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Welcome to Region 9 Assembly 2016.

As Region 9 Representatives to assembly, you will be:

- Sharing ideas and solutions
- Reaching informed group conscience on issues
- Voicing your (and your Service bodies) opinions
- Choosing people who are R9’s trusted servants
- Looking at finances and setting the budget
- Discussing and voting on motions
- Participating in workshops
- Helping set goals for R9 coming year
- Committing to service work for the coming year

Your ideas, questions and participation are vital to recovery in Region 9 whether you are a “seasoned” representative or a “Green Dot.”

We will have an opening 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.

**NEW**: This year the Board along with the Committee Chairs have decided to trial a new way of structuring our approach to achieving our service objectives in Region 9. We will not be having committee groups and meetings this year. Instead we will be following a “Goal/Task” model for our service work. We will all participate in agreeing major goals for Region 9 for the coming year. Then we will determine tasks to accomplish these goals. Finally we then group into “Task Forces” who will plan how to go about the tasks in the coming year. This different approach allows opportunities for us to carry the message in the same areas we have in the past: Literature & Translations, Electronic Communications, Bylaws Policy & Procedure, Public Information, Finance, Twelfth-Step-Within. We are excited and hope this new structure will strengthen our efforts to carry the message of OA recovery in our region. **We will explain this in more detail at the assembly.**

**SERVICE COORDINATORS**: Along with the different service structure, we have identified the need for some on going positions to be filled so that vital service work is carried out in the coming year. **These positions can be filled by R9 Reps or by other fellows in Region 9.** Please consider if you-or someone in your service body - would like to serve Region 9 as:
Newsletter Coordinator, Spanish Language Service Board Rep, Web coordinator, Bylaws and P&P Coordinators (two people), Sponsor List Coordinator, Master Glossary List Coordinator, Countries Outreach Coordinators (two people).

If we have more than one person wanting to do a position, we will either have them serve together or have an election.

For questions or to express interest in these positions, please contact the R9 Chair (chair@oaregion9.org). Incumbents will be considered if they wish to stay in the position for the coming year. Our intent is to fill these positions in the best possible manner so service work gets done.

ELECTIONS: We will be holding elections for: R9 Secretary, R9 Treasurer and WSBC Delegate(s) from R9. You can send your application for these ahead, or stand for the office at the assembly. We will also elect at assembly within our Task Forces - Task Force Coordinators (similar to Committee Chair positions; responsible for coordination efforts, maintaining focus, leading the group, and reporting progress.) Reports and attendance at Skype meetings will be requested for most of the positions.

I look forward to serving with you at the Region 9 Assembly and hope you have fun while serving. My wish is you each find that this experience enhances your recovery.

Francene,
Region 9 Chair
REGION 9 ASSEMBLY GENERAL INFORMATION

The two days of the assembly (from 5PM on Wednesday to 5PM on Friday) are full and busy. Please go through the attached assembly packet ahead of time.

Green Dots: Green dots are service body representatives at assembly for the first time. Having a green dot on your badge helps everyone know you’re “new” so we can assist and make your first assembly experience a good one. Each “green dot” will be assigned to a more experienced representative – a mentor - who will assist them. (More information on this will come to you via email before assembly.)

Vital Link: PLEASE Read the “Vital Link” document FIRST as it will address many of your questions about assembly and your duties there.

Assembly Material: This is your assembly packet. We’ve tried to include everything you will need here. Sometimes we send corrections or additions later. Take your time but review all the material carefully before your arrive. Make notes where things are unclear or you have questions. If you are a green dot – talk to your mentor about what you need to “print.”

Seating of Representatives: We ask green dots to sit with their mentors. Depending on the venue, we may assign seating or you may be free to choose and move about from session to session. If you have special needs, please let us know so we can accommodate them as much as possible.

Business Discussions: We are all passionate about OA, but we don’t all have the same opinions and views. At times, debate can get passionate as we decide what’s best for Region 9. The R9 Board will do its best to answer questions, keep us on track, and move through our agenda items timely. Anyone can ask for the “serenity prayer” to be said if needed.

Motions: There are Bylaws (BL) and New Business Motions (NB). Please go over them before the assembly so you are prepared for discussions and voting. You may contact the maker of the motion ahead of time with questions or concerns. Time permitting we will also have a “motions informal” session before formally discussing the motions. Please refer to the “Charts” which show motions to be voted on in the “consent agenda” (no discussion) and those which will be deliberated. Look over each motion individually in addition to the Charts that show an overview.
**OA Meetings:** There will be OA meetings during the assembly days. Details will be given at the beginning of the assembly. Your recovery comes first here as always. Ask for help or support if you need it.

**Country Outreach:** This year (2016-17) the efforts to outreach to R9 countries will be coordinated by two service officers. They may contact you during the year for help, or if you become aware any information that would help us reach out to R9 countries and their meetings/service bodies you may pass it along to them.

**Translation list:** The literature translation list, which has appeared in our R9 assembly information in the past, is being changed to reside on our WSO website. Details will be made available later.

**Other Purposes of Assembly:**

To carry the OA message of recovery within Region 9. To reaffirm OA unity within Region 9. To report and discuss the different activities in the Region since the last assembly. To serve as a place where R9 fellows can get together to share their common experiences, problems, and solutions. To receive input from the BOT through the Trustee and receive more information and news about OA as a whole.

**Assembly Evaluation:** We welcome feedback and look for ways to improve the experience for all of us in Region 9.

**Service Opportunities:** Elections will be held for officer positions and for other R9 Service positions. Please consider how you may be of service to Region 9 this coming year. The assembly is only two days, but our efforts to carry the message of recovery in Region 9 continue throughout the year.

**Bringing the Message Home:** Keep in mind reporting back to your service body the activities, details of workshops, and business proceedings as you experience the assembly.

Thank you for being at assembly, for giving service, and representing your service body.

If you have questions or concerns prior to attending the assembly – please contact your assigned mentor or a Region 9 officer.
REGION 9 ASSEMBLY...OCTOBER 26-28, 2016
Hoeven, Netherlands

PLEASE WEAR BADGES TO ALL SESSIONS

AGENDA

WEDNESDAY, October 26, 2016

17:00 – 18:30  ASSEMBLY SESSION 1

**Getting Started**
Introductions
Welcome
Thanks You’s
Green Dots
Announcements

**Credentials Report**

Unaffiliated Service Bodies (voting)

**Business Basics**
Assembly Overview & Process (binder)
Parliamentary Procedure
Agenda Approval
Adoption of Ground Rules
Approval of the 2014 Assembly Minutes
Appointment of the Minutes Approval Committee
Timekeeper & Timing

**Getting to know each other**

18:30 – 19:45  Dinner Break

20:00 – 21:15  WORKSHOP 1

SHARING AND PROBLEM SOLVING in Region 9.
Triumphs to share. Problems and concerns in your service body. Suggestions for possible solutions.

**Length of Abstinence in Program Count**
THURSDAY, October 27, 2016
(07:00 – 09:00) Breakfast

09.00 – 10.30 ASSEMBLY SESSION 2

Questions Arising out of Reports:
Chair, Secretary, Treasurer & Finance Committee, Financial Statements, Trustee,
Committee Chairs: Literature & Translation, Electronic Communications, Bylaws,
Public Information, Twelfth Step Within

R9 Suggested Budget 2017-18: Presentation, Discussion
Collection of 7th Tradition

10:30 – 10:45 Break

10:45 – 12:30 WORKSHOP 2 Fun with Motions (:45)
Motions Informal (1:00)

12:30 – 14:00 Lunch Break

14:00 – 16:00 ASSEMBLY SESSION 3

Consent Agenda
Bylaws Amendments
New business motions

16:00 – 16:15 Break

16:15 – 18:30 Introducing our trial Service Work Structure
First Session:
Goal setting
Task Force groups

18:30 – 19:45 Dinner Break

19:45 – 21:00 WORKSHOP 3 ONLINES MEETINGS – HOW & WHY
21:00 – 22:30 WORKSHOP 4 TRANSLATIONS
FRIDAY, October 28, 2016
(07:00 – 09:00 Breakfast)

9:00 Deadline for submitting Emergency new business motions

09:00 – 10:45 ASSEMBLY SESSION 4

Election of Service Positions
R9 Secretary (2 year term)
R9 Treasurer (2 year term)
WSBC R9 Delegates
(Possible additional officer elections)
S/election of Coordinators
Approval of budget (Any changes 2016-17; 2017-18)
Election of Assembly/Convention Venue for – 2017 & 2018

10:45 – 11:00 Break

11:00 – 12:30 Emergency NB (if any)
Unfinished Business

12:30 – 14:00 Lunch Break

14:00-15:30 ASSEMBLY SESSION 5

Second Session: Task Forces
Finalising and Reporting Tasks for 2016-17

15:30 – 15:45 Break

15:45 – 17:00 Wrap up session
7th Tradition collected from Assembly
Green Dot Ceremony
Personal Sharing
Closing
Readings & Responsibility Pledge

17:00 ASSEMBLY CLOSES

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

17:05 – 18:45 Region 9 Board Meeting (Location TBA)
Former Committee Chairs & Incoming Coordinators
Hand - over of service positions; then Officers orientation.
Ground Rules for Region Nine Assembly 2016

Each Representative, alternate, officer, and committee chair is to be registered by the Secretary and will be issued an identification badge to be worn at all meetings.

A Minutes Approval Committee consisting of an Officer and two (2) Representatives shall help with the minutes of the Region Nine Assembly.

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

OA visitors are welcome at the Region Nine Assembly. Visitors from Region Nine who are already represented will not be given a voice or a vote. Suggestions from visitors may be written and handed to the Chair for consideration. Visitors must obtain prior permission from the Chair to speak during the assembly. Visitors may join workshops and service work sessions where they have a voice but no vote.

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

In assembly deliberations, we preserve the idea of OA group conscience decisions.

Discussion of main motions is limited to three (3) speakers for pro and three (3) speakers for con. Each speaker is limited to three (3) minutes. Discussion of debatable subsidiary motions is limited to two (2) speakers for pro and two (2) speakers for con. Each speaker is limited to two (2) minutes. Questions are limited to fifteen (15) minutes.

If a proposal gets stuck in discussion, or there is a need for clarification before making a decision, the Chair may ask to refer motion(s) to an Ad Hoc Reference committee. This Committee will discuss the proposal and bring back a recommendation at the time allotted. Any resultant amended proposals will be submitted to the Secretary prior to continued discussion and voting.

Only voting members of the Assembly may enter into debate on actual motions proposed at the Assembly, or make said motions. (Please see reference below for “Voting and Non Voting” members of Region 9.)
A consent agenda may be used for motions whereby no debate is entered. Any motion may be removed from the consent agenda by request to the Chair at the designated time during the assembly.

All motions not adopted in the Consent Agenda will be discussed and voted upon separately.

Votes will be by show of hand or voice unless a written ballot is requested. Bylaws amendments require a 2/3 majority and new business motions require a simple majority to be adopted.

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

Electronic devices are to be used for business purposes only. Cell phones etc. are to be off or in silent mode.

Business motions that are adopted will take effect from the end of the current Assembly unless otherwise specified.

Emergency New Business motions have to be submitted to the Chair in writing by 9:00 on Friday of the assembly.

FOR REFERENCE:

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)

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,
**REGION 9 VITAL LINK:**

**QUESTIONS AND ANSWERS FOR DELEGATES ATTENDING**

**REGION 9 ANNUAL ASSEMBLY**

The Representative is a “vital link” in the chain of OA’s Service Structure – You have been elected by your Intergroup or Language/National 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 Delegate 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 minutes, which should be handed to you. When in doubt, don’t hesitate to ask the advice of more experienced OAs.

**Glossary**

- **OA**: Overeaters Anonymous
- **IG**: Intergroup
- **BOT**: Board of Trustees
- **WSBC**: World Service Business Conference (also known as the Conference)
- **NSB/LSB**: National/Language Service Board
- **R9**: Region 9
- **WSO**: World Service Office
- **RCC**: Region Chairs Committee

**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 delegates 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 DELEGATE?

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 delegate 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 DELEGATE?

Your local IG or NSB/LSB decides. Successful delegates 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 DELEGATE?

In a word – communication. The delegate’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 delegate’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 delegate 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 delegates. 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: Chairman, Secretary and Treasurer. In addition, committees are formed (from the delegates 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.

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](http://www.oa.org) or [www.overeatersanonymous.org](http://www.overeatersanonymous.org))
**Region 9 Chair**

The R9 Chairman 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 one 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 Chairman 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 representative fund, when possible, to subsidize NSB/LSB and Intergroup delegates to attend R9 Assembly.
- Assistance to IGs, NSB/LSBs for translation costs.
- Funding of elected delegates to WSBC in agreement with current approved budget.

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.

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Tel: +1-505-891-2664
Fax: +1-505-891-4320
Website: www.overeatersanonymous.org
www.oa.org
Email: info@overeatersanonymous.org
info@oa.org

Region 9
Website: http://www.region9oa.org/
Service Structure of OA in the Countries that make up Region 9

Groups   Groups   Groups   Groups   Groups   Groups

Intergroups  Intergroups  Intergroups  Intergroups

National Service Board in Country “A”

Other National Service Boards in other Countries in Region 9

Region 9

Region 1,2,3,4,5,6,7,8&10

World Service Business Conference
World Service Office
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 in 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.
**Section B. Reports:**

For This Section: **Printing** of Reports **Optional**

Bring any questions to ask about these Reports

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Chair’s Report to the 2016 Assembly

Thanks to OA The Netherlands for hosting the R9 Assembly and Convention this year. All of us in Region 9 are grateful for your efforts and valuable service.

OA Website & Region 9 Websites contain a wealth of information. Check them regularly for service and recovery matters. There are many downloads available for members and service bodies. The OA website was revised earlier this year.

Region 9 Announcements and Newsletters are mailed weekly and bi-monthly. Contact the R9 Secretary if you are not already on this list. R9 relies heavily on these weekly announcements to send out vital information to R9 members.

Meeting Information and Service Body information is so important for reaching everyone plus getting us all (newcomers especially) to recovery meetings. Please check regularly to see that your meetings and your service body information is correct on the WSO website. R9 also relies upon this same information to reach our service bodies.

Lifeline, our monthly recovery magazine, is available electronically now. Hard copy mailings to R9 members are costly and not self-supporting. OA continues to look at ways to improve Lifeline.

Board and Committee Chairs meetings were done electronically throughout the year. These help keep all officers on track with goals and commitments. We also have time for discussions of concerns or ideas. Skype meetings have worked well to allow us all to “see” and hear each other as we coordinate our efforts to carry the message in Region 9.

