**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>The Region 9 Bylaws Article XIV, The Twelve Steps, Twelve Traditions, Twelve Concepts cannot be amended by this Assembly.</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>Section 3 - Amendments to The Twelve Steps, Twelve Traditions, Twelve Concepts of Service</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

**RATIONAL:**
As Per Intent
**Region Nine Assembly 2015**  
**Bylaws Amendment Motion**

**Motion:**  
To amend Article V Section 4 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><strong>Article V – Meeting Times and Notification.</strong> Section 4</td>
<td><strong>Article V – Meeting Times and Notification.</strong> Section 4</td>
</tr>
<tr>
<td>Agenda for the Region 9 Assembly will be emailed at least sixty days prior to</td>
<td>Agenda for the Region 9 Assembly will be emailed at least sixty days prior to</td>
</tr>
<tr>
<td>the Assembly to all those service associations and registered intergroups.</td>
<td>the Assembly to all those service associations and registered intergroups.</td>
</tr>
<tr>
<td>The material for the Assembly will be emailed to registered representatives and</td>
<td>The material for the Assembly will be emailed</td>
</tr>
<tr>
<td>invited visitors to the Assembly. The Agenda and materials for the Assembly,</td>
<td>at least sixty days prior to the Assembly to registered representatives and</td>
</tr>
<tr>
<td>except for the list of attendants, will also be placed on the Region 9 website.</td>
<td>invited visitors to the Assembly. The Agenda and materials for the Assembly,</td>
</tr>
<tr>
<td></td>
<td>except for the list of attendants, will also be placed on the Region 9 website.</td>
</tr>
</tbody>
</table>

**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)

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

RATIONAL:
Outdated policy
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
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.
MOTION:
To amend the P&P Section V by striking text and inserting the headings 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 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)

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)
Moving:

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
**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
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.

*This motion purely adds the headings:*
FINANCE & BUDGET COMMITTEE MANUAL - (Last Updated MAR 2014)

E) **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

<table>
<thead>
<tr>
<th>OVEREATERS ANONYMOUS R 9 EURO</th>
<th>INCOME AND EXPENDITURE ACCOUNT</th>
<th>Difference</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>Contributions from OA Region 9 Assembly &amp; Convention</td>
<td>1,403</td>
<td>1,180</td>
<td>2,583</td>
</tr>
<tr>
<td>Contributions from other OA Regions towards Region 9 3rd RCC Mtg.</td>
<td>(70)</td>
<td>800</td>
<td>730</td>
</tr>
<tr>
<td>Contributions from World Service Office funds for 2nd RCC Mtg. Albuquerque</td>
<td>644</td>
<td>708</td>
<td>1,352</td>
</tr>
<tr>
<td>Contributions from World Service Office funds for Nominee Trustee Costs</td>
<td>57</td>
<td>236</td>
<td>293</td>
</tr>
<tr>
<td>Contributions from OA Region 9 Members contributions</td>
<td>75</td>
<td>30</td>
<td>105</td>
</tr>
<tr>
<td>Contributions from World Service Office Bushkars</td>
<td>0</td>
<td>17,344</td>
<td>17,344</td>
</tr>
<tr>
<td>Contributions from World Service Office</td>
<td>127</td>
<td>127</td>
<td>(1,273)</td>
</tr>
</tbody>
</table>

| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

<p>| Expenditure | | | | | | | | |
| Chair Travel Expenses for 1st Regional Chairs Meeting (WSBC May 2014) | 80 | 1,770 | 1,850 | 1,968 | 1,642 | 1,756 | 1,465 | 1,395 |
| Chair Travel Expenses for 2nd Regional Chairs Meeting (Aug 2013) | (162) | 1,770 | 1,608 | 1,680 | 1,663 | 1,385 | 1,335 | 1,159 |
| Chair Travel Expenses for 3rd Regional Chairs Meeting (Sep 2013) | (600) | 1,770 | 1,170 | 1,502 | 1,418 | 1,605 | 1,036 | 914 |
| Nominee Trustee Travel Expenses for WSBC | (747) | 1,770 | 1,023 | 1,418 |
| Region 9 Board - Assembly Travel (Israel Nov 2013) | 297 | 1,770 | 2,067 | 2,062 | 1,156 | 1,410 | 2,330 | 2,293 |</p>
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>0</th>
<th>0</th>
<th>236</th>
<th>309</th>
<th>599</th>
</tr>
</thead>
<tbody>
<tr>
<td>3005a</td>
<td>Region 9 Assembly Parliamentarian Travel to Assembly (Israel Nov 2013)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
</tr>
<tr>
<td>3006</td>
<td>Region 9 Assembly Rooms Region 9 Assembly Reps Assistance to R9 Assembly (Israel Nov 2013)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3007</td>
<td>Region 9 Delegates to WSBC</td>
<td>1,437</td>
<td>4,500</td>
<td>5,937</td>
<td>36</td>
<td>1,703</td>
</tr>
<tr>
<td>3009</td>
<td>Website Maintenance</td>
<td>(50 )</td>
<td>154</td>
<td>104</td>
<td>182</td>
<td>154</td>
</tr>
<tr>
<td>3010</td>
<td>Website Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3011</td>
<td>Accounts Preparation &amp; Review Secretarial Expenses –</td>
<td>(384)</td>
<td>974</td>
<td>590</td>
<td>500</td>
<td>927</td>
</tr>
<tr>
<td>3012</td>
<td>Chair, Secretary &amp; Treasurer</td>
<td>(268)</td>
<td>295</td>
<td>27</td>
<td>355</td>
<td>84</td>
</tr>
<tr>
<td>3013</td>
<td>Bank Charges</td>
<td>178</td>
<td>313</td>
<td>491</td>
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**Contributions to WSO & Other Regions Etc.**

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**Surplus After all Contributions & Expenditure**

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<th>(7,306)</th>
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## OVEREATERS ANONYMOUS R 9 EURO

### BALANCE SHEET

**AS AT 31 MAY 2015**

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### Account Descriptions

- **1020 Laptop Computer & Microsoft Software**: €300
- **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, €2,343, €1,104, €3,398, €1,504
- **1005 Accrued Income & Prepayments**: €0, €2,343, €1,104, €3,398, €1,504
- **1006 Stock of Fundraising Items**: €181, €770
- **1010 Accrued Expenses**: £1,167, £500, £5,720, £2,578, £2,537, £1,014
- **19,492 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**: €9,309, €9,309, €9,309, €9,309, €9,309, €9,858
- **1013 Balance carry forward Prudent Reserve**: €19,492, €3,558, €15,118, €1,298, €(7,306), €(103)
CONTRIBUTIONS LISTING LAYOUT TO BE PREPARED FOR THE ASSEMBLY AND INCLUDED IN THE BINDER MATERIALS:

**AS GIVEN IN THE OA REGION 9 EXCEL WORKBOOK**

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**Individual Listing of NSB, IG & Group Contributions**

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<th>Group/Board</th>
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<th>Amount 2</th>
<th>Amount 3</th>
<th>Amount 4</th>
<th>Amount 5</th>
<th>Amount 6</th>
<th>Amount 7</th>
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<td>Vienna Group</td>
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<td>French speaking Intergroup</td>
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<td></td>
<td>Flanders Intergroup</td>
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<td>324</td>
<td>281</td>
<td>235</td>
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</tbody>
</table>
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

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<th>DEB</th>
<th>CR</th>
<th>TB D E C</th>
<th>ANALYSIS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01</td>
<td>Bank in/Out</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>01/01</td>
<td>Loan in/Out</td>
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<td></td>
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<tr>
<td>01/01</td>
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<td>01/01</td>
<td>Other Income</td>
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### EXPENDITURE

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<th>DEB</th>
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<th>ANALYSIS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01</td>
<td>Bank in/Out</td>
<td></td>
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<tr>
<td>01/01</td>
<td>Loan in/Out</td>
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</tr>
<tr>
<td>01/01</td>
<td>Payments</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>01/01</td>
<td>Other Expenses</td>
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### SUMMARY

