Manual for future reference.
**MOTION:**

**TO AMEND THE P&P SECTION V BY INSERTING AS FOLLOWS:**

**BUDGET & FINANCE COMMITTEE MANUAL - (Last Updated MAR 2014)**

**L) FINANCIAL ARCHIVES.**

R9 ARCHIVE BOX HELD BY THE BANKER IN THE UK TO CONTAIN THE PHYSICAL FINANCIAL RECORDS OF REGION.

They currently contain:-

Income & Expenditure Invoices / Vouchers / Receipts and all records for the previous six years i.e.

- Year Ended 31 May 2009
- Year Ended 31 May 2010
- Year Ended 31 May 2011
- Year Ended 31 May 2012
- Year Ended 31 May 2013
- Year Ended 31 May 2014

Each year is parcelled into a package. We are required to keep six years records, so at the end of each year, when the accounts have been completed and any queries answered, the records for the year just ended can be removed from the current file and packaged in a similar way and stored in this archive box. The oldest year can then be disposed of (remember these are confidential records and therefore must be shredded or burnt).

Permanent File for period ended January 2014 contained in three files i.e. 1/3, 2/3 & 3/3

**SUBMITTED BY:**

R9 Finance and Budget Committee

**INTENT:**

To show what financial records are being held by Region 9 as part of the re-organised R9 P & P Finance and Budget section and bring in the use of a more complete manual in order to ease understanding of the committees role and more specifically that of treasurer / banker and how the various financial policies that R9 has made can be implemented.

**IMPLEMENTATION:**

To be changed in the P&P

**COST:**

None

**RATIONALE:**

To add the guidelines to this section of the P&P in order to ease understanding when reading the finance and Budget Section of the P&P
Motion:
To amend the P&P Section V by striking and inserting the headings as follows:

Finance & Budget Committee Manual - (Last Updated MAR 2015)

M) Misc. Policies
OA Region 9 Policies & Procedures extracts that the committee should be aware of:--:

Registration Fee for Assembly
Move to Charge 50€/£33 or equivalent registration fee for the Region Nine Assembly, payable upon registration at the Assembly. (2006d)

Parliamentarian
Parliamentarian
The Parliamentarian is appointed by the R9 Chair to assist the Chair at the R9 Assembly in the smooth running of the business. The Parliamentarian has no opinion on any of the issues under debate but will help to guide the Chair and representatives present of Robert’s Rules of Order, the R9 Bylaws, Ground Rules and Traditions. The costs of travel and accommodation are to be agreed in the budget of the year prior. (2012a)

Region 9 Representative
Region 9 Representative
The representative can ask the region for financial assistance, in case the cost of participating in the Assembly prove to be too high for their service body to cover. The request has to be made within 2 months after receiving the Assembly invitation. Note that the funds allocated for representative assistance are limited and there is no guarantee that the support will be granted to all those applying. (Part of 2010d)

Suggested Contribution Split
Donations to be divided 70/30 between service/delegates, unless otherwise specified. (1989d)

Suggested Contribution to Region 9
To suggest to all Region 9 groups and service bodies that they aim to contribute a minimum of 5% of their annual income to Region 9. The suggested contribution, however it is to be paid, payable before 1st September each year. (2009c)
A standard letter of receipt of contributions to Region 9 is hereby attached as K1 and is considered as part of this policy.

Suggested Contribution to WSO
Adopt a suggested contribution per group to WSO however it is paid of equal to 1/3 of its contribution to Region 9. (2006i)

Ad-Hoc Payments for Miscellaneous by Committee Chairs
Ad-Hoc Payments for Miscellaneous by Committee Chairs
That Committee Chairpersons can spend up to EUR 110.00 (GBP 73.33) for Region 9 with written (includes email) prior permission from Assembly, Region 9 Board. (2006g)

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

Region 9 will register/purchase the domain name #8222; OARregion9.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?) (2006b)

Refer to current records and ensure that a note is made in the diary to pay for the website. If we do not pay on time, we risk losing the website address. Payment is via direct debit and we do not get a reminder.

WEBSITE PUBLICATIONS POLICY

WEBSITE PUBLICATIONS POLICY

The Region 9 website should include a document explaining the procedure for application to the Region 9 Translation/Projects Fund

NOTIFICATION FOR FUNDING FOR TRANSLATION

NOTIFICATION FOR FUNDING FOR TRANSLATION

The Region 9 Website should include the “Notification concerning Application for The Translation/Projects 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)

OA OVERALL SERVICE STRUCTURE

OA OVERALL SERVICE STRUCTURE

The following statements were adopted. Under the current structure we do not recommend breaking up into further groups. Recommend Option 1. To consider carrying on as is. Recommend that the assembly seek to improve communication during the year and that the strategic planning groups specifically work on this as action items. For now we do not foresee the development of an OA International and believe it is in the best interest of countries in Region 9 to maintain representation at WSBC.

We recommend that Region 9 Assembly take action to promote an increase of contributions to Region 9 and World Service Office. We do not recommend country autonomy at this time. In the long term we see Europe & Eastern Mediterranean as one group and Africa and Asia as separate groups. (2006c)

REGIONAL DELEGATES TO WSBC

1. If the Region is represented by less than forty per cent of its Intergroups, up to 5 additional delegates to WSBC could be selected.
2. Preference shall be given to Delegates from Intergroups and service bodies that otherwise will not be represented.
3. If there are no candidates from those Intergroups, the Region 9 Assembly will select the candidates from among its voting members who will be able to attend WSBC.
4. The selection of candidates will be made at the yearly Region 9 Assembly.
5. All candidates have to comply with the qualifications for delegates in the OA Inc, Bylaws, Subpart B, Article X, Section 3, c, 1-5.
6. Intergroups that submit candidates to be selected as Region 9 Delegates to the WSBC have to file an application at least 60 days prior to the Region 9 Assembly where the selection will be made.
7. All applications are to be sent to the Region 9 Treasurer.
8. The Treasurer will inform the Region 9 Assembly of the Candidates on the Friday morning and the Assembly will make a selection from among those having filed the Application provided they meet the requirements.
9. The funding of the Region 9 Delegate will depend on the availability of funds. If the funds are available the Region 9 Delegate to the WSBC will be funded according to the Policy and Procedure 1996h.
10. Prior to selection of the delegates, the Treasurer will inform the Assembly of the funds available for this purpose.
11. The number of delegates selected will depend on the funds available, but in any case shall not be more than five. (2006c)
FUNDING OF REGION 9 DELEGATES

Delegates representing Region 9 as a whole may be sent to the WSBC if funds are available within the Region 9 budget or from the WSO. Those delegates will be (in order of privilege, in case the financial supplies are limited): the R9 board secretary, the R9 treasurer, and/or OA members from within Region 9 who have been to the World Service Business Conference before, meet the requirements for a WSBC delegate and will not be representing any other service body at the WSBC. Information about such persons being sought will be mailed to the service bodies that are sending delegates to the R9 Assembly in the year before the Conference in Question, the order of applications will determine the choice of the future Region 9 delegates. (2010f)

REGION 9 FUNDS TO BE USED LOCALLY

In the event of an Intergroup having on hand funds raised for Region 9, these can, with permission, be used for Region 9 purposes in that country without going through central account. (1983d)

Submitted By:
R9 Finance and Budget Committee

Intent:
To re-organise R9 P & P Finance and Budget section and bring in the use of a more complete manual in order to ease understanding of the committees role and more specifically that of treasurer / banker and how the various financial policies that R9 has made can be implemented.
To add a sample of a thank you letter for contributions for region 9

Implementation:
To be changed in the P&P

Cost:
None

Rationale:
As per Intent; These policies are already present in the P&P however it is proposed to change the order in which they come as it would ease understanding when reading the Finance and Budget Section of the P&P.
The only thing being added is the heading:-

FINANCE & BUDGET COMMITTEE MANUAL - (Last Updated MAR 2015)
M) MISC. POLICIES
And to bring these policies into section M
MOTION:
TO AMEND THE P&P SECTION V BY INSERTING THE HEADINGS & NOTE AS FOLLOWS:

BUDGET & FINANCE COMMITTEE MANUAL - (Last Updated MAR 2015)

N) A DAY IN THE LIFE OF R9 TREASURER / BANKER
Details to be worked on and included in the manual in the future.

SUBMITTED BY:
R9 Finance and Budget Committee

INTENT:
As part of the re-organised R9 P & P Finance and Budget section and bring in the use of a more complete manual in order to ease understanding of the committees role and more specifically that of treasurer / banker and how the various financial policies that R9 has made can be implemented.

IMPLEMENTATION:
To be changed in the P&P

COST:
None

RATIONALE:
As per Intent

This motion just adds the heading in section N of the manual.
The document itself is in draft form but ideally it needs the timing of tasks to be added to be more informative. This can be done in the future and the document then discussed at assembly for inclusion in this section.
Proposal Item: BM 21

REGION NINE ASSEMBLY 2015
NEW BUSINESS MOTIONS

MOTION:
TO AMEND THE P&P SECTION IX BY DELETING, STRIKING AND INSERTING AS FOLLOWS:

IX WORLD SERVICE BUSINESS CONFERENCE & WSO
DELEGATES TO WSBC
1. If the Region is represented by less than forty per cent of its Intergroups, up to 5 additional delegates to WSBC could be selected.
2. Preference shall be given to Delegates from Intergroups and service bodies that otherwise will not be represented.
3. If there are no candidates from those Intergroups, the Region 9 Assembly will select the candidates from among its voting members who will be able to attend WSBC.
4. The selection of candidates will be made at the yearly Region 9 Assembly.
5. All candidates have to comply with the qualifications for delegates in the OA Inc, Bylaws, Subpart B, Article x, Section 3.c.1
6. All candidates have to comply with the qualifications for delegates in the Bylaws OA, Inc., Subpart B Article X Section 3) c), 1) in that “each delegate/alternate shall have at least one year of current abstinence and at least two years of service beyond the group level.” Additionally, in keeping with WSBC Policy Manual 1988a Section 3) c) Delegate candidates shall “be selected for judgment, experience, stability, willingness and for faithful adherence to living within the concepts of the Twelve Steps, Twelve Traditions and Twelve Concepts of Overeaters Anonymous. It is further suggested a World Service delegate be a current or past regional representative.”
7. Intergroups that submit candidates to be selected as Region 9 Delegates to the WSBC have to file an application at least 60 days prior to the Region 9 Assembly where the selection will be made.
7. All applications are to be sent to the Region 9 Treasurer.
8. The funding of these Region 9 Delegate(s) will depend on the availability of funds. If the funds are available the Region 9 Delegate(s) to the WSBC will be funded according to the Policy and Procedure 1996h.
9. Prior to selection of these Region 9 delegates, the Treasurer will inform the Assembly of the funds available for this purpose.
10. The number of delegates selected will depend on the funds available, but in any case shall not be more than five. (2006c)
11. The Treasurer will inform the Region 9 Assembly of candidate applications on the Friday morning. The Assembly will make a selection from among those having filed the Application provided they meet the requirements. If it is determined R9 is able to send more delegates than have applied, additional delegates shall be elected as per 3 above from the R9 assembly voting members which shall include R9 officers provided these candidates meet the requirements.

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 (2013j).

FUNDING OF R9 DELEGATES
Delegates representing Region 9 as a whole may be sent to WSBC if funds are available within the Region 9 budget or from the WSO. These delegates will be (in order of privilege, in case the financial supplies are limited): the R9 board secretary, the R9 treasurer, and/or OA members from within Region 9 who have been to the World Service Business Conference before, meet the requirements for a WSBC delegate and will not be representing any other service body at the WSBC. Information about such persons being sought will be mailed to the service bodies that are sending delegates to the R9
Assembly in the year before the Conference in question, the order of applications will determine the choice of the future Region 9 delegates. (2010f)
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 7th Tradition items/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) (2013f)

12. The delegate/s representing Region 9 as a whole will be expected to:

a) Register for WSBC (WSBC Policy Manual 1991a Section 3 “by March 1”). Make travel and hotel arrangements in advance in consultation with the R9 Treasurer. Submit expense reimbursement forms to the Treasurer as soon as possible after returning from the conference. Be prudent with use of R9 funds while participating as a delegate.

b) Vote during group conscience business meetings at WSBC in a manner in keeping with WSBC Policy Manual 1988a Section 3 d) and e) which states delegates “may be instructed as to the desires of the [region].” 
"As participants, delegates shall not be bound by the wishes of their [region], but should not vote against these wishes unless situations arise at the Business Conference that make it necessary for the best interests of Overeaters Anonymous as a whole."

c) Where possible, delegates will participate in a WSBC Committee during conference and follow up committee work during the following year. A committee preference form, submitted by the delegate (by April 1 in order to be considered for committee membership – see WSBC Policy Manual 1991a Section 3) should give consideration to where other R9 delegates are serving so as to spread R9 committee participation across the various WSBC committees. If necessary, the delegate may be asked to serve on a committee other than their choice.

d) Delegates should be willing to serve as part of the Reference Subcommittee, the Region Appeals Committee, and/or assist with R9 7th Tradition fundraisers if asked to do so.

e) Write a report on their activities as Region Delegate and submit that report to the region representatives (and their own service body) within 45 days of close of conference. It is suggested this report be sent electronically to the R9 representatives.

Submitted By:
R9 Finance and Budget Committee

Intent: 
Remove the duplication in Policy 2006c and 2010f, and to have one clear policy for selection and procedures for Region delegates to WSBC.
Policy 2006c states that R9 can fund up to 5 additional delegates in case the region is underrepresented at WSBC. This gives delegates a chance to experience service and recovery and it might very well help the fellowship in those delegates’ area to grow from new experiences, service bodies that might not have the means to send a delegate could benefit greatly from this possibility: it is a way to spread the message of service and recovery.
With Policy 2010f in place, delegates from all over R9 do not have this possibility. Please also refer to rationale.
IMPLEMENTATION:
To amend the P&P

COST:
None

RATIONALE:
OA Bylaws Subpart B Section 3 – Delegates to WSBC a 5) states :-
A Region that was represented at the last WSBC by fewer than 40% of its IGs & other eligible service bodies may send up to five additional delegates from the region. Preference shall be given to delegates selected from IGs & Service Bodies which would not otherwise be represented by delegates.

IX. WORLD SERVICE BUSINESS CONFERENCE & WSO DELEGATES TO WSBC
policy 2006c was in place from 2006 and was brought in so that R9 would comply with the above OA Bylaw.

FUNDING OF REGION 9 DELEGATES policy 2010f was brought in 2010 with the intention of creating more representation at WSBC from Region 9 and that these additional "Delegates" would be "Region Nine Representatives".

But, as mentioned, the first policy was already in place.
The first policy takes care of Regional Delegates selection and was probably overlooked and thus the second policy in the main is duplication. In removing the duplication it is an opportunity to tidy the motion.

Policy 1988 (from the manual) deals with the selection process of WSBC delegates.
Policy 1991 (from the manual) deals with registration and committee selection and is included in the policy above for completion and so that R9 is in line with what has been decided by OA as a whole.
Motion:
TO AMEND THE P&P SECTION XI MISCELLANEOUS BY INSERTING AS FOLLOWS:

XI MISCELLANEOUS
Ad hoc Committee / R9 Big Book Study
That a sub committee be formed of 3-4 abstinent and willing members of R9 to review a big book study over the coming year, with a view to its being finalised and presented for approval by region 9 at its 2016 assembly. The BB study proposed is specifically that which was originally taken from the OA R7 website but which has since been reviewed, edited and refined by OA NWIG. Once reviewed and going forward this will be known as ‘OA R9 Interpretation of Alcoholics Anonymous (Big Book) for OA’

SUBMITTED BY:
Twelfth Step Within Committee

INTENT:
To get this big book study as locally produced literature in Region 9

IMPLEMENTATION:
One year

COST:
None

RATIONALE:
There are many big book studies that are being used throughout OA but none are approved either at regional or world service levels. Region 9 assembly may approve a piece of literature as ‘locally approved literature’. In order for this to be done, it is recommended that an a sub-committee first reviews the material and then reports to the assembly with its recommendations on approval of the piece of literature in question. This motion regards the formation of such a sub-committee which will work over the coming year and hopefully present a final version of the document which is already in existence for approval by R9 assembly in 2016. By being approved as local literature this Big Book study would be eligible for translation funds and all OA members could benefit of it.
MOTION:
TO AMEND THE P&P SECTION V FINANCE & BUDGET M) MISCELLANEOUS POLICIES BY
INSERTING AS FOLLOWS:

V FINANCE & BUDGET
M) MISCELLANEOUS POLICIES
Translations Software
The line item ‘3100a Purchase of Translation Software’ be added to the budget.

SUBMITTED BY:
TSW and PI committee

INTENT:
To have translation software purchased by OA R9 for use within our region as a tool to help with translation of our
OA literature and OA materials (workshops, guidelines etc.)

IMPLEMENTATION:
Region 9 Assembly 2015

COST:
Approximately €200 - €300 per annum according to how the assembly sets the budget and funds available.

RATIONALE:
There have been some preliminary tests made of translating OA material – from Portuguese to English, from
English to Portuguese, to Greek & to Italian. These initial tests have been very favourable. It is not anticipated that
this software will take the place of a translator / committee of translators. It is considered that it will be a tool that
will assist us and thus get the OA literature & material translated quicker into the native tongue of our members.
A reminder of:-
Overeaters Anonymous Region 9 Statement of Purpose.
Our primary purpose is to carry the OA message to the still suffering compulsive overeater, wherever they may live
and whatever language they may speak. In fulfilling our purpose we should ever strive to achieve worldwide unity
and common policies among all countries. With love and tolerance as our code. Together we can do what we could
never do alone.
Motion:
TO AMEND THE P&P SECTION V FINANCE & BUDGET E) FINANCIAL ASSISTANCE FROM TRANSLATION / PROJECTS FUND BY INSERTING AS FollowS:

V FINANCE & BUDGET
E) FINANCIAL ASSISTANCE FROM TRANSLATION / PROJECTS FUND
Region 9 Approved Literature
Funding assistance for translation is available to service bodies in R9 to translate literature and other material that is ‘not approved OA literature’, provided that it is approved by the R9 Assembly or the Region 9 board.

SUBMITTED BY:
PI committee chair

INTENT:
To enable R9 to assist service bodies in region 9 to translate literature/materials that are approved in Region 9, without having to wait for them to become approved by WSBC or the OA board of trustees.

IMPLEMENTATION:
Policy change with immediate effect

COST:
None

RATIONALE:
The World Service Office can only assist with funding for translations of approved OA literature. The same is the case with Region 9 – it can only fund the translation of official OA approved literature that appears on www.oa.org or is sold by the WSO. However, Region 9 (the Assembly or the board) can approve pieces of literature (eg a big book study) or other materials (eg a PI leaflet) and make it available on the Region 9 website. This motion is designed to allow literature and materials that are approved by Region 9 and appear on its website also to be eligible for translation funding by Region 9, so that they can be of benefit to non-English speaking members in the region.
Motion:
TO AMEND THE P&P SECTION VI- 2000b BY DELETING AND INSERTING AS FOLLOWS:

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), domain name: 12 €/year on 2015 (gandi.net); host: 74 €/year on 2015 (koumbit.org); total: 86 €/year on 2015,

SUBMITTED BY:
Electronic Communication Committee

INTENT:
OA Region 9 has changed during the year 2014 and the situation has to be actualized.

IMPLEMENTATION:
To be put in the P&P Manual

COST:
None

RATIONALE:
As per intent
MOTION:
TO AMEND THE P&P SECTION VI- 2000b BY DELETING AS FOLLOWS:

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

SUBMITTED BY:
Electronic Communication Committee

INTENT:
OA Region 9 has built its website. The domain name has changed. All of these was done. It is the past. It doesn't have to be done again.

IMPLEMENTATION:
To be put in the P&P Manual

COST:
None

RATIONALE:
As per intent
COPY LICENSE

Each text proposed to be put on the OA Region 9 website has to be proposed under the license Creative Commons: “Attribution-NonCommercial-ShareAlike 4.0 International (CC BY-NC-SA 4.0)” (http://creativecommons.org/licenses/by-nc-sa/4.0/).

which says:
You are free to:

- **Share** — copy and redistribute the material in any medium or format
- **Adapt** — remix, transform, and build upon the material

Under the following terms:

- **Attribution** — You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use.
- **NonCommercial** — You may not use the material for commercial purposes.
- **ShareAlike** — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original.

The board has to decide, for each text, if the publication can be put under CC BY-NC-SA 4.0 license.

If it is the case, the Electronic communication chair has to put the ad hoc indication (name of the license and link to the license) with the text on the OA Region 9 website.

**SUBMITTED BY:**
Electronic Communication Committee.

**INTENT:**
Tradition 5 says that ’Each group has but one primary purpose to carry its message to the compulsive overeater who still suffers’

A text without explicit license is under copyright, which means that nobody can use it, nobody can use the material that we put on the website.

It means that the material we put on the website, and we want to be used by groups or individual, because we carry the message, can't be used.

For example a workshop can't be copied nor multiplied.

With this license, our name (and/or website link) has to be attributed to the text.

If a group wants to adapt it to its specific use, it can. It has to inform, as said above, the source of the text, and it has to inform what they changed from the original text.

If there is any change, the result has to be put under the same license, and, then, it carries the message further. And so on, for any reproduction or change from the original text or any text derived from it.

The terms of this license don't allow to use the text for commercial use.

All the nice examples, workshops, etc. put on the website can't, by law, be copied or multiplied.

It is clearly against the 5th tradition. We have a legal tool with other licenses than the basic copyright.

Other kind of licenses (including other Creative Commons licenses) are not OK with the traditions.

**IMPLEMENTATION:**
To be put in the P&P Manual

**COST:**
None

**RATIONALE:**
As per intent

Binder Page 95
R9 A&C 2015 - Region 9 Service Positions Available...

This year, the 2 year term of some of our service positions are coming to an end. This means that it becomes possible for anyone, who meets the qualifications, to apply for one of these positions. The service positions are: **R9 Chair, R9 Treasurer (1 year term), R9 Banker, Literature & Translations Committee Chair, Electronic Communications Committee Chair, and the Twelfth-Step-Within Committee Chair.** Please send applications to R9 Chair & R9 Secretary. Other than the positions mentioned – all other service positions for Region 9 are filled and are ‘mid stream’ of their service term. Duties of these service positions can be found in its entirety in the R9 Website.

**ARTICLE VII – COMPOSITION OF REGION 9 BOARD, Section 3 – Elections (REGION 9 BYLAWS):**

b. To be eligible for election to membership of the Region 9 Board, a person must be present at the meeting and be an OA member from Region 9. To be elected, a member must receive a majority vote of the representatives present. In addition each candidate for the Region Board 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 has not these qualifications can be elected provided that they comply with ARTICLE IV – Section 3 c (Each representative should have a minimum of six (6) consecutive months of current abstinence), and can demonstrate that they have a good record of service to the Fellowship, and faithful adherence to the Twelve Steps and Twelve Traditions of OA.

c. Board members are elected for a term of two consecutive years in the same position.

e. Nominations for qualified nominees to the Region 9 Assembly may be made from the floor at the Assembly. Upon nomination, the nominees shall be called upon to present their qualifications briefly to the Assembly.

**II BOARD POSITIONS, AND DUTIES (REGION 9 POLICIES & PROCEDURES) – REGION 9 CHAIRPERSON:**

The Chairperson fills a variety of duties:
- Chairs the R9 business assemblies, including preparation of the Agenda
- Communicates with the different R9 officers and committees during the year
- Attends functions within the Region, where budget allows
- Represents R9 at the World Service level, including at the WSBC
- Represents R9 in the Board of Trustees Intergroup and Region committee (IGAR)
- Works with the R9 Trustee on some of the issues directly concerning the Region
- Chairs the R9 Board
- Is responsible for ensuring that the Assembly invitation and associated necessary documents are sent to all registered service bodies and officers of Region 9. An Officer Nomination form is sent to each Intergroup and Delegate in an election year
- A bid form for hosting a R9 Assembly to Intergroups and Delegates on election year
- Facilitate Service, Traditions and Concepts (STC) workshops when and where possible within Region 9 (2012r)

**II BOARD POSITIONS, AND DUTIES (R9 P&P) – TREASURER:**

- Chairs R9’s Budget and Finance committee
- Prepares an annual budget for approval of the assembly
- Maintains records of all Income and expenses incurred by the different activities in the Region
- Provide an annual report of all contributions received, as well as income and expense – maintains the R9 bank account and records of monies kept by different functions in other countries (satellite banking)
- Serves on the R9 Board
- Liaises with the Accountant, signatories and the Banker as necessary
1.3 TREASURER’S DUTY (V FINANCE AND BUDGET – R9 P&P):

Approximately six months prior to every assembly/conference, the treasurer informs the R9 board member 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.

Translation/Projects Fund: The Treasurer will send a reminder (via the Secretary) to all service bodies and these applications will be sent to the Treasurer.

II BOARD POSITIONS, AND DUTIES (R9 P&P) – BANKER:

The Region 9 Banker is not a Board position, but is a Region 9 member from Great Britain who is elected by the Region 9 Assembly if the Region 9 Treasurer is not from Great Britain for a two year term in line with the Treasurers term. The roles the Banker undertakes can be undertaken by the Region 9 Treasurer if they are living in Great Britain.

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.

ARTICLE IX- COMMITTEES (REGION 9 BYLAWS) -

The Chairperson of the Literature & Translations Committee, the Electronic Communications Committee, and the Twelfth-Step-Within Committee must be present at the R9 Assembly and an OA member from R9 to be elected at the R9 Assembly. Serves for a period of two years with the option of being re-elected for a further two years. The duties include:
- Chairing committee meetings and reporting back to the R9 Assembly and Board when appropriate.
- Furnish a written activity report to the annual R9 Assembly.

ARTICLE IV – MEMBERSHIP OF REGION 9 ASSEMBLY (REGION 9 BYLAWS)

a. Each representative shall be elected by the Intergroup, National/Language Service Board or unaffiliated groups they serve.
b. The term of Region 9 representative shall be designated by their Intergroup, National/Language Service Boards or unaffiliated Groups and each representative is always subject to recall by those who selected them.
c. Each representative should have a minimum of six (6) consecutive months of current abstinence.

HOSTING 2016 & 2017 REGION 9 ASSEMBLY & CONVENTION

This year at the 2015 R9 A&C, we will vote on where the 2016 & 2017 R9 A&C will take place. Those IG/countries interested, please bring information to the 2015 Assembly (location, possible dates,...). Look in the R9 website at the end of Policies & Procedures and you will find information in hosting the assembly. It is suggested to email the Region 9 Chair before the 2015 Assembly with your intentions in hosting the 2016 or 2017 R9 Assembly.

Thank you for your service.

Susan
Region 9 Chair

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2
REGION NINE ASSEMBLY 2015
EMERGENCY NEW BUSINESS MOTION

MOTION:

SUBMITTED BY:

INTENT:

IMPLEMENTATION:

COST:

RATIONALE:

Why this is urgent:

Binder Page 98
GUIDELINES FOR NATIONAL/LANGUAGE SERVICE BOARDS  
Updated June 2014

INTRODUCTION
The purpose of this Manual is to provide National and Language Service Boards in Region Nine with information about how these Service Boards are formed and operate.

National/Language Service Boards (N/LSBs) were officially recognized in the OA service structure in 1995. However, such Service Boards were already operating in several countries by this time. In each place this happened, the local OA organization established their N/LSB based on their needs and experience. This Manual does not prescribe one fixed model for the structure and operation of these Service Boards. For the purpose of keeping it simple these guidelines will not attempt to describe every single possible structure but will rather try to provide basic ideas that can be easily applied and adjusted.

THE PRIMARY PURPOSE OF NATIONAL/LANGUAGE SERVICE BOARD
The primary purpose of National and Language Service Boards is to provide common services for Intergroups and groups within a country or language group.

The official definition in Overeaters Anonymous, Inc.’s Bylaws, Subpart B, Article VIII, Section 1, states:

“A 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 not otherwise served within the existing service structure. The service board shall serve and be responsible and accountable to these groups and intergroups. These service boards may be known as national service boards, language service boards or virtual service boards”.

ESTABLISHING A NATIONAL/LANGUAGE SERVICE BOARD
Generally N/LSBs were established as a practical need in a specific country or language area.

Sometimes several Intergroups in a country or language region would exist and the members in the country/language area recognized the need to create a Service Board that would take care of the many common administrative needs of the Intergroups.

In other places there would be one Intergroup in the country/language area, probably with a large membership and serving a large area. The members recognized that the Intergroup could not take care of all the needs of all the groups spread out over the area, and that it would be wise to maintain a central body to deal with the administrative needs and to create “local” Intergroups to deal with their local group needs. In this case the previous Intergroup would become the N/LSB and new affiliated Intergroups would be established.

In places where OA was smaller and possibly did not require more than one Service Board, yet the members felt that their purpose was to serve the entire country, they decided to define themselves as a NSB.

Why form a National/Language Service Board?
*Growth and expansion
Intergroups focusing on spreading the OA message in the area, backed up by a National Service Board that provides essential services to the Intergroups, create a healthy springboard for growth and effectiveness. Sometimes the area and size that a single Intergroup has to cover prevents maximum effectiveness. In one country the IG comprised of about 100 groups and about 50 representatives were coming to IG meetings one evening a month. It was almost impossible to cover more than the basic “business” needs of the meeting and no time was left for hearing about what was happening at the group level and how the IG could support the groups.

By creating a N/LSB, the Intergroup can focus on group support and spreading the message in their local area and the N/LSB can focus on providing the resources for all the Intergroups and spread the
message on a larger scale.

*"Together we can do what we cannot do alone”
When common needs among several Intergroups (beyond geographical borders) create a need for combining resources and joining forces (e. g. language).

*International ties
When the different Intergroups within a country or within a specific language group cannot send representatives to OA international business meetings, usually for lack of funding, they could do so through the National Service Board Delegate who can then represent the entire area, and bring back the message of both the business conducted at the meetings, and the spirit of unity in the fellowship, back to the area.

*Non-English speaking countries
Non-English speaking countries have special needs that require extra resources. In these countries, usually only a minority of the members speaks English well and the responsibility of spreading the message by translating OA literature, guidelines, and information received from World Service and Region Nine is great.

In such countries, where there are more than one Intergroup, it is important to have a centralized body for this function.

In addition the costs and resources required for translating and producing OA literature in different languages is great, so it’s recommended to combine these resources through the N/LSB.

How do you decide whether to change the OA Service Structure in your area?

1. The first action to take is to establish a “service structure” committee. The purpose of this committee will be for people to get together and to form ideas as to how they believe the fellowship can grow and expand in that country.

2. Discuss the service structure at Intergroup meetings and/or at special meetings held for this purpose. Allow for everyone to participate and to voice their opinions. Don’t be put off if there is resistance or people are indifferent and have no opinions. Many of us react negatively towards change and need time to absorb the ideas.

3. Prepare different models for the new structure and how it can possibly develop. At this stage it is important to study both the possible benefits and possible disadvantages that may arise out of the change. Contact people in other countries to hear about their structure, and what works for them. Attached is a suggested guideline (Appendix 2) for some of the questions and issues to be explored during this process.

4. Set up a meeting in which a formal motion to establish a new structure will be presented, formally discussed and VOTE! The motion should already include a presentation of the basic structure of the proposed N/LSB and affiliated Intergroups, the relationship between the Service Boards and basic operations and functions of the N/LSB.

5. If the vote is positive, CONGRATULATIONS. The next step is to register the new Service Board on WSO’s form designated for that purpose. You will have to list the Intergroups and groups that are affiliated to the new N/LSB so that WSO will be able to adjust all the records accordingly.

6. The new Service Board will also be required to submit bylaws to the WSO.

NATIONAL/LANGUAGE SERVICE BOARD ASSEMBLY
The National/Language Service Board Assembly is a meeting of the membership of the entire service structure in the country/language area.

Assembly frequency
It is recommended to hold an assembly at least once a year, twice a year, if possible.
Assembly location
Ideally the assembly would be held in a central location, with the same travel time for people coming from different directions out of town. Some countries prefer to rotate the assembly location throughout the country. Ultimately this is a group conscience decision.

Assembly Membership
The membership of the assembly consists of:
- Group representatives
- Intergroup Board Officers and Committee Chairs
- N/LSB members

Election of the members of the N/LSB
The members of the N/LSB are elected at the annual Assembly by all voting members attending the assembly. These are group representatives, Intergroup and N/LSB representatives. The term is usually two years, but this is decided upon by each country separately.

Bylaws
The bylaws of the N/LSB are adopted by the National Assembly, preferably at the first assembly held after the N/LSB is established. If possible, at least a Statement of Purpose should be drawn up and adopted at the very same meeting the Assembly is established. This document will enable the N/LSB to register with the World Service Office (WSO). Guidelines for registering with WSO are attached in Appendix 3.

Policies & Procedures
There are two types of policies and procedures:
- Those adopted by the National Assembly, which will become the policies of the National Assembly, and
- Those adopted internally by the N/LSB, which will govern the way the N/LSB operates and functions.

NATIONAL/LANGUAGE SERVICE BOARD FUNCTIONS
One of the most important issues is defining the responsibilities of the N/LSB and the affiliated Intergroups. We have already established that the role the N/LSB is to provide common services for Intergroups and groups.

The functions of the N/LSB may include:
* National meeting list
* National newsletter
* Translation of OA literature into the local language
* Printing of OA literature
* National Public Information work
* National PI work with Hospitals, Institutions, Professionals and the Military “HIPM” work
* National OA Events (marathons, IDEA Day, Unity Day events)
* Translation of information coming from World Service and Region Nine
* Representation at WSBC and Region Nine Assembly.

NATIONAL/LANGUAGE SERVICE BOARD MEMBERSHIP
The membership of the N/LSB will usually comprise of Officers and Committee Chairpersons:

Officers
- Chairperson
- Secretary
- Treasurer

Committee Chairpersons
- Bylaws/Policies
- Literature
- Public Information

Binder Page 101
- Professional Communities
- Events
- 12th Step Within
- Newsletter
- Region Nine Representative/s
- WSBC Delegate/s

As there is as a certain amount of discussion of similar issues, input and flow between Region Nine and WSBC, it is recommended that the representatives/delegates be the same people, if this is possible.

In one country these representatives/delegates form the "International" Committee where, in addition to being representatives/delegates to Region Nine and WSBC, they deal with all the issues requiring liaison with Region Nine, WSBC and WSO. This could be particularly helpful in non-English speaking countries. It is recommended that more than one person serve on this committee, even if only one representative/delegate attends Region Nine and WSBC business meetings.

Intergroup Chairs
The Intergroup Chair is elected by the members of the Intergroup and serves the Intergroup. It is suggested that a good way to ensure good communications with the Intergroups is for the Intergroup Chair to be part of the N/LSB by attending meetings as voting members (NOTE: Having Intergroup Chairs part of the N/LSB is not mandatory and may not be common. However those boards doing this have found this the best method to keep close ties and communications open between the N/LSB and Intergroups).

Elections
The members of the N/LSB are elected at the National Assembly. Usually it takes a majority vote to be elected to the N/LSB.

It is possible to consider setting a quota of members from each Intergroup thus maintaining equal possible representation on the Board from each area. It is also possible to call for elections from anyone who qualifies.

There are three general methods of elections:

1) Hold elections for general membership to the N/LSB only. The allocation of the different positions is decided upon by the Board at its first meeting.

2) Hold elections for specific positions (Intergroups usually do this) – Chair, Treasurer, Delegate, Representative, Bylaws Chair, Literature Chair, etc.

3) Combine the two systems – have some positions elected directly and others generally.

The advantage of electing general members at the Assembly is that it gives the board flexibility in filling positions (especially Committee positions), allowing for changes and creating new positions as needed. If members are elected directly to a position then only the Assembly can approve the changes made and this might affect the Board’s ability to serve the fellowship best.

Sometimes it may still be important to have some positions voted upon by the full Assembly and responsible to the full Assembly, such as Chair, Treasurer and “international” delegates.

It is entirely up to each country/area to decide what would work best for you, but it is worth considering each method.