The Region 9 Board is small and all officers were new to their positions this year. We worked together to help each other learn our duties and responsibilities. A Region 9 Dropbox has been created where we are now storing and sharing all documents necessary to us as officers and for the region. We had some challenges this year but HP and recovery helped us through these.

Email communications allow me to keep in regular contact with the other R9 officers, R9 Trustee, the Board of Trustees, the World Service Office, Committee Chairs, other Region Chairs, and OA members and Service Bodies within Region 9. The volume is large but this continues to be an easy effective way to exchange information.
World Service Business Conference Chair’s report was sent out. It was an honour to serve R9 there. The Spanish Language Service Board was formed there. R9 has an appointed representative serving us on that board until we elect someone at assembly.

Region Chairs Committee (RCC) is one of the duties of the Region 9 Chair. The first meetings took place at WSBC. The second meetings are being held this year at the World Service Convention. The third meeting this year is very close to our own assembly, so I will not be attending it this year.

In follow up to questions last year about other regions who have funds to help R9 (and other regions) for their chairs to go to the third RCC meeting: Some regions offer these funds with no conditions. Other regions require us to show a financial need.

The RCC this year has been completing a “Service Body Building” document with information for service bodies and their officers. I was responsible to write and edit parts of this. We hope the document will be approved this coming year. We region chairs all serve on committees to help the Trustees with the OA Strategic Operations planning. I’m helping with the “Sponsorship Training” subcommittee now.

Hosting the R9 Assembly and Convention is challenging, involves work and preparation, but is rewarding. If your service body is interested in hosting in the future, you will find the information for “how to” as an appendix to the P&P Manual. We will hear bids for upcoming years at this assembly. Anyone who is bidding, or who has hosted in the past, is also able to share about the experience.

Looking forward to the next year, I believe with better organization and simplifying necessary tasks of running the region board, we officers can then assist more in carry the message plus better serve those in R9 who are on the front lines of recovery.

Thanks for the opportunity to serve R9. I would also like to thank the R9 Secretary, Treasurer, Banker, Trustee, Newsletter Coordinator, and Committee Chairs for all their service efforts this year. It has been a pleasure to serve with you all. Your dedication and enthusiasm is inspiring.

Francene,
R9 Chair
Region 9 secretary’s report for the 2016 Assembly

Dear Region 9 assembly,

This is my first Region 9 Assembly as the R9 secretary. I took over in February 2015 after our previous secretary had to step down. She has been doing a great job and it certainly was not easy to fill her shoes. I’m very grateful for the board and our trustee who have helped me to settle in properly.

Once I had my email up and running I started sending weekly notifications that consist of news from WSO, news from Service Bodies within R9 or other regions, updates from our committees and our trustee and other OA-related material. Our goal is not to flood you with emails but rather stick to one email on a weekly basis.

I have created a template for a R9 calendar which can be easily updated every year. It is my responsibility to keep track of important dates and notify the board in advance. Since our license for the OA-logotype had been expired, I applied for a new license (which we have received).

Once a month, the R9 board has a meeting via skype. Every other month, the committee chairs are invited as well. I initiate these calls and provide the minutes for every meeting. After the meetings with the committee chairs, I send the committee reports to our newsletter coordinator to include them in the upcoming newsletter.

One of my most important tasks is answering emails. I receive emails from all over the region; I either answer them or forward them to the committee/person that can help in the best way.

The Assembly 2016 is coming closer and I’m in the middle of preparing the binder. Since we have our archives in “dropbox”, work that has been done in previous years is not lost and we don’t have to reinvent the wheel all the time. I had to both update old documents and create new ones. Our goal was to make this year’s binder somewhat shorter and easy to navigate through. We omitted certain documents that can be found on our website (e.g. the list of translated literature in R9).

It has been a true pleasure to serve as your secretary.
Love in Service
Isabella
R9 Secretary
secretary@oaregion9.org
TREASURER'S REPORT FOR ASSEMBLY
THE NETHERLANDS 26-30th OCTOBER 2016

I would like to start by saying a very big THANK YOU;
- To all of you for giving me this wonderful opportunity to do service for Region 9
- To our Trustee and the officers of the board for their help, guidance, and amazing patience, as I took up the challenge of being Region treasurer. (I have absolutely no doubt that their patience with me has been truly tested—many many times!!).
- And a very big THANK YOU to Sandra (The Banker), who has been an enormous help, and has definitely made this job a lot easier.

This year we have been able to offer Financial Assistance for attendance here at this Assembly to 3 Intergroups:

Gauteng Intergroup (South Africa) looked for and received € 1323.32
Caledonia Intergroup (Scotland) looked for and received € 350.00
Portugal's Representative looked for and received € 787.00

It is great to be able to give Intergroup's the amount that they request, and this year we were able to do that and stay within the amount for this fund in the budget.

I do have to say that this has been a challenging year, but as I am becoming more familiar with procedures, and becoming a little more "TECHY" (Learning more about technology—Laptops, computers, "Open Office"), things are becoming a lot easier.

The first challenge I had, was the problem that the laptop I brought home from the Assembly in Paris did not work properly for the job in hand.
After getting 3 quotes for work required to upgrade/ or install what would be needed, which were not cheap, and offered no decent guarantees, it was decided to purchase a new laptop for Region 9. This was done in February/-March and is now being used by me, for the treasurer’s work.

Please pass on Region 9’s THANK YOU to all your meetings, intergroup’s. service bodies, and national service boards for your contributions. All of your financial support helps us to continue carrying the message of OA within Region 9, and also to forward some money on to WSO.

A LITTLE REMINDER HERE;

-Please remind your meetings, groups, service bodies, etc., to e-mail both The Treasurer, and The Banker when you are making a donation, and please put the name of your group, Intergroup etc., on the E-mail. Both Sandra and I had a lot of detective work to do in the past year to find out from what groups some of the money was coming from. (I wonder if we could become qualified detectives at this stage!!).

I now wish to apologise sincerely to you and your groups, for the long delay in getting receipts out to you in a timely fashion. Thank you very much for your patience with this.

The delay was caused by a couple of things;

- Firstly the lack of a working computer for some months,
- The Handover process for the banker and I took a lot longer than anticipated.

We are hoping to move towards on-line banking which will make things a lot easier in the future. We have made a lot of enquiries, there are a few stumbling blocks, and at the moment we have not found a bank that can suit our needs.

The same was the case when we started enquiries about opening a PAYPAL ACCOUNT, again many stumbling blocks, which we hope can be sorted. We are continuing with our efforts to get these two things
I conclude by saying once again what a pleasure and privilege it has been to be able to serve Region 9 as Treasurer. Yes! it has been a challenge, -But as I am now becoming familiar with practices, and things that need to be done the challenge is getting smaller.
Thank you to all of you.

"TOGETHER WE CAN DO WHAT WE COULD NEVER DO ALONE".
Report to the R9 Assembly 2016 from R9 Trustee

Trustee duties as R9 Trustee

- I have now settled in as R9 Trustee. Whilst I am much more comfortable in the role I am still learning and feel that I will probably think like that throughout the service. Grateful thanks must go to everyone on the Board of Trustees and our own R9 Board for their service. We form and make great teams in our various committees. The role and objectives of the Trustees includes:-
  - Guardians of the Twelve Steps, Twelve Traditions & Twelve Concepts of Service.
  - Represent the Board of Trustees (BOT) with R9 and liaison between the BOT & R9.
  - Attendance to SB assemblies and conventions.
  - Participation and facilitate workshops.
  - Assistance with service structures.
  - Liaise and advise in Conference (WSBC) & BOT Committees.
  - Answer correspondence to OA WSO.

It includes lots of emails and report writing on the above and of course working on my own program while I perform the duties to the best of my ability.

- Since the last time I reported to you I have:-
  a) Attended various countries and service bodies assemblies and conventions to conduct workshops (please see below). We have as I write this report 897 meetings across 53 countries and conducted in 32 languages. Please see the table at the end of this report for an analysis I did recently from the meetings listings. Please try to check that your meeting details are listed correctly on the OA.Org website.
  b) Answered questions about the steps, service & traditions etc. that have arisen in our region via email.
  c) Answered questions from other trustees as they have arisen.
  d) Attended the Board of Trustees meetings in the USA (November, February, May & Aug). (please see below).
  e) Attended the R9 Board & committee chair meetings via skype.
  f) Served as trustee co - chair of the Board of Trustees ‘International Publications / Translations Committee’ (please see below) (BOT – IP/T Committee) (May 2015 to date).
  g) Served as trustee co – chair of the ‘Unity with Diversity Committee’ up to the World Service Business Conference this year (please see below) (UWD Committee) (May 2015 – April 2016).
  h) Reviewed Bylaws / Statement of Purpose for some service bodies within R9. There is a newly registered Intergroup: - AY Thessaloniki – Greece (9644) and there were some revisions for other service bodies.
  i) Summarized the Accounts of OA. Inc. to 31 December 2015 and prepared a report to the region entitled ‘Overeaters Anonymous R9 & how we fit into the World Service Office (WSO) Accounts’. This went out to the region at the end of April this year.

The report showed (all figures are for the Year Ended 31 December 2015):-
- The overall net costs of OA Inc. (WSO) was $955,078.
- Our income to cover those costs comes from Contributions, OA Literature &
Misc. Income. Our overall contributions (in the world) covers approx. 50% of the total costs.
In total all the contributions (from all regions) to OA Inc. (WSO) amounted to \$502,584.
That works out on average from the 6432 groups worldwide at \$78 for the year i.e. \$1.50 per week.
These figures are an average across all groups, although we know that every group is not the same.
The 891 groups in R9 contributed \$6827 in total to WSO. That works out at \$7.66 per group for the year i.e. \$0.15 (15 cents).
The budget for OA Inc. pays for our World Service Office which supports our fellowship throughout the world. This includes:-
Maintenance of the WSO website, the WSBC, the Trustee’s budgets, holding of OA literature stocks, the various committee budgets, 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’.
There is a new 7th Tradition tent card from the WSO [https://oa.org/files/pdf/SeventhTraditionTableCard.pdf][1] which conveys the comparison of the cost of a person’s last binge with abstinence and R9 has a tent card which shows the average costs as given above as well as those of R9 and has space for your groups to enter their own weekly costs.
Your groups may find these useful items in informing members about the costs for your group each week and encouraging the group to be fully self-supporting.
j) Worked with the R9 Board on a flyer and a tent card regarding the 7th tradition contributions which went out to the region. Also worked with the R9 Chair on information regarding the service structure within R9 and how R9 SBs contribute to the various levels of service, in particular where there are four levels beyond the groups (i.e. IG, NSB / LSB, R9 & WS).
k) Used the translation software to produce workshop material etc. in draft form and then worked with local members to correct the ‘machine’ produced text. This has been done so that workshops and PowerPoint presentations can be done in the local language. So far feedback is mixed but airs on the side of positive and much better than starting from a blank page. The next stage is to try to use a glossary translated into the various languages to improve the output. Please see below for details from the IP/T Committee. Such software will never take the place of good linguists with a working knowledge and understanding of our program, but it could be a very useful tool and a much better starting point than a blank page. In theory, if we can ‘educate’ the software with translation of OA words, expressions and nuances then there is no reason why each service body cannot be provided with draft translations of most of our literature and documents which will need review and validation locally before they can be published. Even if the draft translation (which takes seconds) is only 80% correct, it will be a huge starting point for service bodies and a really useful tool for translation of OA literature & materials.
Board of Trustee Meetings

I meet with the other 16 trustees four times per year. During those meetings we:-

- Report on activities in our regions and committees so that we can all learn what works in other areas.
- Work in our respective committees.
- Meet together as a service body and vote on various motions that affect OA as a whole (e.g. proposed literature such as the Step Study voted on at the WSBC & BOT approved literature such as OA Meeting Formats).
- Meet informally to discuss matters arising that we feel we would benefit from input from other trustees but there is not a need for formal motions (e.g. Lifeline promotion).
- We are constantly considering the most efficient way to utilize time and money.

Board of Trustees (BOT) International Publications & Translations (IP/T) Committee

The objectives of this committee are:-

To oversee the translation, reprinting & publication of OA literature outside USA, to review policies & procedures pertaining to publication and to help those who translate OA literature to achieve accurate translations and acceptable publications.

The trustees for Regions 8, 9 & 10 all sit on this committee and we are often joined and receive input from trustees in Region 2 (some Spanish meetings) and Region 6 (some French meetings). The work of this committee is very much involved & linked with our region. This will be my second year to serve as chair on the IP/T committee.

During this year we have:

- Discussed and agreed expenditure from the committee budget to assistance with translation and publication.
- Received & circulated information about translation from the fellowship.
- Reviewed and agreed to ‘Translated OA Literature & Materials listings’ (original documents were held by R9, the WSO and throughout the fellowship in various SBs. These have been combined with work again carried out by the R9 Literature & Translations committee (again many thanks for all the hard work)).
- Reviewed and added to the ‘Translated OA Literature & Materials listings’ (original documents were held by R9, the WSO and throughout the fellowship in various SBs. These have been combined with work again carried out by the R9 Literature & Translations committee (again many thanks for all the hard work). These definitive listings show the status of translation of all OA Literature & Materials in all languages where we have an OA presence. As I write this report, the lists are being reviewed by the BOT approvals committee with a view that they be placed on the OA.Org website. The listings will be updated periodically. I will update you at the assembly.
- Reviewed and added to the Glossary of OA Words & Terms (supplied to us by the R9 Translation & Literature Committee – grateful thanks for all their hard work on this). As I write this report, this is in its final stages before being placed on the OA.Org website. The glossary will be updated periodically. I will update you at the assembly.

World Service Business Conference (WSBC) Unity with Diversity (UWD) Committee

The purpose of this committee is to work at recognizing the significance that acceptance of diversity plays in our ability to effectively carry the message of recovery. The committee encourages awareness within and outside the Fellowship of the importance of unity while honoring and respecting diversity.

It is made up of members across the regions attending the WSBC and is co-chaired by a trustee and a delegate. I served as Trustee Co – Chair with Viviana from R8 serving as
Delegate Co – Chair from WSBC 2015 – WSBC 2016. Members join the committee at WSBC and then serve for the following year and communicate during the year via skype or telephone etc.

During this year the committee: -

- Created a UWD tri fold document to use at 2016 WSBC within the UWD Committee showing the OA UWD policy statements. The members discussed the leaflet during their meeting at WSBC and are working on it further in order to bring it to the full fellowship.
- Created a workshop (PowerPoint presentation) on how we can welcome people with diverse attributes. Again the members discussed this during their meeting at WSBC and are working on it further in order to bring to the full fellowship.
- Created a letter to go to the region chairs & service boards, “Suggestions for how regions can welcome diversity within our Fellowship and the way we work our program.”.
- Began work on a workshop which encompasses Tradition 3 and the various policies adopted by OA regarding respecting Unity with Diversity.
- Worked on a questionnaire for intergroups asking for the demographics of the intergroup.