<table>
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<th>ACCOUNT NO.</th>
<th>DESCRIPTION</th>
<th>TB</th>
<th>DEB</th>
<th>CR</th>
<th>TB D E C</th>
<th>ANALYSIS</th>
<th>TOTAL</th>
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<tbody>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**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.
REGION NINE ASSEMBLY 2014
NEW BUSINESS MOTIONS

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
REGION NINE ASSEMBLY 2014
NEW BUSINESS MOTIONS

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
MOTION: TO AMEND THE P&P 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

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

<table>
<thead>
<tr>
<th>Name:</th>
<th>Details of trip:</th>
<th>Date:</th>
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</table>

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

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<tr>
<td>Flight</td>
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<tr>
<td>Accomodation</td>
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<td></td>
<td></td>
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<tr>
<td>Meals</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Incidentally (Taxis/ bus etc.)</td>
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FOR TREASURER'S USE

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Currency/Amount | Exchange rate | GBP |
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</table>

CASH RECEIPT

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

Submit to
Banker – Address………………………………………………………………………………….banker@region9.org
Treasurer – Address…………………………………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:

### Budget Line Item References

*(For use by the accountant in analysing the income and expenditure:-)
(Please indicate on your claim – which budget line item the claim refers to)*

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<tbody>
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<tr>
<td>Bank Account Bonus Saver</td>
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<td>Laptop - Capital Purchases</td>
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<td>Reserves - General Brought Forward</td>
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<tr>
<td>Reserves Allocated - Translations</td>
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<td>Reserves Allocated - Prudent Reserve</td>
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<td>Closing Accruals &amp; Prepayments</td>
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<table>
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<tr>
<td>From OA R9 Service Bodies</td>
<td>2001</td>
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<td>From OA Region 9 Assembly / Convention</td>
<td>2002</td>
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<td>From other OA Regions towards Region 9 costs</td>
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<td>From WSO funds for Second RCC Meeting</td>
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<tr>
<td>From WSO funds for Nominee Trustee Costs</td>
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<td>Bank Interest</td>
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<td>Exchange Rate Diff</td>
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<tr>
<td>Chair Travel Exp’s for 2nd RCC Meeting</td>
<td>3002</td>
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<td>Chair Travel Exp’s for 3rd RCC Meeting</td>
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<td>Nominee Trustee Travel for WSBC</td>
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<td>Region 9 Board - Assembly Travel/ Accommodation</td>
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<td>Region 9 Assembly - Parliamentarian</td>
<td>3005a</td>
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<td>Region 9 Assembly Materials &amp; Minutes</td>
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<td>Assembly Rooms</td>
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<td>Region 9 Assembly Representative Assistance</td>
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<td>Region 9 Delegate to WSBC</td>
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<td>Website Maintenance</td>
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<tr>
<td>Website Development</td>
<td>3010</td>
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<td>Accounts Preparation &amp; Review</td>
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<td>Chair, Sec, Treasurer, Banker – Admin Costs</td>
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<td>Bank Charges</td>
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<td>Misc.</td>
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<tr>
<td>Contributions to other Regions</td>
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</table>

**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:

J) STANDARD LETTER OF RECEIPT FOR CONTRIBUTIONS

Region 9 Treasurer & R9 Banker

Embrace the Similarities
Love the Differences
In all Our Affairs

9 March 2015

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
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](http://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’*
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

Binder Page 82
REGION NINE ASSEMBLY 2014
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)

M1) 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. (Part of 2010d)

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
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
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
ACQUIRE WEBSITE FOR REGION 9 & COMMITTEE ESTABLISHED TO AGREE CONTENT AND 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?)
(200b)
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 PUBLICATION 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. (2000c)

REGIONAL DELEGATES TO WSBC
REGIONAL DELEGATES TO WSBC
1. If the Region is represented by less than forty per cent of its Intergrupps, up to 5 additional delegates to WSBC could be selected.
2. Preference shall be given to Delegates from Intergrupps and service bodies that otherwise will not be represented.
3. If there are no candidates from those Intergrupps, 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. Intergrupps 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.
5. 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.”
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 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 and 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 (2013).

FUNDING OF REGION 9 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. 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 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:

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), 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
Motion:
TO AMEND THE P&P VI PUBLICATIONS POLICY – 2000b BY INSERTING AS FOLLOWS:

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/](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