Qualifications
Qualifications to serve on the N/LSB are defined in the bylaws of the Service Board. Each Service Board is autonomous to set its own qualifications, but here are some ideas.

Consider the following criteria in general: time in fellowship, service in fellowship, particularly previous Intergroup service (in cases where there will be both an IG and N/LSB), and length of abstinence.
Some positions may require longer time in the Fellowship, such as Chair, Treasurer, Representative/Delegate to Region Nine/WSBC (one country requires 5 years for these positions and 3 for other positions). Naturally, the qualifications should not be so high that no one or very few people can qualify! Service boards should note the current Region Nine and WSBC Representative/Delegate requirements and incorporate these into your own requirements. In non-English speaking countries it would also be wise to ensure that the Representative/Delegate have a good speaking, reading and writing knowledge of English.

**NATIONAL/LANGUAGE SERVICE BOARD MEETINGS**

Ideally the N/LSB would meet once a month. In larger geographic areas this may not be possible, so the final decision would be decided upon by the N/LSB. It would seem important to meet at least once in every three months.

One suggestion is to hold a telephone-conference call at least once a month if there is no meeting. If an agenda and motions are distributed in advance, it is found that this is a useful way of holding a meeting. Most countries now have facilities for holding conference calls at fairly inexpensive rates, certainly much cheaper than travel for larger areas. This is a good method getting important business done in between meetings.

E-mail is also an excellent way of transmitting information quickly.

The Internet has many tools for holding “meetings” online and this tool can be used for conducting OA business between meetings.

**N/LSB RELATIONSHIP WITH INTERGROUPS**

**Finances**

The financial ties between the Intergroups and the N/LSB are critical. The traditions teach us that each OA service group is autonomous (Tradition 4) and that each OA group should be “self supporting” (Tradition 7). How do we ensure, within the framework of our traditions, that the N/LSB is supported well enough? If we look at the responsibilities of the N/LSB we will see that most of the really big expenses will be the responsibility of the N/LSB – running an office, translating and producing literature, sending representatives/delegates to international meetings, funding meetings of the National-/Language Service Board and Assembly, etc.

In many places, traditionally groups contribute to Intergroup and Intergroups would contribute to the N/LSB. There is nothing to prevent groups to contribute directly to the N/LSB as well. The N/LSB is dependent on the contributions from the Intergroups and groups to function and to serve the local fellowship. This means that the two Service Boards depend on one another. The N/LSB depends on the Intergroups to raise the necessary funds to cover the large expenses they have. The Intergroups depend on the N/LSB to provide the necessary services to them. There must be close ties and a true sense of common purpose between all the service bodies in the country/language area in order for this structure to be successful.

In one country, as the NSB was legally incorporated it turned out that only one bank account was allowed for the entire "organization". Therefore in this country all funds go directly to the N/LSB, which then covers all the expenses of all the Service Boards. While to some this may seem to be a breach of "group" autonomy it does work well and is legally required. Each Intergroup then receives adequate funds for its own operating expenses, which are usually quite small. The amount is approved at the national assembly within the budget approval process.

**Division of work**

It is very important that the Intergroups and N/LSBs in a country agree upon the division of work between the service bodies as it would be easy to overlap and create misunderstandings. There are some areas in which both services bodies would be active, for example Public Information. The NSB would concentrate on nationwide coverage and events, while the Intergroups would concentrate on local coverage. Another example is OA sponsored events. The Intergroups and N/LSB can find themselves clashing with dates of events so it would seem that some kind of common planning in advance would help. In some areas, maybe the Intergroups would like guidance and assistance from
Office
When OA in a country becomes large enough to run an office and hire employees the responsibility for this would reside with the N/LSB. At this point it would seem mandatory for the N/LSB to be legally incorporated in that country in order to be able to legally hire space, employ office workers, and purchase insurance. There is a point where it is no longer feasible to do this informally.

It is not mandatory that there be BOTH a physical office and staff but it does seem to go together. People can be paid to do certain jobs out of their homes but if the decision is taken to have an office then it would seem to require some on hand staff. An office with financial and legal obligations, operated completely by volunteers doing service could be a very risky undertaking. We give service out of the time we have and cannot always be on the spot to do all the work all the time.

When our homes, spare rooms and cars become packed with OA literature and materials and when the amount of service administration becomes unmanageable, you will know that the time has come to consider hiring office space and employing staff. Read both AA and OA Traditions (Tradition 8) where there is some discussion on hiring staff. The Traditions allow the staff to be either OA members or not. Experience has shown that there is an advantage to having an OA member answer phones from the public. This is an issue for each Service Board to decide for itself.

In one country the office space includes a fairly large meeting area (seating up to about 50 people). About 10-12 meetings a week operate there, various workshops are held there, the NSB and one of the Intergroup business meetings are held there, the National Assemblies are held there, there is space for both an office and storage. This is almost an ideal situation as the meetings pay for use of the room and this goes a long way to help cover the rent costs. Quite a bit of money is also saved by holding the business meetings there too.

NATIONAL/LANGUAGE SERVICE BOARD “INTERNATIONAL LIASON RESPONSIBILITIES”

Representation at Region Nine and at World Service Business Conference (WSBC)
Some countries are lucky enough to be able to send representation from Intergroups and the N/LSB to the Region Nine Assembly and to the WSBC and this is welcome. The bylaws take this into account and ensure that there is no formal duplication of representation. In many places, however, this is not possible and only the N/LSB sends a representative/delegate to represent all the Service Boards of that country. In this case, it is recommended that the representative/delegate does his/her best to report back to the Intergroups as well as the N/LSB. Reporting back to as many people as possible is an important task as that one person may be the only contact many people may have with OA outside of their area/country.

International Publications
All OA publications are supervised by the Board of Trustees (BOT) and the World Service Office (WSO). OA service bodies throughout the world are permitted to translate OA literature into different languages and to reproduce the literature provided that they follow the guidelines formulated by the BOT and the WSO. These guidelines may change from time to time and are available from the WSO at any time.

Reproduction of OA Conference Approved Literature.
Sometimes OA service bodies around the world find that the shipping costs of OA material and literature from the USA and taxes, result in very high literature costs and that it would be more economical to reproduce the literature locally (in English) for sale to the local fellowship and surrounding countries. Permission to do this needs to be given by the WSO and guidelines are available for following this process.

Translations and publications of OA Conference Approved Literature in different languages.
As most countries around the world do not speak English as their native tongue and there are many
countries where most people speak very little or no English or their reading skills are not good enough to fully understand and benefit from the English literature, it is necessary to produce OA literature in local languages. WSO gives permission to different countries to translate and reproduce OA literature. This is a very long and costly process but nonetheless once completed, is usually of great benefit to the local fellowship.

**OA Copyrights**

OA is a spiritual fellowship. We might not like to concern ourselves with finances and legalities because we feel these are not in harmony with the spiritual side of our program. We have come to realize that this is not so. Taking collective responsibility for our finances is part of our spiritual development. OA, as an organization producing materials, logos and literature, takes simple steps to be the “legal owners” of its products to prevent other organizations and people from “claiming” or using this material and literature for themselves. This is part of our responsibility of maintaining our fellowship for our personal recovery. This is why OA, AA and other Twelve Step Fellowships file copyright claims on their literature. What this means is that OA is the “legal owner” of all its literature and nobody may reproduce OA literature including the OA logo, the brochures, the Twelve Steps, Twelve Traditions and Twelve Concepts of OA Service without permission.

What does this mean for our service bodies? We also may not reproduce any copyrighted material without permission. This includes using the OA logo and OA material in our meetings, events, letterheads, web sites etc. There is a very simple procedure in place to apply for permission from WSO and WSO generally grants permission to OA service bodies and groups. There is no intent to supervise or control what service bodies reproduce, but simply to make sure we meet the legal obligations that arise out of the copyright process which requires that permission be granted by WSO to use the materials and literature. WSO will more than willing to provide you with the forms and guidelines. It takes just a few minutes to apply for permission each time.

The N/LSB needs to study this issue and to reach a group conscience decision on how best to comply.

**OA Royalties**

As already mentioned above OA, Inc. is the legal owner of all its literature and material. This gives OA, Inc. the right to receive some return for the literature even if it is not sold or produced directly by WSO. This is called “royalties”.

In the music world, every time a song is heard on the radio or video clip screened on TV, we know that the legal owner of the song is entitled to get some kind of return. When people reproduce music without purchasing it (and today this is very simple) – this is called “piracy”! In the literature world, when novels are translated and/or reproduced in different countries by different publication houses, these companies have to pay the legal owner of the novel large sums of royalties for each book reproduced. This cost is included in the price of the novel.

We all understand this concept quite easily outside of OA. Yet we may feel differently when it comes to OA. We may feel resentful that “they” are trying to make it harder and more expensive for us, or that “they” are just interested in making more money!

OA has invested a great deal of time and money to produce each piece of literature. Literature is OA’s biggest source of financial survival together with contributions. When we start reproducing the literature locally OA loses that extra return on the investment, which is vital to our survival as fellowship. This goes beyond just the legal issue; it is part of our responsibility to do our part to make sure that OA survives, that OA benefits from the sale of literature as well as our local service groups.

The guidelines mention that a percentage of the sale of OA books and brochures should be sent as royalties to WSO. We need to take this amount into consideration when pricing the sales cost of our literature. Payments can be made annual or more frequently.

It should also be noted that until now OA, Inc. has not taken steps to enforce this procedure and it is unlikely that it will do so in the near future, although this can change at any time. This actually leaves it up to our good conscience and sense of responsibility to comply. The general consensus is that new and small and struggling service bodies probably cannot manage to meet this requirement. Well established service bodies should start taking more responsibility and make an effort to start
paying royalties.

The N/LSB needs to study this issue and to reach a group conscience decision on how best to comply.

**WSO meeting lists and updates**

The official OA worldwide meeting list is the list posted by the WSO. Therefore, updating the WSO directory is of vital importance and the N/LSB should find the best method for that area/country to send updates to the WSO, especially in non-English speaking countries. Updates can be done via the web, email, fax and post. WSO staff can email the latest print out for an area at request and do everything possible to encourage service bodies to keep information up to date. Possibly this could be the job of a person at the N/LSB level. The importance of this process cannot be stressed too much as the web site is becoming one of the principle ways of finding OA in your area! Sometimes there are bugs in the system and human error causes the updates and information to be lost or incorrect – just keep on sending your updates in, it’s never a waste of time.

**The Bylaws, Policies and Guidelines produced by the BOT and the WSBC, take precedence over the information in this Manual, which is designed just to be helpful and explain what these procedures are about in a simple matter.**
APPENDIX 1 - TERMS

Some of the definitions below have been quoted from other documents: OA Inc. Bylaws, Region Nine Bylaws, WSO web site. These documents may change from time to time, so please check them out occasionally for updates as they will always take precedence over what is stated here.

Groups

Section 1 - Definition
a) These points shall define an Overeaters Anonymous group:
   1) As a group they meet to practices 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 practice 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 Overeaters Anonymous.
   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.

Section 2 – Composition
a) A group may be formed by two or more persons meeting together as set forth in Article V, Section 1.

b) Groups compose the intergroups and service boards as set forth in Article VI and VIII hereof.

Intergroups

Section 1 – Composition
a) Two or more groups may form an Intergroup for the purpose of servicing and representing the groups of which they are composed and acting as the guardian of the Twelve Steps, Twelve Traditions and Twelve Concepts of OA service. Each Intergroup should be composed of groups within its region, or groups within its geographical proximity, except that virtual groups may affiliate with intergroups without regard to geographic proximity.

b) Each state/province may have at least one intergroup. In a state/province having only one group, that group may function as an Intergroup.

National/Language Service Board
(taken from Overeaters Anonymous, Inc. Bylaws, Subpart B, Article VIII – Service Boards, Section 1 – Definition)

“A 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 not otherwise served within the existing service structure. The service board shall serve and be responsible and accountable to these groups and intergroups. These service boards may be known as national service boards, language service boards or virtual service boards”.

World Service Business Conference (The Conference, WSBC)
(taken from Overeaters Anonymous, Inc., Bylaws, Article X – World Service Business Conference, Section 1a) – Annual Meeting:
The World Service Business Conference is simply defined as "the collective conscience of the Fellowship of Overeaters as a whole."

**Regions**
There is no definition of the role of Regions in OA's bylaws, just the geographical boundaries of each Region.
The current definition of Region's role as defined in Region Nine Bylaws, Article 2 – Purpose:

**Section 1**
The purpose of the Region 9 Assembly shall be to carry the OA message within Region 9 to the still suffering compulsive overeater - wherever they live and whatever language they speak.

**Section 2**
a) The responsibilities to fulfill this purpose shall include:
   1) Administering and co-coordinating OA activities common to the various groups, Intergroups and National Service Boards comprising its membership.
   2) Establishing and maintaining a regional office mailing address to facilitate communication between Region 9 and the various groups, Intergroups, National Service Boards and members
   3) Promoting OA unity within the widely differing cultures and languages included in Region 9.
   4) Furthering the OA programme in accordance with the Twelve Steps and the Twelve Traditions and Twelve Concepts of Overeaters Anonymous as set out in the Bylaws of Overeaters Anonymous, Inc., - Subpart B, Article I and II and III.

**Board of Trustees (BOT)**
The Bylaws of Overeaters Anonymous, Inc., Subpart A, legally define the operations of the Board of Trustees.
In Subpart B, Article IX defines the power, duties and responsibilities of the Board of Trustees and the individual Trustees towards the fellowship.

Section 2 a) defines the role of the Trustees:
"Each trustee shall serve and represent Overeaters Anonymous as a whole. The members of the board, subject to the laws of the State of New Mexico, are expected to exercise the powers vested in them by law in a manner consonant with the faith that permeates and guides the Fellowship of Overeaters Anonymous, inspired by the Twelve Steps of Overeaters Anonymous, in accordance with the Twelve Traditions and Twelve Concepts of OA Service, and in accordance with the bylaws."

**World Service Office (WSO)**
Here is a description of the WSO found in the Newcomers packet, which describes the functions of WSO:

"Located in Rio Rancho, New Mexico, we exist to support individual members and OA's thousands of groups worldwide, as well as to carry our message of recovery to compulsive overeaters who are still suffering.

We provide this support in a variety of ways. We produce over 100 literature and recovery-related items, taking member ideas and turning them into polished products. We publish *Lifeline*, a monthly recovery magazine, made up of stories written by and for the OA member. We distribute *A Step Ahead*, a quarterly newsletter, which keeps members up-to-date on OA happenings.

We also maintain current directories on meetings all across the world – we can tell you where to find meetings from Alabama to Zimbabwe! If you don't feel at home at your first meeting, you can call us to find another meeting that works better for you, so don't quit before the miracle happens. We can even connect you with a sponsor or pen pal in another city, state or country, if that is what you need to work your program.

In addition, we provide new groups with everything they need to get started. We also give information about OA to media representatives, health professionals and others interested in OA's
Twelve-Step approach to recovery from compulsive overeating.

Although there are no dues or fees for members, the WSO is funded through literature sales and through your contributions. In keeping with OA’s Seventh Tradition, we are member-supported. So, when the basket is passed in meetings, keep in mind that you are supporting your own recovery by helping to maintain your group, Intergroup or National/Language Service Board, Region and World Service Office."
APPENDIX 2 - Should your Service Body become a National/Language Service Board?

Below are some topics and some tips to think about when trying to decide whether or not to establish a National/Language Service Board in your area.

1. In countries where there are few OA groups, mostly one city, the biggest issue for discussion is VISION. How do you want to define yourselves? Do you see yourselves trying to spread the message more in your local area/city at some time in the future? Do you see yourselves trying to spread the message beyond your local area to the rest of the country at some time in the future? Maybe right now there may seem no practical difference between your registering as an Intergroup or as a National/Language Service Board. Your decision will depend on how you want to define yourselves as part of where you think you would like to develop. If you define yourselves as a National/Language Service Board it may give you the inspiration to take action.

2. In countries where there are many groups and only one Intergroup trying to serve all the groups the issues are more complex:

   a) How many groups do you have?
   b) How far spread out are the groups?
   c) How many groups attend Intergroup meetings?
   d) Can Intergroup representatives travel to the Intergroup meeting within a reasonable time frame?
   e) How would you benefit from creating a National/Language Service Board with local intergroups?
      i. Are you currently able to reach out to all the groups in your area?
      ii. Do you have time to cover all the necessary business at your Intergroup meeting plus hear what’s happening at the group level and address group concerns?
      iii. How would you benefit from separating between the central administrative Service Board and providing local group support and events?
      iv. How well are your events attended?
      v. Would you benefit from holding both central and localized events?
      vi. Would you be able to draw more people into service above the group level by having some members dealing with the localized services?
      vii. Do you have enough service resources (people doing service) to run separate Service Boards?

3. In countries where there are separate Intergroups and no centralized National/Language Service Boards:

   a) Are there common needs between all your Intergroups that would make it common sense to have a centralized Service Board – e. g.
      • National Meeting List
      • National Newsletter
      • Centralized translation services, if required
      • Central literature publication, if required
      • Purchase of literature from WSO
      • National PI work
      • Centralized representation at Region Nine
      • Centralized delegation to WSBC
      • Centralized payments to Region Nine/WSBC (for places where foreign financial transactions are costly).

   b) Is there cooperation between the Intergroups in attending and organizing OA recovery events?
   c) What benefits would there be to pooling resources of all the Intergroups to take actions that would benefit the country as a whole?
d) What benefits would there to be pooling resources of all the Intergroups to have common representation at Region and WSBC business meetings? Remember, this will NOT PREVENT larger and stronger Intergroups to still send individual representation. Do you have enough service resources (people doing service) to run separate Service Boards?

4. When considering the establishment of a Language Service Board the geographical borders of different countries are less important. Language Service Boards can match specific geographic areas. An example would be the German speaking Language Service Board that covers Germany, German speaking Switzerland, Austria and Luxembourg – all clearly defined geographical areas with a common language.

Language Service Boards can also join up groups that are run in a specific language that is not the language of the country and exists in different countries fairly close to one another. An example of this is the English Language Service Board of Region Nine that covers English speaking groups from all over Europe outside the UK and Ireland.

It may be considered that communications over such large geographic areas are too large. If so, local Intergroups will exist within the framework of these language Service Boards as well. Their relationship with the Language Service Board would be similar to that between an Intergroup and a National Service Board.

There are also cases where people might feel that they should join forces with speakers of other languages in different continents. However, it does seem that distance in such a case would make an effective formal affiliation impractical. World Service Bylaws also do not allow for a group in Region Nine to be affiliated to a Service Board in Region Eight (for example). It would seem best to have an informal relationship with speakers of the same language in different continents, in which the more established Service Boards could provide literature and materials to the smaller ones.

It should also be noted that sometimes despite having a common language, sometimes dialectic differences discourage the different Service Boards from using each other’s literature. A current example is Spanish. There are a number of different versions of the Twelve Steps and Twelve Traditions translated to Spanish by different Spanish-speaking Boards that prefer to read their dialect of Spanish. These issues need to be addressed and decided upon locally.

The most important issues involving the decision to create a Language Service Board are:

a) What benefits are there for the different groups and Intergroups to affiliate?
   i. Would common literature translations and publication be helpful?
   ii. Would a common newsletter be helpful?
   iii. Would joint representation at Region Nine and WSBC be helpful especially for the smaller and weaker areas?
   iv. Would it be possible to hold strong recovery events for the area? Is it possible to do joint PI work and prepare PI materials?

b) Is at least an annual meeting of the Language Service Board possible and practical, thus enabling joint business and recovery events for all affiliated Service Boards to be possible?

c) How would finances crossing over financial borders work?

Would you elect Board members from all over the areas and how will the Board function? There is a large country in Region Nine that is so big this is impossible, so that National Service Board actually rotates from area to area for certain periods, thus making it possible for them to operate smoothly and cost-effectively.
Region 9 Guidelines for Translation
Updated June 2014

Content

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I. Region 9 Experience with Translations

1. These guidelines are not intended to give you any specific instructions on conducting translations into your own language, but rather to share some of the experience learned from our struggles in this area.
2. These guidelines do not replace WSO's formal approval process. We also suggest that you look for the World Service Office's International Translations and Publishing Guidelines, as it contains valuable information about translating OA materials into other languages.
3. When OA Literature is updated, it is recommended that Service Boards selling existing stock insert an errata slip when detailing the most recent changes.
4. Be aware that there may be people in other regions/countries working on translations in your own language. Consider keeping in touch with them.

II. Creation of a Translation Committee

If you are starting OA in your country, you probably have a lot of work ahead of you. Before you can think about an OA group or any service structure you need to have some translated material. It is very common that in the beginning this service is carried out by one or more committed members, but the earlier you can form a Translation Committee the better. This will avoid too much dependence on specific members and also form a structure that can enable the process to develop smoothly.

A. Members of a Translation Committee

The Translation Committee should have a list of people that update the OA literature in the different countries. These members should have information about all changes in OA literature. When you express the need to translate OA materials many OA members will likely volunteer to assist. At first it seems a very easy and attractive job. However, very few of them will really go ahead with the task, why?

1. Many people think that all you need is to speak English well. As a matter of fact, the level of your English is just one among other talents required to perform a good translation. For example, you may have a good understanding of English but you may not know how to verbalize an English text in your own language.
2. Others are willing to translate until they find out that the material is not as interesting as they thought it would be. They decide maybe it is not so important and postpone the translation indefinitely.
3. Some members are not mature enough in the program to assist. You will need to understand the full meaning of a text to translate it otherwise the translation can either become senseless or alter the original meaning and intention. Try to be careful with literal translations. It is necessary to pay attention to the general meaning of the text in its original form and to its translated form in your own language, but it has to make sense in the end.

4. Remember that people come and go. A lot of people enter the program full of energy and willing to do service. However, not many assume real responsibility, especially in the long term. So, don’t give them the original material, always a photocopy. Make a list of all the people involved with the committee, as well as who is doing what. If possible, talk to them once in a while to see how things are going. And don’t forget to ask them to copy the translation onto a floppy disk for you or send to you electronically (that will make your life a lot easier).

B. Translation an Individual and a Group Effort

Try to show people that this kind of service is not something that you do completely alone, in your own time and pace and in your own way. Help them to realize that they are part of a committee and that the work of others should be taken into account. As much as each one of us has our own style, there should be some general standards to be followed.

1. A glossary with the translation of key terms will not only facilitate the translation work, but also will help a great deal in creating a general standard.

2. Using former translations as a reference can be very helpful, especially when you find quotes from other pieces of literature (even from AA, although their translation choices are not necessary the best ones).

3. Always keep members in touch with each other, and if possible promote committee meetings once in a while to discuss problematic points.

4. As important as it is to promote group work and not rely too much upon one individual, it is advisable that you use one single person when translating a book, so that you don't have many different translation styles in a single piece of literature, which might make the translation a little awkward.

5. If OA members are doing translation a team could be formed and one person translates the literature and another checks it. One helpful suggestion is that two members get together to review the translation. One will read the translation out loud in your own language, and the other will follow it in the English version. This way you will not only make sure the translation sounds good in your language, but can also check how accurate it is in relation to the English version.

6. As to the International Translation & Publishing Guidelines outline, it is important to have other OA members checking the translated material. Not only for the accuracy of the translation, but also to help with problems concerning the style in your own language. Of course, always ensure that the translation is exactly the same as the original.

7. In spite of all the problems we might have when using OA members as translators, they are always the best choice. No professional translator, as good as they might be, will understand our literature so well. Being so versed in the subject, we make the best translators ever. And we will certainly put much more effort and love in this task than a professional. However, if you do not have qualified members you may of course use professionals.

8. Also, make sure that you review the translation carefully after it has been delivered to you to make sure everything is correct as far as the content is concerned.

9. Finally, before printing, make a careful review for typographical errors. There is always a little thing that can be overlooked even after a lot of work.

C. Professional Translators

Drawbacks of using OA members have been mentioned i.e. length of time for the work etc. In this respect it was stressed that where possible a professional translator was to be used. In the past
OA members had been used and this had lead to major delays and even loss of texts! In regard to professionals, it is best to give them a glossary of common terms and how you have been translating them (in case you already have something translated). When choosing a professional translator give him/her a small piece of literature to be translated. If you like the translation give him/her more work. If not try the same thing again with someone else. No professional translators can do a better job than qualified OA members, unless we give them good Glossaries to rely on.

1. Use of a Contract
   a. It is very important the use of a Contract with the translator right from the beginning so that both parties understand fully what is being asked of the translator and in what time factor.
   b. It was suggested that the arrangements include resisting any possible attempts by the translator to put his/her name to the document or to include ‘further reading’ of an outside nature.
   c. It was stated that in circumstances where the Professional Translator does not accept the OA Glossary then ‘he is not the person to do the translation – find another’.
   d. When choosing a professional translator give him/her a small piece of literature to be translated. If you like the translation give him/her more work. If not try the same thing again with someone else.

III. Glossary of Terms

It’s very important the compilation and use of a GLOSSARY – by OA members who are translating, local translators and professional translators as well as being sent off with the draft for approval. This glossary can be compiled by a dedicated sub committee of the National Language Service Board – agreed upon in group conscience and added to if necessary over time.

IV. Priorities for Translation Work

To begin with, such a committee could select, in a democratic and sensible manner, what are the priorities for the translation work. Of course the first thing that you will need is the latest English version of the literature. Every once in a while the literature is revised at the World Service Business Conference and you may have an outdated version.

V. Urgent Service Material Translation

In addition, there will always be service related materials that need urgent translation. It’s very common that we receive a lot of service material in English, all of them requiring responses in a very short period of time. Usually this is because it already took a long time for the material to arrive.

1. There may be some materials that you receive and your members don’t understand what “they” are talking about. Some issues are simply not part of our lives and the OA service structure is not as obvious for the different cultures. In this case you can add footnotes explaining the issues and giving further information regarding the context in which they were raised.
2. The best thing to do, when you don’t have much time to translate everything, is to highlight the most important information from the material and use it in your own newsletter or in other mediums to distribute information about service (e.g. Releases, announcements at the Intergroup meetings, etc.).
3. Some Intergroups have special newsletters just to summarize the most important information that come from the WSO and the Region.
VI. Region 9 Policy for Financial Support of Literature Translations

To provide funding for the professional translation and/or printing of Literature is a very important issue and reflects the feelings of the Assembly that when funds are available we should be spending them on getting the message out to those in the Region who do not speak English. Applications will be considered by the Officers. This policy gives the Treasurer the authority to make the payments in the year and clarifies the procedures for that payment.

VII. World Service Office

Once we have translated a piece of literature we have to send it to WSO for approval. That means we have to send a copy of the translation to the trustee in charge of this committee. We shall include the year in which the original piece was published. Usually they prefer an electronic copy in Word.

VIII. Copyright Legend

Apart from the English title of the document translated, the copyright notice needs to be in the language of the translation.

"Translated and reprinted from (English name of the document, and its reference number)___ the edition with the copyright date______________________________
Copyright © (date of the translation) of the (language of the) translation by Overeaters Anonymous, Inc. World Service Office, 6075 Zenith Court, Rio Rancho, NM 87144-6424. Mail Address: P.O. Box 44020, Rio Rancho, NM 87174-4020, USA +01 (505) 891-2664, With the permission of OVEREATERS ANONYMOUS, INC. All rights reserved. No part of this publication may be reproduced in any form without the prior written consent of Overeaters Anonymous, Inc."

IX. Reaching Out

We tried through these guidelines to share as much information and experience as we could, but we are aware that other problems may always come up, as they usually do. In this case, the best suggestion we can give is that you reach out and look for those with more experience in this area. You can do this through our Region, where there are certainly a good number of Intergroups that are surely facing or have faced similar problems.
The Representative is a vital link in the chain of OA's Service Structure – You have been elected by your Intergroup or National/Language Service Board to attend the Region 9 Assembly – Congratulations!

If you are lucky, your predecessor has briefed you on the job or given you a file with information in it. If not, you may need to find out a lot, very quickly. We hope this booklet helps you.

Here are some of the questions that experienced members in OA are frequently asked about Region 9 service matters. These answers may give you a clearer idea of what the role of a Representative is in relation to the Region 9 Assembly.

It must be emphasized that there are no “right answers”, only shared experience of what has worked well for others. All the suggested answers are to be found either in the Twelve Traditions and Twelve Concepts of OA, the Bylaws or the Policy Manual of Region 9. Other sources of information are Groups, Intergroups and National/Language Service Boards and previous year’s Region 9 Assembly Minutes, which should be handed to you. When in doubt, don’t hesitate to ask the advice of more experienced OAs.

**Glossary**

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<td>Overeaters Anonymous</td>
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<td>IG</td>
<td>Intergroup</td>
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<td>BOT</td>
<td>Board of Trustees</td>
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<td>WSBC</td>
<td>World Service Business Conference (also known as the Conference)</td>
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<td>NSB/LSB</td>
<td>National/Language Service Board</td>
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<td>Region 9</td>
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**REGION NINE’S STATEMENT OF PURPOSE**

Our statement of purpose reads: “Our primary purpose is to carry the OA message to the still suffering compulsive overeater, wherever they may live and whatever language they may speak. In fulfilling our purpose we should ever strive to achieve worldwide unity and common policies among all countries. With love and tolerance as our code, together we can do what we could never do alone.”
WHERE AND WHEN DO WE MEET?

Every year we hold an Assembly in which the officers of R9 meet with representatives from Intergroups and National/Language Service Boards from all over R9. Non-affiliated groups (groups which are not part of an Intergroup) may also be represented.

We meet within Region 9. Intergroups and National/Language Service boards who feel able to host the event put in a bid, with the selection usually taking place 1-2 years in advance.

WHY SHOULD MY INTERGROUP SEND A REPRESENTATIVE?

Because this is the only way to get your Intergroup or NSB/LSB’s views heard by the group conscience of Region 9 as a whole. If your representative isn’t there you cannot contribute or change anything or indeed listen and take home to your IG or NSB/LSB news and views of what’s going on elsewhere. Your absence weakens the group conscience.

WHAT QUALIFICATIONS ARE REQUIRED TO BE A REPRESENTATIVE?

Your local IG or NSB/LSB decides. Successful representatives are OAers who have previously had some active experience of service at group, Intergroup or NSB/LSB level and are familiar with the 12 Traditions, 12 Concepts of OA Service and the OA Service structure. This service is not appropriate for a newcomer. Qualifications are set by the local IG or NSB/LSBs in their bylaws.

WHAT IS THE ROLE OF THE REPRESENTATIVE?

In a word – communication. The representative's role is to make sure that their Intergroup understands Region 9 matters, and that the Assemblies which they attend are informed of the needs and wishes of their Intergroup or NSB/LSB. You should be aware that some service commitment may be required during the year after the Assembly. The representative's length of service depends on their own IG Bylaws. But it is suggested that some continuity is beneficial to both R9 and to the representative her/himself as the first year is often a learning year. Should you wish to submit amendments to the Region 9 Bylaws, please refer to Region 9 Bylaws, Article XII, Section 1.

WHAT IS THE REGION ASSEMBLY COMPOSED OF?

The Assembly is composed of a Board and Intergroup and NSB/LSB representatives. The board members are elected at the Assembly for a period of 2 years and a further two year term if re-elected. The board members are: Chair, Secretary and Treasurer. In addition, committees are formed (from the representatives present) and committee chairs are elected or nominated. The Region 9 Trustee attends the Assembly and has a voice but no vote. Visitors are welcome as observers.

WHAT IS THE PURPOSE OF THE ASSEMBLY?

- To carry the OA message of recovery within Region 9
- To re-affirm OA unity within Region 9
- To report and discuss the different activities in the Region since the last Assembly
- To vote on bylaw changes, if any proposals are on the floor
- To elect new officers and Committee chairs (every two years)
- To serve as a place where delegates from throughout the Region can get together to share their common experiences, problems and solutions
- To receive input from the BOT through the Trustee and more information and news about the WSO
WHAT SERVICES DOES REGION 9 PROVIDE?

Through several committees that operate year round, R9 offers the following services to its members, NSB/LSBs, Intergroups and groups:

**Budget and Finance**

The Treasurer heads this committee, whose function is to project expenditure for the upcoming year, produce a budget and promote contributions throughout the Region. Details of our expenses are listed further in this document.

**Bylaws**

The Assembly operates in accordance with bylaws that were first laid down in the second Assembly (Munich 1985). This committee evaluates the bylaws and proposes changes/additions to ensure that they continue to meet the needs of the Assembly and the Region as a whole and are in accordance with OA Bylaws Subpart B.

**Translation**

This committee encourages countries to translate and print literature in their own language. Region 9 Translation guidelines are available on the website of R9. A hard copy can be ordered from the R9 Secretary.

**Electronic Communications**

This committee is responsible for the maintenance of the R9 website. The website “www.oaregion9.org” will carry news and information to R9 members. The second phase will be to translate as much material as possible to languages other than English. The R9 Newsletter will be published on the website.

This committee will encourage countries to set up websites in different languages, to facilitate communications and to provide prompt information about OA in their own language.

**Twelfth Step Within**

The Twelfth-Step-Within Committee was created to reach out to those in the Fellowship who still suffer and to address the relapse and recovery of our members. The committee’s purpose is to strengthen Overeaters Anonymous by sharing information and ideas that generate recovery within the Fellowship. Those who give Twelfth-Step-Within service encourage existing OA members to become or remain abstinent, to work the Twelve Steps and to give service to the best of their ability. Doing this service increases the quantity and quality of recovery in our Fellowship, thereby assisting our own spiritual journey. Twelfth Step Within does not focus on attracting new members; it explicitly supports the ones we already have. We can all help carry the message of recovery through abstinence and working the Steps by (1) being well ourselves; (2) giving service, sponsorship and friendship; (3) encouraging membership retention; and (4) attending meetings and OA events.

**Public Information**

The purpose of this committee is to help ensure that OA and our programme of recovery becomes better known by the public and more accessible through methods such as press releases; community and health fairs, press and advertising, posters, billboards, community notices, telephone lines, professional outreach and public speaking.
HOW DOES THE REGION CO-ORDINATE WITH OTHER SERVICE BODIES?

World Service Business Conference (WSBC)

The WSBC (the Conference) is an annual meeting of delegates from NSB/LSBs and Intergroups worldwide, held in April/May in Albuquerque, New Mexico, USA. The conference lasts 4 days with discussions, debates and decisions relating to OA as a whole, and represents the Group Conscience of OA as a whole.

The WSBC discusses and provides guidelines for all aspects of OA group, Intergroup and NSB/LSB activities – literature, budget, group handbook, committee guidelines, public information etc. All literature that is approved at the WSBC carries the “conference seal of approval” which means that it represents the group conscience of OA as a whole.

The WSBC also supports a Delegate fund aimed at assisting NSB/LSB and Intergroups to attend WSBC. Contributions are received from service bodies throughout the Fellowship and are distributed to NSB/LSB and Intergroups who apply for assistance. Details can be received from WSO.

Board of Trustees

The BOT is elected by the Conference comprising of Trustees from the different Regions and General Service Trustees. Candidates are put forward to the Conference by the Regions. The main functions of the BOT are to represent OA as a whole, to act as guardians of the 12 Steps, 12 Traditions and 12 Concepts of Overeaters Anonymous and to promote education within the Fellowship worldwide.

Region 9 Trustee

The WSBC elects a Trustee from Region 9 every 3 years. This Trustee is a member of the BOT. In addition to the Trustees duties as a member of the BOT, the Trustee carries the message of the BOT in the Region, by visiting and communicating with the NSB/LSB, Intergroups and groups within the Region and by holding service and traditions workshops in different locations in the Region. The Trustee attends BOT meetings, WSBC and WSO convention. The Trustee also attends the Region 9 Assembly as the representative of the BOT and has a voice but not a vote.