The new Co – Chairs are: - Trustee Co – Chair Letitia from R10 and Delegate Co – Chair Miranda from R9 and they will serve from WSBC 2016 – WSBC 2017.

**Trustee Workshops & using the trustee**

Part of the role of R9 trustee is to facilitate 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.

It’s up to your service body to ‘use’ the trustee as much as possible and as the budget allows. 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’ topics 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?

The trustee is a person that has served OA in a variety of service positions before becoming Trustee. They also have all the other 16 trustees to call upon from a different perspective of experience. We all like to be as useful as possible to the local service bodies in our regions in how they organize their structure etc. In that regard if you want me to attend as a trustee I am happy to assist during that visit in whatever way your service body wants. Therefore, if it is relevant, it is useful to have your assembly material (bylaws, motions etc.) ahead of time. I can use the software I have to translate them from your language into English and as long as you send them me (in ‘word’ preferably) I can have some appreciation before the visit.

You can contact me direct on the trustee email address.

**Trustee Visits:-**

Since I last reported to you I have visited the following service bodies: -

- Spanish National Assembly 16th – 18th Oct in Barcelona. Overall theme: - ‘Como me sirve servir’ – in English - "How it serves me to serve". As R9 trustee I was asked to
speak and facilitate a workshop entitled – ‘The Concepts of Service applied to my life’. I also reviewed the 7th tradition and the connection of how R9 fits into the WSO / OA Inc. budget. The report on the OA Inc. accounts was translated into Spanish and posted on the wall for members to review in their own time.


- Norwegian National Convention 4 – 5th June. The theme was ‘Willingness to Recover’. As trustee I a) told my story and answered questions b) facilitated a workshop on the Concepts and the local members built a ‘Vision for OA Service in Norway’ and c) submitted a share on Step 6 & 7 for a workshop on that topic.

- Russian Forum 24th – 26th June. The Theme was ‘One day at a time’. As trustee I facilitated workshops on a) Abstinence and an Action Plan and b) The Importance of Working the Steps.

- For the various workshops in languages other than English, I try wherever possible to have the materials made available in the local language. It’s useful to utilize existing translations where possible (e.g. Twelve Steps & Twelve Traditions book, Overeaters Anonymous 3rd Edition book, Strong Meetings Checklist & UWD Checklist etc.) and use the translation software I have been allocated as R9 trustee & then ask local members to correct the draft workshop materials produced by the software. Without the service of local members who speak English and their own language, carrying the message would be very difficult if not well-nigh impossible. Local members at the sessions and workshops are always very appreciative and I can see that they are visibly more engaged when using material that is produced in the local language (rather than just me speaking with a verbal translation). Grateful thanks to all those members that serve to translate our literature and materials.

**Translations Workshop at the R9 Assembly.**

There will be a translations workshop at the forthcoming R9 Assembly. The Chair of the R9 Translations & Literature Committee and myself will work on this between now and the assembly. We hope to have a presentation on the R9 website before the assembly. We will let you know as soon as it is available for viewing. I would be very grateful if you would:-

- Consider which pieces of OA Literature & the downloadable documents from the OA.Org website that have been most important in your recovery. This is especially important for members that have read and have a working knowledge of most of our literature and materials.
- Bring a complete list of OA literature & materials that has been translated into your language, to the assembly and send me that list electronically.
- Wherever possible when you refer to our OA literature and materials (e.g. on your literature order forms) please use the reference numbers. This includes those for the OA Literature and for the OA Materials downloadable from the website (these are
new and will be included on the translations listings). This is useful in considering which items have been translated.

**OA Region 9 Recovery Activities & Events (Workshops and conventions etc.)**

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 from time to time.

**OA Inc. World Service Office Literature Stock room.**

**OA meetings are held in Region 9 in the following languages**
(Extracted from the meetings lists on the OA.Org website):

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</table>
I look forward very much to continuing with the role of R9 Trustee and hopefully doing my part in carrying the OA message of recovery. I very much appreciate this service position. Thank you for allowing me to serve.

Respectfully submitted,
Stella Cooke
OA Region 9 Trustee
trustee@oaregion9.org
At last year’s Region 9 Assembly in Paris the literature and translations committee decided to work on three projects:

1. **Master glossary in English:** in the past year this has been expanded from about 100 words and phrases to over 500. Service bodies can translate the glossary as a priority and use it in their future translation efforts. It is hoped that the master glossary in English will be uploaded on oa.org. Next stage on this project is to pilot inputting this glossary (as translated) into Babylon, an automatic translation software, in the hope of improving the automatic translation results.

2. **Translations spreadsheet:** this shows the books, pamphlets and other OA materials and the languages into which each one has been translated. In the past year the spreadsheet was updated. It is hoped that it will be uploaded on oa.org.

3. **Translation guidelines:** the R9 and WSO guidelines were compared and suggestions made to update and improve them.

In addition to the above projects the committee also dealt with the following smaller projects over the past year:

- Research into languages that would benefit from translation of the Handbook for members, groups and service bodies; applied to the WSO to translate the Handbook into Russian and Arabic; translation into Russian completed with WSO funding; Arabic was not pursued due to high cost.
- Helped service bodies in Italy, Belgium, Poland and Greece translate/format the R9 PI leaflet ‘do you eat compulsively?’.
- Arranged for automatic translation of the script of the video ‘breaking out of relapse’ into Italian, Russian, Polish and Greek.
- Helped South Africa print the 12+12 locally and obtain the relevant licenses.
- Helped prepare the translations workshop for the 2016 R9 Assembly.
- Made suggestions on priorities for translation.

The committee started off with 4 members and the chair, however, the above tasks were completed by the chair with help from other volunteers from R9 at large. Thank you to the members from Israel, Greece and the UK for their service, as well as to our trustee Stella for her guidance and support throughout the year.

As ever, I feel privileged to serve Region 9 and hope to continue doing so over the coming year.

Miranda Karali, Greece
Literature and Translations Committee Chair
Electronic Communication Committee Report
Region 9 Assembly 2016

Website http://www.oaregion9.org/

Plugins
Updating, erasing, testing, installing, etc.

Website
Updating map of Region 9 websites countries

Safety
Monitoring constant hacks on the website

Emails and lists

Generic emails
After each Assembly, the generic emails has to be changed: banker@oaregion9.org, bylaws@oaregion9.org, chair@oaregion9.org, newsletter@oaregion9.org, Parliamentarian@oaregion9.org, pi@oaregion9.org, secretary@oaregion9.org, translations@oaregion9.org, treasurer@oaregion9.org, trustee@oaregion9.org, tsw@oaregion9.org, webmaster@oaregion9.org.

Managing lists
Updating, checking, parametring, changing: board, allservices, cmtechair, R9Communications, ECC.

Preparing motions for 2016 Assembly
Making tutorials
ECC proposals

In a Trello table ECC proposals are treated.
Let's appear the birthday of each country: the day of the birthday and on the events page: too few countries know this information.
Every day, a sentence “for today”: OA doesn't allow.
Approach other committees to find out their digital/web needs to see how we can help them made: having few proposals.
Review policy and procedures for managing website process (including generic emails): done.
Main, horizontal menu: change the order of items, the most important first: done.
Serenity prayer in different languages (written and spoken): done for about 20 languages.
Encourage using R9 website: done but should be better!
Bylaws Committee Report to the Region 9 Assembly 2016

Jobs completed by the Bylaws Committee since 2015 Assembly in Paris:

1) The Bylaws and Policies & Procedures were amended and checked by the Bylaws Committee. The updated versions were send out to all the representatives.

2) A letter has been written by the Bylaws Committee Chair to all Region 9 Service Bodies with a summary of the changes that have been made to the Bylaws and P&P and how it affects these documents.

3) The Bylaws Committee, Region 9 Chair and Parliamentarian have started a new project this year. Our Policies & Procedures will be revised and edited. This is an ongoing project since our P&P and Bylaws are in need of clarification. The update will make the documents much more user friendly.

4) The Bylaws Committee Chair and Region 9 Chair worked on the New Business Motions and Bylaw Amendments from Region 9 service bodies/committees to go into the binder. Prepared the consent agenda and the ones that will be voted on separately during the Assembly in the Netherlands.

5) Been of assistance through e-mail to Region 9 members.

Thank you all for your service.

Meike

Bylaws Committee Chair
Region 9 Public Information (PI) Committee
End of year report - 2015/16
Chair - David S, Israel
Committee members - Gisli J (Iceland), Ewa (Poland), Travice R (South Africa), Magdi G (Egypt), Francene (UK), Caroline M (UK).

At R9 Assembly in France in 2015, the committee set forth its goals of creating 2 new documents.

1. Anonymity Guidelines in Facebook and Social Media.
   After discussing this document for a short while within the committee, it became known to us that the OA Board Approved Literature (BAL) committee were working on a similar document. So we basically stopped working on this project, and I’m not sure of its status with the BAL.

2. Google Adwords Instructions
   After some hard work, we managed to produce a fantastic guide for service bodies, to assist them in creating their own Google Adwords campaign, if they want to. This document has been forwarded to all reps in Region 9, and to other OA members working on PI, via the OA PI email group formed by the WSBC PI Committee. As with all things technological and based on the internet, this document will always be in danger of becoming outdated very quickly. It’s important that someone takes a look at this document again next year to check it’s accuracy. Special thanks to Gisli for preparing the first draft of this document, including all the screen-shots, and to Francene and Caroline for help with proof-reading/editing.

Thank you for the opportunity of allowing me to serve as the Chair of this committee this year, and for being a member of the committee the previous year.

**Region 9 Assembly 2016**  
**Twelfth Step Within Committee Chair report**  
**Sub-committee updates**

*Virtual Sponsor List (Reva and Helen)*  
During this past year our committee has worked to update the Virtual Sponsors List, checking if those on the list are still available to sponsor updating the contact information and also adding quite a number of new available sponsors. Whenever a request comes to us we forward a copy of the list to those who are looking for a sponsor within Region 9. It is such a good feeling to see our list grow and to be able to be a conduit for sponsors and sponsees to team up and work the program together. Thank you for the opportunity to give service in this way,  
Reva & Helen  
OA Region 9 Twelfth Step Within  
Virtual Sponsor List sub-committee

*Virtual Speaker List (Allison)*  
We have received no requests for the Virtual Speaker list. We have circulated announcements and reminders in the Region 9 newsletter, and by direct communication from the Region 9 Secretary on behalf of the committee. A reminder about the Virtual Speaker list is also included in the information sent to absentee countries as part of the absentee country outreach project.
Absentee Country Outreach (Soraya and Suzan)

The following information doesn't comprise all of the response data from this year's project. It is based on the information reported back by the sub-committee so far, and the information gathered by the chair throughout the year. Please do get in touch if you have any further information about your outreach efforts, or if you'd like any more information about this project.

36 Countries assigned at 2015 Assembly

18 Countries had confirmation from a rep that contact was attempted:
- Bahrain
- Congo
- Estonia
- Finland
- Gibraltar
- India
- Jordan
- Kenya
- Lebanon
- Nigeria
- Norway
- Oman
- Pakistan
- Northern Ireland
- Turkey
- Portugal
- Ukraine
- Poland

11 Countries where rep responded about a message from their assigned country:
- Estonia
- Finland
- India
- Jordan
- Lebanon
- Nigeria
- Norway
- Portugal
- Turkey
- Poland
- Northern Ireland

6 Assigned countries where no response from rep as to whether country responded:
- Belgium
- Gibraltar
- Iran
- Latvia
- Lithuania
- Malta

5 Countries had no attempted contact:
- Zimbabwe
- Channel Islands
- Cyprus
- Bosnia & Herzegovia
- Czech Republic.

4 Countries not listed made contact with Region 9 throughout the year (or referred on from WSO):
- Iran
- Democratic Republic of Congo
- Dubai
- Romania
Countries who responded successfully and have confirmed there are OA meetings in their country

The outreach efforts and the collating of the results continues...

**Workshops**

Since the last assembly, the committee has received information relating to two events, with a view to the information being shared on the Region 9 website. The members who provided the information were asked to resubmit using the “Ideas that work” form, but unfortunately the details were not resubmitted in this format. The committee has recently discussed how we would like to deal with this particular project going forward. There are no members on this sub-committee, and all the TSW committee members have discussed how best to approach the matter. It was agreed that we think this is important service and we would like to continue facilitating members across Region 9 sharing information about the successful running of OA events. However, it was agreed that we should no longer require groups/service bodies to submit this information in a particular format. Going forward, submissions for the website will be considered on a case by case basis, by the TSW committee and the Region 9 board.

**Important Dates (Catherine)**

Announcements have been circulated for the following important dates:

- IDEA day (21 November 2015)
- TSW day (12 December 2016)
- OA Birthday (16 January 2016)
- Unity day (25 February 2016)

There will be an announcement forthcoming for:

- Region 9 week (first week of September)

Announcements were included in the Region 9 Newsletter, or sent by direct communication by the Region 9 Secretary on behalf of the TSW committee.

**TSW Chair’s update**

Since the 2015 Assembly, the TSW committee has kept in contact, mostly by e-mail, but we have also had several Skype calls. In my opinion this has helped us function as a committee throughout the year. I have been inspired and humbled by the efforts that TSW committee members have put into their service throughout the year, alongside their other OA service work and life commitments. I am grateful to have been able to serve on this committee, which I believe plays a significant role in carrying the message to compulsive eaters across Region 9. Thank you for this opportunity.

*In fellowship*  
Holly
Report from R9 Chair on
Region Chairs Committee (RCC) Meetings

The Region Chairs Committee (RCC) met for our 2nd set of meetings of the year in Boston before the OA World Service Convention.

The primary purpose of this second meeting is to work with the Board of Trustees (BOT) on OA’s Strategic Operations Plan (SOP) for the coming years.

The Region Chairs (9 attended) and the Board of Trustees (10 Regional Trustees, 5 General Service Trustees, and the Virtual Services Trustee) brainstormed ideas for tasks around the 2017 goal of “Keeping OA Strong Worldwide: Growing Unity.” These ideas will be finalised when the BOT meets in November.

Additionally the RCC discussed the following:
- Workshops and disclaimers for speakers
- Items for the newly formed Spanish Language Service Board (SLSB)
- Dissemination of information from WSO
- The 2017 Forum (RCC facilitate this)
- The Service Body Building (SBB) document RCC is producing for review by the BOT
- Sharing information between regions via RCC
- The “Carrying the Message” forum workshop being readied to be put online to share
- The TSW WSBC speakers listing will now be maintained on an individual basis region by region with regions determining their own need
- Continuation of RC’s with Green Dot Mentor Program for WSBC
- Clarifying the purpose of the 3rd RCC meeting
- Continued sharing of resources and communicating

After discussions with the R9 Board and my service sponsor,
and prayer, I elected to not attend the 3rd RCC meeting held Oct 13-16th in Ellicott City, MD, USA. Part of the reason for this was being so close to our own assembly. Also I felt it would not serve the region well. Currently the purpose of this meeting is to observe another assembly, and I have conducted many assemblies as Chair (former position before moving to R9) and also had the chance to observe assemblies in other regions previously.

The Region Chairs Committee is currently discussing the purpose of this 3rd meeting. I’ve proposed that we consider carefully the finances of each region and whether or not it serves our fellowship as a whole to send all the region chairs to observe another assembly each year. Possible this could be done electronically at times. In addition to observing the assembly, the Region Chairs have the opportunity to share their experience, strength, and hope with the region at their convention. Each Region decides whether or not their Chair participates in this meeting that is held in one of the other 9 regions on a rotating basis. Currently we also visit Regions 9 and 10 once every 10 years alternating. We are also discussing incorporating how to visit the other countries in Region 8.

In follow up to questions asked at our 2015 Assembly I have clarified that some of the other regions offer financial assistance to Region 9 for our Chair to attend this 3rd meeting. (Some offer this to R10 also; and some to any Chair who may need assistance.) Most of these regions offer this on a “financial need” basis but one of the regions offers it without regard to financial need.

I have received the “minutes” of the RCC meeting held on Friday Oct 14th and the points covered follow:

- Continued work on the 2017 WSBC Forum (Growing OA Unity Worldwide)
- RCC collecting ESH from Service Body officers to share
- The Service Body Building Manual (SBB) has been updated and sent to the BOT for review. (This is a manual for all service officers at all levels to use as reference.)
• More discussion clarifying the purpose and expectations around the RCC 3rd meeting. A proposal to be made at a later date.
• The Region Chairs individually will participate in the various subcommittees around the tasks suggested for the 2017 Strategic Operations Plan
• The RCC is working more on the “Disclaimer Statement” for speakers at OA event. This will be incorporated into the “Events Guidelines” document.
• Discussed several topics for communication and resource sharing. (Chairing assemblies; helping struggling IG’s; roles and interaction of Trustees with Chairs and Regions; region strengths and struggles.)

In addition to working on some of the specific projects above, and the SOP subcommittees, I have duties as the RCC Vice Chair. We also meet via Skype between now and our next meeting at WSBC 2017.

Please let me know if you have any questions, comments, or want more information or discussion on any of the items in this report on these meetings of the Region Chairs Committee.

Thanks,

Francene
R9 Chair
## OVEREATERS ANONYMOUS REGION 9

### INCOME AND EXPENDITURE ACCOUNT

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<tbody>
<tr>
<td><strong>Income</strong></td>
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<td></td>
</tr>
<tr>
<td>2001 Contributions from OA Groups, Intergroups, NLBs, NSBs, &amp; Misc within R 9</td>
<td>755</td>
<td>14 500</td>
<td>15 255</td>
<td>26 057</td>
<td>14 605</td>
<td>20 787</td>
<td>11 478</td>
<td>12 178</td>
<td>11 829</td>
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<tr>
<td>2002 Contributions from OA Region 9 Assembly &amp; Convention</td>
<td>(360)</td>
<td>1 500</td>
<td>1 140</td>
<td>2 583</td>
<td>3 312</td>
<td>2 634</td>
<td>1 126</td>
<td>1 192</td>
<td>1 570</td>
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<td>2003 Contributions from other OA Regions towards Region 9 3rd RCC Mtg</td>
<td>338</td>
<td>1 000</td>
<td>1 338</td>
<td>1 352</td>
<td>1 021</td>
<td>1 206</td>
<td>1 056</td>
<td>684</td>
<td>598</td>
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<td>2004 Contributions from World Service Office funds for 2nd RCC Mtg Albuquerque</td>
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<td>400</td>
<td>448</td>
<td>293</td>
<td>1 603</td>
<td>470</td>
<td>211</td>
<td>86</td>
<td>85</td>
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<tr>
<td>2005 Contributions from World Service Office funds for Nominee Trustee Costs</td>
<td>(29)</td>
<td>35</td>
<td>6</td>
<td>105</td>
<td>40</td>
<td>25</td>
<td>32</td>
<td>90</td>
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<tr>
<td><strong>Total Income</strong></td>
<td>752</td>
<td>17 435</td>
<td>18 187</td>
<td>31 120</td>
<td>21 968</td>
<td>26 054</td>
<td>15 019</td>
<td>14 418</td>
<td>14 727</td>
</tr>
</tbody>
</table>

| **Expenditure** |      |      |      |      |      |      |      |      |      |
| 3001 Chair Travel Expenses for 1st Regional Chairs Meeting (April 2016) | (203) | 1 500 | (1 703) | 1 850 | 1 968 | 1 642 | 1 756 | 1 465 | 1 395 |
| 3002 Chair Travel Expenses for 2nd Regional Chairs Meeting (August 2015) | (47) | 1 770 | (1 817) | 1 608 | 1 680 | 1 663 | 1 385 | 1 335 | 1 159 |
| 3003 Chair Travel Expenses for 3rd Regional Chairs Meeting (Autumn 2015) R 10 | (416) | 2 200 | (2 616) | 1 170 | 1 502 | 1 418 | 1 605 | 1 036 | 914 |
| 3004 Nominee Trustee Travel Expenses for WSOBC | (1) | 1 800 | (1 801) | 2 067 | 2 062 | 1 156 | 1 410 | 2 330 | 2 293 |
| 3005a Region 9 Assembly Parliamentarian Travel to Assembly (Paris October 2015) | 42 | 600 | (558) | 0 | 236 | 309 | 599 |      |      |
| 3005b Partial Chair Travel in Region |      |      |      |      |      |      |      |      |      |
| 3006 Region 9 Assembly Materials (delegate packs etc) & Minutes | 62 | 100 | (38) | 108 | 309 | 50 | 340 | 42 | 181 |
| 3007 Region 9 Assembly Rooms |      |      |      |      |      |      |      |      |      |
| 3008 Region 9 Assembly Reps Assistance to R9 Assembly (Israel Nov 2013) | 674 | 3 000 | (2 326) | 2 400 | 3 026 | 1 639 | 1 555 | 1 926 | 1 793 |
| 3008a Region 9 Delegates to WSOBC | (1 142) | 4 500 | (5 642) | 5 937 | 36 | 1 703 | 1 411 | 1 283 |      |      |
| 3009 Website Maintenance | 125 | 185 | (60) | 104 | 182 | 154 | 155 | 139 | 71 |
| 3010 Website Development |      |      |      |      |      |      |      |      |      |
| 3011 Accounts Preparation & Review | 10 | 600 | (590) | 590 | 500 | 927 | 926 | 1 003 | 875 |
| 3012 Secretarial Expenses - Chair, Secretary & Treasurer | 175 | 200 | (25) | 27 | 355 | 84 | 267 | 284 | 295 |
| 3012a Secretarial Expenses - Committees | 660 | 660 | 0 | 38 | 124 |      |      |      |      |
| 3013 Bank Charges | (46) | 340 | (386) | 491 | 339 | 361 | 312 | 106 | 134 |
| 3014 Misc. | (134) | (134) | 9 | 16 | 24 |      |      |      |      |
| 3015 Depreciation | 400 | 400 | 0 | 283 | 288 |      |      |      |      |

**No Groups in R9 - Approx 860**

- **2008 Exchange Rate Differences** | -1 021 | -1 021 |
- **3100 Translation Projects** | 2 489 | 3 000 | (511) | 129 | 520 | (161) |      |      |      |
- **1003 Expensed Equipment (Lap Top)** | (569) | 0 | (569) |      |      |      |      |      |      |

**Total Expenditure** | 20 855 | (19 797) | 17 552 | 12 839 | 10 945 | 11 721 | 11 248 | 9 069 |

**Total Income** | 18 187 |      |      |      |      |      |      |      |      |

**Difference** | (1 610.00) |      |      |      |      |      |      |      |      |

**Contributions to WSO & Other Regions Etc:**
- 3101 Contributions to WSO forwarded on behalf of the Service Bodies | (764) |
- 3101 Contributions to WSO from Region 9 | 3 230 | 15 030 | (11 800) | 9 662 | 4 298 | 3 540 | 2 000 | 10 454 | 6 250 |
- 3101a Contributions to Delegate Assistance Fund in WSO Budget | 1 000 | (1 000) |      |      |      |      |      |      |
- 3102 Contributions to Other Regions | 36 885 |      |      |      |      |      |      |      |

**Total Budgeted Expenditure** |      |      |      |      |      |      |      |      |      |

**Total Difference after All Income, Expenses and Contributions** | (15 174) | 2 020 | 4 831 | 11 569 | 1 298 | (7 284) | (592) |      |      |

*This difference was paid by funds at hand at the beginning of the year.*
# OVEREATERS ANONYMOUS REGION 9

## BALANCE SHEET

**AS AT 31 MAY 2015**

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<td>Euro</td>
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### CURRENT ASSETS

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<tbody>
<tr>
<td>LAPTOP COMPUTER &amp; MICROSOFT SOFTWARE</td>
<td>691</td>
<td>1 038</td>
<td>1 909</td>
<td>10 580</td>
<td>4 104</td>
<td>4 112</td>
<td>6 619</td>
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<tr>
<td>Bank Account £ Sterling</td>
<td>6 966</td>
<td>16 910</td>
<td>5 792</td>
<td>22 161</td>
<td>12 030</td>
<td>14 113</td>
<td>10 153</td>
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<tr>
<td>Bank Account Euro</td>
<td>15 122</td>
<td>19 835</td>
<td>24 450</td>
<td>3 170</td>
<td>2 791</td>
<td>2 759</td>
<td>11 328</td>
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<tr>
<td>Cash Account (GBP)</td>
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<tr>
<td>Cash Account (Euro)</td>
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<td>89</td>
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<tr>
<td>Cash Account (USD)</td>
<td>203</td>
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<tr>
<td>Accrued Income &amp; Prepayments</td>
<td>17 471</td>
<td>2 343</td>
<td>1 104</td>
<td>3 398</td>
<td>1 504</td>
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<tr>
<td>Stock of Fundraising Items</td>
<td>181</td>
<td>770</td>
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<tr>
<td><strong>Total Current Assets</strong></td>
<td>22 817</td>
<td>55 638</td>
<td>35 353</td>
<td>37 015</td>
<td>22 323</td>
<td>20 984</td>
<td>29 604</td>
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### CURRENT LIABILITIES

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<tbody>
<tr>
<td>Accrued Expenses</td>
<td>(767 )</td>
<td>(146 )</td>
<td>(500 )</td>
<td>(3 720)</td>
<td>(2 578)</td>
<td>(2 537)</td>
<td>(1 014)</td>
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<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>22 050</td>
<td>55 493</td>
<td>34 853</td>
<td>31 295</td>
<td>19 745</td>
<td>18 447</td>
<td>28 590</td>
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### NET CURRENT ASSETS

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<tr>
<td><strong>Total Current Assets</strong></td>
<td>22 817</td>
<td>55 638</td>
<td>35 353</td>
<td>37 015</td>
<td>22 323</td>
<td>20 984</td>
<td>29 604</td>
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<tr>
<td><strong>Total Liabilities</strong></td>
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<tr>
<td><strong>Net Current Assets</strong></td>
<td>22 050</td>
<td>55 493</td>
<td>34 853</td>
<td>31 295</td>
<td>19 745</td>
<td>18 447</td>
<td>28 590</td>
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### RESERVES

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<td>Balance brought forward</td>
<td>27 914</td>
<td>8 200</td>
<td>17 969</td>
<td>6 401</td>
<td>5 103</td>
<td>14 763</td>
<td>15 355</td>
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<tr>
<td>Allocated for Translations not yet used</td>
<td></td>
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<tr>
<td>Allocated for Prudent Reserve</td>
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<td>(2 376)</td>
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<tr>
<td>Surplus on Income and Expenditure Account</td>
<td>(15 174)</td>
<td>2 020</td>
<td>4 831</td>
<td>11 568</td>
<td>1 298</td>
<td>(7 284)</td>
<td>(592)</td>
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## OVEREATERS ANONYMOUS REGION 9
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<td>South Africa</td>
<td>Johannesburg Intergroup</td>
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<td>Misc</td>
<td>Telephone Group Etc.</td>
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<td>Section D. Motions</td>
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<td>Chart 1 - Consent Agenda</td>
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<td>Chart 2 – Proposed Motions</td>
<td>To be discussed &amp; voted upon individually D 3</td>
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<td>Proposed Policy &amp; Procedure Motions</td>
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<td>Emergency New Business Form</td>
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<tr>
<td>BL/BM No.</td>
<td>Article/Section</td>
<td>What motion does</td>
<td>Submitted by</td>
<td>Intent</td>
<td>Cost</td>
<td>Rationale</td>
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<td>BL B</td>
<td>A III S 1</td>
<td>The motion brings Region 9 Bylaws into compliance with the new definition of a group (does not have to meet in real time) adopted at WSBC 2016.</td>
<td>Bylaws Committee Chair</td>
<td>To bring Region 9 Bylaws into compliance with changes made at WSBC 2016</td>
<td>None</td>
<td>It effects OA as a whole (Tradition 4) and for that reason our Bylaws need to be brought into compliance with this change made at WSBC 2016.</td>
<td></td>
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</tr>
<tr>
<td>BM 1</td>
<td>S VI</td>
<td>The motion generalises our current situation with regards to electronic communication business.</td>
<td>Electronic Communication Chair</td>
<td>To ensure P&amp;P reflects current practice</td>
<td>None</td>
<td>As per Intent</td>
<td></td>
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<tr>
<td>BM 3</td>
<td>S 1</td>
<td>It creates a policy which will be of use when no host has come forward for organising next Assembly/Convention.</td>
<td>Bylaws Committee</td>
<td>To make sure there is a policy for whenever this will happen again in the future</td>
<td>None</td>
<td>As per Intent</td>
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</table>
**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 it propose?</th>
<th>Submitted by</th>
<th>Intent</th>
<th>Cost</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>BL A</td>
<td>A VII S 1 &amp; 2</td>
<td>It adds two new Region 9 officers to the Region 9 board (Communication Officer &amp; Member at large).</td>
<td>Caledonian Intergroup</td>
<td>Increase size of Region 9 Board</td>
<td>Approx. £1,200 (€1,400)</td>
<td>Communication Officer will benefit our Region because of the many different cultures and languages spoken. Member at large means more flexibility and help with ongoing work.</td>
</tr>
<tr>
<td>BM 2</td>
<td>S VI</td>
<td>It emphasizes the importance of officers using their Region 9 generic e-mail.</td>
<td>Electronic Communication Chair</td>
<td>Anonymity of the Region 9 officers and a back-up for whenever a problem occurs</td>
<td>None</td>
<td>As per Intent</td>
</tr>
<tr>
<td>BM 4</td>
<td>Appendix A S F</td>
<td>It will help to use online banking more effectively within Region 9. It can also be used for money transactions and not only for an overview.</td>
<td>Finance &amp; Budget Committee</td>
<td>Allowance for full online banking</td>
<td>None</td>
<td>Real-time transparency of the bank-accounts and reduction in time and delays because of the fact that transactions will be possible.</td>
</tr>
<tr>
<td>BM 5</td>
<td>Appendix A</td>
<td>It removes most of the F&amp;B Manual from our P&amp;P. This is information which is mostly used by the members of our F&amp;B committee.</td>
<td>Region 9 Treasurer</td>
<td>To make the P&amp;P more user friendly</td>
<td>None</td>
<td>This information has made the P&amp;P over complicated. Only policy statements need to be in our P&amp;P.</td>
</tr>
<tr>
<td>BM 6</td>
<td>S V</td>
<td>It removes the references to Appendix A in our P&amp;P.</td>
<td>Region 9 Treasurer</td>
<td>To ensure P&amp;P reflects current practice</td>
<td>None</td>
<td>When BM5 is adopted the references to Appendix A need to be removed.</td>
</tr>
</tbody>
</table>
**Proposal Item: BL A**