World Service Office

The WSO located in Albuquerque New Mexico, USA, provides a variety of services for the BOT, WSBC, Regions, National-Language Service Boards, Intergroups and Groups, including:

- Clearing house for worldwide inquiries
- Providing information about OA to the still suffering compulsive overeaters, to media representatives and health professionals interested in OA’s Twelve-Step approach to recovery from compulsive overeating
- Supporting individual members and OA groups worldwide
- Registration of all OA groups, Intergroups and NSB/LSBs (available online)
- Providing everything new groups need to get started in the Group Starter Kit
- Providing office services to the BOT, WSBC and the World Service Convention, including printing and distribution of material
- Producing all the Conference and BOT approved literature
- Selling over 100 literature and recovery-related items which can be ordered from the Catalog
- Producing and printing Lifeline the monthly OA recovery magazine and mailing it to subscribers (available online)
- Producing and distributing of the quarterly newsletter A Step Ahead, and the annual Courier (newsletter for professionals) to all NSB/LSBs, Intergroups (available online)
- Website – maintaining the OA Website (www.oa.org or www.overeatersanonymous.org)
Region 9 Chair

The R9 Chair is elected by the R9 Assembly for a period of 2 years and fills a variety of duties; reelection for another two-year term is possible.

- Represents R9 at WSBC and is involved in different Conference Committees and activities
- Is invited with other Region Chairs to attend one BOT meeting per year
- Attends additional Region Chairs Committee meeting held in conjunction with an assembly of one of the other regions
- Is a member of the WSBC’s Region Chairs Committee (RCC), working in cooperation with the Chairs of the other 9 regions, meeting and communicating about the services and needs of all the regions
- Chairs the annual R9 Assembly
- Attends different functions within the Region and may hold Service and Traditions workshops where budget allows.

HOW IS REGION 9 FUNDED?

Region 9 is self-supporting, receiving contributions from its member NSB/LSBs, Intergroups, groups and non-affiliated groups. The surplus from our conventions/assemblies is an important source of funding of activities.

WHAT ARE OUR EXPENSES?

Due to the vast geographic range of our Region, our expenses for travel and postage are much higher than other Regions and they are:

- Funding of R9 Officers to R9 Assemblies.
- Funding R9 Chair to WSBC, partly funding to a BOT meeting, and funding the travel to a Region Chairs Committee meeting if funds are available.
- Printing of Assembly minutes, Notebook, reports, etc.
- Postage
- Holding a fund, when possible, to subsidize NSB/LSB and Intergroup representatives to attend R9 Assembly.
- Assistance to IGs, NSB/LSBs for Translation/Projects Fund.

WHAT AREA DOES REGION 9 COVER?

Region 9 is composed of OA groups and Intergroups and NSB/LSBs in Africa, Europe, Middle East and Western Asia.

WORLD SERVICE OFFICE ADDRESS

Overeaters Anonymous Inc., PO Box 44020
Rio Rancho NM 87174-4020 USA
Tel: +1-505-891-2664
Fax: +1-505-891-4320
Website: www.oa.org
Email: info@oa.org
Region 9 Website: www.oaregion9.org
Service Structure of OA in the Countries that make up Region 9

Overall Service Structure

This chart shows the overall flow of service within the OA Fellowship.

The most important point that I can make is that WE dictate policy, and OUR VIEWS ARE IMPORTANT. For example, WSO doesn’t tell us that we can’t distribute food plans at our meetings. Members of our meetings are sent to intergroup, and intergroup sends delegates to Region where perspectives can be heard from other members within our region. Then, at the World Service Business Conference, the GROUP CONSCIENCE of the body as a whole decides that we have no right to distribute food plans because we are not professional nutritionists.

OA is OUR PROGRAM, but it works only if you work it! If your meeting isn’t sending a delegate to intergroup, then your meeting does not have input into the process.

We can give service at all levels, and service of all kinds is essential to our continuing recovery as a Fellowship. We would not exist if people were not willing to extend their hands.

All of us can do some kind of service every day—let’s all try to incorporate service into our daily lives by using this valuable tool of recovery.
OVEREATERS ANONYMOUS REGION
NINE ASSEMBLY

BYLAWS

Nov 2014 Version

Embrace the similarities
Love the differences
In all our affairs

ADOPTED BY REGION NINE ASSEMBLY OF
OVEREATERS ANONYMOUS

Revised September 2014 after the Assembly in Greece
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BYLAWS OF
OVEREATERS ANONYMOUS REGION 9 ASSEMBLY

ARTICLE I- NAME

Section 1

The name of this organisation shall be the Region 9 Assembly of Overeaters Anonymous.

ARTICLE II- PURPOSE

Section 1

The purpose of the Region 9 Assembly shall be to carry the OA message within Region 9 to the still suffering compulsive overeater - wherever they live and whatever language they speak.

Section 2

The responsibilities to fulfill this purpose shall include:

a. Administering and co-ordinating OA activities common to the various Groups, Intergroup and National/Language Service Boards comprising its membership.

b. Establishing and maintaining a regional office mailing address to facilitate communication between Region 9 and the various groups, Intergroups, National/Language Service Boards, OA worldwide, and the World Service Office.

c. Promoting OA unity within the widely differing cultures and languages included in Region 9.

d. Furthering the OA programme in accordance with the Twelve Steps and the Twelve Traditions and the Twelve Concepts of Overeaters Anonymous Inc. – Subpart B, Article I and II and III.

ARTICLE III – GROUPS, INTERGROUPS AND NATIONAL
SERVICE BOARDS WITHIN REGION 9

Section 1

The Definition of a Group.

The points that define an Overeaters Anonymous Group are listed in OA Inc Bylaws, Subpart B Article V, Section 1 Overeaters Anonymous Groups.

a. These points shall define an Overeaters Anonymous group:
   1) As a Group, they meet to practice 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 practice 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 Overeaters Anonymous.
   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.

Section 2

The Composition of an Intergroup.

a. Two (2) or more Groups may form an Intergroup for the purpose of servicing and representing the Groups of which they are composed and acting as the guardian of the Twelve Steps, Twelve Traditions and Twelve Concepts of OA Service. Each Intergroup should be composed of groups within its geographical proximity.

b. Each State/Province may have at least one Intergroup. In a State/Province having only one Group, that Group may function as an Intergroup.

c. To establish that an Intergroup is registered, the World Service Register shall be used.

Section 3

The Definition of a National/Language Service Board.

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.

b. To establish that a National/Language Service Board is registered, the World Service Register shall be used.

ARTICLE IV – MEMBERSHIP OF REGION 9 ASSEMBLY

Section 1

a. In accordance with the Bylaws of Overeaters Anonymous, Inc. Subpart B, Region 9 shall be composed of Africa, Europe, Middle East and Western Asia.

Section 2(I)

The voting membership of the Assembly shall consist of:

a. Representatives from Intergroups who are registered with the World Service Office and who are within the geographical boundaries of Region 9.

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.

c. Region 9 Board Members.

d. The Chair shall not have a vote at the Assembly, except to break a tie and for elections.

e. Committee Chairs, who are not Intergroup or National/Language Service Boards representatives.

f. In the event of a Region 9 representative from a registered unaffiliated group receiving a voice as per Article IV Section 2 (II) c) of these Bylaws, they may also be given a vote, subject to majority approval of the voting body. The proposed representative should submit a written statement on why they are unaffiliated, if they plan to be affiliated in the future and if they meet the representative requirements.

Binder Page 125
Section 2 (II)

The non-voting membership of the Assembly shall consist of:

a. The Region 9 Trustee is entitled to a voice but no vote at the Assembly.
b. Region 9 OA members, who are not represented, are entitled to a voice but no vote at the Region 9 Assembly.
c. A representative from a registered unaffiliated group within Region 9 may be given a voice if they receive the majority approval of the voting body. Consideration may also be given to giving such a representative a vote – see Article IV Section 2 (1) f) of these Bylaws.

Section 2 (III) – Visitors

a. OA Visitors from Region 9 who already have a representative attending the Assembly from their service body will not be given a voice or a vote.
b. The Region 9 Assembly is open to OA visitors from inside and outside Region 9. In order to be given consideration to speak at the Assembly, the visitor shall give prior notice to the Chair so that the item may be considered for the Agenda. Pertinent suggestions during the Assembly may be put in writing and handed to the Chair for consideration.

Section 3 – Qualifications

a. Each representative shall be elected by the Intergroup, National/Language Service Board or unaffiliated groups they serve.
b. The term of Region 9 representative shall be designated by their Intergroup, National/Language Service Boards or unaffiliated Groups and each representative is always subject to recall by those who selected them.
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.

Section 4 - Representatives

a. Each member Intergroup, National/Language Service Board shall be entitled to one representative at the Region 9 Assembly. Intergroups, National/Language Service Boards serving more than 10 Groups shall be entitled to two representatives. Intergroups, National/Language Service Boards serving more than 50 Groups shall be entitled to three representatives.

ARTICLE V – MEETING TIMES AND NOTIFICATION.

Section 1

Region 9 shall hold one Assembly per year.

A Region 9 Convention may also be held in conjunction with the Region 9 Assembly if the hosting Intergroup or National/Language Service Board is in a position to do so.

Section 2

Notification of this Assembly shall be emailed to all member groups, Intergroups, unaffiliated groups and National Service Boards at least six months prior to the date of the Assembly. The notification will include an invitation to the Assembly from the organising committee, the registration form to send a representative, a blank new business motion, and a blank new bylaws amendment motion, an application for financial assistance and a letter from the Region 9 Chair.
Section 3

Special meetings may be called at World Service functions other than those designated in Section 1 wherever Region 9 members are gathered. Such meetings are for the purpose of discussion and are not decision making unless emergency business that affects Region 9 Assembly itself is brought to the floor. A positive vote of 2/3 of the delegates attending this meeting will be required. Eighty per cent (80%) of the delegates attending WSBC will constitute a quorum, providing there are five countries of Region 9 present. The decision voted upon can be enforced right away and must be validated by a majority vote at the next Region 9 assembly. If the emergency concerns the removal of an officer for reasons stated in Region 9 Bylaws Article VII section 4b, 8 weeks prior to the WSBC, the Chair will inform, by registered letter, the officer concerned; that a motion for his/her removal will be proposed at WSBC Region 9 Special Meeting; and that he/she is given 15 days to respond and explain his/her position. Six weeks before the WSBC, the Chair will send the motion to Assembly members.

Section 4

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.

Section 5

The Region 9 Assembly shall be conducted according to the current Robert’s Rules of Order. The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this Region 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 and any special rules of order Region 9 may adopt.

The Chair shall see that a book is available for ready reference, and if possible shall appoint a parliamentarian.

ARTICLE VI- QUORUM

Section 1

At a Region 9 Assembly, representatives from at least five countries shall constitute a quorum.

ARTICLE VII – COMPOSITION OF REGION 9 BOARD

Section 1- Composition

The Region 9 Board shall consist of a Chair, Secretary and Treasurer.

Section 2 – Duties

Duties of members of the Region 9 Board shall include but not be limited to the following:

a. The Chair is responsible to see that a notification of the Assembly is emailed in accordance with Article V – Section 2; to see that Region 9 Intergroups, National/Language Service Boards are notified that amendments to these Bylaws should be sent in accordance with Article XII – Section 1; to prepare an agenda for the Assembly and see that the agenda is emailed in accordance with Article V – Section 4; to preside over the Assembly; and in accordance with the Bylaws of Overeaters Anonymous, Inc. – Subpart B is entitled to be a voting delegate to the annual World Service Business Conference.
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.

c. The Treasurer is responsible to chair the Budget and Finance Committee; and to see that the annual financial statements are mailed to all members Intergroup and National/Language Service Boards.

d. In an emergency situation, approval of two members of the Region 9 Board is required to execute decisions deemed necessary for Region 9 as a whole. Notification of such decision shall be sent within 45 days to all registered Groups, Intergroup and National/Language Service Boards within Region 9.

e. For additional and a more detailed explanation of duties for Chair, Secretary and Treasurer refer to the Region 9 Principles & Procedures manual.

Section 3- Elections

a. Nominations and elections shall be held in each year at the Region 9 Assembly.

b. To be eligible for election to membership of the Region 9 Board, a person must be present at the meeting and be an OA member from Region 9. In addition a person standing for the office of Chair must have been a representative at a previous Region 9 Assembly. To be elected, a member must receive a majority vote of the representatives present. In addition each candidate for the Region Board 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 has not 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 guided by the Twelve Concepts of OA.

c. Board members are elected for a term of two consecutive years in the same position.

d. Board members are elected to serve for a two (2) year term. Board members should not serve more than two consecutive terms in the same position. A member who has just completed eight (8) consecutive years of service may stand for re-election only after an interval of two (2) years.

e. Nominations for qualified nominees to the Region 9 Assembly may be made from the floor at the Assembly. Upon nomination, the nominees shall be called upon to present their qualifications briefly to the Assembly.

f. Any vacated position may be temporarily filled by a representative on request of the Region 9 Chair at the Assembly with the approval of the Region 9 representatives.

g. Vacancies that occur during the term of office between Assemblies shall be filled by a person appointed by the Chair. In the event that the position of Chair becomes vacant, the Secretary shall act as the Chair until the next Assembly with the authority to perform all prescribed duties and responsibilities. In the event that the position of Secretary becomes vacant, the Treasurer shall act as the Chair until the next Assembly with the authority to perform all prescribed Chair’s duties and responsibilities. All vacancies shall be filled by an election at the next Region 9 Assembly.

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.

Section 4 – Removal of Officers

a. Any Officer may be removed for cause by a 2/3 vote of the representatives attending Region 9 Assembly

b. The failure to perform the duties and responsibilities of such an officer, as enumerated in the Region 9 Bylaws, Article VII, Section 2 may constitute cause for removal.

c. 8 weeks prior to Assembly, by registered letter, the Chair will inform the officer concerned that a motion for his/her removal will be proposed at Assembly and that he/she is given 15 days to respond and explain his/her
position. 4 to 6 weeks prior to Assembly, the Chair will send the motion to Assembly members.
d. The vote may be enforced right away.

ARTICLE VIII- REGION 9 TRUSTEE

Section 1- Nomination and Selection

The Region 9 Trustee is elected at the World Service Business Conference. Nominees for this position should reside within Region 9, have been endorsed by Region 9 and must be members of OA who meet the requirement of the Overeaters Anonymous, Inc. Bylaws – Subpart B. The Region Trustee serves Overeaters Anonymous as a whole as a member of the Board of Trustees and maintains liaison between the Board of Trustees and Region 9.

Section 2- Endorsement Procedure

a. The Region 9 Assembly will endorse the candidacy of up to 3 Trustee Nominees.
b. Trustee Nominees should forward their original World Service Trustee Application Forms to the Region 9 Chair to arrive 1 month prior to the Region 9 Assembly in the year prior to the Region 9 Trustee Election.
c. Up to three nominees may be voted for.
d. To be eligible for election, each nominee must appear before the representatives at the Region 9 Assembly and there address the assembled representatives for three to five minutes and answer questions from the floor.
e. A ballot shall take place at the Region 9 Assembly. All voting members attending the Region 9 Assembly shall be entitled to a vote. The Chair and Secretary will independently tabulate the results and confer. The three nominees receiving the highest number of votes will have their original application endorsed and returned to them by 15th January. Unsuccessful nominees will also have their forms returned by this date.
f. Nominees who are endorsed will receive reimbursement of their costs for expenses in attending World Service Business Conference (WSBC) as agreed by the Assembly in the budget. Nominations who are endorsed may be attending WSBC in another capacity and thus may not require separate funding by the Region.

Section 3 – Nomination and Selection of Region 9 Trustee where no application has been received, the deadline for submission has passed or a vacancy occurs mid term

In the event that either:
1) WSBC nominations are due for the position of Region 9 Trustee and no application has been received by Region 9 or
2) A vacancy for the position of Region 9 Trustee occurs outside the deadline for submissions for applications for the position or
3) A vacancy occurs mid-term.

The following actions will be taken to fill the vacancy of Region 9 Trustee:
a. The Region 9 Board will solicit applications from Region 9 Service Bodies.
b. The Region 9 Board will consider only those applicants meeting all requirements for Region Trustee as outlined by the Bylaws of Overeaters Anonymous, Inc., Subpart B, Article IX, Section 4.
c. A majority vote of the Region 9 Board will constitute affirmation of the applicant(s).
d. Notification of outcome of the vote by the Region 9 Board shall be made to Region 9 Service Bodies, the Board of Trustees and World Service Office.
ARTICLE IX- COMMITTEES

Section 1

The Region 9 Board and/or the Region 9 Representatives shall appoint Committees that are deemed necessary for the purpose of the Region 9 Assembly.

Section 2 – Duties

a. Committee Chairs are responsible for co-ordinating the activities of their Committees, chairing Committee meetings, and reporting to the Region 9 Assembly and Board when appropriate, Committee Chairs shall furnish a written activity report to the annual Region 9 Assembly.

Section 3 – Election of Committee Chairs.

a. Nominations and elections shall be held when a committee chair position is vacant at the Region 9 Assembly.
b. To be eligible for election, a person must be present at the meeting and an OA member from Region 9.
c. To be elected, a member must receive a majority vote of the representatives present.
d. Committee Chairs are elected for a two year term. Committee Chairs should not serve more than two consecutive terms.
e. Nominations for qualified nominees may be made from the floor at the Assembly. Upon nomination, the nominees shall be called upon to present their qualifications briefly to the Assembly.
f. Any vacated position may be temporarily filled by a representative on request of the Region 9 Chair at the Assembly with the approval of the Region 9 representatives.
g. Vacancies that occur during the term of office between Assemblies shall be filled by a person approved by the Chair.

Section 4 – Finance and Budget Committee Members

a. The Treasurer of Region 9 shall chair the Finance and Budget Committee.
b. If the Treasurer does not reside in United Kingdom, then the role of the Banker may be created. The Banker will automatically become a member of the Finance and Budget Committee.

Section 5 – Banker Duties

The role of Banker is to deal with the bank and physical banking activities in the UK: copy and forward bank statements to the Region 9 Chair and Treasurer; liaise with the Treasurer; report annually to the Region 9 Assembly in written format, and comply with any further details of the banking role as outlined in the P & P.

Section 6 – Election of Banker

If the Treasurer does not reside in the United Kingdom and the role of Banker is required to assist the Treasurer then the following process may be used:

a. To be eligible for election of position of Banker, the person does not have to be present at the Assembly at which the election is taking place, see Region 9 Policies and Procedures for guidelines on election.
b. To be elected as Banker, a member must receive a majority vote of the representatives present.
c. The position is elected for a two year term with elections in alternate years to that of the Treasurer’s position and
these elections can be held in any year that the position is required.
d. The Banker should serve for no more than four consecutive years.
e. Nominations may be received from voting representatives present at the Region 9 Assembly at which the election is taking place or from visitors to the Region 9 Assembly or a member of OA who is not in attendance. If the nominee is present they shall be called upon to present their qualifications briefly to the Assembly. If the nominee is not present they may submit an application which will be read out to the Assembly. Alternatively, should anyone standing for the position of Banker not be present at the assembly at which their nomination is taking place, it is preferable (if it can be arranged) if the nominee makes themselves available for a live communication (e.g. by Skype) with the Assembly at the time of the election. The R9 board will give instructions to all nominees for this position about the method and timing of this communication. If it is possible, then the Assembly delegates should be able to ask questions of (and hopefully “see”) the nominees to assist them in making their decisions as to who to elect to this vital position. The election process will continue as normal if this method is not possible.
f. If no applications are received at the Region 9 Assembly at which the election is required or if a vacancy occurs during the term of office between Assemblies then the position can be filled by a person appointed by a majority vote of the Region 9 Board.
g. The bank will do a credit check on the elected candidate. Should the Banker fail the check a new banker must be found.

Section 7 - Qualifications of Banker

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.

ARTICLE X- FINANCIAL STRUCTURE

Section 1

a. The activities of Region 9 shall be financed primarily by the contributions of its member Groups, Intergroups and National/Language Service Boards.
b. Region 9 may accept donations from OA members, Groups, Intergroups and other service bodies, conforming with the general principles of Overeaters Anonymous.
c. A secondary source of financial income to Region 9 may be from such occasional projects or activities as may be authorised by the Region 9 Board.
d. All proceeds over and above expenses from the Region 9 Convention shall be designated for Region 9.
e. The Region 9 representatives shall not accept the responsibility, trusteeship, or enter into the distribution of funds set up outside the Region 9 Board.
f. Region 9 funds shall be banked in one or more countries designated by the Region 9 Assembly. All financial transactions that have not been approved by the Region 9 Assembly are subject to approval of three members of the Region 9 Board. This must be interpreted as to include all unusual items or requests for payment in advance of expenditure.
g. Funds of Region 9 are primarily earmarked for use in operating costs.
h. Where funds permit, Region 9 should have a prudent reserve equal to (1) years standard costs. The standard costs to be determined by the assembly and updated annually.
ARTICLE XI – MAJOR POLICY MATTERS

Section 1

Matters which relate to major policy affecting Overeaters Anonymous as a whole shall be referred to the Region 9 Trustee or another member of the Overeaters Anonymous, Inc. World Service Board of Trustees.

ARTICLE XII – AMENDMENTS TO THE BYLAWS.

Section 1

These Bylaws, representing our table of organisation, may be amended by a two thirds majority of the voting body at the annual Regional Assembly provided that representatives are present from at least five different countries within Region 9. Proposed amendments should be submitted to the Region 9 Bylaws Committee at least ninety days before the Region 9 Assembly, and are to be submitted, in writing, by this committee to the Region 9 Chair at least seventy-five days before the Region 9 Assembly.

Section 2 – Emergency New Business

Bylaw amendments, including items raised during the Assembly by a Committee, which have not been submitted to the Region Chair seventy-five days before the Assembly and which are considered to be of an emergency nature by the Region 9 Board and the Bylaws Committee Chair may be voted on at the Assembly.

Section 3 – The Twelve Steps, Twelve Traditions, Twelve Concepts.

The Region 9 Bylaws Article XIV, the Twelve Steps, the Twelve Traditions, the Twelve Concepts cannot be amended by this Assembly.

ARTICLE XIII – LEGAL DISCLAIMERS

Section 1

All members of the Assembly and all members of local groups which are members of the Assembly shall be deemed to have expressly consented and agreed that, upon dissolution of the Assembly, whether voluntarily or involuntarily, the assets of the Assembly, when remaining in the hands of the Board, after all debts have been paid, shall be used for the purpose of Overeaters Anonymous as determined by the current Region 9 Board. In the event of there being no remaining Region Nine Board any remaining funds should go to the World Service Office of Overeaters Anonymous.

Section 2

No member of the Assembly or any member of any Intergroup or Group which is a member of the Assembly, and no Officer or member of a Committee or person connected with the Assembly or any other private individual shall receive at any time any earnings or pecuniary profit from the operations of the Assembly; provided that they shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Assembly affecting any of its purposes as shall be entitled to share in the distribution of any of the assets upon the dissolution of the Assembly.
ARTICLE XIV- TWELVE STEPS, TWELVE TRADITIONS AND TWELVE CONCEPTS.

TWELVE STEPS

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.
TWELVE TRADITIONS

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

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 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 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.
TWELVE CONCEPTS

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 entrusted 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 the 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 OA 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 the 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, 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
   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.
OVEREATERS ANONYMOUS
REGION NINE ASSEMBLY

POLICIES AND PROCEDURES

A SUMMARY OF CONTINUING EFFECT MOTIONS

Embrace the similarities
Love the differences
In all our affairs

1983 – 2014
(Re-organized 2008)

ADOPTED BY REGION NINE ASSEMBLY OF

OVEREATERS ANONYMOUS
TABLE OF CONTENTS
SUMMARY OF SECTIONS OF OVEREATERS ANONYMOUS
REGION NINE POLICIES AND PROCEDURES MANUAL
A SUMMARY OF CONTINUING EFFECT MOTIONS
The Region Nine Policies and Procedures Manual is arranged in topics as follows and the sub-topic of each motion is capitalized for ease of understanding. This is then followed by a list of continuing effect motions which are listed in chronological order.

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I ASSEMBLY

STATEMENT OF PURPOSE
The primary purpose of the Region 9 Assembly is the same as that of all OA service – to carry the OA message to the still suffering compulsive overeaters, wherever they live and whatever language they speak. In fulfilling our purpose, we should ever strive to achieve worldwide OA unity and common policies among all countries. With love and tolerance as our code, together we can do what we could never do alone. (1983a)

DURATION OF ASSEMBLY
That Assembly be extended to two full days. (1989b)

DESCRIPTION
Motion to call the European Service meeting, the R9 European Service meeting agreed (1991m) REGISTRATION FORMS
Move that Region 9 adopts the following forms:
1. Officer and Committee Chairs
2. Representative Registration. (1995m)

ORIENTATION SESSION
At each Assembly there will be an orientation session. The aim being to give representatives (particularly first time representatives) a general overview of the processes of the Assembly. (1997a)

LOCATION & ELECTION OF ASSEMBLY
The annual Region 9 Assembly will be held within Region Nine. (1999b)
The hosting service body for the regional Assembly and Convention shall be elected two years prior to running the event. (2009b)

REGISTRATION FEE FOR ASSEMBLY
Move to charge 50€/£33 or equivalent registration fee for the Region Nine Assembly, payable upon registration at the Assembly. (2006d)

BYLAWS
That representatives are asked to bring their own copies of Bylaws to Assembly. (1989a)

REPRESENTATIVE ADDRESSES ON ASSEMBLY MINUTES
Addressses are to be provided on the contact list attached to the assembly minutes. Any person not willing to have their address published, should advise the secretary at the Assembly, who will not publish their address. (1999a)

VITAL LINK
Move to approve the newly revised R9 Vital Link. (2004a)

AUTOMATIC REMOVAL OF OUTDATED POLICIES
Automatically remove outdated or completed Region 9 Assembly policies from the Policies and Procedure manual (2006a)

LIAISON WITH SERVICE BODIES NOT REPRESENTED AT ASSEMBLY
The Assembly will divide up the list of IGs and NSBs not represented at the Assembly amongst the representatives who are in attendance at the assembly. Each representative will be responsible for undertaking liaison activity with the SB they have adopted. Each representative will then submit a written report to the Region 9 12th Step Within Committee within 6 months of the Assembly (2014g). The 12th Step Within Committee will then log these responses and continue to try to encourage contact with service bodies not represented at assembly (2010a).

ORGANISATION OF THE P&P MANUAL
The P&P shall be organised with a table of contents followed by the various detailed motions in relevant Region 9 topics / sections and then finalised with a list of detailed motions in chronological order. (2008a)

EMERGENCY NEW BUSINESS
In order to qualify as emergency new business any motion must be:
a) Referring to new business only and not addressing the same issues as other motions brought to the current Assembly;
b) Of an urgent nature so that not considering the motion immediately would be harmful to the welfare of OA as a whole. (2009d)

REGISTER OF SERVICE BODIES AND ATTENDANCE TO BE INCLUDED IN ASSEMBLY MATERIALS
The Assembly Materials of Region 9 are to include a register of Region 9 countries with details of Intergroups
each country and the current number of groups, also including details of when the Service Body was represented at Region 9 Assembly. (2010b)

**REGION 9 TRANSLATIONS LIST TO BE INCLUDED IN ASSEMBLY MATERIALS.**
The Assembly Materials of Region 9 are to include a Translations List of Region 9 with details of OA Literature and which languages they have been published in or are being worked on in order for them to be published. (2012n)

**PROCEDURES AND SUGGESTIONS FOR HOSTING REGION 9 ASSEMBLY AND CONVENTION (2013a)**
To adopt into the Region 9 P & P Manual the document circulated at 2010 Region 9 Assembly (since amended and updated) entitled “Overeaters Anonymous Region 9 – PROCEDURES AND SUGGESTIONS FOR HOSTING REGION 9 ASSEMBLY AND CONVENTION” (2013a)

**II BOARD POSITIONS, AND DUTIES**
Move to adopt the following

**JOB DESCRIPTIONS 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).

**CHAIRPERSON:**
The Chairperson is elected by the Region 9 Assembly for a period of two years and fills a variety of duties:
- Chairs the R9 business assemblies, including preparation of the Agenda
- Communicates with the different R9 officers and committees during the year
- Attends functions within the Region, where budget allows, or at the expense of the country hosting the OA event (2013b).
- Represents R9 at the World Service level, including at the WSBC
- Represents R9 in the Board of Trustees Intergroup and Region committee (IGAR)
- Participates in the Region Chairs Committee (RCC), and attends RCC face-to-face meetings when possible (2013g)
- Works with the R9 Trustee on some of the issues directly concerning the Region
- Chairs the R9 Board
- Is responsible for ensuring that the Assembly invitation and associated necessary documents are sent to all registered service bodies and officers of Region 9. An Officer Nomination form is sent to each Intergroup and Representative in an election year
- A bid form for hosting a R9 Assembly to Intergroups and Representatives on election year
- Facilitate Service, Traditions and Concepts (STC) workshops when and where possible within Region 9 (2012r)

**TREASURER:**
The Treasurer is elected by the Region 9 Assembly for a period of two years and fills a variety of duties:
- Chairs R9's Budget and Finance committee
- Prepares an annual budget for approval of the assembly
- Maintains records of all income and expenses incurred by the different activities in the Region
- Provide an annual report of all contributions received, as well as income and expense- Maintains the R9 bank account and records of monies kept by different functions in other countries (satellite banking)
- Serves on the R9 Board (1999h)
- Liaises with the Accountant, signatories and the Banker as necessary
- Facilitate Service, Traditions and Concepts (STC) workshops when and where possible within Region 9 (2012m)

**BANKER**
The Region 9 Banker is not a Board position, but is a Region 9 member from Great Britain who is elected by the Region 9 Assembly if the Region 9 Treasurer is not from Great Britain for a two year term in line with the Treasurers term.
The roles the Banker undertakes can be undertaken by the Region 9 Treasurer if they are living in Great Britain. 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) (2013m)
SECONDARY: The main responsibilities of the Secretary are to produce and email minutes of all Region 9 Assemblies, and maintain updated listing of R9 Intergroups and National/Language Service Boards (2014h).
The procedure for this is as follows:
MINUTES OF THE ASSEMBLY:
1. The Chair will send out an agenda prior to the Assembly, and will include reminders to all Officers and presenters of topics to bring with them to Assembly a written report for inclusion with the minutes.
2. A recording device may be used if required.
3. At the R9 Assembly, the Secretary needs to collect copies of all reports to be included with the minutes. It is also necessary that all motions are given to the Secretary in writing. It is important to record the name of the proposer and seconder, and the count of the voting on each motion.
4. The time scale for producing the minutes is short, and it is helpful to have copies of all paperwork to be included with the minutes in your possession, when coming home from the assembly, to ensure the minutes are distributed in the timescale set out in the bylaws.
5. Please see the ground rules for current wording for Minutes Approval Committee. Email the draft minutes to the R9 chair and the Minutes Approval Committee to check. Once any amendments are made and the Chair and MAC have agreed them all, then the minutes can be distributed. The minutes will include all reports and revised copies of the R9 Bylaws and P&P Manuals if possible.
6. The minutes are then distributed to all registered service bodies in R9 and to those members present at the Assembly by email (2013p). A copy is also posted to the website. (2012p)
UPDATE OF LISTS
Another duty for the Secretary is to see that an up to date list of all R9 Intergroups and National/Language Service Boards is emailed periodically to each R9 officer. This is compiled from information which the Intergroups may send directly to the Secretary and also from the information which the World Service Office sends directly to the Secretary. The World Service Office will send a list of all Intergroups and meetings in R9 to the Secretary periodically, as well as all enquiry letters they may have received. The letters are forwarded to the Outreach chair who will send off letters welcoming new meetings. It is helpful for the Secretary to inform the R9 Trustee or Chair of new Intergroups forming in the Region. It is useful to keep in contact with the R9 Chair on a regular basis. (1999h)
Move that reports and documents be delivered to the registered representatives prior to Assembly. (2002h)
Addresses are to be provided on the contact list attached to the assembly minutes. Any person not willing to have their address published, should advise the secretary at the Assembly, who will not publish their address. (1999a)
Move to adopt the Region 9 Minutes to a manageable size. The Region 9 Minutes will contain: Date/Time and place of Region 9 Assembly, names of Officers, number of representatives present, record of action taken on the minutes of the previous meeting, the exact wording of each motion as it was voted on, and whether it passed or failed, the maker’s name. If the vote counted, the count should be included. Any notice given at the meeting. Points of order and appeals, and Committee reports. A note that the revised version of Region 9 Bylaws and P & P can be obtained from the Region 9 web site or can be requested from the Region 9 secretary. To avoid confusing the Minutes with other Region 9 Assembly materials, they will be called Region 9 Minutes. (2005a)
UPDATING OF OTHER R9 DOCUMENTS
The Secretary will periodically check and update various R9 documents e.g. Vital Link, where necessary.
WORKSHOPS
Facilitate Service, Traditions and Concepts (STC) workshops when and where possible within Region 9. (2012p)
TRUSTEE
Motion adopted for proposal as an amendment to WSBC bylaws "An applicant for R9 Trustee shall live in R9 and also have at least one year's service on the board or committee level of the R9 assembly." (1991k)
PARLIAMENTARIAN
The Parliamentarian is appointed by the R9 Chair to assist the Chair at the R9 Assembly in the smooth running of the business. The Parliamentarian has no opinion on any of the issues under debate but will help to guide the Chair and representatives present of Robert’s Rules of Order, the R9 Bylaws, Ground Rules and Traditions. The costs of travel and accommodation are to be agreed in the budget of the year prior. (2012a)
REGION 9 REPRESENTATIVE
A Region 9 Representative is an OA member chosen by an Intergroup/NSB/LSB/unaffiliated group1 meeting within Region 9 to be its representative during the Region 9 Assembly, and to carry out all the associated tasks of a liaison between the Assembly and the represented group. Groups are encouraged to choose their representatives for a 2 or 3 year period, so that the representative is able to learn the Assembly procedures and stand for regional elections.
1. According to the Region 9 Bylaws Article IV, Section 2f and Section 2(II)c, a representative of an unaffiliated group may be granted a voice and even a vote if and only if this is approved by the majority of the Assembly.
The group might decide to send its representative to the Region 9 Convention as well.
1. Registration for the Assembly/Convention.
After the Assembly/Convention details have been decided upon by the hosting group and sent out to service bodies by the Region 9 Secretary, it is the responsibility of the representative to:
a) Register for the Assembly with the Region 9 Secretary (using the form provided by the Region), taking care to do so before the registration deadline stated on the form. If the representative wishes to participate in the Convention, they should register for that event following the instructions provided by the hosting service body.
In addition to that, the representative can ask the region for financial assistance, in case the cost of participating in the Assembly prove to be too high for their service body to cover. The request has to be made within 2 months after receiving the Assembly invitation. Note that the funds allocated for representative assistance are limited and there is no guarantee that the support will be granted to all those applying.
b) Book Hotel Accommodation – the representative may choose to stay at the place where the Assembly and Convention are held (details will be provided by the Region), which usually proves the most convenient option, but if they wish, they may also find a different place to stay.
c) Organise and book the travel arrangements.
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.
3. Committee Participation.
The representatives are encouraged to join one of the following Region 9 committees: Budget and Finance, Public Information (2012b), Bylaws, Electronic Communications, Literature and Translations. (2012q) Twelfth Step Within. Although committee meetings take place during the Assembly, in most cases members are required to work for the committee throughout the year.
4. Assembly Participation.
The representative is to attend all of the business sessions of the Assembly in order to vote and participate in the debates.
5. Standing for Elections
During every Assembly, elections for positions of Committee Chairs and members of Region 9 Board are held (see Region 9 Bylaws, Article VII, Section 3 and Article IX, Section 3). A representative that feels willing to serve at region level is welcome to put themselves forward as a candidate. They may want to discuss such a decision with the Region Chair and their sponsor.
6. Reporting back to the Service Body.
The representative is supposed to report the matters discussed by the Assembly back to their service body. The report should also cover the Assembly workshops, as well as any ideas and goals for the future. The form of this report is up to the representative and their service body. Many representatives prepare written reports and present them during workshops.
7. Hand your service to the next representative.
Encourage your group to choose its next representative a year before your term is due to end. During that year, allow the person chosen to have a closer look at your work and assist them when their term begins. (2010d)
III REGION 9 COMMITTEES
COMMITTEES RELEVANT FOR REGION 9
The following committees will operate: Budget and Finance, Bylaws, Electronic Communications, Literature and Translations. (2012q), Twelfth Step Within (2008j), Public Information. (2012b)
LITERATURE AND TRANSLATIONS COMMITTEE (2012q)
Will be the centre for information flow about translation and printing of OA material, both for matters of policy and of process. (1997b)
ELECTRONIC COMMUNICATIONS
Will be the centre for information flow about electronic communications, both for matters of policy and of process. (1997b)
TWELFTH STEP WITHIN
The purpose of this committee is to offer support and guidance to new and existing groups and service bodies. (2008j)
PUBLIC INFORMATION
Will help OA groups and service bodies to spread the word about OA’s programme of recovery to professionals, media and the public through attraction not promotion in the area covered by Region 9
BUDGET AND FINANCE
Will deal with all financial and budgeting matters relating to OA R9
BYLAWS
Will maintain and update the R9 bylaws and the Policy and Procedure manual, will assist in wording and review all bylaw amendments and new business motions that are to be presented to the assembly. (2012c)
The Chairperson of the Bylaws Committee is elected at the R9 Assembly and serves for a period of two years with the option of being re-elected for a further two years. The duties would include:
- Chairing committee meetings and reporting back to the R9 Assembly and Board when appropriate
- Ensuring that the Secretary gets written Bylaw reports at the beginning and end of Assembly
- After the revised Bylaws and P & P Manual have been checked, furnishing the Chair, Secretary, Treasurer and Web Committee Chair with an electronic version of the up-dated Bylaws and Procedure Manual in time to have these available on the web site at the same time as the minutes of the Assembly (in accordance with Region 9 Bylaws Art VII S2 Duties 2 – within 45 days of the Assembly). (2008h)
- Sending a printed copy of all proposed Bylaw Amendments to the Chair of the Board to be included in the mailing with the Agenda for Assembly
- Gathering an active committee to work throughout the year, reviewing the Bylaws and preparing new or revised motions where necessary. These members may be from anywhere within R9 but it is vitally important to encourage people from the Chair’s local Intergroup who will be at hand to do the practical work
- To update the P&P Manual annually. While updating the manual make any spelling, punctuation or grammatical corrections as necessary so that the intent of the policy is unchanged.
To ensure that the layout of the document is consistent and clear. (2008g)
It is helpful to remember that when the Chairperson presents amendments she/he will have to defend them and so it can be helpful to have notes from the committee as to intent - one may not always remember why the committee selected a particular wording. (1999h)
TRUSTEE
Motion adopted for proposal as an amendment to WSBC bylaws "An applicant for R9 trustee shall live in R9 and also have at least one year's service on the board or committee level of the R9 assembly." (1991k)
SUPPORT OF COMMITTEE CHAIRS
Move that a “Buddy” system be brought into place for committee chairs to support each other in the work they have undertaken for the year. (2002b)