**REGION NINE ASSEMBLY 2016**

**BYLAWS AMENDMENT MOTION**

**MOTION**

MOVE TO AMEND ARTICLE VII SECTION 1 AND 2 OF THE REGION 9 BYLAWS BY DELETING AND INSERTING AS FOLLOWS:

<table>
<thead>
<tr>
<th>Current Wording</th>
<th>Proposed Wording</th>
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<tbody>
<tr>
<td><strong>Section 1 - Composition.</strong> The Region 9 Board shall consist of a Chair, Secretary and Treasurer</td>
<td><strong>Section 1 - Composition.</strong> The Region 9 Board shall consist of a Chair, Secretary, and Treasurer, Communication Officer and Member at large.</td>
</tr>
<tr>
<td><strong>Section 2 – Duties</strong></td>
<td><strong>Section 2 - Duties</strong></td>
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</tbody>
</table>

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.

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.

f. 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.

g. For additional and a more detailed
SUBMITTED BY:
Caledonian Intergroup

INTENT:
To increase the size of the Region 9 board

IMPLEMENTATION:
Update Region 9 Bylaws. Addition of duties to the Region 9 policy and procedures should also be considered.

Elections for both positions would be effective this year, however, an initial 1 year term for the communication officer would bring elections into the following alignment to ensure there is as much consistency in the board as possible from one year to the next

- Even years - Secretary, Treasurer and Member at large
- Odd years - Chair, Communications officer and banker

COST:
Approx. £1,200 (€1,400) per year to enable two additional board members to travel to the Region 9 National assembly. This cost will vary depending upon the location of board members and national assembly host location.

RATIONAL:
Creating two new board positions will offer benefits as follows:

- Communications is a critical role in any Region and even more so in Region 9, having the greatest number of countries and languages used over any other region. A communications officer within the Board would provide greater consistency from year to year in the work being done to maximise our reach using digital channels.
- A Member at Large would allow for flexibility within the Board to allocate activities as required to support the demanding workload of an active board. It would also promote shared
learning and working which ultimately reduces risk should any board member be unable to continue their duties for any reason.

Increasing the size of the board will bring Region 9 into line with board structures in other OA regions. Region 10, as the newest of OA regions, is the only other region with only 3 board members. Regions 1 – 8 have between four and six board members with an average of five per region.

The decision to have a small board no longer needs to be constrained by lack of finances. We are in a much stronger financial position than when we set up and we can now afford to strengthen the service provided within our Region whilst being self-supporting and also continuing to contribute to the World Service Office.
**Proposal Item: BL B**

**REGION NINE ASSEMBLY 2016**

**BYLAWS AMENDMENT MOTION**

**MOTION**
MOVE TO AMEND ARTICLE III SECTION 1 OF THE REGION 9 BYLAWS BY DELETING AS FOLLOWS:

<table>
<thead>
<tr>
<th>Current Wording</th>
<th>Proposed Wording</th>
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<tbody>
<tr>
<td><strong>Section 1 - The Definition of a Group</strong></td>
<td><strong>Section 1 - The Definition of a Group</strong></td>
</tr>
<tr>
<td>The points that define an Overeaters Anonymous Group are listed in OA Inc Bylaws, Subpart B Article V, Section 1 Overeaters Anonymous Groups.</td>
<td>The points that define an Overeaters Anonymous Group are listed in OA Inc Bylaws, Subpart B Article V, Section 1 Overeaters Anonymous Groups.</td>
</tr>
<tr>
<td>a. These points shall define an Overeaters Anonymous group:</td>
<td>a. These points shall define an Overeaters Anonymous group:</td>
</tr>
<tr>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>2) All who have the desire to stop eating compulsively are welcome in the group.</td>
<td>2) All who have the desire to stop eating compulsively are welcome in the group.</td>
</tr>
<tr>
<td>3) No member is required to practice any actions in order to remain a member or to have a voice (share at a meeting).</td>
<td>3) No member is required to practice any actions in order to remain a member or to have a voice (share at a meeting).</td>
</tr>
<tr>
<td>4) As a Group they have no affiliation other than Overeaters Anonymous.</td>
<td>4) As a Group they have no affiliation other than Overeaters Anonymous.</td>
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<tr>
<td>5) It has affiliated as an Overeaters Anonymous group by registering with the World Service Office.</td>
<td>5) It has affiliated as an Overeaters Anonymous group by registering with the World Service Office.</td>
</tr>
<tr>
<td>b. Virtual Groups (groups which replicate face-to-face meetings through</td>
<td>b. Virtual Groups (groups which replicate face-to-face meetings through</td>
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</table>
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.

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<tr>
<th>SUBMITTED BY:</th>
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<tbody>
<tr>
<td>Bylaws Committee Chair</td>
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<tr>
<td>Seconded by the Finance &amp; Budget Committee Chair</td>
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**INTENT:**
To bring Region 9 Bylaws into compliance with changes made at WSBC 2016.

**IMPLEMENTATION:**
Update our Region 9 Bylaws.

**COST:**
None

**RATIONALE:**
Tradition 4 states that each group should be autonomous except in matters affecting other groups or OA as whole. This affects OA as a whole and for that reason we need to bring our Region 9 Bylaws into compliance with this change made at WSBC 2016.
Proposal Item: BM 1

REGION NINE ASSEMBLY 2016
NEW BUSINESS MOTIONS

MOTION
MOVE TO AMEND THE OA REGION 9 POLICIES & PROCEDURES, SECTION VI WEBSITE,
BY DELETING AND INSERTING AS FOLLOWS:

Description
ACQUIRE WEBSITE FOR REGION 9 & COMMITTEE ESTABLISHED TO AGREE
CONTENT & DESIGN
Region 9 will register/purchase the domain name 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)
REGION 9 WEBSITE DOMAIN NAME AND HOSTING
Region 9 domain name is OARegion9.org. Region 9 shall pay for hosting a website and the associated costs.

SUBMITTED BY:
Electronic Communication Chair
Seconded by the Bylaws Committee Chair

INTENT:
OA Region 9 has already established its website. This motion generalises our current situation and allows for other services such as email hosting, domain name, a web shop or other web based services we might use in the future.

IMPLEMENTATION:
To be inserted in the P&P.

COST:
None

RATIONALE:
As per intent
Proposal Item: BM 2

REGION NINE ASSEMBLY 2016
NEW BUSINESS MOTIONS

MOTION
MOVE TO AMEND THE OA REGION 9 POLICIES & PROCEDURES, SECTION VI WEBSITE, BY INSERTING AS FOLLOWS:

Description
Officers are encouraged to utilise their assigned generic Region 9 email for sending and receiving e-mails.

SUBMITTED BY:
Electronic Communications Chair

NOTE: This motion has not been seconded. The Region 9 Chair will address this at the assembly before this motion is discussed.

INTENT:
To make sure that e-mails are send to and from the right person (anonymity principle) and that e-mails are being saved and stored after service rotation or whenever a digital problem occurs.

IMPLEMENTATION:
To be inserted in the P&P Manual

COST:
None

RATIONALE:
As per intent
Proposal Item: BM 3

**REGION NINE ASSEMBLY 2016**

**NEW BUSINESS MOTIONS**

**MOTION**
MOVE TO AMEND OA REGION 9 POLICIES AND PROCEDURES, SECTION I ASSEMBLY, LOCATION & ELECTION OF ASSEMBLY BY INSERTING AS FOLLOWS:

**Description**
If no host comes forward then an Ad Hoc committee consisting of the Region 9 Board and three other selected Region 9 members is to decide the arrangements for the Assembly and/or Convention for the coming year.

**SUBMITTED BY:**
Bylaws Committee

**INTENT:**
Since no host came forward at the 2015 Assembly an Emergency New Business Motion could have been needed that year. There is no policy available regarding this matter and for that reason a new policy has been created in order to make sure that Region 9 will have the Assembly and/or Convention the coming year.

**IMPLEMENTATION:**
To be inserted in the P&P manual.

**COST:**
None

**RATIONALE:**
As per intent
MOTION
MOVE TO AMEND OA REGION 9 POLICIES AND PROCEDURES, APPENDIX A, SECTION F BY DELETING AND INSERTING AS FOLLOWS:

Description

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.

Banker/Treasurer is authorised to conduct electronic banking transactions, with approval of another board member.

SUBMITTED BY:
Finance and Budget Committee

INTENT:
To allow for full online banking.

IMPLEMENTATION:
Update Region 9 policies and procedures. Change our banking by either adopting any new facilities with existing bank (Natwest) or move to a new bank which meets our requirements.

COST:
None
RATIONALE:
The current policy states online access as view only and not transactional. Benefits in moving to full online banking will include:

- Real-time transparency of accounts (by being able to view them online)
- Reduction in time and delays caused by having to go to the bank in person and having to get 2 physical signatures on each transaction
Proposal Item: BM 5

REGION NINE ASSEMBLY 2016

NEW BUSINESS MOTIONS

MOTION

MOVE TO AMEND OA REGION 9 POLICIES AND PROCEDURES BY REMOVING APPENDIX A, EXCEPT FOR THE SECTIONS NOTED BELOW:

Description

C) REGION 9 BOARD MEMBERS REIMBURSEMENT / REGION 9 DELEGATES REPRESENTING REGION 9 AS A WHOLE (2015e)

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

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. 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 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.

1.1.1 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.

1.1.2 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.

1.1.3 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).

D) FINANCIAL ASSISTANCE FOR REPRESENTATIVES TO REGION 9 ASSEMBLY (2015f)

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)

E) **FINANCIAL ASSISTANCE FROM TRANSLATION/PROJECTS FUND** (2015g)

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
  b) are interested in translating The Twelve Steps and Twelve Traditions of Overeaters Anonymous. (amended 2011c)

  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.

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).

REGION 9 APPROVED LITERATURE
Funding assistance for translation is available to service bodies in Region 9 to translate literature and other material that is ‘locally approved OA literature’, provided that it is approved by the Region 9 Assembly or Region 9 board. (2015h)

F) ORGANISATION OF RECORDS, BANKING AND HOW THINGS WORK
FINANCIALLY IN REGION 9 (2015i)

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)

ORGANISATION OF BANKING
Move to authorize the Regional Treasurer to set up a Business Account with PayPal.com. (2004b)
Move to authorize the Regional Treasurer to open an interest bearing deposit account with a bank. (2004c) Move to authorize 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.

**G) REIMBURSEMENT OF EXPENSES PROCEDURES AND POLICIES AGREED**

(2015j)

- 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. Two sample forms of expenses are 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).

**H) FUND RAISING PRODUCT(S)** (2015k)

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.

**M) MISC. POLICIES**

OA REGION 9 POLICIES & PROCEDURES extracts that the committee should be aware of:

**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**
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)

**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)

**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:**
Region 9 Treasurer
Seconded by the Bylaws Committee Chair

**INTENT:**
To remove the information in Appendix A that is pertinent only to the Treasurer/Banker roles/Finance Committee and place it in a manual for officers.

**IMPLEMENTATION:**
Revise the PM so the relevant information is in the appropriate section. The Treasurer/Banker/Finance Committee will utilize the remaining information in carrying out their roles by incorporating necessary Appendix A information into a manual for officers.

**COST:**
None

**RATIONALE:**
Including this specific information pertinent only to the Treasurer/Banker has over complicated the policy manual making it very difficult to work with. This proposal will leave only policy statements in the manual and move the guidelines of how to do the roles into another document which can be easily changed by the Treasurer/Banker/Finance Committee as these roles and procedures change.
R E G I O N  N I N E  A S S E M B L Y  2 0 1 6
NEW BUSINESS MOTIONS

MOTION

MOVE TO AMEND OA REGION 9 POLICIES AND PROCEDURES, SECTION V, FINANCE
AND BUDGET BY DELETING THE FOLLOWING:

Description
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) SAMPLE EXPENSE FORMS
J) SAMPLE LETTER OF RECEIPT FOR CONTRIBUTIONS
K) CHARITY COMMISSON REGISTRATION
L) ARCHIVES
M) MISC. POLICIES
N) A DAY IN THE LIFE OF R9 TREASURER / BANKER (2015c)

*manual found in appendix a
**Submitted By:**
Region 9 Treasurer
Seconded by the Bylaws Committee Chair

**Intent:**
To remove references to Appendix A from the P&P as it no longer resides in the P&P.

**Implementation:**
Make the necessary changes in the P&P.

**Cost:**
None

**Rationale:**
If the NBM removing “Appendix A” from the P&P is adopted, references in the P&P to “Appendix A” need to be removed.
REGION NINE ASSEMBLY 2012
EMERGENCY NEW BUSINESS MOTION

MOTION:

SUBMITTED BY:

INTENT:

IMPLEMENTATION:

COST:

RATIONALE:

Why this is urgent:
**Section E. Applications:**

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**Positions to elect at the R9 Assembly 2016:**

- Secretary
- Treasurer
- R9 delegate to WSBC
- Spanish Language Service Board Representative
- Venue for the 2017 & 2018 R9 A&C

**NEW  (Details to be discussed at assembly**

S/election of Task Coordinators (3)
S/election of Coordinators (volunteer positions)

1. Web Coordinator (website maintenance & updating; generic emails)  Note: If amendment adopted will work with Communications Officer
2. Banking Coordinator (as already defined as Banker)
3. NL Coordinator (as already defined)
4. BL Coordinators (NEW: 1 or 2 people; housekeeping and updating bylaws & PM, being the contact person on bylaws issues
5. Sponsor List Coordinator (position as is currently being done thru TSW)
6. Master Glossary Coordinator (NEW) in English: updating the glossary, being the contact person on translations issues
7. Countries Outreach Coordinators (NEW) 2 people as is currently being done by TSW
Requirements and duties for elected positions

For Officers

THE REGION 9 BYLAWS STATE:
ARTICLE VII – COMPOSITION OF REGION 9 BOARD, Section 3 – Elections

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

d. 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.

R9 TREASURER QUALIFICATIONS AND DUTIES

II BOARD POSITIONS, AND DUTIES

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)

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.
R9 SECRETARY QUALIFICATIONS AND DUTIES

REGION NINE POLICIES AND PROCEDURES MANUAL

II BOARD POSITIONS, AND DUTIES

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. These 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 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 any other 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)
R9 DELEGATES TO WSBC QUALIFICATIONS AND DUTIES

R9 Policy Manual, Section IX, WORLD SERVICE BUSINESS CONFERENCE,

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 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 judgement, 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 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 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.
9. Prior to selection of the 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. 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 Region 9 assembly voting members which shall include R9 officers provided these candidates meet the requirements.
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 Region 9 Treasurer. Submit expense reimbursement forms to the Treasurer as soon as possible. Be prudent with use of Region 9 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) 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. (2015u)
Spanish Language Service Board Representative

Job Description

The region representative for SLSB will act as a liaison between it and the region, attending the regularly scheduled SLSB meetings and answering any questions that may come up during those meetings for Region 9. The representative will have to meet the required abstinence to be declared by the SLSB.

Responsibilities include

**Before the SLSB Meeting**

Take note of any issues, concerns, feedback, ideas, questions, etc. that your region expresses that would be relevant to SLSB discussions and decisions.

If you have specific items to add to the SLSB’s next meeting agenda, it is helpful to email the chairperson.

Prior to the meeting, please familiarize yourself with any SLSB reports and communications that are sent ahead via email.

If you are not able to attend an SLSB meeting, please inform the chairperson of your expected absence in advance.

**During the SLSB Meeting**

Take notes on the discussion, decisions, event information, etc. so that you can later share that information with your home meeting.

Participate in discussions, help make decisions via voting, and offer service by volunteering to do needed tasks during the meeting and outside of the meeting. Although personal opinions will certainly be present, it is important to remember that you are primarily representing the needs, wishes, and concerns of your region during the meetings. All members are reminded the Steps, Traditions and Concepts guide our decisions.

**After the SLSB Meeting**

Communicate all relevant discussions, decisions, event information, etc. from the SLSB meeting to your region as soon as possible.

**Additional Information and tips**

From time-to-time there are SLSB positions open and it is important to get the word out to your region. So please help promote these openings by explaining what the positions are, the requirements, and encouraging those at your regions to consider a position. Intergroup meetings are open to any area OA member so perspective position-holders can attend an SLSB meeting at any time before deciding to run for a position. While it is not a requirement that the representative speak Spanish, all meetings and communications will be in Spanish, and using Internet Technology, usually email, WhatsApp and Skype.
HOSTING 2016 & 2017 REGION 9 ASSEMBLY & CONVENTION

This year at the 2016 R9 Assembly, we will vote on where the 2017 & 2018 R9 A&C will take place. Those IGs/countries interested, please bring information to the 2016 Assembly (location, possible dates, estimated costs, etc.). Look on the R9 website, Policies & Procedures, Appendix B (last section) to find detailed information about hosting the assembly. Please email the Region 9 Chair (chair@oaregion.org) BEFORE attending the 2016 Assembly with your intentions if you are planning to bid for hosting the 2017 or 2018 R9 Assembly.
OVEREATERS ANONYMOUS
REGION NINE ASSEMBLY

BYLAWS
Oct 2015 Version

Embrace the similarities
Love the differences
In all our affairs

ADOPTED BY REGION NINE ASSEMBLY
OF OVEREATERS ANONYMOUS

Revised October 2015 after the Assembly in Paris
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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.

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 (I) 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

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.

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 their 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 coordinating 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 – Amendments to The Twelve Steps Twelve Traditions, Twelve Concepts of Service

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 I.

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.

3. as a whole.

4. The right of decision, based on trust, makes effective leadership possible.

5. The right of participation ensures equality of opportunity for all in the decision-making process.

6. Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.

7. The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.

8. 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.

9. The Board of Trustees has delegated to its Executive Committee the responsibility to administer the OA World Service Office.

10. Able, trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.

11. Service responsibility is balanced by carefully defined service authority; therefore, duplication of efforts is avoided.

12. Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs and consultants.

13. 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 – 2015
(Re-organized 2008)

ADOPTED BY REGION NINE
ASSEMBLY OF OVEREATERS
ANONYMOUS
OA Region 9 Policies and Procedures – A summary of Continuing Effects Motions

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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)
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
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)
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)
OA Region 9 Policies and Procedures – A summary of Continuing Effects Motions

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 in 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 (BOT) and Region Chairs Committee (RCC). (2015a)
- 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:
OA Region 9 Policies and Procedures – A summary of Continuing Effects Motions

- 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)

SECRETARY:
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
OA Region 9 Policies and Procedures – A summary of Continuing Effects Motions

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/NBG/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 center 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 program 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 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). (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. (2002)
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
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) (2015b)

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) SAMPLE EXPENSE FORMS
J) SAMPLE LETTER OF RECEIPT FOR CONTRIBUTIONS
K) CHARITY COMMISSION REGISTRATION
L) ARCHIVES
M) MIS. POLICIES
N) A DAY IN THE LIFE OF R9 TREASURER / BANKER (2015c)
* MANUAL FOUND IN APPENDIX A
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)
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)
NEW GROUPS & CONTACT WITHIN REGION 9
When new groups emerge in R9 the Chair and Trustee will encourage neighbors 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 Business Conference.
(1989h) (2015t)
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 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 judgement, 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 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 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.
9. Prior to selection of the 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. 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.
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. 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) 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. (2015u)

X CONVENTION
DURATION OF CONVENTION & MISC
Length of Convention at the discretion of its host SB. (1991)
The annual Region 9 Assembly will be held within Region Nine. (2015v)

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
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REGION 9 ARCHIVES
Region 9 Archives contains the history of Region 9. This is held by a Region 9 member (2014b)

XII CHRONOLOGICAL LIST OF MOTIONS
Overeaters Anonymous Region Nine Summary of Continuing Effects Motions is available at www.oaregion9.org or by e-mailing the Region 9 Bylaws Committee Chair at bylaws@oaregion9.org.
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) SAMPLE EXPENSE FORMS
J) SAMPLE LETTER OF RECEIPT FOR CONTRIBUTIONS
K) CHARITY COMMISSON REGISTRATION
L) ARCHIVES
M) MISC. POLICIES
N) A DAY IN THE LIFE OF R9 TREASURER / BANKER (2015c)
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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.

**HANDOVER 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**

**Treasurer / Banker – if appropriate.**

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

Bank Accounts Numbers

For security purposes details of the Bank and branch, Questions the Bank may ask & Bank Account Numbers are available from the R9
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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.
- 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
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- 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.
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- 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.
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- 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)
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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 summarized 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. (2015d)

C) REGION 9 BOARD MEMBERS REIMBURSEMENT / REGION 9 DELEGATES REPRESENTING REGION 9 AS A WHOLE (2015e)

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

1.1.1 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.

1.2 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.

1.3 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).

D) FINANCIAL ASSISTANCE FOR REPRESENTATIVES TO REGION 9 ASSEMBLY (2015f)

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).
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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)

E) FINANCIAL ASSISTANCE FROM TRANSLATION/PROJECTS FUND (2015g)

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
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 material
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 that in the 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 project or 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).

REGION 9 APPROVED LITERATURE

Funding assistance for translation is available to service bodies in Region 9 to translate literature and other materials that is ‘locally approved OA literature’, provided that it is approved by the Region 9 Assembly or Region 9 board. (2015h)
F) ORGANISATION OF RECORDS, BANKING AND HOW THINGS WORK FINANCIALLY IN REGION 9 (2015i)

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)

ORGANISATION OF BANKING
Move to authorize the Regional Treasurer to set up a Business Account with PayPal.com. (2004b) Move to authorize the Regional Treasurer to open an interest bearing deposit account with a bank.
(2004c) Move to authorize 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.
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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.
### As Given in the OA Region 9 Excel Workbook

#### Income and Expenditure Account

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#### Expenditure

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<td>Vienna Group</td>
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<td>Belgium</td>
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<td>Intergroup</td>
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<td>Flanders</td>
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</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
OA Region 9 Policies and Procedures – A summary of Continuing Effects Motions

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>
<th>USD</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-Jun-19</td>
<td>Meeting of Directors</td>
<td>9619</td>
<td>87</td>
<td>96</td>
<td></td>
</tr>
<tr>
<td>01-Jun-20</td>
<td>Meeting of Board Street</td>
<td>9619</td>
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<td>96</td>
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<tr>
<td>01-Jun-19</td>
<td>Entertainment of Directors</td>
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<td>87</td>
<td>96</td>
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</tr>
<tr>
<td>01-Jun-19</td>
<td>Meeting of Directors</td>
<td>9619</td>
<td>87</td>
<td>96</td>
<td></td>
</tr>
<tr>
<td>01-Jun-19</td>
<td>Regular Board Meeting</td>
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<td>87</td>
<td>96</td>
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EXPENDITURE

<table>
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<th>Date</th>
<th>Description</th>
<th>GBP</th>
<th>EUR</th>
<th>USD</th>
<th>Remarks</th>
</tr>
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<tbody>
<tr>
<td>01-Jun-19</td>
<td>Regular Board Meeting</td>
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<td>87</td>
<td>96</td>
<td></td>
</tr>
<tr>
<td>01-Jun-19</td>
<td>Regular Board Meeting</td>
<td>9619</td>
<td>87</td>
<td>96</td>
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SUMMARY

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<th>Description</th>
<th>GBP</th>
<th>EUR</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>9619</td>
<td>87</td>
<td>96</td>
</tr>
<tr>
<td>Expenditure</td>
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<td>96</td>
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<td>Balance</td>
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<td>10,130.12</td>
<td>9,706.11</td>
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</table>
OA Region 9 Policies and Procedures – A summary of Continuing Effects Motions

G) REIMBURSEMENT OF EXPENSES PROCEDURES AND POLICIES AGREED (2015j)

- 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. Two sample forms of expenses are 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).

H) FUND RAISING PRODUCT(S) (2015k)

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. Typical 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, Salability (anticipated quantity given possible sales potential).
6. Product choices (such as which product, color, 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.
OA Region 9 Policies and Procedures – A summary of Continuing Effects Motions

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.
OA Region 9 Policies and Procedures – A summary of Continuing Effects Motions

1) **SAMPLE EXPENSE FORMS** (2015)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position &amp; Service Body:</th>
<th>Date:</th>
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</thead>
</table>

Please note: receipts are required for all expense claims.

**Reason for Expenses**

**Expenses**

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<th>Expenses</th>
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<td>Photocopying</td>
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<td>Telephone</td>
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<tr>
<td>Others (Details)</td>
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**TOTAL**

**FOR TREASURER’S USE**

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<tr>
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<th>To</th>
<th>Date</th>
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<tr>
<th>Currency/Amount</th>
<th>Exchange rate</th>
<th>GBP</th>
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<tr>
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**CASH RECEIPT**

Received by (Print Name)........................................................................................................................................

Signature ......................................................................................................................................................................

Date...............................  

**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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<thead>
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<tbody>
<tr>
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## OA Region 9 Policies and Procedures – A summary of Continuing Effects Motions

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<th>Expenditure:</th>
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<td>2001</td>
</tr>
<tr>
<td>From OA Region 9 Assembly / Convention</td>
<td>2002</td>
</tr>
<tr>
<td>From other OA Regions towards Region 9 costs</td>
<td>2003</td>
</tr>
<tr>
<td>From WSO funds for Second RCC Meeting</td>
<td>2004</td>
</tr>
<tr>
<td>From WSO funds for Nominee Trustee Costs</td>
<td>2005</td>
</tr>
<tr>
<td>Bank Interest</td>
<td>2006</td>
</tr>
<tr>
<td>Exchange Rate Diff</td>
<td>2008</td>
</tr>
<tr>
<td>Members Contributions</td>
<td>2009</td>
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<td>Misc. Fundraising</td>
<td>2010</td>
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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.**

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<th>Amount</th>
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<td>Meals</td>
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<td>Incidentals (Taxis/ bus etc.)</td>
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**Details of any Income ‘set off’ the costs above.**

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<tr>
<th>Date and Details</th>
<th>Budget Code</th>
<th>Currency</th>
<th>Amount</th>
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**FOR TREASURER’S USE**

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<table>
<thead>
<tr>
<th>Currency/Amount</th>
<th>Exchange rate</th>
<th>GBP</th>
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<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

**CASH RECEIPT**

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

**Submit to**
Banker – banker@oaregion9.org
Treasurer – treasurer@oaregion9.org

Please make sure the 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:
OA Region 9 Policies and Procedures – A summary of Continuing Effects Motions

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)**

<table>
<thead>
<tr>
<th>Bank Account £ Sterling</th>
<th>1000</th>
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</thead>
<tbody>
<tr>
<td>Bank Account Euro</td>
<td>1001</td>
</tr>
<tr>
<td>Bank Account Bonus Saver</td>
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<tr>
<td>Laptop - Capital Purchases</td>
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<tr>
<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>

<table>
<thead>
<tr>
<th>Contributions:</th>
<th>Expenditure:</th>
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</thead>
<tbody>
<tr>
<td>From OA R9 Service Bodies</td>
<td>2001 Chair Travel Exp’s for 1st RCC Meeting &amp; WSBC</td>
</tr>
<tr>
<td>From OA Region 9 Assembly / Convention</td>
<td>2002 Chair Travel Exp’s for 2nd RCC Meeting</td>
</tr>
<tr>
<td>From other OA Regions towards Region 9 costs</td>
<td>2003 Chair Travel Exp’s for 3rd RCC Meeting</td>
</tr>
<tr>
<td>From WSO funds for Second RCC Meeting</td>
<td>2004 Nominee Trustee Travel for WSBC</td>
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<td>From WSO funds for Nominee Trustee Costs</td>
<td>2005 Region 9 Board - Assembly Travel/ Accommodation</td>
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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.
OA Region 9 Policies and Procedures – A summary of Continuing Effects Motions

- 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

K) CHARITY COMMISSION REGISTRATION & REGULATION (2015n)

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.
OA Region 9 Policies and Procedures – A summary of Continuing Effects Motions

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 England, Secretary in Denmark & Treasurer in Ireland – 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 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 organization 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 organization 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.
OA Region 9 Policies and Procedures – A summary of Continuing Effects Motions

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

L) FINANCIAL ARCHIVES (2015o)
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 parceled 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

M) MISC. POLICIES
OA REGION 9 POLICIES & PROCEDURES extracts that the committee should be aware of:

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

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
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)
OA Region 9 Policies and Procedures – A summary of Continuing Effects Motions

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
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 &h8222; 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)
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
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
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
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
1. If the Region is represented by less than forty per cent of its Intergroups, up to 5 additional
deleagtes 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 1996\h.
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. (2006\c)

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.
(2010\f)

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.
(1983\d)

M) MISC. POLICIES (2015\p)

TRANSLATIONS SOFTWARE
The line item ‘3100a Purchase of Translation Software’ be added to the budget. (2015\q)

N) A DAY IN THE LIFE OF REGION 9 TREASURER/BANKER (2015\r)
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.