IV REGION 9 TRANSLATIONS
ASSEMBLY ASSISTANCE WITH TRANSLATIONS
The R9 Assembly will assist the Service Boards within Region 9 by helping with any necessary legal work for getting translated literature approved by the WSO. At the assembly; the Literature and Translations committee (2012q) and/or Region 9 Trustee will assist with filling in and explaining the licensing agreement forms to get
translated literature approved. (2008k)
Each year at the Assembly we will set aside time in the agenda for issues regarding translating literature. This may
include a workshop and/or assisting with questions regarding translating literature, understanding the different
licensing agreement forms, filling in licensing agreement forms, copyright-issues and other issues related to
translating literature. (2008n)
We encourage each non English speaking country to translate at least one piece of literature each year. (2012d)

TRANSLATIONS GUIDELINES
The Translation guidelines submitted by the R9 Literature and Translations committee (2012q) in 1999 and updated
in 2002 and approved in 2005 have now been rescinded and R9 will now refer to the document ‘OA GUIDELINES –
TRANSLATION GUIDELINES FOR OA LITERATURE’ which is available on the www.oa.org website for the
worldwide fellowship of OA (2011b)

V FINANCE AND BUDGET
FINANCE & BUDGET COMMITTEE STATEMENT OF PURPOSE
OA REGION 9 POLICIES & PROCEDURES extracts:- III REGION 9 COMMITTEES BUDGET AND FINANCE
Will deal with all financial and budgeting matters relating to OA R9.
The Statement of Purpose of the OA R9 Finance and Budget Committee is to consider the regions financial matters,
having regard to the fact that Region 9 ought to be fully self-supporting and that the region’s assembly is reliably
informed so as to make the best decisions in using its funds efficiently to carry the message within the region and also
consider OA as a whole and thus to contribute an adequate amount to our WSO.
The Committee will act within all of the OA Traditions as well as act with integrity and transparency. The R9 Board
needs to be aware of the contents of this manual and various financial policies so that where it affects their role, they
can act accordingly.
The Treasurer, together with the Finance and Budget Committee will comply with the policies set out in the attached
manual and update it as appropriate.
The sections of the manual are as follows:-
   A) TREASURER DETAILED JOB DESCRIPTION
   B) BANKER DETAILED JOB DESCRIPTION
   C) REGION 9 BOARD MEMBERS REIMBURSEMENT
   D) FINANCIAL ASSISTANCE FOR REPRESENTATIVES TO R9 ASSEMBLY
   E) FINANCIAL ASSISTANCE FROM TRANSLATION / PROJECTS FUND
   F) ORGANISATION OF RECORDS, BANKING AND HOW THINGS WORK FINANCIALLY IN R9
   G) REIMBURSEMENT OF EXPENSES PROCEDURES AND POLICIES AGREED
   H) FUND RAISING PRODUCT
   I) STANDARD EXPENSES FORM
   J) STANDARD LETTER OF RECEIPT FOR CONTRIBUTIONS
   K) CHARITY COMMISSION REGISTRATION
   L) FINANCIAL ARCHIVES
   M) MISC. POLICIES
   N) A DAY IN THE LIFE OF R9 TREASURER / BANKER (2014e)
BUDGET & FINANCE COMMITTEE MANUAL - (Last Updated MAR 2014)
A) TREASURER DETAILED JOB DESCRIPTION & HAND OVER INFORMATION - (Last Updated SEP 2014)
Refer to the OA REGION 9 POLICIES & PROCEDURES II BOARD POSITIONS AND DUTIES and in particular the summarised duties of the Treasurer & Banker.

The more specific detailed duties of Treasurer (where the treasurer resides in the UK) are as follows:-

* Operating the accounts:
  - writing cheques & prepare bank transfers (to other board members, hotels, etc.)
  - banking money
  - transferring funds between bank accounts as necessary
  - amalgamating or opening bank accounts as the fellowship requests.
  - prepare a suggested draft budget for the year for inclusion in the R9 Assembly materials, consideration by Finance and Budget Committee at the Region 9 Assembly and then the Region 9 Assembly itself. A suggested budget should be done for the year ahead so that the assembly can vote ahead of decisions and then if necessary revisited at the assembly within the year in question.
  - keeping account workbook on excel (The current excel workbook can be replaced with an equivalent electronic ‘package’ that is universally accepted and can give the appropriate output by way of accounts and budget for the assembly i.e. the keeping of R9 Financial Records in electronic form. Where this happens – in the job description that follows where it reads or refers to ‘excel workbook’ – it can be accepted that this refers to R9 Financial Records in electronic form) : tallying income, expenditure and balance.
  - balancing the records with the bank statements.

* Liaising with / writing to the accountant for the end of year accounts review.

* Collecting receipts and claim forms.

* Deal with the claim forms for Chair to attend Region Chairs Committee Meetings (RCC Meetings)

* Storing the accounts records for the last 6 years.

* Liaising with the bank.

* Communicating with the fellowship as a whole regarding Tradition 7, etc.

* Participating in Finance & Budget committee during the year and at the Region 9 Assembly.

* Participate and work with the R9 Board and be the liaison person between the Finance & Budget Committee & the R9 Board

* Writing a written report and completing the accounts (in the established format in Section G and showing actual in comparison to budget in good time to be submitted to the ‘reviewing’ accountant and the secretary for inclusion in the ‘Materials’ Binder for sending out prior to the Region 9 Assembly.

  Note : - a) Refer to deadlines set, b) Refer to the instructions given in the excel workbook for the completion of accounts. Where the treasurer is unable to prepare accounts – liaise with accountant and give sufficient information so as to enable the accountant to prepare accounts on our behalf in the appropriate format in G

* Preparing a list of contributions for the year (as per the established format in Section G) to be included with the accounts for the assembly as mentioned above.

* Facilitate service, traditions and concepts workshops as appropriate.
HANOVER SHEET – THINGS YOU MUST KNOW –

Items you will need and that are on file / or in the various computer folders:-
1. Bank Accounts Spreadsheet (which includes various pages of workings – see the excel workbook)
2. Contributions List
3. Sample Thank You / Receipt Letter as per example
4. Budget set at Region 9 Assembly with detail codes on line items
5. Annual Letter to Fellowship for Appeal
6. Sample Expense Claim Form – General (Change the address at the bottom to yours)
7. Sample Expense Claim Form – Chairs Travel (Change the address at the bottom to yours)
8. R9 Financial Assistance for Regional Assembly – Application
9. R9 Translation/ Projects Assistance Application
10. Sample Region 9 Assembly Report

- Have a Book of 1st and 2nd class stamps (however, these are needed less & less these days as we use email wherever we can)
- Use OA Region 9 ‘Headed’ Paper – there is one on draft electronically – you will need to alter the address at the bottom to your own address as Treasurer.
- Our Financial Year for Region 9 runs 1 June – 31 May
- BACK UP DATA REGULARLY FROM THE COMPUTER.

Bank Accounts Numbers

Questions the Bank may ask in order to verify you are valid

For security purposes, details of the Bank and branch, Questions the Bank may ask & Bank Account Numbers are available from the R9

Treasurer / Banker – if appropriate.
Things to do as a new treasurer

- Familiarize yourself with the job description & various spreadsheets and discuss these with the outgoing treasurer. Read the Bylaws, P & P and this manual – have the latest copy on file. Work with the Chair & Secretary to update the ‘dates’ deadlines for treasurer.
- Change signatures – use forms (company mandate) (Authorized Signatures), (new participant id details – 1 per new signature) (Note There may be new references to these forms so they are not written here).
- Set yourself up to access accounts on telephone and online. Currently the GBP Current Account and Bonus Saver can be accessed via telephone and online. The Euro Current Account can be accessed via telephone but not online.
- Change signatures – use forms (company mandate) (Authorized Signatures), (new participant id details – 1 per new signature) (Note There may be new references to these forms so they are not written here).
- Letter to bank requesting an address change for the bank statements (needs signatures)
- Send letter to fellowship introducing yourself (give them your name and address for contributions and tell them what we discussed at Region 9 Assembly re finances)
- Read the Translations Guidelines as issued by WSO (they are usually on the website).

Timing of treasurer tasks

- Monthly and during the month – receive contributions, prepare receipt letters & send out (by email if possible), pay expenses as claimed, update excel spreadsheet with details of these receipts & payments and file ‘vouchers’ on the Income & Expenditure File. Note Keep a separate folder within Region 9 records on the computer for ‘Receipts’ and then sub folders to this that hold the Receipts for the various Financial Years – if you give each receipt the next number – the computer will list these in the order of that number.
- Analyse the Income & Expenditure as you go along – refer to the instructions on the excel workbook.
- Annually – Prepare a set of accounts (or facilitate the accountant to do so) - Income & Expenditure Account, Balance Sheet & Notes as well as a detailed list of Contributions for the Year Ended 31 May just ended. – Do this as early in June as possible – the time before the Assembly will go quickly. Note If you complete the excel workbook accurately and understand how it works it will do the bulk of this for you – but you will need to code items in line with the budget and check various balances, etc. Just before the year end, send an email to the board and the committee chairs and ask if there are any pending items due for payment. Pay anything due before the year end. You will need to consider though whether there are any expenses that have been paid in the current year for next financial year (e.g. Chairs Flight costs for RCC meetings in the following year) or whether there are any outstanding costs that are still to be paid but which are for this current financial year. These will need to be adjusted for in the accounts and the accountant will help you with this but you will need to let the accountant know which of these apply. The accounts you have prepared will need to be copied onto a PDF document before being sent to the secretary for inclusion in the Assembly binder.
- Prepare a written report for which will accompany those accounts and which reviews and interprets them. Highlight items you think are important, including how the figures look in relation to the budget and how R9 finances ‘fit’ into those of other regions / WSO if possible. Make as much information as possible available to the assembly so that they can make informed group conscience decisions.
- Send the accounts spreadsheets and workings electronically to the accountant. Ask if they need any further information – they may want a copy of the closing bank statements and perhaps a copy of one or two expense claims or receipts. You can photocopy these and send them to them or scan and send by email. (The accountant will now review the records you have given them and prepare a set of accounts in a slightly different format – they will send you these accounts just before the assembly – but you will have to liaise with the accountant in the mean time to ensure that you have the report in your possession when you attend the assembly). The accounts in columned form prepared from the excel sheets is fine – accountants just use a slightly different format. You will want to report to the Assembly that the accounts have been reviewed by the accountant.
- December 1st – send reminder to service bodies that they can apply for Translation/ Projects fund assistance – attach form with email / letter (via secretary)
- February 1st – deadline for Translation/ Projects fund Application forms to be sent to you as Region 9 Treasurer.
- April – email rest of Region 9 Board with suggestions as to how the Translation / Projects Fund should be used and with the board decide on which service bodies should receive assistance.
- Email board and committee chairs and remind them to claim any expenses due asap so they can be paid before the
year end.

- May – make sure you pay all relevant costs for the current financial year including Translation / Projects Assistance & Chairs Travel expenses.
- June - email rest of Region 9 Board and with them decide on which representatives receives assistance with costs of transport etc to Assembly.

Note :- – Receive all the applications yourself as treasurer – print off and review for – budget agreed, amount claimed by each service body, distance to travel, those that have not attended the Region 9 Assembly before, date of claim, and whether the service body has included a copy of their current financial position. Summarize the claims received in note form at the bottom of the ‘Representative Assistance for Attendance at Assembly / Convention form’ and make a note of the total amount claimed by all applicants. Review the budget for the year and include that total in that note at the bottom of that sheet.

Consider who should be assisted and who should not.

- Email the Chair & Secretary and attach – all applications together with current financial positions and the updated ‘Representative Assistance for Attendance at Assembly / Convention form’ in good time for consideration by the board and the deadline. Suggest in your email who should be paid for and who not – in the light of what we have agreed as a fellowship in terms of priority.

Discuss and then confirm agreement with the Chair & Secretary and then write to the applicants with the standard letter as appropriate (positive / negative response) – see standard letter.

These standard letters need to be sent out in good time.

- July - Prepare suggested ‘base’ budget for the next Financial Year beginning 1st Jun and include with information to be sent to secretary for inclusion in Assembly ‘Materials Binder’ (Use the prior Years Income & Expenditure Account as a guide and ask Chair & Secretary for any unusual factors that have to be taken account of). See the workbook in excel about this.

Revisit the budget (set previously) for the current year and consider if any adjustments should be made and make appropriate recommendations for inclusion in the assembly materials.

- Assembly – Transfer the suggested ‘base’ budget as prepared previously for the next year and the one for the current year onto two large flip charts and display throughout the Assembly. These will be used as an aid memoir during the presentation of the draft budget and is very useful for members to review during the assembly and assists their understanding.

- Assembly - At the Board meeting get accounts from accountant signed by Chair & sign yourself as appropriate.

- October / After the Assembly – send the signed accounts off to the accountant – they will sign their own report and send them back to you – file the signed accounts in the Region 9 Permanent Notes file in the appropriate section ‘Final Accounts’

- October / After the Assembly - Send Introductory Appeal letter via secretary to all Region 9 contacts (this will be translated into other languages) – this explains who you are (if new treasurer) and a summary of decisions that the assembly has made regarding the R9 finances.

**Accounts Review**

- All Receipts / Bills etc. Must be kept for 6 years

**Standing Bills & Costs / Contributions**

- Accountant Annual Fee

- Send agreed contribution to WSO after Assembly and as appropriate during the year.

- Web Site Annual maintenance is payable to Global Gold for Web Hosting and Domain Reg. **This is payable annually – be careful not to miss this as we may lose our website address.**

- The Region Chair will claim for expenses for travel for each of the Region Chairs Meetings (RCC Meetings). These expenses will be claimed separately for each meeting (and sometimes there will be separate claims for flights etc.) and are:- Registration, Flight, Accommodation, Meals & Incidental Travel costs.

There are three RCC Meetings – in a calendar year these are normally held – 1st RCC is at the World Service Business Conference (WSBC) in April / May.
2nd RCC is held in Albuquerque in August (unless there is a World Convention when it will be held there).
3rd RCC is held at one of the other regions and moves around within those regions (it happens at the same time as that Regions Assembly) and is generally in the Autumn.
This is as per calendar year, but be mindful that within our Accounting Year of 1 Jun – 31 May the order normally follows 2nd RCC, 3rd RCC and the 1st RCC / WSBC.

**When you receive a contribution (cheque)**
- Prepare a thank you letter / receipt to the Group / Intergroup / National / Language Service Board and email where possible – sometimes you have to ‘hunt’ for an email address. – Refer to the Treasurer Contact List (which you must maintain), past records and email service bodies or the secretary. Keep copies of these letters in a Receipts Folder on the computer.
- Write up bank deposit slip – include group, date, amount on deposit stub
- Record amount in Income & Expenditure spreadsheet workbook (Cash Book).
- Deposit the money in the bank – they will date stamp it.
- Save any letters / bank notices etc. that come with the contribution in the Income File (file ‘upwards’ in date order). Reference it with the appropriate number.

**When you need to prepare a bank payment draft / write a cheque**
- Check & Validate expense claim forms which have the amount requested, why, who etc. Make sure receipts are attached wherever possible. Make sure the claim is in line with budget as set by the assembly minutes.
- Fill in the Treasurers section on the form with cheque number, date and who, currency etc.
- Prepare the bank transfer document – we currently use ‘Standard’ payments as these are the cheapest – you will need all bank details of member you want to pay by transfer – refer to prior forms already complete – especially important is the BIC code & the IBAN code – otherwise the bank may not pay out.
- Write the cheque – make sure update stub with who, when, why.
- Send the payment draft / cheque to the second signatory with a self –addressed and stamped envelope enclosed for its return to you.
- Record amount in Income & Expenditure (Cash Book) spreadsheet
- Send cheque and copy of expense form to person requesting payment / cheque / take the transfer document and proof of who you are to the bank. (I usually bring my passport but the staff do get to know you if you use the same branch)
- Save and file the form in the Expenditure File (file ‘upwards’ in date order). Reference it with the appropriate number.

**When you get the Bank Account Statements**
- Balance the current account and euro & the bonus saver account – statement to spreadsheet records.
- Make a note of the bank statement number that each transaction appears on in the excel sheets.
- File original of each statement in the bank statements file
- Monthly – scan the bank statements or download from the account online and send on to the Chair, Secretary & Trustee – this is an ‘audit’ check that the appropriate money is still in the bank!

**At the Assembly**
- Use a ‘Bum bag’ for the 7th Tradition i.e. keep the money on your person at all times
- If the Assembly is to be in a country in which you are not familiar with the currency – email the local members and ask for help from them during the assembly. – Ask whether they will be taking 7th tradition during the assembly / convention as well as registration. Ask whether they expect you to get involved with the 7th Tradition during the convention. – Normally the Registration & 7th Tradition from the Assembly is dealt with by the Region 9 Treasurer and then the Registration & 7th Tradition for the Convention is dealt with locally and any surplus after costs is then normally contributed to Region 9 at a later date. But this is not always the case – at some conventions in the past the 7th Tradition was passed to the treasurer after each meeting!
• Ask for help when counting the 7th Tradition – get 2 ‘local’ members to count the cash and then give you a written report of what was collected. – That way you don’t have to get involved with counting currency that you may not be familiar with while member are speaking to you and asking you questions about finance.
• Keep own funds completely separate so that you don’t confuse the two.
• Bring plenty of bank bags (plastic bags) with you.
• Bring a couple of bags to collect the 7th Tradition at the Assembly
• When someone gives you a piece of paper with cash – keep it in a ‘bank’ change bag separate i.e. so that you know what it is when you refer back to it. – You will be amazed at what you don’t remember when you return from the assembly!
• Use the ‘Treasurers Records Cash Book’ (hardback book) during the Assembly itself for recording receipts or registration etc – you will need to reconcile this with the cash you bank.
• Try to pass on the coinage as much as possible before you come home – exchange with local members for notes – this way you can bank easier when you get home and will lose less on exchange as well as making your bag lighter!
• Will need a calculator handy
• Will need small stapler
• Ask for flip chart / wipe board to present and work on budget
• R9 Board Assembly Costs & Representative Assistance – make sure you bring enough currency to pay for the R9 Board costs and the representative assistance applications as agreed with the rest of the Region 9 board earlier in the year (June / July).
• Make sure each R9 Board member & representative has summarized their claim on the standard claim form and attached legitimate receipts for travel, accommodation and food. List in the ‘Treasurer’s Records Cash Book’ the amounts as you pay them out in cash and ask the representative receiving the money to sign the standard claim form and the book as a receipt and confirmation that they have received the money.
• At the end of the Assembly / Convention - summarize at the bottom of the page - the monies at Assembly i.e. Registration Received, Contributions Received, Representative assistance paid out Chair / Secretary / Treasurer expenses paid out Etc – arriving at the amount to be paid into the bank.
• When you get home from the Assembly (or before you leave if you can) reconcile and count the funds in full. Photocopy the ‘Treasurers Records Cash Book’ (hardback book) pages you have filed in and use them as ‘vouchers’ to file on the Income & Expenditure file. Attach all receipts and pieces of paper to these photocopies on that file.
  Note :- When this book gets ‘full’, buy a replacement and put the ‘used’ one in the R9 Archives Box.
  Pay the money into the appropriate account and then record EACH BUDGET LINE ITEM in total (registrations, contributions, etc.) into the spreadsheet arriving at a net amount that will be credited to the bank with your amount that you paid in. (2014f)

REGION 9 FUNDS TO BE USED LOCALLY
In the event of an Intergroup having on hand funds raised for Region 9, these can, with permission, be used for Region 9 purposes in that country without going through central account.
(1983d)
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 (2013i).

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) (2013k)
That the mailings to all member groups and Intergroups as in article 5(ii) of the Bylaws, shall include applications for assistance. This application form will also be posted on the R9 website. Completed application forms will be submitted to the R9 Treasurer at least 3 months prior to the date of the Assembly. (2012g)
It is required that the service bodies requesting such funds attach to the application form for assistance – the latest financial summary of the service body and that they give details of any funding for attendance at Region 9 Assembly from elsewhere. The Region 9 Board are authorized to consider (by email) those applications (2012g) having regard to the funds agreed in the budget by the Assembly (2014c).
The Assembly resolves that priority for financial assistance for Regional representatives travelling to the R9 Assembly will be given to those IGs and NSBs that cannot afford to fund a representative on their own, to those with the greatest distance to travel and to those attending their first Assembly. (1996h) (2011c)
Payment of this assistance will be at the Assembly itself. (2011c)

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 1st December and 1st May. These applications must be sent to the Treasurer by 1st February and 1st July of the following year. The board is authorised to make a decision on the allocation of the Translation/Projects budget by 1st March and 1st August. Consideration will be given by order of priority as follows:(2012c)
Service Boards applying for:-
Translation Applications
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 (2014d).

Project Applications
a) who currently do not have such a project in their own country
   It is required that the service body requesting such funds
a) Include in that application, a list of projects undertaken in that country previously.
b) List the amount of money received in the past from WSO and for which projects; 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 (2014d).
   The appropriate forms are available from the Secretary. (2004f)(amended 2008b)
d) The officers will consider the applications and make payments by April 30th and September 30th (2013d).

SUGGESTED CONTRIBUTION SPLIT
Donations to be divided 70/30 between service/delegates, unless otherwise specified. (1989d)
FUNDING OF REGION 9 CHAIR TO WSBC & ALL REGION 9 BOARD TO REGION 9 ASSEMBLY
Region 9 chairman to attend every World Service Conference. (1989h) To fund all Region 9 officers to attend R9
assembly. (1999k)

SATELLITE BANKING
Move to amend the P&P manual by adding the description of Satellite banking as follows: The Satellite banking
concept described in the minutes of the 1994 Assembly is endorsed by the R9 Assembly as a procedure for
simplifying and regulating the money transfers between donations and expenses in R9. (1994a)

ORGANISATION OF BANKING
Move to authorise the Regional Treasurer to set up a Business Account with PayPal.com. (2004b) Move to authorise
the Regional Treasurer to open an interest bearing deposit account with a bank.
(2004c)
Move to authorise the Regional Treasurer to open a new bank account with an institution chosen at the Treasurer’s
discretion. (2004d)

FUND RAISING PRODUCT Move that R9 shall have a fund raising product for sale. (1994b)
The finance committee shall investigate and purchase OA Region 9 merchandise for sale at WSBC and other OA
events, to raise funds for Region 9. (2002f)

SUGGESTED CONTRIBUTION TO REGION 9
To suggest to all Region 9 groups and service bodies that they aim to contribute a minimum of 5% of their annual
income to Region 9. The suggested contribution, however it is to be paid, payable before 1st September each year.
(2009e)

SUGGESTED CONTRIBUTION TO WSO
Adopt a suggested contribution per group to WSO however it is paid of equal to 1/3 of its contribution to Region 9.
(2006i)

ACCOUNTING YEAR, ACCOUNTS & REVIEW THEREOF
The Account year for Region 9 shall be 1st June to 31st May and the review of these accounts shall be completed
by 31st August of the same year.
The person reviewing the accounts shall be an appointee of the Region 9 Board and shall ideally be a qualified
account (or equivalent) and shall live in the same country as the Region 9 Treasurer.
The Region 9 Treasurer shall make available to the person reviewing the accounts all records, or copies of all records
relating to the Region 9 Accounts.
The Region 9 Treasurer will furnish the person reviewing the accounts with details of all monies held in Satellite
Banking and the names and addresses of the person/bodies holding these monies. The person reviewing the accounts
shall satisfy themselves of the accuracy of the Region 9 Accounts and shall verify the balance in all Satellite Banking Accounts.

The person reviewing the accounts shall submit a written report to the Region 9 Board. (2006b)

REGISTRATION FEE FOR ASSEMBLY

Move to charge 50€/£33 or equivalent registration fee for the Region Nine Assembly, payable upon registration at the Assembly. (2006d)

AD-HOC PAYMENTS FOR MISCELLANEOUS BY COMMITTEE CHAIRS

That Committee Chairpersons can spend up to EUR 110.00 (GBP 73.33) for Region 9 with written (includes email) prior permission from Assembly, Region 9 Board. (2006g)

ON-LINE BANKING

An online policy with bank established with online access available to Region 9 signatories, Banker, Chair and Treasurer. (2012g)

SIGNATORIES ON BANK ACCOUNT

As the R9 bank account is held in Great Britain, there needs to be 3 signatories of OA members residing in Great Britain who are able to sign cheques. Any two of those can sign a cheque. If there are not sufficient Region 9 Board members residing in Great Britain to cover all three signatories, then the Banker may also be a signatory and up to 2 (two) additional OA members chosen by the Region 9 Assembly or if this is not possible appointed by the Region 9 board to carry out this service. Those signatories should be chosen carefully for longevity and service in OA, 12 month’s minimum abstinence, no bankruptcy history and a prompt response to requests for cheques to be signed. The decision over what cheques are to be signed still resides with the Treasurer. If it is possible under the bank’s rules for the Region 9 board members who reside outside of Great Britain to be signatories then they may still be signatories but due to the length of time it would take to post cheques abroad it is still advisable to have sufficient signatories in Great Britain. (2012f)

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 (2013o).

ELECTION OF BANKER

Should anyone standing for the position of Banker not be present at the assembly at which their nomination is taking place, it is preferable (if it can be arranged) if the nominee makes themselves available for a live communication (e.g. by Skype) with the Assembly at the time of the election. The R9 board will give instructions to all nominees for this position about the method and timing of this communication. If it is possible, then the Assembly delegates should be able to ask questions of (and hopefully “see”) the nominees to assist them in making their decisions as to who to elect to this vital position. The election process will continue as normal if this method is not possible. (2012h)

VI WEBSITE

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

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)

VII. SERVICE BODIES
MANUAL FOR NATIONAL/LANGUAGE SERVICE BOARDS
Motion adopted that Region 9 should produce a Manual for National and Language Service Boards, including sample Bylaws, that allow flexibility and options for different needs, with examples from bylaws already established and from the current draft. (2001b)
Move that the Assembly adopt the outline of the guidelines as revised for National/Language Service Boards. (2002a)c Adoption of the Guidelines for National/Language Service Boards under the title Region 9 Manual: Guidelines for National/Language Service Boards and also publish it on the Region Web Site. (2005c)
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) (2013e)
RESTRUCTURING WSBC
This Region believes that restructuring decisions should take account of both cost and principle – they are equally important. (200f)
REGISTER OF SERVICE BODIES AND ATTENDANCE TO BE INCLUDED IN ASSEMBLY MATERIALS
The Assembly Materials of Region 9 are to include a register of Region 9 countries with details of Intergroups in each country and the current number of groups, also including details of when the service body was represented at Region Assembly. (2010c)

VIII. PUBLIC INFORMATION
REGION 9 WEEK
Move to adopt a Region 9 week to think of our members and the still suffering compulsive overeater. Also in view of our geography, countries, states and language barriers within our Region to think about OA members who may be living in troubled or poor areas. (2006e)
The first week of September is designated as Region 9 week. (2008c)

IX. WORLD SERVICE BUSINESS CONFERENCE & WSO
FUNDING OF REGION 9 CHAIR TO WSBC
Region 9 Chair to attend every World Service Conference. (1989h)
REGIONAL DELEGATES TO WSBC
1. If the Region is represented by less than forty per cent of its Intergroups, up to 5 additional delegates to WSBC could be selected.
2. Preference shall be given to Delegates from Intergroups and service bodies that otherwise will not be represented.
3. If there are no candidates from those Intergroups, the Region 9 Assembly will select the candidates from among its voting members who will be able to attend WSBC.
4. The selection of candidates will be made at the yearly Region 9 Assembly.
5. All candidates have to comply with the qualifications for delegates in the OA Inc, Bylaws, Subpart B, Article X, Section 3, c. 1-5.
6. Intergroups that submit candidates to be selected as Region 9 Delegates to the WSBC have to file an application at least 60 days prior to the Region 9 Assembly where the selection will be made.
7. All applications are to be sent to the Region 9 Treasurer.
8. The Treasurer will inform the Region 9 Assembly of the Candidates on the Friday morning and the Assembly will make a selection from among those having filed the Application provided they meet the requirements.
9. The funding of the Region 9 Delegate will depend on the availability of funds. If the funds are available the Region 9 Delegate to the WSBC will be funded according to the Policy and Procedure 1996h.
10. Prior to selection of the delegates, the Treasurer will inform the Assembly of the funds available for this purpose.
11. The number of delegates selected will depend on the funds available, but in any case shall not be more than five. (2006c)

QUALIFICATIONS FOR Region 9 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 (2013j).

COMMUNICATION FROM WSO
Move to instruct WSO that all mailings sent out to Service Boards and which require responses to be returned to WSO, will allow for a minimum of 60 days for the required response to be returned. These mailings will be made available electronically and electronic returns will be acceptable. (2002k)

FUNDING OF REGION 9 DELEGATES
Delegates representing Region 9 as a whole may be sent to the WSBC if funds are available within the Region 9 budget or from the WSO. Those delegates will be (in order of privilege, in case the financial supplies are limited): the R9 Board Secretary, the R9 Treasurer, and/or OA members from within Region 9 who have been to the World Service Business Conference before, meet the requirements for a WSBC delegate and will not be representing any other service body at the WSBC. Information about such persons being sought will be mailed to the service bodies that are sending delegates to the R9 Assembly in the year before the Conference in Question, the order of applications will determine the choice of the future Region 9 delegates. (2010f)

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 7th 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) (2013h)

X CONVENTION
DURATION OF CONVENTION & MISC
Length of Convention at the discretion of its host SB. (1991l)
The annual Region 9 Assembly will be held within Region Nine. On even years, a Region 9 Convention will not be necessarily held. (1999b)

XI MISCELLANEOUS
REGION 9 OFFICE
Move to adopt a policy to prepare guidelines for setting up an office. (1995k)

WSO ENCRYPTION PROGRAM TO SAFEGUARD ANONYMITY & PERSONAL DATA Move to implement an encryption program within 3 months to allow for secure transmission of all online meeting updates, between the computer at which the data is entered and the WSO server. This program will further safeguard the anonymity of members whose personal data appears on the update form. (2002i)

NOTEBOOK
Region 9 will cease to publish the Notebook. (2004e) REGION 9 NEWSLETTER
Region 9 Assembly to implement a newsletter. The newsletter is to be produced at least once a year, after the assembly. This Region 9 Newsletter might include articles written by the Region 9 Committees, the Region 9 Representatives, the Region 9 Board and the R9 Trustee as well as news about the assembly itself that is not included in the minutes, and other features and articles relevant to the region. The R9 Newsletter is recommended to be 2 pages in size with one page divided equally and to be devoted to articles from the Region 9 Committees. The other page to be devoted to articles submitted by representatives attending the assembly or the R9 Board / Trustee. The Newsletter will be assembled by an appointed member of Region 9 who will be called the Newsletter Coordinator and the R9
Secretary. Articles should be submitted within 45 days of the assembly. The newsletter will then be produced within a further – 30 days, reviewed by the R9 Board & Trustee and then placed on the Region 9 website. (2010e) The Newsletter Coordinator shall furnish a written activity report to the annual Region 9 Assembly (2014a).

REGION 9 ARCHIVES
Region 9 Archives contains the history of Region 9. This is held by a Region 9 member (2014b).

Binder Page 155
OVEREATERS ANONYMOUS
REGION NINE POLICIES AND PROCEDURES MANUAL A

SUMMARY OF CONTINUING EFFECTS MOTIONS
1983-2014

INTRODUCTION
It is noted that all motions appearing in this summary were adopted by the group conscience of the Overeaters Anonymous Region Nine Assembly. Furthermore, until changed, these motions set self-imposed limits on the Region. Continuing Effect Motions

1983a The primary purpose of the Region 9 Assembly is the same as that of all OA service - to carry the OA message to the still suffering compulsive overeaters, wherever they live and whatever language they speak. In fulfilling our purpose, we should ever strive to achieve worldwide OA unity and common policies among all countries. With love and tolerance as our code, together we can do what we could never do alone.

1983d In the event of an Intergroup having on hand funds raised for Region 9, these can, with permission, be used for Region 9 purposes in that country without going through central account.

1985b Financial assistance be granted to delegates travelling to Region 9 Assemblies. Draft claim form approved.

1988d That the mailings to all member groups and Intergroups, as in article 5(ii) of the Bylaws, shall include applications for assistance to be returned within 2 months. To restrict assistance to Intergroups at present, and to include a registration form with this mailing.

1989b That Assembly be extended to two full days.

1989d Donations to be divided 70/30 between service/delegates, unless otherwise specified.

1989h Region 9 chairman to attend every World Service Conference.

1991k Motion adopted for proposal as an amendment to WSBC bylaws "An applicant for R9 trustee shall live in R9 and also have at least one year's service on the board or committee level of the R9 assembly."

1991l Motion to leave the length of a convention at the discretion of a host country agreed.

1991m Motion to call the European Service meeting, the R9 European Service meeting agreed

1994a Move to amend the P&P manual by adding the description of Satellite banking as follows: The Satellite banking concept described in the minutes of the 1994 Assembly is endorsed by the R9 Assembly as a procedure for simplifying and regulating the money transfers between donations and expenses in R9.

1994b Move that R9 shall have a fund raising product for sale.

1995j Move to adopt a policy to translate material into French. This material will include information from Region 9 and WSO, and various forms. The policy would be implemented by a committee of Israeli members, to be formed for this purpose.

1995k Move to adopt a policy to prepare guidelines for setting up an office.
Move that Region 9 adopts the following forms:

1. Officer and Committee Chairs
2. Delegate Registration.

The Assembly will divide up the list of IGs and NSBs not represented here at Assembly amongst the delegates who are here. Each delegate here will be responsible for undertaking some liaison activity with the IG or NSB they have adopted. Each delegate will then submit a written report to the Region 9 Chair within 6 months of Assembly.

When new groups emerge in R9 the Chair and Trustee will encourage neighbours to help each other and use money from the liaison budget to promote service visits from an existing IG or NSB to these new areas of OA activity.

The Assembly resolves that priority for financial assistance for Regional representatives travelling to the R9 Assembly will be given to those IGs and NSBs with the greatest distance to travel and secondly to those attending their first Assembly.

At each Assembly there will be an orientation session. The aim being to give delegates (particularly first time delegates) a general overview of the processes of the Assembly.

The following committees will operate: Budget, Bylaws, Electronic Communications, Translations.

TRANSLATIONS COMMITTEE CHAIR Will be the centre for information flow about translation and printing of OA material, both for matters of policy and of process.

ELECTRONIC COMMUNICATIONS Will be the centre for information flow about electronic communications, both for matters of policy and of process.

REGION 9 PLAN (formally “Long Range Planning Committee”) The Long Range Planning Committee has completed its work and will cease to exist. Planning will form part of the work of the full Assembly. One member will be appointed to give a presentation on Region 9 planning at each Assembly.

Region 9 to propose new business policy motion for WSBC 1998 to rescind WSBC policy 1982a that states “Overeaters Anonymous does not have any literature for specific eating disorders other than compulsive overeating. We welcome in love and fellowship all who have the desire to stop eating compulsively”.

Anorexic/Bulimic issue After a long and moving discussion the following position statement was adopted:

We believe our literature is not yet inclusive; it is especially important that the first contact with a newcomer (of all types) be inclusive.

The term “compulsive eater” is more inclusive than “compulsive overeater.”

Some members feel that the term “abstinence” is the biggest obstacle to an inclusive approach.

The majority feel that what we have in common is our thinking.

Some feel that the real differences exist but that it is possible to find common ground within the existing literature.

Addresses are to be provided on the contact list attached to the assembly minutes. Any person not willing to have their address published, should advise the secretary at the Assembly, who will not publish their address.
1999b  The annual Region 9 Assembly will be held within Region Nine.

1999e  To suggest to all Region 9 Intergroups and National/Language Service Boards that they set a goal for annual Contributions to R9. The suggested amount will be reviewed at the annual Assembly.

1999g  Amended 2004e

1999h  Move to adopt the following

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

CHAIRPERSON:

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

- Chairs the R9 business assemblies, including preparation of the Agenda
- Communicates with the different R9 officers and committees during the year
- Attends functions within the Region, where budget allows
  - Represents R9 at the World Service level, including at the WSBC
- Represents R9 in the Board of Trustees Intergroup and Region committee (IGAR)
- Works with the R9 Trustee on some of the issues directly concerning the Region
- Chairs the R9 Board
- Is responsible for ensuring that an Officer Nomination form is sent to each Intergroup and Delegate in an election year
- Is responsible for sending a Bid form for hosting a R9 Assembly to Intergroups and Delegates on election year

TREASURER:

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

- Chairs R9's Budget and Finance committee
- Prepares an annual budget for approval of the assembly
- Maintains records of all Income and expenses incurred by the different activities in the Region
- Provide an annual report of all contributions received, as well as income and expenses
- Maintains the R9 bank account and records of monies kept by different functions in other countries (satellite banking)
- Serves on the R9 Board

SECRETARY:

The main responsibilities of the Secretary are to produce and mail minutes of all Region 9 Assemblies, and maintain updated listing of R9 Intergroups and National/Language Service Boards. The procedure for this is as follows:
MINUTES OF THE ASSEMBLY:

1. The Chair will send out an agenda prior to the Assembly, and will include reminders to all Officers and presenters of topics to bring with them to Assembly a written report for inclusion with the minutes.

2. It is useful to record the Assembly with a tape recorder. A small hand held machine is quite adequate.

3. At Assembly, the Secretary needs to collect copies of all reports to be included with the minutes. It is also necessary that all motions are given to the Secretary in writing. It is important to note the name of the proposer and seconder, and the count of the voting on each motion.

4. The time scale for producing the minutes is short, and it is helpful to have copies of all paperwork to be included with the minutes in your possession, when coming home from the assembly, as there may not be time to use the postal system and still get the minutes out in the timescale set out in the bylaws.

5. Typing the actual minutes is time consuming. It's probably a full day's work. When the first draft is complete, it is useful to fax a copy of the minutes to the chair, or another officer who was present at the Assembly for any comments. It's also useful to have a local member proof read the minutes for spelling or grammar mistakes. The minutes will include all reports, and revised copies of the R9 Bylaws and P&P Manuals, if possible.

6. Once the minutes are printed and bound in a simple binder, one copy can be taken to the post office where it is weighed and the postage costs for the different parts of the world assessed. Then one can buy the stamps and do the mailing from home, if that is suitable. The minutes are expensive to produce, so it is always helpful to keep a balance of monies in a satellite account if the Secretary is not in local contact with the Treasurer.

UPDATE OF LISTS Another duty for the Secretary is to see that an up to date list of all R9 Intergroups and National/Language Service Boards is mailed periodically to each R9 officer. This is compiled from information which the Intergroups may send directly to the Secretary and also from the information which the World Service Office sends directly to the Secretary. The World Service Office will send a list of all Intergroups and meetings in R9 to the Secretary periodically, as well as all enquiry letters they may have received. The letters are forwarded to the Outreach chair who will send off letters welcoming new meetings. It is helpful for the Secretary to inform the R9 Trustee or Chair of new Intergroups forming in the Region. It is useful to keep in contact with the R9 Chair on a regular basis.

BYLAWS COMMITTEE The Chairperson of the Bylaws Committee is elected at the R9 Assembly and serves for a period of two years with the option of being re-elected for a further two years. The duties would include:

- Chairing committee meetings and reporting back to the R9 Assembly and Board when appropriate

- Ensuring that the Secretary gets written Bylaw reports at the beginning and end of Assembly

Amended 2008h

- Sending a printed copy of all proposed Bylaw Amendments to the Chair of the Board to be included in the mailing with the Agenda for Assembly

- Gathering an active committee to work throughout the year, reviewing the Bylaws and preparing new or revised motions where necessary. These members may be from anywhere within R9 but it is vitally important to encourage people from the Chair's local Intergroup who will be at hand to do the practical
work
Amended 2008g

It is helpful to remember that when the Chairperson presents amendments she/he will have to defend them and so it can be helpful to have notes from the committee as to intent - one may not always remember why the committee selected a particular wording.

1999k To fund all Region 9 officers to attend R9 assembly.

1999l The Translation guidelines submitted by the Translations committee were adopted.

2000b 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?) (Website now www.oaregion9.org)

2000c The following statements were adopted. Under the current structure we do not recommend breaking up into further groups. Recommend Option 1. To consider carrying on as is.

Recommend that the assembly seek to improve communication during the year and that the strategic planning groups specifically work on this as action items. For now we do not foresee the development of an OA International and believe it is in the best interest of countries in Region 9 to maintain representation at WSBC.

We recommend that Region 9 Assembly take action to promote an increase of contributions to Region 9 and World Service Office.

We do not recommend country autonomy at this time.

In the long term we see Europe & Eastern Mediterranean as one group and Africa and Asia as separate groups.

2001a 1. Motion adopted reaffirm the 2000 Region 9 Assembly statement:

For now we do not foresee the development of an OA International and believe it is in the best interest of countries in Region 9 to maintain representation at World Service Business Conference.

We recommend that Region 9 Assembly take action to promote an increase of contributions to Region 9 and World Service Office.

We do not recommend country autonomy at this time.

2. Continue to relay this message within the OA service structure, creating a restructuring sub-committee for this purpose.

2001b Motion adopted that Region 9 should produce a Manual for National and Language Service Boards, including sample Bylaws, that allow flexibility and options for different needs, with examples from bylaws already established and from the current draft.

2001c 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.

2001e Motion adopted that Region 9

a) investigates options and cost benefits for the automation of the world service online meeting.

b) contact other Region chairs to get their views on the value of the automation with a view to putting forward a proposal to the world service office at the next world service business conference.

2002a Move that the Assembly adopt the outline of the guidelines as revised for National/Language Service Boards.

2002b Move that a “Buddy” system be brought into place for committee chairs to support each other in the work they have undertaken for the year.

2002c Move to add the following statements to the current Region 9 Translations Guidelines in the appropriate places:

“When OA Literature is updated, it is recommended that Service Boards selling existing stock insert an errata slip when detailing the most recent changes.”

“Be aware that there may be people in other regions/countries working on translations in your own language. Consider in keeping in contact with them.”

2002d We move to ask World Service, to investigate the options and costs to improve the search capabilities of the world service online meeting directory. The search results should be narrowed down by allowing search by “closest city” and zip code, and the results should be displayed in a single page making it quicker to find the appropriate meeting. The meeting form would have to be changed to include “closest city.”

2002f The finance committee shall investigate and purchase OA Region 9 merchandise for sale at WSBC and other OA events, to raise funds for Region 9.

2002g Motion adopted “to revise the format of the Region 9 Guidelines for translations, by adding an index, sub-headings, bullet points and editorial changes.”

2002h Move that reports and documents be delivered to the registered representatives prior to Assembly.

2002i Move to implement an encryption program within 3 months to allow for secure transmission of all online meeting updates, between the computer at which the data is entered and the WSO server. This program will further safeguard the anonymity of members whose personal data appears on the update form.

2002j Move that representatives of the Region 9 Assembly volunteer to be in contact on a regular basis with a service body (bodies) that are not represented currently at the Region 9 Assembly. The representatives will report to the Region 9 Chair every 3 months about progress made.

2002k Move to instruct WSO that all mailings sent out to Service Boards and which require responses to be returned to WSO, will allow for a minimum of 60 days for the required response to be returned. These mailings will be made available electronically and electronic returns will be acceptable.

2002l Move that in the event that WSBC does not adopt the pamphlet Dignity of Choice, the WSBC Policy 2000a directing the Board of Trustees to develop this pamphlet, will be rescinded. The Board of Trustees shall evaluate the events that took place at WSBC between 2000-2003.

The BOT will collect further information from Regions, National/Language Service Boards and
Intergroups and will submit their conclusions and/or proposals for bringing about unity on the issue of food plans to WSBC 2004.

2004a Move to approve the newly revised R9 Vital Link.

2004b Move to authorise the Regional Treasurer to set up a Business Account with PayPal.com.

2004c Move to authorise the Regional Treasurer to open an interest bearing deposit account with a bank.

2004d Move to authorise the Regional Treasurer to open a new bank account with an institution chosen at the Treasurer’s discretion.

2004e Region 9 will cease to publish the Notebook.

2005a Move to adopt the Region 9 Minutes to a manageable size. The Region 9 Minutes will contain: Date/Time and place of Region 9 Assembly, names of Officers, number of representatives present, record of action taken on the minutes of the previous meeting, the exact wording of each motion as it was voted on, and whether it passed or failed, the maker’s name. If the vote counted, the count should be included. Any notice given at the meeting. Points of order and appeals, and Committee reports. The revised version of Region 9 Bylaws and P & P can be obtained from the Region 9 web site or can be requested from the Region 9 secretary. To avoid confusing the Minutes with other Region 9 Assembly materials, they will be called Region 9 Minutes.

2005b Move to approve the Translation Guidelines.


2006a Automatically remove outdated or completed Region 9 Assembly policies from the Policies and Procedure manual.

2006b The Account year for Region 9 shall be 1st June to 31st May and the review of these accounts shall be completed by 31st August of the same year. The person reviewing the accounts shall be an appointee of the Region 9 Board and shall ideally be a qualified account (or equivalent) and shall live in the same country as the Region 9 Treasurer.

The Region 9 Treasurer shall make available to the person reviewing the accounts all records, or copies of all records relating to the Region 9 Accounts.

The Region 9 Treasurer will furnish the person reviewing the accounts with details of all monies held in Satellite Banking and the names and addresses of the person/bodies holding these monies.

The person reviewing the accounts shall satisfy themselves of the accuracy of the Region 9 Accounts and shall verify the balance in all Satellite Banking Accounts. The person reviewing the accounts shall submit a written report to the Region 9 Board.

2006c 1. If the Region is represented by less than forty per cent of its Intergroups, up to 5 additional delegates to WSBC could be selected.

2. Preference shall be given to Delegates from Intergroups and service bodies that otherwise will not be represented.

3. If there are no candidates from those Intergroups, the Region 9 Assembly will select the candidates from among its voting members who will be able to attend WSBC.

4. The selection of candidates will be made at the yearly Region 9 Assembly. 5. All candidates have to
comply with the qualifications for delegates in the OA Inc. Bylaws, Subpart B, Article X, Section 3, c. 1-5.6. Intergroups that submit candidates to be selected as Region 9 Delegates to the WSBC have to file an application at least 60 days prior to the Region 9 Assembly where the selection will be made. 7. All applications are to be sent to the Region 9 Treasurer. 8. The Treasurer will inform the Region 9 Assembly of the Candidates on the Friday morning and the Assembly will make a selection from among those having filed the Application provided they meet the requirements. 9. The funding of the Region 9 Delegate will depend on the availability of funds. If the funds are available the Region 9 Delegate to the WSBC will be funded according to the Policy and Procedure 1996h.10. Prior to selection of the delegates, the Treasurer will inform the Assembly of the funds available for this purpose. 11. The number of delegates selected will depend on the funds available, but in any case shall not be more than five.

2006d Move to charge 50€/£33 or equivalent registration fee for the Region Nine Assembly, payable upon registration at the Assembly.

2006e Move to adopt a Region 9 week to think of our members and the still suffering compulsive overeater. Also in view of our geography, countries, states and language barriers within our Region to think about OAs who may be living in troubled or poor areas.

2006g That Committee Chairpersons can spend up to EUR 110.00 (GBP 73.33) for Region 9 without prior permission from Assembly, Region 9 Chairperson or Secretary.

2006i Adopt a suggested contribution per group to WSO however it is paid of equal to 1/3 of its contribution to region 9.

2007a The Board is authorized to make a decision on transferring up to EUR 2400.00 (GBP 1700.00) from Service to Delegate Assistance, 4 months before the next Assembly, whenever that takes place.

2008a Re-organise the Region 9 Policies & Procedures by removing the current ‘index’ section and organising the various detailed motions in the first instance into a list of relevant Region 9 topics / sections, setting up a table of contents and then finalising with a list of detailed motions in chronological order.

2008b After adopting the Budget for Translation 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 31st January. These applications must be sent to the treasurer by 31st March of the following year. The board is authorised to make a decision on the allocation of the translation and printing of literature budget by 30th April. Consideration will be given by order of priority as follows:

Service Boards
a) who currently do not have anything translated in their language
b) who have a small number of pamphlets currently translated (approved or not approved)
c) are interested in translating The Twelve Steps and Twelve Traditions of Overeaters Anonymous. The Officers will consider the applications and make payments by 31st May. 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) Considers that this funding is a “payment on account” with a view to it being contributed back (in part or full) to Region Nine as the literature is sold, so that funds are reintroduced for translation of further material in future years
c) Make a substantive contribution to the cost and give details in the application. The appropriate forms are available from the Secretary.

2008c The first week of September is designated as Region 9 week.

2008d Suggested Contribution to Region 9. To suggest to all Region 9 Intergroups and National/
Service Boards that they set a goal for annual Contributions to R9. The suggested amount will be reviewed at the annual Assembly. (1999e) Suggested contribution for small IG EUR 310.00 (GBP 205.00)
Suggested contribution for large IG: EUR 620.00 (GBP 410.00)
Suggested contribution per group however it is paid to Region 9 of between EUR 13 – EUR 32 (GBP 9 - GBP 22) payable where possible to Region 9 funds before 1st September each year.

2008e
It is requested that service bodies attach to the application form for assistance the latest financial summary of the service body and that they give details of any funding for attendance at Region 9 Assembly from elsewhere.

2008f
The Region 9 Board are authorised to consider (by email) those applications

2008g
Bylaws Committee Chair
To update the P&P Manual annually. While updating the manual make any spelling, punctuation or grammatical corrections as necessary so that the intent of the policy is unchanged. To ensure that the layout of the document is consistent and clear.

2008h
Bylaws Committee Chair
- After the revised Bylaws and P & P Manual have been checked furnishing the Chair, Secretary, Treasurer and Web Committee Chair with an electronic of the up-dated Bylaws and Policy & Procedure Manual in time to have these available on the web site at the same time as the minutes of the Assembly (in accordance with Region 9 Bylaws Art VII S2 Duties 2 – within 45 days of the Assembly).

2008i
The Assembly will make a detailed plan for PI work in order to increase awareness of OA in countries that do not have any OA meetings at all or have only very few meetings. The nature and content of this PI will be decided by the Assembly or the Translation and PI committees.

2008j
Twelfth Step Within Committee created. The purpose of this committee is to offer support and guidance to new and existing groups and service bodies.

2008k
The R9 Assembly will assist the Service Boards within Region 9 by doing the necessary legal work for getting translated literature approved by the WSO. at the assembly, the translations committee will assist with filling in and explaining the licensing agreement forms to get translated literature approved.

2008l
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.

2008m
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.

2008n
Region 9 Assembly
Each year at the Assembly we will set aside time in the agenda for issues regarding translating literature. We will help each other with questions regarding translating literature, understanding the different licensing agreement forms, filling in licensing agreement forms, copyright-issues and other issues related to translating literature.

2009a
We move to create a document explaining the procedure for application to the Region 9 translation fund.
2009b The hosting service body for the regional Assembly and Convention shall be elected two years prior to running the event.

2009c To suggest to all Region 9 groups and service bodies that they aim to contribute a minimum of 5% of their annual income to Region 9. The suggested contribution, however it is to be paid, payable before 1st September each year.

2009d In order to qualify as emergency new business any motion must be:
a) Referring to new business only and not addressing the same issues as other motions brought to the current Assembly;
b) Of an urgent nature so that not considering the motion immediately would be harmful to the welfare of OA as a whole.

2009e The Assembly resolves that priority for financial assistance for Regional representatives travelling to the R9 Assembly will be given to those IGs and NSBs that have never been represented before, secondly to those with the greatest distance to travel.

2010a The Assembly will divide up the list of IGs and NSBs not represented at the Assembly amongst the delegates who are in attendance at the assembly. Each delegate will be responsible for undertaking liaison activity with the SB they have adopted. Each delegate will then submit a written report to the Region 9 12th Step Within Committee within 6 months of the Assembly. The 12th Step Within Committee will then log these responses and continue to try to encourage contact with service bodies not represented at assembly (1996f) (2002j).

2010b REGISTER OF SERVICE BODIES AND ATTENDANCE TO BE INCLUDED IN ASSEMBLY MATERIALS
The Assembly Materials of Region 9 are to include a register of Region 9 countries with details of Intergroups in each country and the current number of groups, also including details of when the Service Body was represented at Region Assembly.

2010c 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)

2010d Insert job description for the Region 9 Representative into the P&P Manual II Board

2010e Region 9 Assembly to implement a newsletter.
The newsletter is to be produced at least once a year, after the assembly. This Region 9 Newsletter might include articles written by the Region 9 Committees, the Region 9 Representatives, the Region 9 Board and the R9 Trustee as well as news about the assembly itself that is not included in the minutes, and other features and articles relevant to the region. The R9 Newsletter is recommended to be 2 pages in size with one page divided equally and to be devoted to articles from the Region 9 Committees. The other page to be devoted to articles submitted by representatives attending the assembly or the R9 Board / Trustee. The Newsletter will be assembled by an appointed member of Region 9 and the R9 Secretary. Articles should be submitted within 45 days of the assembly. The newsletter will then be produced within a further 30 days, reviewed by the R9 Board & Trustee and then placed on the Region 9 website.

2010f FUNDING OF REGION 9 DELEGATES
Delegates representing Region 9 as a whole may be sent to the WSBC if funds are available within the Region 9 budget or from the WSO. Those delegates will be (in order of privilege, in case the financial supplies are limited): the R9 board secretary, the R9 treasurer, and/or OA members from within Region 9 who have been to the World Service Business Conference before, meet the requirements for a WSBC delegate and will not be representing any other service body at the WSBC. Information about such
persons being sought will be mailed to the service bodies that are sending delegates to the R9 Assembly.

in the year before the Conference in Question, the order of applications will determine the choice of the future Region 9 delegates.

2011a ASSEMBLY PROCEDURES AND SUGGESTIONS
To adopt into the Region 9 Policies and Procedures Manual the document circulated at 2010 Region 9 Assembly (since amended and updated) entitled “Overeaters Anonymous Region 9 – Assembly Procedures and Suggestions”.

2011b TRANSLATIONS GUIDELINES
The Translation guidelines submitted by the R9 Translations committee in 1999 and updated in 2002 and approved in 2005 have now been rescinded and R9 will now refer to the document ‘OA GUIDELINES – TRANSLATION GUIDELINES FOR OA LITERATURE’ which is available on the www.oa.org website for the worldwide fellowship of OA.

2011c FINANCIAL ASSISTANCE FOR DELEGATES TO REGION 9 ASSEMBLY
The Assembly resolves that priority for financial assistance for Regional representatives travelling to the R9 Assembly will be given to those IGs and NSBs that cannot afford to fund a delegate on their own, to those with the greatest distance to travel and to those attending their first Assembly.

2011d FINANCIAL ASSISTANCE FOR DELEGATES TO REGION 9 ASSEMBLY
That the mailings to all member groups and Intergroups as in article 5(ii) of the Bylaws, shall include applications for assistance This application form will also be posted on the R9 Web site. Completed application forms will be submitted to the R9 Treasurer at least 4 months prior to the date of the Assembly. It is requested that service bodies attach to the application form for assistance the latest financial summary of the service body and that they give details of any funding for attendance at Region 9 Assembly from elsewhere.

2011e FINANCIAL ASSISTANCE FOR TRANSLATION / PRINTING
Deleted “b) who have a small number of pamphlets currently translated (approved or not approved)” and renumbered “c” as “b”

2012a Move to insert a job description for the position of R9 PARLIAMENTARIAN into Section 11 Board.

2012b Move to insert into Section 11 3. Committee Participation, Public Information Committee and to update name of Budget Committee to Budget and Finance.

2012c Move to insert into Section 111 REGION 9 COMMITTEES, Public Information Committee, update name of Budget and Finance Committee, remove Region 9 Plan (1997b) and to insert and provide descriptions of what work is carried out by Public Information, Budget and Finance and Bylaws Committees.

2012d Move to update Section 1V ASSEMBLY ASSISTANCE WITH TRANSLATIONS with current practices, to include the R9 Trustee assisting with the completion and explaining of the licensing agreement forms (2008k). To possibly include a Workshop on the translation of literature and to encourage each non English speaking country to translate one piece of literature each year.

2012e Move to update Section V 2004f (amended 2008b) FINANCIAL ASSISTANCE FOR TRANSLATION/PRINTING by allowing two application dates per year instead of one, i.e. Treasurer to send out reminder by 1st December and 1st May, deadline for sending applications 1st February and 1st July the following year, decision to be made by 1st March and 1st August.

2012f Move to insert in section V FINANCE & BUDGET to add plan of how to manage cheques if R9 Board live in Great Britain.
2012g  Move to amend Section V FINANCIAL ASSISTANCE FOR DELEGATES TO REGION 9 ASSEMBLY from 4 to 3 months for application forms for delegate assistance; require rather than request service bodies to provide financial information on application; clarify practice already agreed for online banking.

2012h  Move to amend Section V FINANCE & BUDGET to provide an improved election process for role of Banker.

2012i  Move to amend Section V1 WEBSITE to rescind out of date sections AUTOMATION OF WORLD SERVICE ONLINE MEETING and WSO ONLINE MEETING DIRECTORY.

2012j  Move to insert into Section V111 PUBLIC INFORMATION, Region 9 week, Twelfth Step Within Committee.

2012k  Move to rescind out of date information in Section X1 Miscellaneous FOOD PLANS.

2012l  Move to rescind out of date information in Section X1 Miscellaneous ANOREXIA/BULIMIA.

2012m  Move to amend Section 11 TREASURER to Liaise with Accountant, signatories and Banker as necessary and to Facilitate Service, Traditions and Concepts (STC) workshops when and where possible within Region 9.

2012n  Move to insert into Section 1 ASSEMBLY to include Region 9 Translations list to be included in Assembly Materials.

2012o  Move to insert into Section 11 a job description for the role of R9 Banker.

2012p  Move to update Job Description of for R9 Secretary to include current practices and new technology. Section 11 MINUTES OF THE ASSEMBLY. To insert section UPDATING OF OTHER R9 DOCUMENTS and section WORKSHOPS.

2012q  Move to amend by rename Translations Committee to Literature and Translation Committee in Contents Table and in Sections 11, 111, 1V and V111.

2012r  Move to amend Section 11 to update job description for R9 Chair to clarify responsibilities and to Facilitate Service, Traditions and Concepts (STC) workshops when and where possible within R9.

2012s  Move to establish a General Assistance 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.

2013a  ASSEMBLY PROCEDURES AND SUGGESTIONS
Document ‘Assembly Procedures and Suggestions was renamed as ‘Procedures and Suggestions for Hosting Region 9 Assembly and Convention’.

2013b  CHAIRPERSON’S JOB DESCRIPTION
Inserted in the chairpersons job description that the chair can also attend functions within the region at the expense of the hosting country.

2013c  The minutes of the Region 9 Assembly will be distributed by email and no longer by mail.

2013d  FINANCE AND BUDGET
Move to amend section V by renaming the Translation Fund to Translation/Projects Fund; Deleted section b) Considers that this funding is a ‘payment on account’ with a view to being contributed back (in part or full) to Region Nine as the literature is sold, so that the funds are reintroduced for translation of further material in
future years;
Inserted that service bodies are required to list the amount of money received in the past from WSO and for the translation of which OA literature and if at present requesting and financial assistance from WSO; Inserted change of date of deadline to April 30th and September 30th that officers will have considered the applications and make payments.

2013e NEW GROUPS AND CONTACT WITHIN REGION 9
Amended section VII by deleting the words ‘the liaison’ and inserting that neighbouring groups will help new emerging groups if funds are available in their budget, to promote service visits from an existing IG or NSB.

2013f Move to amend Section VI by renaming the Translation Fund to General Assistance Fund

2013g Updated Region 9 Chairpersons Job Description to include that the Chair participates in the Region Chairs Committee (RCC), and attends RCC face-to-face meetings when possible.

2013h FUNDING OF REGION 9 DELEGATES
Inserted to Section IX an example of service that Region 9 delegates to WSBC will be expected to take on.

2013i Inserted reimbursement procedures for Board members when attending R9 Assembly and Convention and WSBC.

2013j QUALIFICATION FOR R9 DELEGATES TO WSBC
Inserted qualifications for delegates attending WSBC.

2013k Replaced the word delegate with representative

2013l Financial Assistance will be granted to Committee Chairs who are not representing a service body.

2013m Updated role of the Banker to include monthly liaison with the Treasurer and Region 9 Chair and Accountant.

2013n Updated Job Description for Region 9 Board and Committee Chairs

2013o Inserted details of approval needed from three board members when signing cheques for over €150/£100.

2013p Representatives will now receive materials for the Region 9 Assembly by email and no longer have the option of receiving it by post.

2014a The ‘Newsletter Coordinator’ was given this title and will furnish a written report to the annual Region 9 Assembly

2014b The section ‘Region 9 Archives’ was included to recognize that there are Region 9 archives that contain the history of Region 9 for over thirty years

2014c Included that the money transferred to the delegate assistance fund is the amount agreed by the R9 Assembly

2014d As the Translation Fund was changed to the Translation/Project Fund in previous years, guidelines for applying for such funds were this year included.

2014e The Finance & Budget Committee has written a manual that for now is included in the P&P.

2014f As the manual was approved by the Assembly the treasurer job description and handover material is the first part of the manual.
2014g  Changed the word delegate to representative when referring to the Representatives going to Region 9, throughout the document.

2014h  Changed from mailing/posting to emailing when corresponding within Region 9, throughout the document.
APPENDIX A
Rescissions, Amendments and Deletions

1983c amended by 1999d and 2006g
1985b amended by 2013k
1988c deleted in 2004
1988e amended by 2006h
1989a amended 2008h
1991a amended by 2004e
1991b amended by 1999e
1991e amended by 2004e
1991j amended by 1999k
1993b amended by 1999g
1994c amended by 2004e
1995a amended by 2006b
1995c amended by 2004e
1995j rescinded by 2011b
1995l amended by 1999h and rescinded by 2011b
1996a amended 1999b
1996b amended 1999c and 2011c
1996f amended 2002 j and 2010c
1996g amended by 2013e
1996h amended by 2009e and 2011c
1997b amended by 2012q, 2012b and 2012c
1997c amended by 2004e
1997f rescinded by 2012l
1997g amended by 2008f
1997h rescinded by 2012l
1999a amended by 2006f
1999c amended by 2004e
1999d amended by 2006g
1999e amended by 2009c
1999g amended by 2004e
1999h amended by 2012r, 2012p and 2012m
2000a amended by 2004e
2001a amended by 2004e and deleted 2014a
2001b amended by 2004e
2001e rescinded by 2012i
2002a amended by 2006d
2002c rescinded by 2011b
2002d rescinded by 2012i
2002j amended by 2010c
2002l rescinded by 2012k
2004f amended by 2008b and 2011e
2005b rescinded by 2011b
2006c amended by 2013j
2006f amended 2008d
2006g amended by 2012g
2006h amended by 2007a
2008b amended by 2012e 2008d amended by 2009c
2008e amended by 2011d and 2012g
2008i amended by 2012q and 2012j
2008k amended by 2012q and 2012d
2010d amended by 2012b and 2012q
2010e amended by 2014a
2010f amended by 2013h
2011d amended by 2012g
2012g amended by 2014c
2012o amended by 2013m
2012s amended by 2013d
2012f amended by 2013o
2012s amended by 2013f
APPENDIX B
OVEREATERS ANONYMOUS REGION 9
Procedures and Suggestions for Hosting Region 9 Assembly and Convention – (Last updated September 2014)

This document has been prepared by Region 9 members who have helped to organise previous Region 9 Assemblies and Conventions and whilst it is not intended to cover every eventuality, we hope it will be helpful for service bodies considering taking on this service so they know what to expect and for those in the process of organising to be a useful starting point for your committee discussions. This document will mostly concentrate on the Assembly part and leave the Convention part more open for your service body to arrange.

SECTIONS COVERED IN THIS DOCUMENT:
Page 1       Bylaws
Page 2       Timetable
Page 3       Assembly Guidelines & Responsibilities for Region 9 Board
Page 3       Finance
Page 3       Sub Committee
Page 3       Venue and Room Requirements
Page 4       Food
Page 4       Theme
Page 4       Flyers
Page 4       Registration
Page 5       Speakers
Page 5       Voting & TimeKeeping
Page 5       Visitors Page
Convention Page 6
Strategic Plan Page 6
Afterwards Page 6
Checklist

Bylaws

Extract from Article V of Bylaws (following 2010 Assembly)
Section 1
Region 9 shall hold one Assembly per year.

A Region 9 Convention may also be held in conjunction with the Region 9 Assembly if the hosting Intergroup or National/Language Service Board is in a position to do so.

Section 2
Notification of this Assembly shall be mailed or emailed to all member groups, Intergroups, unaffiliated groups and National Service Boards at least six months prior to the date of the Assembly. The notification will include an invitation to the Assembly from the organising committee, the registration form to send a delegate, a blank new business motion, and bylaws amendment motion.

Even though the Bylaws state that the notification need to go out 6 months prior to Assembly – there will be considerable organization beforehand and so it is best for the Region to let the fellowship know about the Assembly arrangements as early as possible to help facilitate travel arrangements and keep travel costs to a minimum etc and thus encourage attendance. The following are some suggestions:-
TIMETABLE

2 YEARS IN ADVANCE
• Service bodies need to be thinking about whether they can host the Region 9 Assembly a few years in advance of the assembly they might host. The service body will need to consider whether they have enough willing members to arrange what is necessary.
• The service body will need to do some research on the venue as to times available / costs / facilities / travel arrangements some two years in advance of the assembly. The venue needs to accommodate the assembly room, the committee rooms, representatives accommodation. It does not need to be lavish. It does however, need to accommodate OA members food plans, be clean and functional and reasonably easily to access by public transport.
• The service body will bring this information to the Region 9 Assembly that same Autumn – to be considered by the Assembly along with other service bodies.
• The Assembly will consider the date and venue suitability as well as the committee arrangements together with other service body proposals at that stage and will discuss and vote on all the proposals.
• The place and date of the Region 9 Assembly will be at the latest established at the Assembly prior.
• If successfully elected as R9 Assembly host, and once the date is confirmed then the committee need to book the venue as soon as possible.

ONE YEAR PRIOR
• The hosting service body committee should then begin to put in place the various details of the Assembly and Convention. They will need a theme, speakers, packs of materials for the Convention if necessary, timetables for the weekend, meeting rooms etc.
• Confirm the theme with the Region 9 Board

NINE MONTHS PRIOR
• Ensure the flyer, invitation and registration forms has been prepared and sent to Region 9 Board 6 months in advance of the Assembly

SIX MONTHS PRIOR
• Over the next few months, work on the finer details of the assembly, arrange speakers and any materials you need (voting cards, badges, handouts, etc), exact timetable for convention, liaise with venue, and receive registrations.

SIX WEEKS PRIOR
• Liaise with R9 Secretary regarding numbers of attendees

ASSEMBLY GUIDELINES AND R9 BOARD RESPONSIBILITIES:
• The Region 9 board are responsible for organising and assembling the materials that the representatives will need for the assembly itself. The hosting intergroup do not need to get involved in the details of the assembly itself. However, the Chair and some of the organisers of workshops will often need various ‘handouts’ and schedules. There is usually 20 – 30 in attendance at the Assembly and to carry 20 – 30 copies of each piece of paper is often not possible due to air craft weight restrictions etc. If possible please arrange with the Chair if anything is needed to be copied – ahead of the Assembly.
• Once the venue has been organized – the Region 9 Board members and OA Region 9 representatives will book their own accommodation directly with the venue and sort out who they are sharing a room with. Traditionally members will share rooms whenever possible to save costs.
• The hosting service body decides on the theme for the Convention (check with R9 Board).