Appendix B can be received upon request or downloaded at www.oaregion9.org.
Embrace the Similarities  
Love the Differences  
In all Our Affairs

Region 9

ASSEMBLY MINUTES

REGION 9 ASSEMBLY 2015

Paris, France

October 28-30, 2015
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INTRODUCTION TO THE ASSEMBLY MINUTES 2015

These are the Minutes of Region 9 Assembly held in Paris, France from Wednesday 28th until Friday 30th October 2015. 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: French, Danish, Gaelic, Swedish, Hebrew, Dutch, Italian, Hungarian, Flemish, Icelandic, Arabic, German, Greek, Zulu, Spanish, Russian, and English.

We had visitors attending the Assembly from different countries including France, Spain, Poland, Ireland, Switzerland, Italy, Egypt, and England. Approximately 6 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.
**WEDNESDAY 28th October, 2015**

1. **Settling In and Announcements**

- Region 9 Chair, Susan, welcomed everybody to the 32nd Region 9 Annual Assembly, at 17:00.
- The 12 Steps, 12 Traditions, 12 Concepts of OA Service, R9 Motto, R9 Statement of Purpose, Responsibility Pledge, and Step 3 Prayer 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), Elena (Acting Treasurer), Stella (Trustee) Esti (2015 Parliamentarian).
- Welcome and thank you to all R9 representatives, Region 9 Board, Trustee, 2015 Parliamentarian, France for hosting, NSB France, 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. On the international OA website www.oa.org, is "Carrying the Message"; (will also be put into a little card), originated from R9 PI Committee. Meeting List on OA website is mixed up at the moment, make sure to check your Service Body/Meeting information. Professional Exhibits Fund, and WSBC Motions has been out on R9 Email, TSW Speakers List, A Step Ahead, the Courier, Important international OA dates, workshops, information from WSO and WSBC Committees, and RCC can also be found on OA website.
- WSBC 2016 takes place from April 27 to May 2, 2016, in Albuquerque, New Mexico, USA. If you want to apply for assistance from the Delegate Support Fund (WSO), the deadline is on November 2nd 2015. 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.
- We will have a vote on the 2016 & 2017 R9 Assembly & Convention hosting countries
- Service positions available this year: R9 Chair, R9 Treasurer, Banker. Committee Chairs: Literature & Translations, Electronic Communications, Twelfth Step Within, and Public Information.
- 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, luggage tags, and magnets. A raffle for Lifeline subscription and a 50/50 draw were held. It all took place at the Convention following the Assembly.
- Announcement of new OA approved literature. OA Lifeline was given to all Representatives and visitors. OA Handbook was given to all Representatives.
- Fifteen countries were represented at the Assembly: France, Denmark, Ireland, Sweden, Israel, Netherlands, Italy, Hungary, Belgium, Iceland, DDOA (German speaking Language Service Board), Greece, South Africa, Russia, and UK.
2. Informal Opening – Orientation Meeting – Adoption of the Agenda – Parliamentary Procedures - Approval of the 2014 Assembly Minutes – Appointment of the Minutes Approval Committee 2015 – Time Keeper & Timing - General Overview of the Processes of the Assembly

Informal Opening

● The representatives shared briefly from their SB/IG about their problems, concerns and triumphs.
● Ireland: Rep of Spirit of Hope IG; have a retreat every 6 month, try to invite speakers from R9. Have held PI/PO open meeting in Dublin; over 200 doctors were invited, Cork IG do it simultaneously. An OA member did an interview on the national radio.
● UK: Rep of Caledonian IG; the IG was formed 4 years ago, and has 21 groups. First time they were able to send a representative to R9 A&C.
Reps of South East England IG; PI event at a national healthcare/eating disorders conference. Will have a retreat this year. 7-8 groups within the IG, 78 groups in the area.
Rep of NSB GB; covers England, Wales, and Scotland. A couple of OA books have been printed, book marks etc. have been made for 7th Tradition. Concern; to get people to do service on NSB, and on the IG's. At National Assembly there was a very useful discussion regarding doing service.
● Belgium: Rep of NSB; try to carry the message, lots of newcomers. OA in Belgium is not big.
● Greece: Rep of NSB Greece; had an increase of groups after hosting R9 A&C 2014, the hosting last year gave an amazing boost to OA Greece, and the National Assembly. PI did a TV interview. Lot of newcomers. TSW held a convention with 12 Steps/Traditions workshop with Stella (R9 Trustee). Have 12 Steps workshops. Concerns; long time members relapses.
Rep of NSB Greece; try to translate as much as possible, need to have more people to do service.
● Hungary: Rep of NSB Hungary; many new people from other groups, can't keep them, some moved to Hungary, ask new members. Not enough sponsors.
● Sweden: Rep of SSR Sweden; have had some time without IG's; work is good with SSR serving the country and the groups directly. Have created various committees, the committee members are also the Board. Had a service conference in April, a lot of newcomers, and people to do service.
"For Today" to be translated.
● Italy: Rep of NSB Italy; recently had a convention in Rimini, topic was Service, problems making people do service.
Rep of North Italian IG; need people to do service so no treasurer or chair at the moment. Did PI at hospitals, also a lot of events due to EXPO. Had a 1-day Big Book Study. The IG have 17 groups, some groups are interested in special dates like IDEA Day, and are interested in collaboration with each other.
● Israel: Rep of NSB Israel; translated the "For Today, Work Book", this has been very popular. The last year extended a Face book add, 250000 have seen it, and 10000 clicked on the add; Coming to OA. Some groups called "Primary Purpose" have started, NSB decided to let them register for now, despite the fact that they are only using AA Big Book.
● France: Rep of NSB France; have been working very hard on the organisation of R9 A&C with very few people to do the service. Hope to have the same consequences as in Greece, because France are looking for newcomers.
● Iceland: Rep of NSB Iceland; translated "Voices of Recovery", this has been going on for some years. Not a lot of people willing to do service, will therefore have a convention again. Wrote articles for newspapers, talking in hospitals, started an OA Birthday meeting, less people are going to OA now.
● South Africa: Rep of Johannesburg; have their own IG, and are not affiliated with any other. 7 meetings in Johannesburg. Had a quite successful conference. Applied for the print of the R9 PI Leaflet, printed 500 pieces, this is especially to bring with you if you are going to hospitals, doctors, and to people never been in OA. Slogan raffle for 7th Tradition at meetings; to take a slogan, all draw one and get a price. The winner brings the price for the next meeting, slogan to be brought too, and read. Got a full page article in a newspaper.
● Netherlands: Rep of Dutch IG; OA is still growing, 4 more meetings now; 3 spoken Skype meetings. Have their own OA story book with stories from Lifeline, and OA Members. Will have a retreat in May 2016, with Dutch and English meetings, and workshops. Would like to invite speakers in for this purpose. IG meeting are in different cities to attract more people, IG's have difficulties to fulfil service positions.
Rep of Dutch IG; everyone is very welcome to join the retreat in the spring, more information later. 5
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 years, or more". At the end we were all standing, and we all clapped.

3. Credentials Report
Total number of voting members present 30.
17 countries represented:
Belgium, Denmark, England, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Netherlands, Russia, Scotland, South Africa, and Sweden.
Quorum constituted; 5 countries represented.
Credentials Report accepted and adopted as presented.

Orientation Meeting
● Adoption of the Agenda
The Agenda was adopted as presented.

● Organization of the Binder Material
The many updates to the Binder Material were briefly reviewed, and announced by the Chair;
Section C: bp. 7 & 10b - updated.
Section D: bp. 15-20 - binder page numbers to be added.
Section H: bp. 31-38 - "June 2014", to be corrected.
Section H: bp. 39 - Bankers Courtesy Report, not included.
Section M: bp. 45 - PI Committee Report (Chair made sure that all had the right printing outcome).
Section P: bp. 70-70i - BM12, binder page numbers to be added.
Section X: bp. 181a-b - added.
Section X: bp. 181c - Chair’s Report on 3rd RCC Meeting, not included (will be send out).
Section Y: bp. 182-183 - corrected.
Section Z: bp. 218 - binder page number to be added.

● Parliamentary Procedure
The parliamentary procedure and Robert's Rules were briefly explained to the Assembly.

● Adoption of Ground Rules 2015
Ground Rules 2015 were read to the Assembly, and adopted.

● Approval of the 2014 Assembly Minutes
The 2014 Assembly Minutes were approved.

● Appointment of the Minutes Approval Committee 2015
The committee members appointed were: Rachel, Isabella, and the new R9 Chair (to be elected).

● Timekeeper & Timer
Timekeeper appointed was: Travice.

● General overview of the processes of the Assembly.
The formal format of the Assembly and the Consent Agenda were explained by the Parliamentarian.

Region 9 Chair – explanation of responsibilities (during R9 Assembly & all year)
The Chair explained the R9 Chair's responsibilities to the Assembly for 2 minutes.

Region 9 Secretary – explanation of responsibilities (during R9 Assembly & all year)
The Secretary explained the R9 Secretary's responsibilities to the Assembly for 2 minutes.
**Length of Abstinence in Program**
Length of abstinence. In total ... 180 years!!

**Statement on Abstinence & Recovery**
Statement on Abstinence & Recovery was read.

4. **Abstinence and a Plan of Eating Workshop**
   (Report Appendix ??)

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**Embrace the Similarities**
**Love the Differences**
**In all our Affairs**

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**THURSDAY 28th October 2015**

1. **Official Opening**

2. **Readings**
The 12 Steps, 12 Traditions, 12 Concepts of OA Service, R9 Motto, Region 9 Statement of Purpose, Responsibility Pledge, and Step 7 Prayer were read.

3. **Credentials Report**
   Total number of voting members present 24.
   17 countries represented:
   Belgium, Denmark, England, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Netherlands, Russia, Scotland, 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: if we have an assumption that service bodies which received funding, are from small OA countries who usually can’t afford to send any representatives to R9 Assembly, how can a country with over 100 meetings, get funded?  
   A: the R9 Board discusses the applications with the Trustee and Banker. How far are the people travelling, have they been at assembly before etc. We take the service bodies’ account information into consideration, and decide. We had 6 applicants this year, all 6 got some funding; none got all they applied for, they are supposed to contribute themselves. 5 came; one could not make it. A country that has 100 meetings does not necessarily mean that they have good finances. Clarification from DDOA; some of the money they used for sending a representative, was taken from their reserves.

   ● **Trustee’s Courtesy Report**
   Q: if every group in OA was to contribute ($2.88 a week), would OA as a whole then be self supporting?  
   A: a presentation will be given later. Hopefully this will clear up any questions.
Literature & Translations Committee Report

Literature & Translations Committee Chair Irenne, not present at the Assembly.

Q: what did the committee did last year, except from sending out the translations letter out?
A: that was the actual work of the committee for the last year. Irenne and Mette worked together on the letter, before it went out. For the last couple of years, Irenne tried to get people to respond to the letter; almost no one responded.

Q: do we have a rough idea of what is translated?
A: Stella is hoping to cover that during the Translations Workshop. Stella asked the Committee to send back some information on anything translated, and in what language. That includes not only literature, but also workshops, and things downloadable in English on www.oa.org

Chair: it is vital that we do go back home, and get the person is dealing with the literature, to send the new information to Literature & Translations Committee, as well as R9 Trustee.

Electronic Communications Committee Report

Q: are you the only member left in the Committee?
A: yes, no one responded.

Q: accessible for Committee Chairs with a password, how do we deal with that password?
A: the password was sent to all the representatives. Almost no one uses the generic email addresses, these are very useful tools. Also the Board and Trustee got access. After each assembly, the password will change, and be send to the new Board members, and Committee Chairs.

Q: what is the work of the Committee, for people who want to come on to it?
A: people in the Committee at the Assembly 2014, had many new ideas, and decided what they wanted to work with regards to make the website better, but no one answered. So the new Committee members have to decide what should be done now.

Q: do you need technical skills to be on that communications?
A: basically you do not, so if you have any idea to make the website, or communication better, it's good. As an example from last year: podcasts/speakers to be put on in other languages were discussed; then the technical stuff can be done by Perline, and another member can work on the other things regarding podcasts. Those podcasts can be translated into your own language, to make people in your country, understand it better. A good idea to link with Literature & Translations Committee to have audio communication in many languages, also, all the podcasts on www.oa.org could be translated.

Bylaws Committee Report

No questions were raised.

Public Information Committee Report

WSBC/WSO was running an Google Ad campaign in just English, in the budget no other languages/areas were included. Applied for certain languages in Europe, this was considered as not urgent, but WSO has now agreed to run these adds in French, Spanish, Italian, and Greek, this autumn. French is also in Canada, Spanish and Portugese in South America, hope to expand to more languages, Arabic, Russian, Hungarian, Danish, Swedish, Hebrew...

Q: Do you know if it is running successfully?
A: they run successfully in US, with a lot of clicks. As members, don't click on them; they are for people from outside the Fellowship, to donate. It is only to see the results of how many are actually looking at them.

Q: Why not click on the ad?
A: We want to see how the ad campaign is affecting newcomers. The Google ad costs money per click; OA's money will be wasted on people who already know about OA, we save those clicks to people.

Q: When it appears in ones own country, can we make people aware not to click?
A: at WSO Naomi Lippel are leading the campaign, and know more.