FINANCES:
• Region 9 will pay the expenses for attendance of the Region 9 Board (Chair, Secretary & Treasurer) which will include travel and accommodation and food for the Assembly & Convention. (Wed – Sun)
• Assembly registration fee will be collected by the Region 9 treasurer and will go to Region 9 – this will go towards the various expenses that the Region covers and will be included in the income as covered in the Region Budget.
• The service body that organizes the Assembly will collect any Convention registration fee following the Assembly. This should cover any costs that the Convention will incur. The Convention has historically made a considerable contribution to Region 9 after the Assembly / Convention by the hosting service body which is part of or the entire surplus for the Convention.
• To keep costs down often documents are printed by the hosts to save on luggage weight costs, if you are asked to print items, please consider printing each document on to a different colour paper as it helps delegates to easily identify documents

SUB COMMITTEE
• As you will be working as a Committee and are part of a Fellowship, please follow the Traditions, making all decisions by group conscience and unanimous agreement wherever possible. Members are expected to liaise closely with each other, consulting with the rest of the Committee when making decisions that affect the Assembly and/ or OA as a whole.
• A subcommittee to organize this sort of event is ideally made up of 4-6 OA members (less people means a lot of work for only a few people, too many and it becomes unwieldy)
• It is useful to have a chair for the committee to oversee the timetable and liaise with the R9 Board and a secretary to make notes of all telephone discussions / meetings / decisions made
• If you correspond by email, it is helpful to keep to one subject per email and to ensure that the subject is clear

VENUE REQUIREMENTS
• With regard to the room for the assembly meeting and any ancillary rooms for the committee meetings – it is normal for the Hosting service body to try to arrange with the hotel / venue that these rooms will be free as part of the organization of the weekend.
  This needs to be given careful consideration as there are no funds in the Region 9 budget to cover this aspect. We arrange the hotel in the autumn partly to accommodate the fact that it is cheaper than the summer. Hotels often accept that if a group takes their full quota of rooms – that is enough to then grant them use of the necessary meeting rooms to hold the assembly.
• Establish the no of representatives registered with the Region 9 Secretary approximately 6 weeks before the Assembly. Keep in touch with the Secretary after this date for late registrations. (Recently – this can be as many as 25 attendants to the Assembly + visitors).
• Organise the meeting room so that there is a meeting table space and chair available for each representative – arranged in an oblong style so that the Chair, Parliamentarian, Secretary and Treasurer can be seated at the ‘top’ of this oblong and thus see the representatives for voting and recognition purposes.
• Several people may be using laptops and will need access to power points (please do not agree to any additional rooms costs though without discussing with R9 board first)
• Each representative needs a card in front of them that shows their name, service body and / or Country that they are representing - that will be visible in front of them while they are seated. (NB It is not a requirement but in the past sometimes these cards have had the National Flag on them also).
• The representatives will also require a name badge that they will be required to wear to all meetings in order to be recognized. This will normally be on a string so that it can be hung around the neck or on a clip so that it can be pinned to the representative’s clothing.
  The hosting service body prepares these at the same time as the cards for the places.
• The Chair will normally require a flip chart and pens and flip chart pad to use at the Assembly. This will need to be organized by the hosting service body –There maybe call for one / two microphones depending on the room.
• Occasionally the Chair / Secretary / Treasurer may require an overhead projector. - Once again there is not a budget for these items in the Region 9 finances so it is a good idea that if there is a charge - that we know what they are ahead of time so that the Region 9 Board can make the decision of whether to have these services or not. Often hotels try to raise their revenue / re-coup their expenses by charging for these sorts of services – Region 9 avoid this if at all possible and at best pay only a minimum.
• Committee Meetings are usually held in a different room from the Main assembly room and often are
    several small rooms so that each committee has enough space to work without disturbing each other
• The R9 Board hold a meeting at the end of the Assembly, please ensure there is a suitable room for up to 6
    people

FOOD
• Be very clear from the outset about our specific needs (e.g. people bringing in their own food, buffet style
    meals) and ask the hotel how they would propose to cater for them.
• Discuss a menu, first with the committee and then with the hotel. Usually sugar-free, most sauces served
    separately, and some wheat-free, dairy-free and vegetarian options.
• Served buffet style works best for all meals. A label in front of dishes on the buffet is helpful saying e.g.
    “Chicken Stir fry, sugar and wheat free”. It is normal to give the hotel clear guidelines with regard to the
    food and to monitor this closely near to the date preferably by agreeing menus.
• Meal times need to be discussed with venue and R9 Board so that the timetable can be worked out
• It is also useful to provide details to delegates about proximity to supermarkets etc

FLYERS
• Put at least 2 contact numbers / 2 email addresses on the flyer and preferably 3. One mobile, one
    landline and two email addresses is ideal.
• Put an address on where people can send the completed representative registration forms and cheques.
• On the booking form put in a section where they can indicate if they are booking for the Assembly /
    Convention or Both
• Put a deadline to receive registrations / book with hotel
• Put details of the nearest train station and airport, plus the venue postcode for those driving with
    satellite navigation.
• On the flyer put some directions and or a map

REGISTRATION
• It is obviously preferable to get as many registrations in early as possible, although be prepared for some
    at the last moment
• Be prepared for quite a lot of enquiries, (often asking about things that you have carefully written on your
    flyer!)
• Keep a note of who is paying for which day(s) as this obviously affects the money distribution at the end
• Have a cash box with a float at the Assembly / Convention itself
• Name badges which also indicate which service body they are representing or if R9 Board member or
    visitor

SPEAKERS
• The Board will be on call to take part and speak at workshops during the Convention.
    They have been elected as R9 Board members and act in that capacity – but they are first and foremost OA
    members in recovery. Please use that recovery. It is important that service is ‘seen’ by those attending the
    Convention – albeit not in a grandiose way. When OA officers are seen to take part in the business part as
    well as the convention – it spreads the message of the necessity of service. Often – there are motions passed
    at the Assembly which need circulating to the fellowship as soon as possible. Please consider this when
    scheduling your Convention workshops / meetings.
• Speakers may need to be timed, have a timer available in case
• It is best for speakers to be qualified by the committee prior
• Please ask speakers stay within the spirit of the Traditions, e.g., no reference to outside issues (such as
    mentioning by name books, therapies, religions, other weight loss programmes, or undue focusing on such

Binder Page 175
outside issues)
• Some thoughts for speakers when they introduce themselves:
  1) How long have you been in programme?
  2) How long have you been abstinent?
  3) Define this abstinence, what it is for you.
  4) Outline your physical recovery, weight loss / (gain if anorexic) , how long maintained
  5) Describe the daily actions that you take in order to maintain this recovery.
  6) Then move onto the topic, following the format of what you were like, what happened, and what you
     are like now as it relates to the topic. OA members especially like to hear about what you actually did
     or do to keep well or to change in respect of the topic.

VOTING AND TIMEKEEPING
• At the Assembly votes will need to be taken and possibly ballots which need to be counted by people who
  are not eligible to vote. Please discuss this with R9 Board and see if you need to have any coloured card on
  hand, voting ballots, boxes to collect ballots in and non-voting members able to assist with this.
• A non voting member with a stopwatch and a bell available as a timekeeper is very useful especially during
  the Assembly

VISITORS
Visitors are welcome to attend the Assembly and Convention, at the Assembly it is important that
they are not seated with the representatives at the table but preferably in a row / seats behind or at edge of room.
Visitors should leave the assembly room if they wish to talk to one another.

CONVENTION
The convention is best described by those who have attended a number of conventions, and we recommend
speaking to previous organizers.
It is worth considering the following:
• Early Bird and Night Owl Meetings (during assembly as well as convention) – the easiest way to arrange
  these is with a Pocket Reference Guide and a list of topics (see Strategic Plan if you need inspiration)
• Translating Speakers into your local language
• Free Time
• Entertainment on Saturday evening, this has been done in many forms – plays, meetings, celebration of
  recovery, free time, dancing, singing, all sorts!

STRATEGIC PLAN
We have a Strategic Plan – many in OA don’t know what it is or what we are trying to achieve in having it. –
This can be used as the theme of the Convention by incorporating just one aspect of that plan –
• Strong Meetings,
• Committed Service Bodies,
• Public & Professional awareness
• Financial Health.
Has the OA bicycle been translated into your language? – In the past we have displayed two big poster drawings
of this if possible please by a willing local volunteer– one in your language and one in English!

AFTERWARDS
Please consider the best way to get feedback from R9 Board and representatives so that we can offer
any suggestions for things that do or don’t work to future hosts. Please ensure if you get
feedback from delegates or your sub committee that this information is then given to R9 Board
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<tbody>
<tr>
<td>1</td>
<td>Select a committee of local OA members willing to work on the arrangements</td>
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<td>for the Assembly / Convention. (3-8 people on average)</td>
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<td>2</td>
<td>Approximately 2.5 years before you propose to host the Assembly/Convention</td>
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<td>commence organizing items below:</td>
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<td>3</td>
<td>Choose a date (autumn time to accommodate cheaper travel etc. and ensuring to</td>
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<td>avoid holidays, dates of BOT / RCC meetings) (keep in mind accessibility and</td>
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<td>cost)</td>
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<td>4</td>
<td>Choose a venue (accommodating approximately 20 – 40 reps for the OA</td>
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<td>assembly and additional numbers for the convention) plus allowing for overnight</td>
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<td>and day visitors.</td>
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<td>5</td>
<td>Prepare a proposal bid to be brought to the R9 Assembly two years before the</td>
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<td>Assembly is due to take place.</td>
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<td>6</td>
<td>Choose a theme for the Convention (refer to local group conscience and OA</td>
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<td>Strategic Plan) to be approved by R9 Board</td>
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<td>7</td>
<td>If bid is successful – book venue and make final arrangements</td>
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<td>8</td>
<td>Locate supermarkets within the venue vicinity and prepare map showing these.</td>
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<td>9</td>
<td>Finalise travel arrangements to venue.</td>
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<td>10</td>
<td>Prepare proposed flyer well in advance of the 6 months before Assembly</td>
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<td>deadline and send to R9 Board for approval.</td>
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<td>11</td>
<td>Oversee registrations and arrange speakers</td>
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<td>12</td>
<td>Make rep badges and table name places</td>
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<td>13</td>
<td>Make copies on different coloured paper of various documents (ask R9 Board</td>
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<td></td>
<td>for information)</td>
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<td>14</td>
<td>Set up room for Assembly (flip charts, timer, bell, registration desk, posters up</td>
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<td></td>
<td>etc)</td>
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<tr>
<td>15</td>
<td>Set up Convention</td>
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The 2015 World Service Business Conference (WSBC) took place from April 27 to May 2, in Albuquerque, New Mexico, USA. This year’s theme was “The Miracle of Abstinence”. There were 20 of us from Region 9!! Countries included were Denmark, England, Ireland, Sweden, Italy, Greece, Germany, Israel, Scotland, Austria, France, and Netherlands. We got to hear the Serenity Prayer in Spanish, French, Dutch, German, and Swedish.

Like previous WSBC’s, there were many OA meetings, Workshops, a Forum (There’s No Place Like OA : Follow the Yellow Brick Road to Recovery!), Committee meetings, and Business meetings. There were also 4 more meetings - All About Conference; Strategic Planning; Literature Questions & Answers; and one to address Motions Ruled Out of Order.

The week ended with a Banquet/Dinner Dance on Saturday night, and R9 filled up 2 tables this year with our 20 Region 9 Delegates. The dinner was followed by an introduction of the 2014 - 2015 Board of Trustees, Region Chairs, and past Region Chairs and Trustees. We also got to hear a speaker - a very moving, personal share. Then - dancing, and once again, region 9 stayed till the end!

As Region 9 Chair, I also attended the Region Chair’s Committee meetings, and joint meetings with the Region Chairs and the Trustees. There was a Region 9 Board meeting, and Wednesday evening, over dinner, we had a casual meeting amongst the Region 9 Attendees. This was really a nice time to bond with each other. Region 9 had Tradition 7 Items on sale - our luggage tag with names of many of our R9 countries listed on it, and our card case with the word serenity written in 6 different languages.

**Workshops**

- **How the Miracle of Abstinence is Supported by the Fellowship.** Questions included -
  1. How does being involved in my OA community support my abstinence?
  2. Do I understand that the Fellowship, while important, is only a part of the solution?
  3. How do I welcome others to participate and become involved in OA? What examples do I set?
- **How the Miracle of Abstinence is Supported by Using the Tools.** Questions included -
  1. How does using the Tools support working the Steps?
  2. Which Tools will I use today to maintain my abstinence?
- **We Receive the Miracle of Abstinence by Practicing the Spiritual Principles of the Program.** Questions included -
  1. How does practicing these Principles strengthen the miracle of abstinence?
  2. We’ve all heard “We practice these principles in all our affairs” in Step Twelve and
“principles before personalities” in Tradition Twelve. Give some examples of ways you live by these principles.

3. How do the Principles of the Twelve Concepts help us apply the Steps and Traditions in our service work?

- The Miracle of Maintenance: How Continued Abstinence and Working All Twelve Steps Keeps Recovery Fresh. Questions included -
  1. Why is the continued use of all OA Twelve Steps necessary to maintain the miracle of abstinence?
  2. How do I weave OA into the fabric of my life?
  3. What are the ways I keep my recovery fresh?

- One Abstinence, Many Food Plans That Lead to the Miracle of Abstinence. Questions included -
  1. What is the difference between a plan of eating and abstinence?
  2. How can we honor Tradition One with diversity in food plans?
  3. Is a plan of eating necessary to maintain abstinence?

- The Miracle of Abstinence Within Intergroups/Service Boards. Questions included -
  1. How important is abstinence at the intergroups/service board level? Are abstinence requirements needed?
  2. How does serving on intergroups/service boards help preserve the miracle of abstinence?
  3. What are some ways that intergroups/service boards can help members who are struggling?
  4. What are ways to increase the health of the intergroup/service board?

Forum
The forum was put on by the Region Chairs. It included a play, along with the delegates acting as Dorothy’s sponsors. With a lot of fun for all, the purpose of this forum was achieved - to understand the necessity of taking all Twelve Steps in order to recover.

Business Meetings
There were 5 business meetings altogether. A total of 192 eligible voters were present. We heard reports from the Trustees and Staff; on the different Regions; Committee Reports; and Workshop Reports. Some information reported - Lifeline subscriptions are still below our goal in order to be “self-supporting”. Our greatest source of income is with our OA Literature - so continue to purchase our books and pamphlets. Automatic recurring contributions are a convenient method of donating your Seventh Tradition - look in the OA Website for more information. Tradition 7 was collected and we brought in a total of $5922. by the end of the business meetings - an increase of almost $1500. from last years’ collection of Tradition 7.

And of course, the last business meeting for 2015 closed with the green dot ceremony (R9 had 9 green dots! - good going to you all, and thanks to all you mentors!)
Elections During the Business Meetings
We voted on Trustees for Region 3, 6, and 9, and 2 positions were open for General Service Trustee. The Trustees are:

- Region 1 Trustee Margie G.
- Region 2 Trustee Meg H.
- Region 3 Trustee Vicki W. (reelected)
- Region 4 Trustee Cyndy L.
- Region 5 Trustee Linda J.
- Region 6 Trustee Karin H. (reelected)
- Region 7 Trustee Barbara G.
- Region 8 Trustee Linda H.
- Region 9 Trustee Stella C. (elected)
- Region 10 Trustee Faith M.
- Virtual Services Trustee Stephanie D.
- General Service Trustee & Chair Gerri H.
- First Vice-Chair Meg H.
- General Service Trustee & Second Vice-Chair Karen C.
- General Service Trustee & Treasurer Tina C. (reelected)
- General Service Trustee Janice S.
- General Service Trustee Bonnie L. (elected)
- General Service Trustee Bob F.

New Business Motions & Proposed Amendments to Bylaws During Business Meetings
Those topics which were included and passed on the consent agenda - A, 1, 2, 3, 4, 5, and 6.

- A - removing a policy no longer needed (refers to our founder who has passed away)
- 1 & 2 - substituting more appropriate wording, refers to deregistering an intergroup or service board
- 3 - change to “70” days before WSBC for selection of Delegates & alternates
- 4 - removing wording no longer needed (refers to our founder)
- 5 - January Service Body Information Report used when registering delegates
- 6 - remove reference to an intergroup that has closed

Those which passed -
- B - amended... “Service on a committee is expected and the commitment is maintained until the following WSBC”
- G - substitute motion... “Our primary purpose is to abstain from compulsive eating and compulsive food behaviors ...”
- I - “The WSBC Final Conference Report be made available electronically” (delegates will
no longer receive a printed version)

- **J** - amended... “World Service display the name ‘Overeaters Anonymous’ on all displays, banners, and other signage at its events. This does not apply to badges.”

Those which **did not pass** -

- **Z** - amendments to the Twelve Steps and Twelve Traditions with at least 30 % of the registered groups responding

Those which were **withdrawn** -

- **H** - changing the limit of membership on a WSBC committee

**Region Chairs and Trustees Meetings**
The meetings with the region chairs included a final review for the Forum; our responsibilities in the Strategic Plan; RCC phone conferences; the green dot/mentor program at WSBC; Service Body Building; OA Website functions; Remote voting; increasing 7th tradition contributions; sharing of resources/ideas; elections of service positions within the RCC; goals for the coming year; and region chair’s responsibilities for the coming year.

The meetings with the trustees mainly focused on the Strategic Plan, and this will continue in August at our 2nd Region Chair’s Committee meeting. Also, each region chair gave an update of their region. The region chairs and trustees discussed other issues.

**Board of Trustees Meeting**
On Saturday, the last day of the conference, this meeting, which is open to all, held elections for the coming year (BOT Chair, Vice Chair, ...). Some other things were discussed, such as the 2016 BOT and EC meeting dates. I enjoy attending this meeting, and once again, region 9 delegates (including many green dots) were present.

**In closing**
Once again, another successful WSBC, with a lot to take home to our service bodies. For more information and specifics on WSBC, reports will be available, including material from the Forum, on the OA Website.

Thank you for giving me the opportunity to serve as Region 9 Chair once again.

Susan
Region 9 Chair
The 2nd Region Chairs Committee meeting (RCC) took place from Thursday, August 20 till Saturday, August 22, 2015. There were 4 meetings in total - 2 meetings with the Region Chairs and 2 with the Region Chairs & Trustees. We met in Albuquerque, New Mexico (USA).

The Region Chairs' meetings consisted of:

- Old business (agenda approval; minutes approval...)
- Brainstorming for the WSBC 2015 Forum - “Carry the Message” theme
- Service Body Building (Intergroup Renewal)(now part of the SOP)
- Mentoring of incoming (new) Region Chairs
- Adding a new region? Restructuring the existing regions?
- Virtual meetings - a need to change status?
- Skype conference calls between the Region Chairs in the upcoming months
- WSBC 2015 Delegate registration form changes (green dot/mentor)
- Strategic Operations Plan (SOP)
- Future of RCC #3 meetings?
- Insurance for regions/meetings?

The Region Chairs & Trustees' (RCC/BOT) meetings consisted of:

- Promoting SOP 2015 ideas & distribution of these ideas
- Working on the SOP 2016 ideas (RCC & BOT together)
- 2014 - 2016 SOP (Primary Purpose - Abstinence; Working All 12 Steps; Carrying the Message)
- Brainstorming for the next 3 year SOP (2017 - 2019) - Keeping OA Strong Worldwide

A chart was created by one of the Trustees coming from a previous survey taken. Some topics shown in the chart were: usefulness for carrying the message of OA with OA literature, website, being a sponsor;... ; importance with different ways of welcoming newcomers;... ; usefulness of things we do to carry the message of OA through service and telephone;... I will be bringing these charts to the R9 A&C 2015.

Review of the 2015 Ideas of the SOP - increase focus on the necessity of working All 12 Steps:

# 1 - Lifeline articles on working All 12 Steps
# 2 - Virtual workshop - one step per month + podcast
# 3 - Newcomer Quick Step study
# 4 - Twelve Stepping a Problem
# 5 - The Importance of Working the Steps Workshop
Brainstorming for the new 2016 SOP Ideas took place with the Region Chairs & Trustees – increase focus on individual’s responsibility to carry the message:

# 1 - Sponsorship Training Workshop
# 2 - Promote Responsibility Pledge
# 3 - Tips for Carrying the Message
# 4 - Service in My Recovery
# 5 - Service Body Building

I am extremely happy to announce that Tips for “Carrying the Message” was approved by the Trustees. It will be on the OA Website as a free downloadable to all. It will also be made into a pocket card and can be purchased through the OA Bookstore. This was the highlight, for me, at the RCC/BOT meeting because this original “Carrying the Message” piece of literature came from Region 9’s PI Committee! I applaud those of you who put in all that hard work to create this, and for the Region Chair’s and Trustees for continuing with the efforts to make it a new OA (not just R9) piece of literature. Yeh!!!!!!!!!!!!!!

Region 9’s Report:
Besides writing a detailed report for the BOT, I did speak about a few other things going on in Region 9 since our last RCC/BOT meetings (April 2015 during WSBC 2015).

1. Region 9 has a new Banker, and a new Acting Treasurer
3. Region 9 are financially able to help 6 representatives attend R9 A&C 2015
4. Region 9 financially helping 2 Service Bodies from the Translation/Projects Fund

Much was accomplished – it was a very successful trip.

This was my last RCC/BOT meeting as Region 9 Chair. I am very grateful to have served you and Region 9 in this capacity for the last 4 years. Thank you.

Susan
Region 9 Chair
WHAT IS REGION 9?
Updated September 2015

DEFINITIONS: AREAS OF REGION 9

Overeaters Anonymous Inc. Bylaws Subpart B

ARTICLE VII REGIONS

Section 1 – Composition

b) The regions shall be as follows:

9) Region No.9 shall be composed of countries and territories in Africa, Europe, The Middle East and Western Asia.

10) Region No.10 shall be composed of countries and territories in Australia, the Far East, New Zealand, South East Asia and the Western Pacific Basin.

DEFINITIONS OF THE TERMS USED IN OA BYLAWS TO DESCRIBE AREAS OF REGION 9 & 10

FAR EAST - Countries of E & SE Asia bordering on the Pacific Ocean. Including Siberia (Soviet Union) China, N & S Korea, Japan and sometimes Indonesia, Malaysia, Philippines. Often generally applied to all countries of E & SE Asia.

SOUTH EAST ASIA - Association of South-East Asian Nations, Indonesia, Malaysia, The Philippines, Singapore.

WESTERN PACIFIC BASIN - Presumably countries bordering: Sea of Japan, Yellow Sea, South China Sea.

MIDDLE EAST - Iran, Arabian peninsula & Mediterranean seaboard.

COUNTRIES IN REGION 9
Number of groups in the country

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<td>Austria</td>
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<td>Bahrain</td>
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<td>Belgium</td>
<td>12</td>
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<td>Bosnia &amp; Herzegovina</td>
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<td>Czech Republic</td>
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<td>Denmark</td>
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<td>Dubai (is part of UAE)</td>
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<td>Egypt</td>
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<td>England</td>
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Region One
Canadian Provinces: Alberta, British Columbia, Northwest Territories, Saskatchewan, Yukon

Region Two
U.S.: California, Hawaii, Reno/Tahoe area of Nevada
Mexicano

Region Three
U.S.: Arizona, Colorado, Nevada, New Mexico, Oklahoma, Texas, Utah

Region Four
U.S.: Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota
Canadian Provinces: Manitoba, Nunavut, Northwest Ontario

Region Five
U.S.: Greater Chicago Illinois area, Indiana, Kentucky, Michigan, Ohio, Wisconsin
Canadian Provinces: Southwest Ontario

Region Six
U.S.: Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont
Canadian Provinces: New Brunswick, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, Quebec

Region Seven
U.S.: Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia

Region Eight
U.S.: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee
Bermuda, Central and South America, Puerto Rico, Virgin Islands

Region Nine
Africa, Western Asia, Europe, Middle East

Region Ten
Southeast Asia, Australia, the Far East, New Zealand, the Western Pacific Basin
Embrace the Similarities
Love the Differences
In all Our Affairs

Region 9

ASSEMBLY MINUTES
REGION 9 ASSEMBLY 2014

Athens, Greece
September 17-19, 2014
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INTRODUCTION TO THE ASSEMBLY MINUTES 2014

These are the Minutes of Region 9 Assembly held in Athens, Greece from Wednesday 17th until Friday 19th September 2014. The minutes contain facts of discussions held, reports on workshops and committee sessions, and the changes discussed and voted on regarding R9 Bylaws and Policies & Procedures. In the Appendices you will find the list of the attendees at the Assembly, Committee Reports, Workshop Reports, etc.

Each day started with readings from OA literature such as: the 12 Steps, 12 Traditions, 12 Concepts of OA Service, Region 9 Motto, Region 9 Statement of Purpose and Responsibility Pledge. We also had Work All Twelve Steps readings, and Trivia questions several times a day; the attendee with the right answer, received a prize.

Before and after the meetings each day, we said the Serenity Prayer, first in a language represented at the Assembly, and after that in English. We heard the Serenity Prayer spoken in: Greek, Danish, Polish, Swedish, Flemish, French, Zulu, Hebrew, Italian, Hungarian, Dutch, Arabic, Icelandic, Gaelic, and English.

We had visitors attending the Assembly from many different countries including Cyprus, England, France, Greece and Poland, approximately 13 visitors each day, during the three days. They participated in the workshops and the Committee sessions, and assisted whenever needed.

The 7th Tradition basket was passed during the Assembly.
Embrace the Similarities
Love the Differences
In all Our Affairs

Region 9

WEDNESDAY 17th September 2014

1. Settling In and Announcements

- Region 9 Chair, Susan, welcomed everybody to the 31st Region 9 Annual Assembly, at 17:00.
- The 12 Steps, 12 Traditions, 12 Concepts of OA Service, R9 Motto, R9 Statement of Purpose, and Responsibility Pledge were read.
- It was stated that Assembly registration and contributions to be given to the R9 Treasurer, if not done yet.
- The R9 Board introduction: Susan (Chair), Mette (Secretary), Isabella (Treasurer), Esti (Trustee/2014 Parliamentarian), Stella (Banker, not a Board position).
- Welcome and thank you to all R9 representatives, Region 9 Board, Trustee/2014 Parliamentarian, Banker, NSB Greece, Volunteers, and Visitors.
- Final Green Dot/Mentor allocation was made.
- There was an announcement regarding the Region 9 Chair’s Message that goes out each month through email. A Region 9 Newsletter goes out every second month, and is put on R9 website www.oaregion9.org as well as OA Service Structure, Meeting Cost, OA Strategic Operations Plan and Unity with Diversity Checklist. On the international OA website www.oa.org, A Step Ahead, the Courier, and important international OA dates can be found.
- Region 9 Chair encouraged all SB/IG's to contact her if anything is going on in their country; information is important.
- Fifteen countries were represented at the Assembly: Belgium, Denmark, Egypt, England, France, Greece, Hungary, Iceland, Ireland, Israel, Italy, Lebanon, Netherlands, South Africa, and Sweden.
- WSBC 2015 takes place from April 27 to May 2, 2015, in Albuquerque, New Mexico, USA.
- If you want to apply for assistance from the Delegate Support Fund (WSO), the deadline is on November 1st 2014. It is important to vote on and include an alternate delegate when registering. Delegate qualifications for attending WSBC were read by the Parliamentarian.
- World Service Convention 2016 will be held in Boston, Massachusetts, USA. September 1-4 2016.
- 2015 Region 9 Assembly & Convention will be hosted by France, and will take place from October 28 to November 1, 2015. (notice: new dates). It is important to vote on and include an alternate representative when registering.
- We will have a vote on the 2016 R9 Assembly & Convention hosting country.
- Service positions available this year: R9 Secretary, R9 Treasurer, Banker, Bylaws, PI, R9 Trustee Nominees.
- There were volunteers from the Representatives to lead the 3 OA meetings (Abstinence; Working All 12 Steps; Individually Passing on the Message).
- The liaison list with countries not present at the Assembly was presented for representatives to select a country to contact when home again. The paper hand-out with questions gives information on what to say to the countries not present.
- R9 was fund raising through the sale of 7th Tradition items: card cases and luggage tags, R9 Newsletter celebrating 30 years anniversary, and holding a raffle for Lifeline subscription and a 50/50 draw.
- OA Lifeline was given to all Representatives and visitors. The OA Handbook Pamphlet was given to Green Dots. There was OA approved literature in English for sale.
2. Informal Opening – Unaffiliated Service Bodies/Voting – Orientation Meeting – Adoption of the Agenda – General Overview of the Processes of the Assembly – Parliamentary Procedures – Approval of the 2013 Assembly Minutes – Appointment of the Minutes Approval Committee 2014 – Time Keeper & Timing

Informal Opening

● The representatives shared briefly from their SB/IG about their problems, concerns and triumphs.
● Ireland: Bylaws Committee Chair; rep of Cork IG also present.
● Greece: Reps of NSB; are proud about their achievements during the preparations of the Assembly & Convention. Have also created 2 new IG’s, and are proud that they could send their first delegate to WSBC 2014! A lot of recovery in Greece, great experience and happy with it all.
● Hungary: Rep of NSB; OA is growing, a few strong members, try to develop 1 OA group, started a website.
● Italy: TSW Committee Chair; important committee, glad to have a sponsor list (50 sponsors, speaking 16 different languages), 39 countries not present at the Assembly last year, 3 new countries present this year. Rep of NSB; Italy has Translated Strong Abstinence Check list. Have problems in some groups.
● Sweden: Rep of SB; held conventions in the spring and fall. About 20 groups. A Men’s meeting has started. There are telephone meetings every day. Literature translated into Swedish. SB lost some members this year. Will have a new service structure.
● Egypt: Rep of English Meeting; started meetings in both English, and Arabic.
● UK: Rep of SEEIG; currently great PI work with advertisements that goes to health system/health fair/retreat, also new members in the IG.
● Israel: Rep of NSB; Translated For Today workbook, recently Hebrew-speaking phone meetings have started. PI with advertising. Goal: 200 meetings in Israel. Will have some advertisements on the internet.
● Iceland: Rep of NSB; NSB Iceland will hold a convention in March with speaker from outside Iceland. Voices of Recovery will go out in Icelandic around New Year. Not many newcomers.
● Denmark: Rep of NSB; OA is growing very slowly. New meetings open and some closed.
● South Africa: Rep of OA Johannesburg; trying to solve the problem with newcomers coming, but are not staying.
● Ireland: Rep of SOH IG; are in conjunction with Cork IG, and will have service position elections soon. There will be an open meeting with PO in October. Advertising to 300 doctors and 2000 counsellors.
● France: ECC Chair; www.oaregion9.com, not many go to the website. Happy about the R9 A&C 2015 in France, the first committee meetings are held next month.
● Belgium: Rep of Flemish IG; 5 Flemish-speaking meetings in Belgium.
● Netherlands: Rep of Dutch IG; 2 representatives this year; a good sign. NSB are having a Treasurer again. Literature committee is started again. Are trying to have a different location for each IG meeting every second month. Rep of Dutch IG; New groups are coming up, but it is hard to support them, and to get people to go to IG meetings.
● UK: Rep of NSB; work on producing the first book printed in England - (in English). NSB is helping fund Intergroups to go to professionals' health fairs. Rep of NWOE IG; Organized a Big Book Study, many had good recovery after that.
Isabella: R9 Treasurer, Sweden.
Esti: R9 Trustee/2014 Parliamentarian, Israel.
Susan: R9 Chair, Israel.
Mette: R9 Secretary, Denmark.

Roll Call

The roll call was a celebration of our length of time in OA. All stood up when their number of years was mentioned; “up to 1 year...2, 3, 4, 5, 6, 8, 10, 15, 20, 25, 30, 35 years, or more”. At the end we were all standing, and we all clapped.
Icebreaker
The icebreaker was a game where the chairs were put into two circles, facing each other, and everybody then took a seat. The inner circle of people had one minute to share with the person in front of them, on the outer circle. Then after time was up, it became the other persons turn to share. After, the inner circle of people moved 1 chair over to the right of themselves, and the process started all over again sharing with someone else.

3. Credentials Report
Total number of voting members present 25.
14 countries represented:
Quorum constituted; 5 countries represented.
Credentials Report accepted and adopted as presented.

4. Unaffiliated Service Bodies (voting)
Parliamentarian read from the R9 Bylaws about unaffiliated Service Bodies.
Unaffiliated Service Bodies have to send a letter to Region 9 Chair, if they want to attend R9 Assembly.
Letters from both Egypt and Lebanon were read by the Chair.
The Assembly had to vote on whether the representatives from Egypt and Lebanon were to have a voice and a vote since they were not representing a Service Body.

Vote on Egypt to have a voice and vote. The Egyptian Representative left the room while the Assembly voted.
Vote by show of hands:
To give Egypt a voice. In favour 23.
To give Egypt a vote. In favour 11 - Opposed 9.

Vote on Lebanon to have a voice and vote. Lebanese Representative not present on Wednesday.
Vote by show of hands:
To give Lebanon a voice. In favour 24.
To give Lebanon a vote. In favour 21 - Opposed 2.

The Chair declared Egypt to have a voice and a vote at the R9 Assembly 2014.
The Chair declared Lebanon to have a voice and a vote at the R9 Assembly 2014.

Orientation Meeting
● General overview of the processes of the Assembly.
The formal format of the Assembly and the Consent Agenda was explained by the Parliamentarian.

● Adoption of the Agenda
There was a proposal to move the Formal Discussion and Voting on the Motions, from Thursday at 20:00-22:00, to Thursday at 14:00-16:00.
The Strategic Plan Presentation/Committee Sessions would then be moved to be held at 16.15-18.30 on Thursday, instead of Continuation of Committee Sessions.
Another proposal put forward was to move all the Trivia Q&A to the end of the Assembly.
Both were proposed to give more time for business.
The Chair gave some history on motions on the Agenda.
Vote by show of hands to move Formal Discussion & Vote on the Motions to Thursday 14:00-16:00.
In favour 14.
Opposed 10.
The proposed Agenda was approved as revised.
The 2nd Proposal was dropped.
Organisation of Binder Material
The many updates to the Binder Material were briefly reviewed.
Chair announced some new updates to the Binder; in Section B p.7, and Section O p.60.
Vote by show of hands to stay to 22:30 to do business. Opposed.

Parliamentary Procedure
The parliamentary procedure and Robert's Rules were briefly explained to the Assembly.

Adoption of Ground Rules 2014
Ground Rules 2014 were read to the Assembly, and adopted.

Approval of the 2013 Assembly Minutes
The 2013 Assembly Minutes were approved.

Appointment of the Minutes Approval Committee 2014
The committee members appointed were: Rachel, David, and Susan (Chair).

Timekeeper & Timer
Timekeeper appointed was: Meike.

Abstinence Workshop
(Reports Appendix J)

Embrace the Similarities
Love the Differences
In all our Affairs

THURSDAY 18th September 2014

1. Official Opening

2. Readings
The 12 Steps, 12 Traditions, 12 Concepts of OA Service, R9 Motto, Region 9 Statement of Purpose, and Responsibility Pledge were read.

3. Credentials Report
Total number of voting members present 26.
14 countries represented:
Belgium, Denmark, Egypt, England, France, Greece, Hungary, Iceland, Ireland, Israel, Italy, Netherlands, South Africa, and Sweden,
Quorum constituted; more than 5 countries were represented.
Credentials Report accepted and adopted as presented.

4. Questions arising out of Reports:

Chair’s Report
No questions were raised.

Secretary’s Report
No questions were raised.
**Treasurer’s Report, Finance & Budget Committee Report, Suggested Budgets, Financial Statements, & Banker’s Report**

Q: On the Budget Line 3005a, Parliamentarian Travel Cost to Assembly; it is written €236 in brackets, it is actually 0,-, parliamentarian (who is also a Trustee) is funded by WSO, why is it not corrected?
Answer: Parliamentarian is Esti so the €236 is 0,-. The budget that was agreed last year, included the €236, and is discussed by the Finance & Budget Committee this year.

Q: How come there was money we didn’t know we had (“Balance from reserves we did not know we had”)? How could we not know we had that extra money?
Answer: Last year we did not have the accounts before the Assembly, so we didn’t know what our reserves were. We didn’t know what we had in the bank. The accounts were prepared after the Assembly, and no one could make decisions on those accounts.

Q: Can you explain why we did not have the accounts then, and how has that changed now?
Answer: Treasurer is not living in the UK, and cannot access the bank accounts, so it is the Banker that deals with the bank, and sends us all the statements, and information on the bank accounts. This communication has not been working properly. Communication is better now. It wasn’t clear whose job was whose; Banker/Treasurer, therefore there are a lot of motions this year to make that clear.

Q: The R9 Accounts cover the period June 1st to May 31st. We are being asked to approve the budget in the middle of the fiscal year. Why are we following this practice?
Answer: All organizations have to have a financial year. 31st of May was chosen because there is a long time till the Assembly takes place, and the accounts have to be prepared and go in the binder and be analyzed. In a perfect world, we would be sitting with a set of accounts from June 1st, but that never happens in any organization. We can’t do anything about it; we have to do it this way.

Q: What are other Regions doing, due to financial year/assembly year?
Answer: They approve their budget from their assembly one year and it goes to the next assembly. All Regions do this except R9. Some Regions have more than one assembly a year, and are more flexible. This year, 2 budgets are brought forward (as was started last year).

Q: When we are asked to approve budgets 18 months in advance, how can we know what we will have in 18 months?
Answer: We did not have accounts last year, we do now. It is very difficult to know, we have to do the best we can. Since we didn’t have the accounts last year, we have to go back to previous years to see what we had. We know what is in the bank now. The problem last year was that the Assembly did not know what they were approving. We can refer to contributions, we never know what we will have, need to estimate the amounts. We have to do the best we can.

Q: What is the idea to have to go through the budget from last year? What is the idea to look at something we do not know about?
Answer: Now we know what we have. The adjustments to the budget discussed last year in red, are discussed by the Finance & Budget Committee, and to put the suggested budget 2014-2015 before the Assembly in Greece.

Q: 2015-2016 Suggested Budget; how come, in line item 3003 of R9 Chair Travel expenses to 3rd RCC meeting in Australia, why is it a 0,-?
Answer: Last year at the Assembly, the Committee made a mistake, and thought 3rd RCC Meeting 2014 was in Australia. This was voted on, and agreed. We will be talking about this again this year.

**Trustee’s Courtesy Report**
No questions were raised.

**Literature & Translations Committee Report**
Q: How many members does the Committee consist of?
Answer: 6 members, including the Committee Chair.

**Electronic Communications Committee Report**
Q: How many members does the Committee consist of?
Answer: 5 members, but no one answered the Committee Chair’s emails, so the Committee Chair did the work alone.

**Bylaws Committee Report**
Q: How many members does the Committee consist of?
Answer: Started out with 6 members, ended up with 3 members, including the Committee Chair.
Public Information Committee Report
No one from the Committee present.
Q: What did the Committee do last year for spreading the message?
Answer: Unfortunately, very little had been done for the past year.

Twelfth-Step-Within Committee Report
Q: How many members does the Committee consist of?
Answer: Started out with 12 members, ended up with 3 members, including the Committee Chair.

Newsletter Coordinator Report
No questions were raised.

5. Questions Arising Out of Motions
Q: The Statement of purpose of the Finance & Budget Committee to be put in the suggested Manual, in BM 16, and BM 17, has a wording that suggests that we must be fully self-supporting, which is not what 7th Tradition is talking about, so that we shouldn't receive any money from WSO etc. Is the purpose of this Committee to stop any contribution from WS etc.?
Answer 1: The term of "self-supporting" in OA means that you are self-supporting even if you are getting contributions. The structure of OA is that the group contributes to the IG, the IG contributes to the Region, the Region to WS, so everybody is self-supporting to their own structure.
To clarify the meaning of the question; was it because it's written "must be fully self-supporting". Does that mean, we then can't take any delegate assistance funds etc.? and 7th Tradition says "ought to be self-supporting". That was the meaning of the question.
Answer 2: That was not the intention of the motion.
Q: BM 16; where it says: "will be updated as appropriate" are you proposing that it will be updated just like we do with the P&P and Bylaws, after the assemblies?
Answer: yes
Q: BM 16 and BM 17; if we are going through both BM 16 and BM 17, do we then need BM 17?
Answer: When we finish BM 16, BM 17 will then be incorporated.
Q: BM 18; where it says "...delegate fund etc." who decides?
Answer: The R9 Board decides if letters and reminders about Delegate Assistance Fund Applications are to go out, and the Board decides how to allocate the funds afterwards. Every letter that goes out is approved by the Board.
Q: BM 18; It is written that "October, after the Assembly". We have until now said that we would like to have donations/contributions from Region Service Bodies, to Region 9 "by September", so are we changing the date?
Answer: It is saying "in October, after the Assembly, we write a letter to the Fellowship..." that is why it says "translated". The Manual is a guide so if you send the letter out on a certain date, everybody at the assembly knows how much time they have when we come to the budget. We are not changing the date. It says "by September next year".
Q: BM 32; "if it is determined to send ...", if more than 5 additional delegates have applied, and all of them meet the requirements, how will you elect them then? How will you implement that?
Answer: Need to remind you that it is the Assembly that elects the delegates. It will be done according to the procedures written in the R9 Bylaws and P&P.
Q: BM 32; There are service bodies that can't afford to send delegates to WSBC, what does it mean with the 5 additional delegates.
Answer: Each year a certain percentage of the Region Service Bodies are not attending, so it is counted how many additional delegates those regions can send the next year.
Q: BM 32; How can we know the people, do you meet them before the WSBC?
Answer: No, we don't meet them before WSBC.
Q: BM 28; Charity Commission, what does that mean?
Answer: In the UK, and any other country, you are depending on people who are considered to commit to charity, have to confine with regularities, with banking in the UK, because we have the bank there. Therefore the Charity Commission may, or may not have a jurisdiction. When the motion was raised, we still had an investigation on this. The outcome is that we don't need to register.
Q: BM 32; it says: "write a report on the activities and submit that to...this report to be sent to all...", does that mean that everybody that is a delegate sends their report to everybody else?
Answer: When a Service Body elects a delegate, that delegate reports back to that SB. All delegates will send their report to the attendants of the Assembly from which they were elected.
Q: BM 32; what is the intent of this motion?
Answer: Intent read. First policy; we could not send any from the region to WSBC as we did not have funds to do it. The finances change completely over a period of time. The original first policy is to have a delegate go from region at large, whereas the second policy is intended to encourage representation from Region 9. It was restricted, and the Finance & Budget Committee wants it to be open for all.

6. **Region 9 Chair – Explanation of Responsibilities (during R9 Assembly & all year)**
Region 9 Chair, Susan, explained to the Assembly about the responsibilities of the Chair, for 2 minutes.

7. **Region 9 Secretary – Explanation of Responsibilities (during R9 Assembly & all year)**
Region 9 Secretary, Mette, explained to the Assembly about the responsibilities of the Secretary, for 2 minutes.

8. **Region 9 Treasurer - Explanation of Responsibilities (during R9 Assembly & all year)**
Region 9 Treasurer, Isabella, explained to the Assembly about the responsibilities of the Treasurer, for 2 minutes.

9. **Region 9 Banker - Explanation of Responsibilities (during R9 Assembly & all year)**
Region 9 Banker, Stella, explained to the Assembly about the responsibilities of the Banker, for 2 minutes.

**7th Tradition Workshop**
Not done due to lack of time. (To be posted on the R9 website).

10. **Liaison with Service Bodies not Present at the Assembly**
The list of countries not represented at the Assembly was circulated around to representatives to choose a country to contact when home again.
TSW Committee Chair explained about outreach to R9 countries not present at the Assembly 2014, for 2 minutes.

11. **How to bring back home Region 9 Assembly Information**
A paper about how to bring back information was given to all representatives.

**Credentials Report**
Total number of voting members present 26.
14 countries represented:
Belgium, Denmark, England, France, Greece, Hungary, Iceland, Ireland, Israel, Italy, Lebanon, Netherlands, South Africa, and Sweden,
Quorum constituted; more than 5 countries were represented.
Credentials Report accepted and adopted as presented.


Updated Credentials Report, voting members present, 25.

**Emergency New Business Motion**
The Emergency New Business Motion was presented by the Maker; moved that:
To bring the 2014-2015 Budget from June 1st, 2014 to November 1st, 2015 (17 month) and thereafter the budget to correspond with the R9 Assembly year.
The Chair declared the motion to be an emergency business.
To make the Budget run accordingly with the Assembly year, not a fiscal year as is, and to follow practice of all other regions in the future. It is therefore proposed to make it run from June 1, 2014 - November 1, 2015 (17 months).

The Motion required a majority vote to adopt.

Vote by show of hands:
In favour 4.
Opposed 21.

The proposed Emergency New Business Motion **failed**

### 2014-2015 Budget Presentation:

2014-2015 Budget; we made the adjustments (in red) because we had more information this year.

All the changes come from our reserve, we had more money than we thought we had.

We moved €18544 from our reserves into the budget, and we arrive at the new:

- **Income:** €33711.
- **Expenditure:** mistake last year, thought the 3rd RCC meeting was in Australia, allocated 0,- (too expensive), corrected that to Indiana, have allocated €1770.
- Line item 3004: €1770, Binder says €3350, we will only be funding for 1 person.
- Line item 3005a: is taken out, we don't need that this year; €0,-
- Line item 3008a: to put in an amount for 3 delegates €1500 each, in total €4500.
- Line item 3012a: the 6 committees are entitled to a certain amount of €110 for each committee, in total €660.
- Line item 3101: €10420.
- Line item 1003: €1200.

**General Balance:** €35544, took out €18544, that leaves us €7000. **Could be for things like Translation/Project Fund, assembly travel to remote areas for Chair, or representatives, or for a committee if they have a larger project.**

- **Prudent Reserve:** €9309
- **In total:** €16309

**Discussion regarding:**

- Line item 3008; the money can be used for minor projects within the committees. Each committee is entitled to €110, if they have larger projects, they can apply for Translation/Projects Fund, and provide a record of expenses.

**The €18544 was the actual income from last year; we thought we had €15107. It was added from the reserves. We have a prudent reserve, and a general reserve.**

- We wanted to split the Translation/Projects Fund, and WSO contributions, so the TPF says 0,-.
- We didn't know how much to put in the fund.

- The line item of sending two Region 9 Delegates to WSBC 2014, was taken out last year. The €4500, is added because we now know we have that extra money.

- A budget can be done because we do have the accounts from June 1, 2013- May 31, 2014.

- When Service Bodies are sending money to R9, they sometimes ask for it to be sent to WSO. This is an administrative situation, and has nothing to do with the R9 Budget. To make it easier, you can also pay by credit card.

- The Chair pointed out: line item 2003 contributions from other regions says 0,-. History: it was passed on from Region Chair to Region Chair, that we ask for contributions for the 3rd RCC Meeting. That is in the 7th Tradition, and mainly for keeping balance as the RCC meeting is usually a long way from Region 9. Cost for one Region Chair can be $200 with the flight - three trips. In R9, with the flight, to pay $1200-1500, three times a year. It's in three or four other Regions' bylaws to give financial help to those Regions that need help. This year the 3rd RCC Meeting is in Indiana, wrote to them to get help, R9 then received $1300. When we received that $1300, we still didn't know about our extra reserves. We then asked one of those Regions if they would take the money back, but they refused. They said if it's not used this year, to put it next year for Australia. So 0,- should be changed to $1300 because that has been committed by 3 regions already. It was asked before last year's confusion of R9 Budget with the RCC Meeting. Was told as R9 Chair, this is part of what we do, because of this imbalance. Has been discussed by BOT and there is absolutely nothing against 7th Tradition, in receiving money to help Region Chairs to go to 3rd RCC Meeting.

- The Finance & Budget Committee brought it up last year, proposed a business motion to pass that decision outside the budget and put that line item to 0,-. After R9 Chair asked the Finance & Budget
Committee at the WS, we realized we made a mistake, we have the money for Indiana. Suggestion; to return the money.
R9 Chair Travel to 1st RCC Meeting, line item 3001; is always in Albuquerque in April during WSBC where Delegates, BOT, and Region Chairs are doing business.
R9 Chair Travel to 2nd RCC Meeting line item 3002; is in Albuquerque, except when there is a WS Convention. The RCC meet with BOT, to discuss Strategic Operation Plan, WSBC Forum, and how to get the message across.
R9 Chair Travel to 3rd RCC Meeting, line item 3003; is in Indiana 2014. The Chairs attend an Assembly & Convention. There are a lot of ideas to bring back to our Assembly. We are giving them experience, strength, and hope, where these Regional Assemblies are held.
The location of the 3rd RCC Meeting rotates every year.
For the 2nd RCC Mtg - Each year we have €1770, but WS refunds 90-100% of the flight to all Region Chairs, so basically the money is not used, year after year.
Line item 3003; that's in a different Region, so this is where we ask for financial help, and we have received it (3rd RCC Mtg).
The 3rd RCC Meeting was held in R9 in 2003. Approximately it will come to R9 every 20 years.
R10 Chair has not always attended that meeting, started after discussion on this.
The idea of going to other regions, is Unity, and to bring experience, strength, and hope.
Confusion about the money that comes from the other regions: 4 Regions do have their budget to help the other Chairs if necessary: this has been checked with R6. It is not the case here as we do have money.
Answer: Asked for financial help a long time before we found the extra money. And knowing it's in Indiana this year, it was never in question that the R9 Chair would not go to Indiana for 3rd RCC Meeting.
Suggestion; line item 2003: Contributions from Other Regions €0,- to $1300
Suggestion: we do not take those money into next year's income, it goes to the reserves.
Clarification; Line item 2005 is directly connected to line item 3004. If we are covering the Nominee Travel cost, we won't get €800 back from WSO this year.

2015-2016 Suggested Budget presentation:
All line items are based on 2013-2014 Budget.
Income;
Line item 2001: €14500
Line item 2002: €1500, is an estimated amount
Line item 2003: €0,-, have enough funds from R9
Line item 2004: is based on costs of line item 3002 (Autumn 2014)
Line item 2010: €1400
Line item 2006: based on the income from the year before
Line item 2008: will be adjusted when we know what the rate is
Income in total; €18235
Expenditure;
Line item 3001: €1500, reduction because current R9 Chair lives in Israel, far distance. The next Chair might live nearer the US, therefore the reduction.
Line item 3002: €1500
Line item 3003: €0,- the Committee discussed this, background: R10 has 177 groups in total, spread over R10. Their Assembly & Convention is not well attended, would not use OA money to send 10 people from the US.
Line item 3005: €1800
Line item 3006: €300, expense not nearly what it used to be due to material only to be sent out by email, and not by post.
Line item 3007: taken out, only had to pay for assembly room separately 1 year.
Line item 3008: €2400, complies with the current P&P, also a motion this year,
Line item 3005a: €600, €600 per Board member, then it would cost the same to send a Parliamentarian as well.
Line item 3008a: €1500,
Line item 3009: €185
Line item 3010: taken out, no extra development needed
Line item 3011: €600, estimated
Line item 3012: €350,
Line item 3013: €340,
Line item 3014: taken out
Line item 3015: €400
Line item 3100: €2000,
Line item 3101: €4100,
Line item 3102: taken out, there have been times where other regions have been funded for the 3rd RCC. One time, in another region, money went missing.
Expenditure in total: €14135
Surplus in total: €18235

The R9 Chair read a letter from a previous Region Chair.

The Finance Committee brought back the Suggested Budgets to the Assembly on Friday.

**Credentials Report**
Total number of voting members present 26.
14 countries represented:
Belgium, Denmark, England, France, Greece, Hungary, Iceland, Ireland, Israel, Italy, Lebanon, Netherlands, South Africa, and Sweden,
Quorum constituted; more than 5 countries were represented.
Credentials Report accepted and adopted as presented.

13. **Formal Discussion and Vote on:**
- Consent Agenda
- Bylaw Amendment Motions
- New Business Motions

**Chart 1: Consent agenda**
To be considered all together.

**CONSENT AGENDA**
BM 3 was pulled from the Consent Agenda.
BM 5 was pulled from the Consent Agenda.
Additional add/pull suggestions:
Add to the Consent Agenda BL N.
Add to the Consent Agenda BM 16, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31.
Pull from the Consent Agenda BM 23.
Pull from the Consent Agenda BM 27.
Pull from the Consent Agenda BM 16, 17, 24, 25.
Add none of the suggested motions to the Consent Agenda.
Pulled from the Consent Agenda: BL N, BM 16, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31.
None of the additional suggested motions were added to the Consent Agenda, and will be discussed separately.
Business Motions 3, 5 were pulled from the Consent Agenda.
BL A, B, C, D, E, F, G, H, J, K, L, M and BM 1, 2, 4, 6, 7, 8, 9, 11, 12, 13, 14, 15.
on the Consent Agenda required two-thirds vote to adopt.
Vote by show of hands.
The Consent Agenda was adopted.

**BL A**
MEMBERSHIP OF REGION 9 ASSEMBLY
To update wording in Bylaws.
Move to amend the Bylaws, Article IV, Section 2(l) by striking and inserting as follows:
"f The proposed delegate representative should submit a written statement on why they are unaffiliated, if they plan to be affiliated in the future and if they meet the delegate representative requirements."

**BL B**
MEMBERSHIP OF REGION 9 ASSEMBLY - DElegates
To update wording in Bylaws.
Move to amend the Bylaws, Article IV, Section 4 by striking and inserting as follows:
“Section 4 - Delegate Representative”

BL C
MEETING TIMES AND NOTIFICATION
To update wording in Bylaws. To save on costs for R9 and time for R9 Secretary.
Move to amend the Bylaws, Article V, Section 2 by striking and inserting as follows:
“Notification of this Assembly shall be mailed or emailed to all member groups, Intergroups, unaffiliated groups and National Service Boards at least six months prior to the date of the Assembly. The notification will include an invitation to the Assembly from the organizing committee, the registration form to send a delegate representative, blank new bylaws amendment motion, an application for financial assistance and a letter from the Region 9 Chair.”

BL D
COMPOSITION OF REGION 9 BOARD - REMOVAL OF OFFICERS
To update wording in Bylaws.
Move to amend the Bylaws, Article VII, Section 4a by striking and inserting as follows:
“a Any Officer may be removed for cause by a 2/3 vote of the delegates representatives attending Region 9 Assembly.”

BL E
REGION 9 TRUSTEE - ENDORSEMENT PROCEDURE
To update wording in Bylaws.
Move to amend the Bylaws, Article VIII, Section 2d by striking and inserting as follows:
“d To be eligible for election, each nominee must appear before the delegates representatives at the Region 9 Assembly and there address the assembled delegates representatives for three to five minutes and answer questions from the floor.”

BL F
COMMITTEES - ELECTION OF BANKER
To update wording in Bylaws.
Move to amend the Bylaws, Article IX, Section 6e by striking and inserting as follows:
“e Nominations may be received from voting delegates representatives present at the Region 9 Assembly at which the election is taking place or from visitors to the Region 9 Assembly or a member of OA who is not in attendance.”

BL G
COMPOSITION OF REGION 9 BOARD - DUTIES
To save on costs for R9 and time for R9 Secretary.
Move to amend the Bylaws, Sections VII, Section 2a, b, c by striking and inserting as follows:
“a The Chair is responsible to see that a notification of the Assembly is emailed in accordance with article V -- Section 2; to see that Region 9 Intergroups, National/Language Service Boards are notified that amendments to these Bylaws should be sent in accordance with Article XII - Section 1; to prepare an agenda for the Assembly and see that the agenda is emailed in accordance with Article V - Section; to preside over the assembly; and in accordance with the Bylaws of Overeaters Anonymous, Inc. - Subpart B is entitled to be a voting delegate to the annual World Service Business Conference.”

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 mailed or 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 mail or email.

c The Treasurer is responsible to chair the Budget and Finance Committee; and to see that the annual financial statements are emailed to all members Intergroup and National/Language Service Boards.”

BL H
REGION 9 TRUSTEE - ENDORSEMENT PROCEDURE
To fix a deadline for Trustee Nominations without having a fixed date as the date of Assembly changes from year to year.
Move to amend the Bylaws, Sections VIII, Section 2b by striking and inserting as follows:
“b. Trustee Nominees should forward their original World Service Trustee Application Forms to the Region 9
Chair to arrive not later than 1st October 1 month prior to the Region 9 Assembly in the year prior to the Region 9 Trustee Election.”

**BL J**
**COMMITTEES - ELECTION OF COMMITTEE CHAIRS**
To correct spelling.
Move to amend the Bylaws, Sections IX, Section 3c by inserting as follows:
"c. To be elected, a member must receive a majority vote of the representatives present.”

**BL K**
**COMMITTEES - FINANCE AND BUDGET COMMITTEE MEMBERS**
To change name of Finance Committee to Finance and Budget Committee as voted on previously.
Move to amend the Bylaws, Sections IX, Section 4b by inserting as follows:
"b The Banker will automatically become a member of the Finance and Budget Committee.”

**BL L**
**COMMITTEES - BANKER DUTIES**
To update role of the Banker.
Move to amend the Bylaws, Article IX, Section 5 by striking and inserting as follows:
"The role of the Banker is to deal with the bank and physical banking activities in the UK; receive monies from Region 9, bank them, and provide receipts to the sender; confirm incoming and outgoing money to the Region 9 Chair and Treasurer; copy and forward bank statements to the Region 9 Chair and Treasurer; liaise with the Treasurer; report annually to the Region 9 Assembly in written format, and comply with any further details of the banking role as outlined in the P&P.”

**BL M**
**COMMITTEES - ELECTION OF BANKER**
To update Bylaws.
Move to amend the Bylaws, Sections IX, Section 6e by inserting as follows:
"e. Nominations may be received from voting delegates present at the Region 9 Assembly at which the election is taking place or from visitors to the Region 9 Assembly or a member of OA who is not in attendance. If the nominee is present they shall be called upon to present their qualifications briefly to the Assembly. If the nominee is not present they may submit an application which will be read out to the Assembly. Alternatively, should anyone standing for the position of Banker not be present at the assembly at which their nomination is taking place, it is preferable (if it can be arranged) if the nominee makes themselves available for a live communication (e.g. by Skype) with the Assembly at the time of the election. The R9 board will give instructions to all nominees for this position about the method and timing of this communication. If it is possible, then the Assembly delegates should be able to ask questions of (and hopefully “see”) the nominees to assist them in making their decisions as to who to elect to this vital position. The election process will continue as normal if this method is not possible. (2012h)”

**BM 1**
**WORLD SERVICE BUSINESS CONFERENCE & WSO - FUNDING OF REGION 9 CHAIR TO WSBC**
To change the word Chairman to Chair.
Move to amend P&P, Section IX by inserting as follows:
"Region 9 Chairman to attend every World Service Business Conference. (1989h)”

**BM 2**
**FINANCIAL ASSISTANCE TO REPRESENTATIVES TO REGION 9 ASSEMBLY**
To update wording in P&P.
Move to amend P&P, Sections V by striking and inserting as follows:
"The Assembly resolves that priority for financial assistance for Regional representatives travelling to the R9 Assembly will be given to those IGs and NSBs that cannot afford to fund a delegate representative on their own, to those with the greatest distance to travel and to those attending their first Assembly. (1996h) (2011c)”

**BM 4**
**REGION 9 WEEK**
To clarify wording and delete outdated policy.
Move to amend P&P, Sections VIII by striking and inserting as follows:
"Move to adopt a Region 9 week to think of our members and the still suffering compulsive overeater. Also in view of our geography, countries, states and language barriers within our Region to think about QAs."
The first week of September is designated as Region 9 week. (2008c) The Assembly will make a detailed plan for PI work in order to increase awareness of OA in countries that do not have any OA meetings at all or have only very few meetings. The nature and content of this PI will be decided by the Assembly or the Literature and Translation (2012q), Twelfth Step Within and Public Information committees. (2012c)

BM 6
ASSEMBLY
To update wording in P&P. Move to amend P&P, Sections I by striking and inserting as follows:
REGISTRATION FORMS
2. Delegate Representative Registration. (1995m)

ORIENTATION SESSION
At each Assembly there will be an orientation session. The aim being to give delegates representatives (particularly first time delegates representatives) a general overview of the processes of the Assembly. (1997a)

BYLAWS
That delegates representatives are asked to bring their own copies of Bylaws to Assembly. (1989a)

LIAISON WITH SERVICE BODIES NOT REPRESENTED AT ASSEMBLY
The Assembly will divide up the list of IGs and NSBs not represented at the Assembly amongst the delegates representatives who are in attendance at the assembly. Each delegate representative will be responsible for undertaking liaison activity with the SB they have adopted. Each delegate representative will then submit a written report to the Region 9 12th Step Within Committee within 6 months of the Assembly. The 12th Step Within Committee will then log these responses and continue to try to encourage contact with service bodies not represented at assembly (2010a).

BM 7
BOARD POSITIONS, AND DUTIES - CHAIRPERSON
To update wording in P&P. Move to amend P&P, Sections II by striking and inserting as follows:
- Is responsible for ensuring that the Assembly invitation and associated necessary documents are sent to all registered service bodies and officers of Region 9. An Officer Nomination form is sent to each Intergroup and Delegate Representative in an election year
- A bid form for hosting a R9 Assembly to Intergroups and Delegate Representatives on election year.

BM 8
ASSEMBLY - REGISTER OF SERVICE BODIES AND ATTENDANCE TO BE INCLUDED IN ASSEMBLY MATERIALS
To clarify wording in P&P. Move to amend P&P, Sections I by inserting as follows:
The Assembly Materials of Region 9 are to include a register of Region 9 countries with details of Intergroups in each country and the current number of groups, also including details of when the Service Body was represented at Region 9 Assembly. (2010b)

BM 9
WORLD SERVICE BUSINESS CONFERENCE & WSO
To ensure continuity throughout the document. Move to amend P&P, Sections II by striking and inserting as follows:
FUNDING OF REGION 9 CHAIR TO WSBC
9. The funding of the Region 9 Delegates will depend on the availability of funds. If the funds are available the Region 9 Delegates to the WSBC will be funded according to the Policy and Procedure 1996h.

QUALIFICATIONS FOR REGION 9 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 (2013).

FUNDING OF REGION 9 DELEGATES
Delegates representing Region 9 as a whole may be sent to the WSBC if funds are available within the Region 9 budget or from the WSO. Those delegates will be (in order of privilege, in case the financial supplies are limited): the R9 bBoard Secretary, the R9 Treasurer, and/or OA members from within Region 9 who have been to the World Service Business Conference before, meet the requirements for a WSBC delegate and will not be representing any other service body at the WSBC...
BM 11
SERVICE BODIES
To delete policy that is no longer needed.
Move to amend P&P, Sections VII by striking as follows:
"OA OVERALL SERVICE STRUCTURE"
The following statements were adopted. Under the current structure we do not recommend breaking up into further groups. Recommend Option 1. To consider carrying on as is. Recommend that the assembly seek to improve communication during the year and that the strategic planning groups specifically work on this as action items. For now we do not foresee the development of an OA International and believe it is in the best interest of countries in Region 9 to maintain representation at WSBC.
We recommend that Region 9 Assembly take action to promote an increase of contributions to Region 9 and World Service Office.
We do not recommend country autonomy at this time.
In the long term we see Europe & Eastern Mediterranean as one group and Africa and Asia as separate groups. (2000c)
1. Motion adopted reaffirm the 2000 Region 9 Assembly statement:
For now we do not foresee the development of an OA International and believe it is in the best interest of countries in Region 9 to maintain representation at World Service Business Conference.
We recommend that Region 9 Assembly take action to promote an increase of contributions to Region 9 and World Service Office.
We do not recommend country autonomy at this time.
2. Continue to relay this message within the OA service structure, creating a restructuring sub-committee for this purpose. (2001a)"

BM 12
APPENDIX B - FLYER
To update wording in P&P.
Move to amend P&P, Appendix B by striking and inserting as follows:
"Put an address on where people can send the completed delegate representative registration forms and cheques."

BM 13
APPENDIX B
To update wording in P&P.
Move to amend P&P, Appendix B by striking and inserting as follows:
VISITORS
"Visitors are welcome to attend the Assembly and Convention, at the Assembly it is important that they are not seated with the delegates representatives at the table but preferably in a row / seats behind or at edge of room."
AFTERWARDS
"Please consider the best way to get feedback from R9 Board and delegates representatives so that we can offer any suggestions for things that do or don't work to future hosts."

BM 14
BOARD POSITIONS, AND DUTIES - SECRETARY
To save cost for R9 and time for R9 Secretary.
Move to amend P&P, Sections II by striking and inserting as follows:
UPDATE OF LISTS
"Another duty for the Secretary is to see that an up to date list of all R9 Intergroups and National/Language Service Boards is emailed periodically to each R9 officer."

BM 15
FINANCE AND BUDGET - TRANSLATION/PROJECTS FUND
To update P&P with current practice.
Move to amend P&P, Sections V by striking and inserting as follows:
"Service Boards applying for:-
Translation Applications
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 in that the application, a list of material that has already been translated in that language

Binder Page 201
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.

Project Applications

a) who currently do not have such a project in their own country

It is required that the Service Body requesting such funds.

a) Include in that application, a list of projects undertaken in that country previously.

b) List the amount of money received in the past from WSO and for which projects; 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 30th and September 30th (2013d).”

Chart 2: Proposed Motions to be Discussed Separately

Bylaw Amendment Motions and New Business Motions voted on

BL I Amendment to the Main Motion

REGION 9 TRUSTEE - ENDORSEMENT PROCEDURE

The Amendment was presented by the Finance & Budget Committee; moved that:
To clarify that the Assembly is the authority which decides, and votes on the R9 Budget.
Move to amend the Bylaws, Article VIII, Section 2f by striking and inserting as follows:

"Nominees who are endorsed will receive up to 980 EUR for their expenses in attending World Service Business Conference if funds permit. Available funds to be apportioned as agreed by the Assembly in the budget."

The Amendment to the Main Motion required a two-thirds vote to adopt.

Vote by show of hands.

The Amendment to the proposed Bylaw Amendment Motion I was adopted.
It is required that the service bodies requesting such funds attach to the application form for assistance – the latest financial summary of the service body and that they give details of any funding for attendance at Region 9 Assembly from elsewhere. The Region 9 Board are authorized to consider (by email) those applications (2012g) The Assembly resolves that priority for financial assistance for Regional representatives travelling to the R9 Assembly will be given to those IGs and NSBs that cannot afford to fund a delegate on their own, to those with the greatest distance to travel and to those attending their first Assembly. (1996h) (2011c) The Region 9 Board are authorised to consider (by email) those applications having regards to the funds agreed in the budget by the Assembly. (2012g) The Board is authorized to make a decision on transferring up to EUR 2400.00 (GBP 1700.00) or more from Service to Delegate Assistance, 3 months before the next Assembly, whenever that takes place. (2007a)"
The Substitute Motion required a two-thirds vote to adopt. Vote by show of hands.
The proposed Substitute Motion to the New Business Motion 10 was adopted

BM 16 1st Amendment to the Main Motion
FINANCE AND BUDGET
The Amendment was presented by the Maker; moved that:
To make the Main Motion comply with the wording, and purpose of 7th Tradition.
Move to amend P&P, Section V by striking and inserting as follows:
"The Statement of Purpose of the OA R9 Finance & Budget Committee is to consider the regions financial matters, having regard to that Region being strive to be fully self-supporting and that the regions assembly is reliably so as to make the best decisions in using its funds efficiently to carry the message within the region and also consider OA as a whole and thus to contribute an adequate amount to our WSO"
"The Treasurer, together with the Finance & Budget Committee will comply with the policies set out in the attached manual and update it as appropriate propose updates to it as appropriate to the Assembly for approval."
The 1st Amendment to the Motion required a majority vote to adopt. Vote by show of hands.
The 1st Amendment to the proposed New Business Motion 16 was adopted

Divide the Amendment into Two
To divide the Amendment into two, in favor.

BM 16 2nd Amendment (1st part) to the Main Motion
FINANCE AND BUDGET
The Amendment was presented by the Maker; moved that:
To make the Main Motion comply with the wording, and purpose of 7th Tradition.
Move to amend P&P, Section V by striking and inserting as follows:
"The Statement of Purpose of the OA R9 Finance & Budget Committee is to consider the regions financial matters, having regard to the fact that the Region being ought to be fully self-supporting and that the regions assembly is reliably so as to make the best decisions in using its funds efficiently to carry the message within the region and also consider OA as a whole and thus to contribute an adequate amount to our WSO"
The 2nd Amendment to the Motion required a majority vote to adopt. Vote by show of hands.
The 2nd Amendment to the proposed New Business Motion 16 was adopted

BM 16 2nd Amendment (2nd part) to the Main Motion
FINANCE AND BUDGET
The Amendment was presented by the Maker; moved that:
To clarify that the Assembly approves updates to the Manual.
Move to amend P&P, Section V by striking and inserting as follows:
"The Treasurer, together with the Finance & Budget Committee will comply with the policies set out in the attached manual and update it as appropriate propose updates to it as appropriate to the Assembly for approval."
The 2nd Amendment to the Motion required a majority vote to adopt. Vote by show of hands.
The 2nd Amendment to the proposed New Business Motion 16 was adopted

BM 16 Main Motion
FINANCE AND BUDGET
The Finance & Budget Committee moved that:
To re-organise R9 P&P Finance and Budget section, to make a more complete manual.
Move to amend P&P, Section V by inserting as follows:
Binder Page 203
"A) FINANCE AND BUDGET COMMITTEE STATEMENT OF PURPOSE.
OA REGION 9 POLICIES & PROCEDURES extracts:-

III REGION 9 COMMITTEES FINANCE & BUDGET Will deal with all financial and budgeting matters relating to OA R9.

The Statement of Purpose of the OA R9 Finance & Budget Committee is to consider the regions financial matters, having regard to the fact that the Region ought to be fully self-supporting and that the regions assembly is reliably informed so as to make the best decisions in using its funds efficiently to carry the message within the region and also consider OA as a whole and thus to contribute an adequate amount to our WSO.

The Committee will act within all of the OA Traditions as well as act with integrity and transparency. The R9 Board needs to be aware of the contents of this manual and various financial policies so that where it affects their role, they can act accordingly.

The Treasurer, together with the Finance Committee will comply with the policies set out in the attached manual and propose updates to it as appropriate to the Assembly for approval.

The sections of the manual are as follows:-

B) TREASURER DETAILED JOB DESCRIPTION
C) BANKER DETAILED JOB DESCRIPTION
D) REGION 9 BOARD MEMBERS REIMBURSEMENT
E) FINANCIAL ASSISTANCE FOR REPRESENTATIVES TO R9 ASSEMBLY
F) FINANCIAL ASSISTANCE FROM TRANSLATION / PROJECTS FUND
G) ORGANISATION OF RECORDS, BANKING AND HOW THINGS WORK FINANCIALLY IN R9
H) REIMBURSEMENT OF EXPENSES PROCEDURES AND POLICIES AGREED
I) FUND RAISING PRODUCT
J) STANDARD EXPENSES FORM
K) STANDARD LETTER OF RECEIPT FOR CONTRIBUTIONS
L) CHARITY COMMISSON REGISTRATION
M) FINANCIAL ARCHIVES
N) MISC. POLICIES
O) A DAY IN THE LIFE OF R9 TREASURER / BANKER"

The Motion required a majority vote to adopt.

Vote by show of hands.
The proposed New Business Motion 16 as amended was adopted.

BM 17
WITHDRAWN

14. **Strategic Plan Presentation**
   (Report Appendix A)

15. **Committee Sessions**
   All the committee work during the last year was much appreciated!

16. **Region 9 Trustee – Explanation of Responsibilities (during R9 Assembly & all year)**
   Region 9 Trustee, Esti, explained to the Assembly about the responsibilities of the Trustee, for 2 minutes.
   Following the explanation of responsibilities, the R9 Trustee had a Translations Presentation.
   (Report Appendix L)

17. **Ask-It-Basket: Questions & Answers**
   No questions were answered due to lack of time. All questions & answers will be put in the R9 Newsletter, September & November issues.

**Credentials Report**
Total number of voting members present 27.
15 countries represented:
Quorum constituted: more than 5 countries were represented.
Credentials Report accepted and adopted as presented.
18. **Election of Service Positions – R9 Secretary (2 year term); R9 Treasurer (2 year term); Banker (2 year term); Bylaws Committee Chair; PI Committee Chair; R9 Trustee Nominees:**

**Secretary (2 year term)**  
Parliamentarian read; R9 Bylaws Article VII – Elections and Duties/P&P, Section II.  
Announcement of 1 application for Region 9 Secretary.  
No further applications for Secretary.  
No nominations for Secretary.  
Current Region 9 Secretary, Mette, addressed the Assembly and answered questions.  
Voting by written ballots. 27 votes cast.  
Mette received 24 'yes' votes, 1 no vote, 2 votes invalid.  
Mette was elected.  
The Chair declared Mette as Region 9 Secretary.

**Treasurer (2 year term)**  
Chair read; R9 Bylaws Article IX – Board Positions and Duties/P&P, Section II.  
Announcement of no applications for Treasurer.  
2 nominations for Treasurer from the floor.  
Current Region 9 Treasurer, Isabella, addressed the Assembly and answered questions.  
The candidates addressed the Assembly and answered questions.  
Voting by written ballots. 27 votes cast.  
Aileen received 21 'yes' votes, and Robin received 5 'yes' votes, 1 abstention.  
Aileen was elected.  
The Chair declared Aileen as Region 9 Treasurer.

**Banker (2 year term)**  
Parliamentarian read; R9 Bylaws Article IX – /P&P, Section V.  
The Banker position is not a Board position.  
Announcement of no applications for Banker.  
4 nominations from the floor.  
Current Banker, Stella, addressed the Assembly and answered questions.  
Stella was nominated and declined.  
Rachel was nominated and declined.  
Robin was nominated and declined.  
Francene was nominated and declined.  
The Chair declared that no one came forward, the position is vacant.  
Stella will do the overlapping period as Acting Banker.

**Committee Chairs**  
Parliamentarian read; Region 9 Bylaws Article IX – Committees/P&P, Section III.  
Each Committee Chair Candidate addressed the Assembly and answered questions.

**Bylaws Committee Chair**  
Announcement of no applications for Bylaws Committee Chair received.  
1 nomination from the floor.  
Meike was nominated and accepted.  
Vote by written ballots. 27 votes cast.  
Meike received 25 'yes' votes, 1 no vote, 1 vote invalid.  
Meike was elected.

**PI Committee Chair**  
Announcement of no applications for PI Committee Chair received.  
1 nomination from the floor.  
Miranda was nominated and accepted.
Vote by written ballots. 27 votes cast.
Miranda received 26 'yes' votes, 1 vote invalid.
Miranda was elected.

The Chair declared:
Meike as Bylaws Committee Chair.
Miranda as PI Committee Chair.

Trustee Nominees
Parliamentarian read; Region 9 Bylaws Article VIII - Endorsement Procedure/P&P, Section II.
Announcement of 2 Trustee Nominee Applications received.
The Nominees addressed the Assembly, and answered questions.
Voting by written ballots. 27 votes cast.
Susan received 20 'yes' votes, 7 no votes.
Susan was endorsed by R9.
Stella received 26 'yes' votes, 1 abstention.
Stella was endorsed by R9.
The Secretary declared the endorsement of Susan as Region 9 Trustee Nominee.
The Secretary declared the endorsement of Stella as Region 9 Trustee Nominee.

WSBC 2015 will make the actual election on Trustee Nominees, R9 Assembly only endorses the R9 Trustee Nominee candidates.

Non voting position: Newsletter Coordinator
The work of the Region 9 Newsletter Coordinator was explained to the Assembly.
Chryssa volunteered to take on the service position.

19. Deadline for submitting Emergency New Business Motions announced for Friday 9:00

Embrace the Similarities
Love the Differences
In all our Affairs

Region 9

FRIDAY 19th September 2014

1. Opening

2. Readings
The 12 Steps, 12 Traditions and 12 Concepts of OA Service, R9 Motto, R9 Statement of Purpose, and Responsibility Pledge were read.

The Chair moved to destroy the ballots from yesterday, it was so voted and the ballots were destroyed.

3. Deadline For Emergency New Business Motions 9:00

4. Credentials Report
Total number of voting members present 27.
15 countries represented:
Quorum constituted; more than 5 countries were represented. Credentials Report accepted and adopted as presented.

5. **Election of Assembly/Convention Venue for 2016**
   South Africa pitched last year, representative would like to ask permission to go forward with what they already submitted. The Assembly needs to hear their proposal again. This can be done next year. Next year we will have our bid on 2016.

6. **Formal Discussion and Voting continued**
   ● New Business Motions

**BM 18 Amendment to the Main Motion**

**FINANCE AND BUDGET**

The Amendment was presented by the Finance & Budget Committee; moved that:

To

Move to amend P&P by striking and inserting as follows:

"BUDGET & FINANCE COMMITTEE MANUAL - (Last Updated MAR 2014)
B) TREASURER DETAILED JOB DESCRIPTION & HAND OVER INFORMATION - (Last Updated MAR 2014) (SEP 2014)"

*The more specific detailed duties of Treasurer (where the treasurer resides in the UK) are as follows:*

* Operating the accounts:
  - keeping account workbook on excel (The current excel workbook can be replaced with an equivalent electronic ‘package’ that is universally accepted and can give the appropriate output by way of accounts and budget for the assembly i.e. the keeping of R9 Financial Records in electronic form. Where this happens – in the job description that follows where it reads or refers to ‘excel workbook’ – it can be accepted that this refers to R9 Financial Records in electronic form): tallying income, expenditure and balance.

  * Participate and work with the R9 Board and be the liaison person between the Finance & Budget Committee & the R9 Board

  **NB Note**: a) Refer to deadlines set, b) Refer to the instructions given in the excel workbook for the completion of accounts.

  * Preparing a list of contributions for the year (as per the established format in Section G) to be included with the accounts for the assembly as mentioned above.

  * Facilitate service, traditions and concepts workshops as appropriate."

*Items you will need and that are on file / or in the various computer folders:*-

1. Bank Accounts Spreadsheet (which includes various pages of workings – see the excel workbook)
2. 9. R9 Translation/ Projects Assistance Application (Translation/Printing)

*Things to do as a new treasurer*

1. Familiarize yourself with the job description & various spreadsheets and discuss these with the outgoing treasurer. Read the Bylaws, P & P and this manual – have the latest copy on file. Work with the Chair & Secretary to update the ‘dates’ deadlines for treasurer.

2. Change signatures – use forms (company mandate) (Authorized Signatures), (new participant id details – 1 per new signature) (NoteB There may be new references to these forms so they are not written here).

6. Alter Dates on Translation / Project Fund Application Form and send to Secretary for inclusion with the Minutes of the Assembly."

*Timing of treasurer tasks*

7. Monthly and during the month – receive contributions, prepare receipt letters & send out (by email if possible), pay expenses as claimed, update excel spreadsheet spreadsheet with details of these receipts & payments and file ‘vouchers’ on the Income & Expenditure File. NoteB Keep a separate folder within Region 9 records on the computer for ‘Receipts’ and then sub folders to this that hold the Receipts for the various Financial Years – if you give each receipt the next number – the computer will list these in the order of that number.

9. NoteB If you complete the excel workbook accurately and understand how it works it will do the bulk of this for you – but you will need to code items in line with the budget and check various balances, etc.

14. April – email rest of Region 9 Board with suggestions as to how the Translation / Projects Budget Fund should be used and with the board decide on which service bodies should receive assistance.

16. June - email rest of Region 9 Board and with them decide on which representatives receives assistance
with costs of transport etc to Assembly.

NoteB: – Receive all the applications yourself as treasurer – print off and review for – budget agreed, amount claimed by each service body, distance to travel, those that have not attended the Region 9 Assembly before, date of claim, and whether the service body has included a copy of their current financial position. Summarize the claims received in note form at the bottom of the ‘Delegate Representative Assistance for Attendance at Assembly / Convention form’ and make a note of the total amount claimed by all applicants. Review the budget for the year and include that total in Euro and in £ in that note at the bottom of that sheet. Consider who should be assisted and who should not.

Email the Chair & Secretary and attach – all applications together with current financial positions and the updated ‘Delegate Representative Assistance for Attendance at Assembly / Convention form’ in good time for consideration by the board and the deadline. Suggest in your email who should be paid for and who not — in the light of what we have agreed as a fellowship in terms of priority. Discuss and then confirm agreement with the Chair & Secretary and then write to the applicants with the standard letter as appropriate (positive / negative response) – see standard letter. These standard letters need to be sent out by 7th July in good time.

21* October / After the Assembly - Send Introductory Appeal letter via secretary to all Region 9 contacts (this will be translated into other languages) – this explains who you are (if new treasurer) and a summary of decisions that the assembly has made regarding the R9 finances.*

"Standing Bills & Costs / Contributions"

24* Send agreed contribution to WSO after Assembly and as appropriate during the year

2nd RCC is held in Albuquerque in August (unless there is a World Convention (every 3 years) when it will be held there)."

"When you need to prepare a bank payment draft / write a cheque"

- Prepare the bank transfer document – we currently use ‘Standard’ payments as these are the cheapest – you will need all bank details of member folk you want to pay by transfer – refer to prior forms already complete – especially important is the BIC code & the IBAN code – otherwise the bank may not pay out.
- Write the cheque – make sure update stub with who, when, why.
- Send the payment draft / cheque to the second signatory with a self–addressed and stamped envelope enclosed for its return to you.”

“At the Assembly"

- But this is not always the case – at Barcelona some conventions in the past the 7th Tradition was passed to the treasurer after each meeting!
- Ask for help when counting the 7th Tradition – get 2 ‘local’ members to count the cash and then give you a written report of what was collected. – That way you don’t have to get involved with counting currency that you may not be familiar with while member folk are speaking to you and asking you questions about finance.

27* Delegate R9 Board Assembly Costs & Representative Assistance – make sure you bring enough currency to pay for the R9 Board costs and the representative assistance applications as agreed with the rest of the Region 9 board earlier in the year (June / July).

28* Make sure each R9 Board member & representative has summarized their claim on the standard claim form and attached legitimate receipts for travel, accommodation and food. List in the ‘Treasurer’s Records Cash Book’ the amounts as you pay them out in cash and ask the delegate representative receiving the money to sign the standard claim form and the book as a receipt and confirmation that they have received the money.

29* At the end of the Assembly / Convention - summarize at the bottom of the page - the monies at Assembly i.e.

Registration Received,
Contributions Received,
Representative assistance paid out
Chair / Secretary / Treasurer expenses paid out
Etc – arriving at the amount to be paid into the bank.

- When you get home from the Assembly (or before you leave if you can) reconcile and count the funds in full. Photocopy the ‘Treasurers Records Cash Book’ (hardback book) pages you have filed in and use them as ‘vouchers’ to file on the Income & Expenditure file. Attach all receipts and pieces of paper to these photocopies on that file.

NB Note: - When this book gets ‘full’, buy a replacement and put the ‘used’ one in the R9 Archives Box. Pay the money into the appropriate account and then record EACH BUDGET LINE ITEM in total (registrations, contributions, etc.) into the spreadsheet arriving at a net amount that will be credited to the...
bank with your amount that you paid in."
The Amendment to the Motion required a majority vote to adopt.
Vote by show of hands.
The proposed New Business Motion 18 as amended was adopted

BM 18 Main Motion
FINANCE AND BUDGET
The Finance & Budget Committee moved that:
To provide a more detailed job description for the R9 Treasurer
Move to amend P&P by inserting as follows:

BUDGET & FINANCE COMMITTEE MANUAL - (Last Updated MAR 2014)
B) TREASURER DETAILED JOB DESCRIPTION & HAND OVER INFORMATION - (SEP 2014)

Refer to the OA REGION 9 POLICIES & PROCEDURES II BOARD POSITIONS AND DUTIES and in particular
the summarised duties of the Treasurer & Banker.
The more specific detailed duties of Treasurer (where the treasurer resides in the UK) are as follows:-

* Operating the accounts:
  ▲ writing cheques & prepare bank transfers (to other board members, hotels, etc.)
  ▲ banking money
  ▲ transferring funds between bank accounts as necessary
  ▲ writing cheques & prepare bank transfers (to other board members, hotels, etc.)
  ▲ banking money
  ▲ transferring funds between bank accounts as necessary
  ▲ amalgamating or opening bank accounts as the fellowship requests.
  ▲ prepare a suggested draft budget for the year for inclusion in the R9 Assembly materials, consideration
    by Finance Committee at the Region 9 Assembly and then the Region 9 Assembly itself. A suggested
    budget should be done for the year ahead so that the assembly can vote ahead of decisions and then if
    necessary revisited within the year in question.
  ▲ keeping account workbook on excel (The current excel workbook can be replaced with an equivalent
    electronic ‘package’ that is universally accepted and can give the appropriate output by way of accounts
    and budget for the assembly i.e, the keeping of R9 Financial Records in electronic form. Where this
    happens – in the job description that follows where it reads or refers to ‘excel workbook’ – it can be
    accepted that this refers to R9 Financial Records in electronic form) : tallying income, expenditure and
    balance.
  ▲ balancing the records with the bank statements.
* Liaising with / writing to the accountant for the end of year accounts review.
* Collecting receipts and claim forms.
* Deal with the claim forms for Chair to attend Region Chairs Committee Meetings (RCC Meetings)
* Storing the accounts records for the last 6 years.
* Liaising with the bank.
* Communicating with the fellowship as a whole regarding Tradition 7, etc.
* Participating in Finance & Budget committee during the year and at the Region 9 Assembly.
* Participate and work with the R9 Board and be the liaison person between the Finance & Budget Committee &
  the R9 Board
* Writing a written report and completing the accounts (in the established format in Section G and showing
  actual in comparison to budget in good time to be submitted to the ‘reviewing’ accountant and the secretary for
  inclusion in the ‘Materials’ Binder for sending out prior to the Region 9 Assembly.

Note: - a) Refer to deadlines set, b) Refer to the instructions given in the excel workbook for the completion of
accounts. Where the treasurer is unable to prepare accounts – liaise with accountant and give sufficient
information so as to enable the accountant to prepare accounts on our behalf in the appropriate format in G

* Preparing a list of contributions for the year (as per the established format in Section G) to be included with the
accounts for the assembly as mentioned above.

*Facilitate service, traditions and concepts workshops as appropriate.

HANDBOOK SHEET – THINGS YOU MUST KNOW –
Items you will need and that are on file / or in the various computer folders:-
1. Bank Accounts Spreadsheet (which includes various pages of workings – see the excel workbook)
2. Contributions List
3. Sample Thank You / Receipt Letter as per example
4. Budget set at Region 9 Assembly with detail codes on line items
5. Annual Letter to Fellowship for Appeal
6. Sample Expense Claim Form – General (Change the address at the bottom to yours)
7. Sample Expense Claim Form – Chairs Travel (Change the address at the bottom to yours)
8. R9 Financial Assistance for Regional Assembly – Application
9. R9 Translation/ Projects Assistance Application
10. Sample Region 9 Assembly Report
   • Have a Book of 1st and 2nd class stamps (however, these are needed less & less these days as we use email wherever we can)
   • Use OA Region 9 ‘Headed’ Paper – there is one on draft electronically – you will need to alter the address at the bottom to your own address as Treasurer.
   • Our Financial Year for Region 9 runs 1 June – 31 May
   • BACK UP DATA REGULARLY FROM THE COMPUTER.

Bank
Questions the Bank may ask in order to verify you are valid

For security purposes details of the Bank and branch, Questions the Bank may ask & Bank Account Numbers are available from the R9 Treasurer / Banker – if appropriate.

Bank Accounts Numbers

Things to do as a new treasurer
1* Familiarize yourself with the job description & various spreadsheets and discuss these with the outgoing treasurer. Read the Bylaws, P & P and this manual – have the latest copy on file. Work with the Chair & Secretary to update the ‘dates’ deadlines for treasurer.
2* Change signatures – use forms (company mandate) (Authorized Signatures), (new participant id details – 1 per new signature) (Note There may be new references to these forms so they are not written here).
3* Set yourself up to access accounts on telephone and online. Currently the GBP Current Account and Bonus Saver can be accessed via telephone and online. The Euro Current Account can be accessed via telephone but not online.
4* Letter to bank requesting an address change for the bank statements (needs signatures)
5* Send letter to fellowship introducing yourself (give them your name and address for contributions and tell them what we discussed at Region 9 Assembly re finances)
6* Read the Translations Guidelines as issued by WSO (they are usually on the web site).

Timing of treasurer tasks
7* Monthly and during the month – receive contributions, prepare receipt letters & send out (by email if possible), pay expenses as claimed, update excel spreadsheet with details of these receipts & payments and file ‘vouchers’ on the Income & Expenditure File. Note Keep a separate folder within Region 9 records on the computer for ‘Receipts’ and then sub folders to this that hold the Receipts for the various Financial Years – if you give each receipt the next number – the computer will list these in the order of that number.
8* Analyse the Income & Expenditure as you go along – refer to the instructions on the excel workbook.
9* Annually – Prepare a set of accounts (or facilitate the accountant to do so) - Income & Expenditure Account, Balance Sheet & Notes as well as a detailed list of Contributions for the Year Ended 31 May just ended. – Do this as early in June as possible – the time before the Assembly will go quickly. Note If you complete the excel workbook accurately and telephone and understand how it works it will do the bulk of this for you – but you will need to code items in line with the budget and check various balances, etc. Just before the year end, send an email to the board and the committee chairs and ask if there are any pending items due for payment. Pay anything due before the year end. You will need to consider though whether there are any expenses that have been paid in the current year for next financial year (e.g. Chairs Flight costs for RCC meetings in the following year) or whether there are any outstanding costs that are still to be paid but which are for this current financial year. These will need to be adjusted for in the accounts and the accountant will help you with this but you will need to let the accountant know which of these apply. The accounts you have prepared will need to be copied onto a PDF document before being sent to the secretary for inclusion in the Assembly binder.
10* Prepare a written report for which will accompany those accounts and which reviews and interprets them. Highlight items you think are important, including how the figures look in relation to the budget and how R9 finances ‘fit’ into those of other regions / WSO if possible. Make as much information as possible available to the assembly so that they can make informed group conscience decisions.
11* Send the accounts spreadsheets and workings electronically to the accountant. Ask if they need any further information – they may want a copy of the closing bank statements and perhaps a copy of one or
two expense claims or receipts. You can photocopy these and send them to them or scan and send by email. (The accountant will now review the records you have given them and prepare a set of accounts in a slightly different format – they will send you these accounts just before the assembly – but you will have to liaise with the accountant in the mean-time to ensure that you have the report in your possession when you attend the assembly). The accounts in columnar form prepared from the excel sheets is fine – accountants just use a slightly different format. You will want to report to the Assembly that the accounts have been reviewed by the accountant.

12* December 1st – send reminder to service bodies that they can apply for Translation/Projects Fund assistance – attach form with email / letter (via secretary).

13* February 1st – deadline for Translation/Projects Fund Application forms to be sent to you as Region 9 Treasurer.

14* April – email rest of Region 9 Board with suggestions as to how the Translation/Projects Fund should be used and with the board decide on which service bodies should receive assistance.

15* May – make sure you pay all relevant costs for the current financial year including Translation/Projects Assistance & Chairs Travel expenses.

16* June - email rest of Region 9 Board and with them decide on which representatives receives assistance with costs of transport etc to Assembly.

Note: -- Receive all the applications yourself as treasurer – print off and review for – budget agreed, amount claimed by each service body, distance to travel, those that have not attended the Region 9 Assembly before, date of claim, and whether the service body has included a copy of their current financial position. Summarize the claims received in note form at the bottom of the 'Representative Assistance for Attendance at Assembly / Convention form' and make a note of the total amount claimed by all applicants. Review the budget for the year and include that total in that note at the bottom of that sheet.

Consider who should be assisted and who should not.

Email the Chair & Secretary and attach – all applications together with current financial positions and the updated 'Representative Assistance for Attendance at Assembly / Convention form' in good time for consideration by the board and the deadline. Suggest in your email who should be paid for and who not – in the light of what we have agreed as a fellowship in terms of priority.

Discuss and then confirm agreement with the Chair & Secretary and then write to the applicants with the standard letter as appropriate (positive / negative response) – see standard letter.

These standard letters need to be sent out in good time.

17* July - Prepare suggested ‘base’ budget for the next Financial Year beginning 1st Jun and include with information to be sent to secretary for inclusion in Assembly ‘Materials Binder’ (Use the prior Years Income & Expenditure Account as a guide and ask Chair & Secretary for any unusual factors that have to be taken account of). See the workbook in excel about this.

Revisit the budget (set previously) for the current year and consider if any adjustments should be made and make appropriate recommendations for inclusion in the assembly materials.

18* Assembly – Transfer the suggested ‘base’ budget as prepared previously for the next year and the one for the current year onto two large flip charts and display throughout the Assembly. These will be used as an aid memoir during the presentation of the draft budget and is very useful for members to review during the assembly and assist their understanding.

19* Assembly - At the Board meeting get accounts from accountant signed by Chair & sign yourself as appropriate.

20* October / After the Assembly – send the signed accounts off to the accountant – they will sign their own report and send them back to you – file the signed accounts in the Region 9 Permanent Notes file in the appropriate section ‘Final Accounts’

21* October / After the Assembly - Send Introductory Appeal letter via secretary to all Region 9 contacts (this will be translated into other languages) – this explains who you are (if new treasurer) and a summary of decisions that the assembly has made regarding the R9 finances.

Accounts Review

22* All Receipts / Bills etc. Must be kept for 6 years

Standing Bills & Costs / Contributions

23* Accountant Annual Fee

24* Send agreed contribution to WSO after Assembly and as appropriate during the year

25* Web Site Annual maintenance is payable to Global Gold for Web Hosting and Domain Reg. This is payable annually – be careful not to miss this as we may lose our website address.

26* The Region Chair will claim for expenses for travel for each of the Region Chairs Meetings (RCC Meetings). These expenses will be claimed separately for each meeting (and sometimes there will be
When you receive a contribution (cheque)
- Prepare a thank you letter/receipt to the Group/Intergroup/National/Language Service Board and email where possible — sometimes you have to ‘hunt’ for an email address. — Refer to the Treasurer Contact List (which you must maintain), past records and email service bodies or the secretary. Keep copies of these letters in a Receipts Folder on the computer.
- Write up bank deposit slip — include group, date, amount on deposit stub
- Record amount in Income & Expenditure spreadsheet workbook (Cash Book).
- Deposit the money in the bank — they will date stamp it.
- Save any letters / bank notices etc. that come with the contribution in the Income File (file ‘upwards’ in date order). Reference it with the appropriate number.

When you need to prepare a bank payment draft / write a cheque
- Check & Validate expense claim forms which have the amount requested, why, who etc. Make sure receipts are attached wherever possible. Make sure the claim is in line with budget as set by the assembly minutes.
- Fill in the Treasurers section on the form with cheque number, date and who, currency etc.
- Prepare the bank transfer document — we currently use ‘Standard’ payments as these are the cheapest — you will need all bank details of member you want to pay by transfer — refer to prior forms already complete — especially important is the BIC code & the IBAN code — otherwise the bank may not pay out.
- Write the cheque — make sure update stub with who, when, why.
- Send the payment draft / cheque to the second signatory with a self addressed and stamped envelope enclosed for its return to you.
- Record amount in Income & Expenditure (Cash Book) spreadsheet
- Send cheque and copy of expense form to person requesting payment / cheque / take the transfer document and proof of who you are to the bank. (I usually bring my passport but the staff do get to know you if you use the same branch)
- Save and file the form in the Expenditure File (file ‘upwards’ in date order). Reference it with the appropriate number.

When you get the Bank Account Statements
- Balance the current account and euro & the bonus saver account — statement to spreadsheet records.
- Make a note of the bank statement number that each transaction appears on in the excel sheets.
- File original of each statement in the bank statements file
- Monthly – scan the bank statements or download from the account online and send on to the Chair, Secretary & Trustee – this is an ‘audit’ check that the appropriate money is still in the bank!

At the Assembly
- Use a ‘Bum bag’ for the 7th Tradition i.e. keep the money on your person at all times
- If the Assembly is to be in a country in which you are not familiar with the currency – email the local members and ask for help from them during the assembly. — Ask whether they will be taking 7th tradition during the assembly / convention as well as registration. Ask whether they expect you to get involved with the 7th Tradition during the convention. — Normally the Registration & 7th Tradition from the Assembly is dealt with by the Region 9 Treasurer and then the Registration & 7th Tradition for the Convention is dealt with locally and any surplus after costs is then normally contributed to Region 9 at a later date. But this is not always the case — at some conventions in the past the 7th Tradition was passed to the treasurer after each meeting!
- Ask for help when counting the 7th Tradition – get 2 ‘local’ members to count the cash and then give you a written report of what was collected. — That way you don’t have to get involved with counting currency that you may not be familiar with while member are speaking to you and asking you questions about finance.
- Keep own funds completely separate so that you don’t confuse the two.
- Bring plenty of bank bags (plastic bags) with you.
• Bring a couple of bags to collect the 7th Tradition at the Assembly
• When someone gives you a piece of paper with cash – keep it in a ‘bank’ change bag separate i.e. so that you know what it is when you refer back to it. – You will be amazed at what you don’t remember when you return from the assembly!
• Use the ‘Treasurers Records Cash Book’ (hardback book) during the Assembly itself for recording receipts or registration etc – you will need to reconcile this with the cash you bank.
• Try to pass on the coinage as much as possible before you come home – exchange with local members for notes – this way you can bank easier when you get home and will lose less on exchange as well as making your bag lighter!
• Will need a calculator handy
• Will need small stapler
• Ask for flip chart / wipe board to present and work on budget
  27* R9 Board Assembly Costs & Representative Assistance – make sure you bring enough currency to pay for the R9 Board costs and the representative assistance applications as agreed with the rest of the Region 9 board earlier in the year (June / July).
  28* Make sure each R9 Board member & representative has summarized their claim on the standard claim form and attached legitimate receipts for travel, accommodation and food. List in the ‘Treasurer’s Records Cash Book’ the amounts as you pay them out in cash and ask the representative receiving the money to sign the standard claim form and the book as a receipt and confirmation that they have received the money.
  29* At the end of the Assembly / Convention - summarize at the bottom of the page - the monies at Assembly i.e.
  - Registration Received,
  - Contributions Received,
  - Representative assistance paid out
  - Chair / Secretary / Treasurer expenses paid out
  - Etc – arriving at the amount to be paid into the bank.
• When you get home from the Assembly (or before you leave if you can) reconcile and count the funds in full. Photocopy the ‘Treasurers Records Cash Book’ (hardback book) pages you have filed in and use them as ‘vouchers’ to file on the Income & Expenditure file. Attach all receipts and pieces of paper to these photocopies on that file.
  Note: When this book gets ‘full’, buy a replacement and put the ‘used’ one in the R9 Archives Box.
  Pay the money into the appropriate account and then record EACH BUDGET LINE ITEM in total (registrations, contributions, etc.) into the spreadsheet arriving at a net amount that will be credited to the bank with your amount that you paid in.

The Motion required a majority vote to adopt.
Vote by show of hands.
The proposed New Business Motion 18 as amended was adopted

Updated Credentials Report, 23 voting members present.

BM 3
REGION 9 NEWSLETTER
The Bylaws Committee moved that:
To reflect current practice, and to establish that the Newsletter Coordinator should submit a written report to R9 Assembly.
Move to amend P&P, Section XI by inserting as follows:
“The Newsletter will be assembled by an appointed member of Region 9 who will be called the Newsletter Coordinator and the R9 Secretary. Articles should be submitted within 45 days of the assembly. The newsletter will then be produced within a further – 30 days, reviewed by the R9 Board & Trustee and then placed on the Region 9 website. (2010e)
The Newsletter Coordinator shall furnish a written activity report to the annual Region 9 Assembly.

The Motion required a majority to adopt.
Vote by show of hands.
The proposed New Business Motion 3 was adopted

Updated Credentials Report, 26 voting members present.

BM 5 Amendment to the Main Motion
REGION 9 ARCHIVES
Binder Page 213

29
The Amendment was presented by the Maker; moved that:
To create- and name a new service position.
Move to amend P&P, Section XI by striking and inserting as follows:
"Region 9 Archives contains the history of Region 9. This is held by a an appointed member of Region 9 member called Archive Coordinator."
The Amendment to the Motion required a majority vote to adopt.
Vote by show of hands
The Amendment to the proposed New Business Motion 5 defeated

Updated Credentials Report, 26 voting members present.

BM 5 Main Motion
REGION 9 ARCHIVES
The Bylaws Committee moved that:
To make members aware that the Region 9 Archives exist.
To amend P&P by inserting as follows:
"Region 9 Archives contains the history of Region 9. This is held by a Region 9 member."
The Motion required a majority vote to adopt.
Vote by show of hands
The proposed New Business Motion 5 was adopted

7. Deadline for Ask-It Basket Questions Announced for Friday 11:30

Credentials Report updated
Total number of voting members present 25.
15 countries represented:
Quorum constituted; more than 5 countries were represented.
Credentials Report accepted and adopted as presented.

8. Approval and Adoption of 2014-2015 and 2015-2016 Budgets
2014-2015 & 2015-2016 Suggested Budgets presented by Finance & Budget Committee

2014-2015 Suggested Budget

Vote on Line Item 2003 to Stay €0, or Contributions from Other Regions of €800 for R9 Chair Travel for 3rd RCC Mtg. 2014 (Indiana)
Vote by written ballots.
€0 in favor 12
€0 opposed 14
€800 will be the budget line 2003 amount

Vote on Line Item 3005c €450 to Support Service Positions
PULLED

Vote to Split €800 (taken out of €1770 in Line Item 2003), into €400 for WSO, and €400 for R9 Reserve
Vote by show of hands.
Defeated.

Vote on of €800 (taken out of €1770 in Line Item 2003), for WSO or R9 Reserve
Vote by show of hands.
The contributions to go to WSO, in favor 13.
The contributions to go to R9 Reserve, in favor 13.
The Chair broke a tie, the contributions to be put into the R9 Reserve.

Vote on the 2014-2015 Suggested Budget
Vote by show of hands.
The 2014-2015 Suggested Budget was adopted
Binder Page 214

Updated Credentials Report, 27 voting members present.

The Chair moved to destroy the ballots, it was so voted and the ballots were destroyed.
The 2015-2016 Suggested Budget

Updated Credentials Report, 26 voting members present.

Vote on Increase of Line Item 3003 from €0 to €2200
Vote by written ballots.
€0 in favor 8
€0 opposed 18
€2200 will be the budget line 3003 amount

Vote on Increase of Line Item 3008 from €2400 to €3000
Vote by show of hands.
€2400 in favor 9
€2400 opposed 16
€3000 will be the budget line 3008 amount

Vote on Increase of Line Item 2003 from €0 to €500
Vote by show of hands.
€0 in favor 17
€0 opposed 7
€0 will be the budget line 2003 amount

"Line item 2003: Contributions from other OA Regions towards Region 9 3rd RCC Mtg: €0"
"Line item 3001: Chair Travel Expenses for 1st Regional Chairs Meeting (WSBC May 2016): €1500"
"Line item 3002: Chair Travel Expenses for 2nd Regional Chairs Meeting (Autumn 2015): €1770"
"Line item 3003: Chair Travel Expenses for 3rd Regional Chairs Meeting (Autumn 2015 - Region 10): €2200"
"Line item 3005: Region 9 Board - Assembly Travel (France): €1800"
"Line item 3006: Region 9 Assembly Material (delegates packs etc.) & Minutes: €300"
"Line item 3008: Region 9 Assembly Reps Assistance to R9 Assembly: €3000"
"Line item 3005a: Region 9 Assembly Parliamentarian Travel Costs to Assembly: €600"
"Line item 3008a: Region 9 Delegate to WSBC (Apr 2016): €1500"
"Line item 3009: Website Maintenance: €185"
"Line item 3011: Accounts Preparation & Review: €600"
"Line item 3012: Secretarial Expenses - Chair, Secretary & Treasurer: €350"
"Line item 3012a: Secretarial Expenses - Committees (6 committees x €110 Each): €660"
"Line item 3013: Bank Charges: €340"
"Line item 3015: Depreciation: €400"
"Line item 3100: Translation/Project Fund: €2000"
"Line item 3101: Contributions to WSO: €1030"

Vote on the 2015-2016 Suggested Budget
Vote by show of hands.
The 2015-2016 Suggested Budget was **adopted**
The changes will be included in the 2015-2016 Suggested Budget.

<table>
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<tr>
<th>OVEREATERS ANONYMOUS REGION 9</th>
<th>ALL IN EURO</th>
<th>Budget agreed by the R9 Assembly in Greece for the Financial Year 1 June 2015 - 31 May 2016</th>
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<td><strong>INCOME AND EXPENDITURE ACCOUNT</strong></td>
<td><strong>Euro</strong></td>
<td><strong>Budget</strong></td>
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<td><strong>Income</strong></td>
<td></td>
<td><strong>agreed</strong></td>
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<td><strong>by the R9 Assembly in Greece for the Financial Year 1 June 2015 - 31 May 2016</strong></td>
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</tr>
<tr>
<td>Year</td>
<td>Expenditure Description</td>
<td>Amount</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>2006</td>
<td>Bank Interest</td>
<td>35</td>
</tr>
<tr>
<td>2008</td>
<td>Exchange Rate Differences</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>18,235</strong></td>
</tr>
</tbody>
</table>

### Expenditure

| 3001   | Chair Travel Expenses for 1st Regional Chairs Meeting (WSBC Apr 2016)                   | 1500   |
| 3002   | Chair Travel Expenses for 2nd Regional Chairs Meeting (Autumn 2015)                    | 1770   |
| 3003   | Chair Travel Expenses for 3rd Regional Chairs Meeting (Autumn 2015 - Region 10)       | 2200   |
| 3004   | Nominee Trustee Travel Expenses for WSBC                                                |         |
| 3005   | Region 9 Board - Assembly Travel (France)                                              | 1800   |
| 3005b  | Partial Chair Travel in Region                                                         |         |
| 3006   | Region 9 Assembly Materials (delegate packs etc) & Minutes                             | 300    |
| 3007   | Region 9 Assembly Rooms                                                                |         |
| 3008   | Region 9 Assembly Reps Assistance to R9 Assembly                                        | 3000   |
| 3008a  | Region 9 Assembly Parliamentarian Travel Costs to Assembly                              | 600    |
| 3009   | Region 9 Delegate to WSBC (Apr 2016)                                                   | 1500   |
| 3010   | Website Maintenance                                                                    | 185    |
| 3011   | Accounts Preparation & Review                                                          | 600    |
| 3012   | Secretarial Expenses - Chair, Secretary & Treasurer                                     | 350    |
| 3012a  | Secretarial Expenses - Committees (6 committees x Euros 110 each)                      | 660    |
| 3013   | Bank Charges                                                                          | 340    |
| 3014   | Misc.                                                                                 |         |
| 3015   | Depreciation                                                                          | 400    |
| 3016   | Translations / Projects                                                                | 2000   |
|        | **Total**                                                                               | **17,205** |
|        | **Contributions to WSO & Other Regions Etc**                                           |         |
| 3101   | Contributions to WSO                                                                   | 1,030  |
| 3102   | Contributions to other regions                                                         |         |
|        | **Total**                                                                               | **18,235** |

The Chair declared this Budget as the R9 2015-2016 Suggested Budget.

### 9. Committee Sessions’ Updates

Each committee shared their Committee session reports, and answered questions.

- **Finance Committee**
  (Report Appendix C)

- **Literature & Translations Committee**
  (Report Appendix D)

- **Bylaws Committee**
  (Report Appendix E)

- **Electronic Communications Committee**
  (Report Appendix F)

- **Public Information Committee**
  (Report Appendix G)

- **Twelfth-Step-Within Committee**
  (Report Appendix H)
10. **Election of R9 Delegates to WSBC 2015**

   Announcement of 4 applications for funding to WSBC 2015, received.
   
   Greece: Miranda.
   
   Egypt: Magdi.
   
   France: their application was for 2016, therefore eliminated.
   
   Poland: they do not meet the requirements, therefore eliminated.

   The applicants addressed the Assembly for 2 minutes, and answered questions.

   Voting by written ballots.

   Votes cast

   Miranda received 22 votes as #1 Delegate, 3 votes as #2 Delegate, 1 no vote.
   
   Magdi received 4 votes as #1 Delegate, 9 votes as #2 Delegate, 11 no votes.

   R9 Chair announced that Miranda would be the R9 Delegate to go to WSBC 2015 (along
   
   with R9 Secretary and R9 Treasurer).

   If one of them can not attend the WSBC 2015, Magdi will be the alternate (depending on the

   eligibility of a delegate from an unaffiliated group attending WSBC).

   The Chair moved to destroy the ballots, it was so voted and the ballots were destroyed.

11. **Wrap Up Session**

1. The amounts contributed to 7th Tradition, and from all the raffles, will be announced in the near future.

2. Green Dot Ceremony.

   We had a Green Dot Ceremony where we applauded all the Green Dots and the Chair

   encouraged everyone to take off their 'Green Dot Mark' from their Assembly Attendee badge.

3. Personal Sharing.

4. Cards were given to the outgoing R9 Treasurer, R9 Trustee, and Banker for appreciation of

   their service.

5. Reminders.

6. Closing / Thank you’s.

7. Responsibility Pledge read.

The Region 9 Assembly 2014 was adjourned at 16:55. To re-convene in France October 28-30, 2015.

Minutes submitted by:

Mette

Region 9 Secretary

Minutes Approval Committee:

Susan (Chair)

Rachel

David