Q: Do you know how much they will spend for the whole, and for each language? how much does each click cost?
A: budget for the whole campaign is about $25000, not a lot of money.
5. Questions Arising Out of Motions

Q: BM 24; how much have we already translated of the PI stuff. why do we want to translate a piece of literature?
A: it is not only the literature that is approved locally from within the Region like the leaflet, it is for example, to be able to translate those items, that have not yet received approval from WSO, or BOT. The need arose because we do have stuff on our website that are R9 Board approved; workshops, ideas that work etc. R9 Bylaws do not allow service bodies to apply for translation funding for literature which is not approved by WSO, or BOT. So if it is approved at Region level, you can't get funding.
Q: this is for not-approved literature, also from www.oa.org?
A: it does not apply to that, all that is on the OA website is approved. PI Leaflet; the purpose of the printing of the leaflet, was to get it out to all for you to translate it. This was done as a service to your service body. The PI Committee produced it, but South Africa applied for funds to print it, and were given extra money so that we could bring to you. Then you can apply for translating and printing. The printing comes under Translation/Project Fund. The wording on BM 24 should maybe be "locally approved" instead of "not approved". This will be brought up during the discussion tomorrow.
Q: is it possible to put the PI stuff on the website because we are not selling it, for everybody to see it?
A: this can be part of the committee sessions. The purpose of this, since it was PI, was not to print it and sell it, but it was to translate it and print it and give out as a PI tool. That is a stronger reason to put it on the website.
Q: BM 21; it's talking about duplication in P&P, is something new added, or are it two things in the P&P that is already there?
A: There is a lot of overlapping, we need to re-word things, whether that means to add a few new ideas, or not. That's why it's really important to notice what is underlined, and what's crossed out. There are changes like newly added lines.
Q: is the priority now for the secretary, and then the treasurer to go to WSBC?
A: yes. Also, the board has to determine who to go. The motion changes it to make the assembly determine who to go. It could still be an officer, or it could be someone else applying, not necessarily the board. One year we had money to send 1, another year we had 3; Secretary, Treasurer, and 1 representative. This is changing that priority.
Q: in BM 14, there are several places where the board aren't written to approve anything ex. point 2 "determine to initiate new products ...", this has typically been once a year, but the board has been involved in that. It's not only for the Committee to approve that, the board has to be involved in that, why is this not stated in the motion?
A: we have products, and as an example their colour can be determined be the Finance & Budget Committee, and otherwise instructed, with approval from the R9 board. It felt like another decision making would be quite inefficient if it goes back and forth, for instance, the little card case. It gets complicated if we say "we want purple painting...no we want...".

6. Region 9 Acting Treasurer - Explanation of Responsibilities (during R9 Assembly & all year)
Region 9 Acting Treasurer, explained to the Assembly about the responsibilities of the Treasurer, for 2 minutes.

7. Region 9 Acting Banker - Explanation of Responsibilities (during R9 Assembly & all year)
Region 9 Acting Banker Belle, not present at the Assembly. Banker needs to be residing in UK. Responsibilities were explained to the Assembly by Acting Treasurer, for 2 minutes.
7th Tradition Workshop
Trustee gave us a 7th Tradition workshop with explanation of service body contributions.

(Report Appendix M)

8. 2015-2016 & 2016-2017 Suggested Budgets – Presentation and Discussion
Region 9 Acting Treasurer, Elena, presented the 2015-2016 & 2016-2017 Suggested Budgets.

Discussion Regarding 2015-2016 Budget:
We only make a comparison to see what has been done during last year, and how it has changed from June 16th, it's not 2 budgets, only 1. We already have adopted 2015-2016 Budget in 2014, we only have to agree on 2016-2017 Suggested Budget. This is only a suggestion. Most organizations have to choose a financial year, sometimes they choose a calendar year; as R9 traditionally has met in the autumn, so as whatever we choose as a year, we will be far away from that year. If you would only deal with the calendar year, the information we would have is nine months old. So we have to look at what is going to happen this year, and into the following year. Then the Board can make decisions about where they go. The suggested Budget last year, runs up to 31th of May 2016. We are already half way through that year, we also have a little bit more information about what the income may be during that year. When we sit next year, in the autumn, we are a part way through that year, and the Board would need to make decisions, for instance: they need to know where the chairs are going to their 3rd RCC Meeting. If you don't make that decision within that next year's budget, they can't make that decision. So that is why we are to deal with 2 budgets; we are dealing with 2 financial years. The remainder of this year, and the next financial year will start from May 2016.

History: We did have only 1 suggested budget, and because when we had to approve that budget, it was already half, or almost over. Last year some proposed a motion to change what we have now; 2 suggested budget. To create a budget for 18 months so we could catch up, so it would be ahead of us rather than behind of us. This motion was defeated. The reason why we chose the 31st of May a few years ago, was we always meet in the autumn which is written in P&P, to give enough time for the accounts, and go to the accountants. The current reserve is on the balance sheet. In the reserve is €9450 to allocate. €8000 is going to WSO, but can be used for delegates to WSBC. The reserve is used for unknown expenditures. The budget has two line items 1 for the Chair, and 1 for another person; the last item, are only one for the Region. Not the same; Chair is obliged to go to RCC meetings. The R9 Board, and R9 Chair is funded differently; Chair is funded by R9, to go to WSBC, not by WSO. We have in our budget funding for sending delegates, in many years we did not have money to send any. We are sending sending people who are representing R9 as a whole. We do not have a budget for delegates from service bodies (SBs) within the Region, only to send delegates representing R9 as a whole; SBs have been helped financially to go. If we want to put more into line item 3008a (R9 Delegates to WSBC), we can't take money from the reserve; reserve has already been decreased. In relation to that, to send contributions to WSO from R9, is 100 percent more than last year, if we cut half, it is still double the amount of last year. We can bring this information back to our SBs, and groups. It is proposed to give 5 percent more Trustee: when we take money from line item 3101, it has an impact on what we are contributing to WSO. We can bring this information back to our SBs, and groups. It is proposed to give 5 percent more. If a SB are sending money directly to WS, the R9 figures are completely different; then WS doesn't record it as contributions from R9, the figure can't be increased if people send directly.

The suggestion is to transfer €3000 to line item 3008a to increase the amount we have for sending R9 Delegates, from the contributions to WSO (line item 3101). Chair believe this Body can agree on a standing decision that, in case no WSBC Delegate Applications are received, or if they are already supported by their service bodies, or if anyone of the 2016 WSBC Delegates, can't make it, or if we don't use any of the money for this purpose, then the proposed new amount of €4500 can go to directly to WSO as an extra contribution. When we are talking about a contribution, we are talking about the region. Some of that money could be send to Delegate Support Fund, if we have a deficit at the end of the year. This is R9 finances, and on this Budget we decide if, and what, we want to move; what we decide to move in our own budget, affects how many delegates we are able to send. Tradition 7; when we contribute to WSO, it can be done financially, are we going to
contribute this or this amount, it's about the way we are contributing. We are sending less delegates than other regions. They are going to represent all of us, not only their countries. Delegates Support Fund, is specifically for service bodies to apply for.

As it is now, the priority of sending R9 WSBC Delegates, are: Secretary, Treasurer, and 1 representing the Region as a whole. This year, we have a motion (BM 21) which will clarify if we are to send more, or others, than those. If the motion is passed, we still have 3 to go. To deal with this particular motion before voting on the budget, to clarify how we should discuss budget line item 3008a. And to see if the Assembly want to adopt the motion, or to let P&P stay as is (with the priority), or if the Region, from now on, will elect delegates from among R9, instead.

The difference between a R9 Delegate, and a delegate representing a service body is that the last mentioned, do not represent the Region as a whole, but only the service body. WSBC; R9 Chair get financial support from R9, not WSO. In the budget, we have line items for sending R9 Chair, and another one for sending R9 Delegate(s); representing R9 as a whole. We do not have any line item for sending people representing their service body.

Translation/Projects Fund; would like to allocate money for translation of the PI Leaflet (for the countries to apply for). It is also possible to apply for funding to translation, from WSO. We can't take money from any other line item for this purpose, during the year, we have to wait till next Assembly.

Suggestion: to increase line item 3008a with €3000, from line item 3101, for sending R9 Delegates to WSBC.

Suggestion: to increase line item 3100 with €1000, from line item 3101. Translation/printing of PI Leaflet.

Discussion on 2016-2017 Suggested Budget.

Discussion Regarding:

We will be voting on 2016-2017 Suggested Budget this year, and discuss it next year. Line item 3100 Translation/Projects Fund: €2000. If the suggested allocation of €1000 doesn't pass, suggests to up it next year.

Line item 3008a R9 Delegates to WSBC: will be kept as €1500, to see if our situation has changed till then, and if we have the money, then up it. The Finance & Budget Committee can actively look at the line item during the year, to see if it can be upped. Not to be changed now. Representatives to take it back to their service bodies that R9 welcome contributions. "1.18" on top are in Euros, to ease understanding.

All the suggestions for 2016-2017 Suggested Budget will be voted on, on Friday, but can be changed from now on, if any new suggestions.

Voting on to vote on BM 21 before the 2015-2016 Budget are voted on:

Vote by show of hands.

The proposal was adopted

The Finance Committee brought back the Suggested Budgets to the Assembly on Friday.

9. Region 9 Trustee – Explanation of Responsibilities (during R9 Assembly & all year)

Region 9 Trustee, explained to the Assembly about the responsibilities of the Trustee, for 2 minutes

Translations Workshop
(Report Appendix L)

Credentials Report

Total number of voting members present 19.
17 countries represented:
Belgium, Denmark, England, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Netherlands, Russia, Scotland, South Africa, and Sweden.
Quorum constituted; more than 5 countries were represented.
Credentials Report accepted and adopted as presented.
10. **Formal Discussion and Vote on:**

- Consent Agenda
- Bylaw Amendment Motions
- New Business Motions

**Chart 1: Consent Agenda**

**To be considered all together.**

Changes to the Consent Agenda:

BM 10: editorial, to strike "2014", and insert "2015".
BM 16: editorial, to strike "standard", and insert "sample".
BM 18: editorial, to strike "2014", and insert "2015".

Pulled:

BM 15 was pulled from the Consent Agenda.
BM 25 was pulled from the Consent Agenda.

Consent Agenda required two-thirds vote to adopt.

Vote by show of hands.

The Consent Agenda was **adopted**.

**BL A**

**AMENDMENTS TO THE BYLAWS**

To update wording in Bylaws.

Move to amend the Bylaws, Article VII, Section 3 by striking and inserting as follows:

"**Section 3 - The Twelve Steps, Twelve Traditions, Twelve Concepts**

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

"**Section 3 - Amendments to The Twelve Steps, Twelve Traditions, Twelve Concepts of Service**

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."

**BL B**

**MEETING TIMES AND NOTIFICATION**

To update procedure in Bylaws.

Move to amend the Bylaws, Article V, Section 5 by striking and inserting as follows:

"Agenda for the Region 9 Assembly will be emailed at least sixty days prior to the Assembly to all 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."

**BM 1**

**ASSEMBLY - DESCRIPTION**

To update policy in P&P.

Move to amend P&P, Section I by striking as follows:

"Motion to call the European Service Meeting, The R9 European Service Meeting agreed (1991m)"

**BM 2**

**REGION 9 TRANSLATIONS - DESCRIPTION**

To update policy in P&P.

Move to amend P&P, Section IV by striking and inserting as follows:

"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 - TRANSLATIONS GUIDELINES FOR OA LITERATURE' which is available on the www.oa.org website for the worldwide fellowship of OA (2011b)."

**BM 3**

**BOARD POSITIONS, AND DUTIES - CHAIRPERSON**

To use correct wording.

Move to amend P&P, Section II by striking and inserting as follows:

"Represents R9 in the Board of Trustees Intergroup BOT and Region Chairs Committee (I GAR) (RCC)"
BM 4
CONVENTION
To insure P&P reflects current practice.
Move to amend P&P, Section X by striking as follows:
"DURATION OF CONVENTION AND 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)"

BM 5
SERVICE BODIES
To clarify wording in P&P.
Move to amend P&P, Section VII by inserting as follows:
"MANUAL FOR NATIONAL/LANGUAGES SERVICE BOARDS
Motion adopted that Region 9 should produce a Manual for National and Languages Service Boards, including sample Bylaws, that allow flexibility and options for different needs, with examples from bylaws already established and from current draft. (2001b)
Move that the Assembly adopt the outline of the guidelines as revised for National/Language Service Boards under the title Region on the Region 9 Website. (2005c)"

BM 6
WORLD SERVICE BUSINESS CONFERENCE & WSO
To use correct wording.
Move to amend P&P, Section IV by inserting as follows:
"FUNDING OF REGION 9 CHAIR TO WSBC
Region 9 Chair to attend every World Service Business Conference. (1989h)"

BM 7
WORLD SERVICE BUSINESS CONFERENCE & WSO
To delete policy that is no longer needed.
Move to amend P&P, Section IX by striking as follows:
"COMMUNICATION FROM WSO
Move to instruct WSO that all mailing sent out to Service Bodies 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)"

BM 8
FINANCE AND BUDGET
To update job description of the Banker.
Move to amend 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 open 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 as 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.

**BM 9**
FINANCE AND BUDGET
To reorganize P&P Finance & Budget Manual.
Move to amend P&P, Section V by striking and inserting as follows:
"FINANCE AND 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 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)."

BM 10
FINANCE AND BUDGET
To reorganize P&P Finance & Budget Manual.
Move to amend P&P, Section V by striking and inserting as follows:

"FINANCE AND BUDGET COMMITTEE MANUAL - (Last updated MAR 2015)

D) FINANCIAL ASSISTANCE FOR REPRESENTATIVES TO R9 ASSEMBLY

FINANCIAL ASSISTANCE FOR REPRESENTATIVES TO R9 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)"

BM 11
FINANCE AND BUDGET
To reorganize P&P Finance & Budget Manual.
Move to amend P&P, Section V by striking and inserting as follows:

"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 1 December and 1 May. These applications must be sent to the Treasurer by 1 February and 1 July of the following year. The board is authorised to make a decision on the allocation of the Translation/Projects budget by 1 March and 1 August.
Consideration will be given in 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).
   -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)."

BM 12
FINANCE AND BUDGET
To reorganize P&P Finance & Budget Manual.
Move to amend P&P, Section V by striking and inserting as follows:
"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.

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.

9 March 2015
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

Signature
Region 9 Banker

treasurer@oaregion9.org

banker@oaregion9.org

www.oaregion9.org

BM 17

FINANCE AND BUDGET
To explain the legality of 'Charity Commission'.
Move to amend 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 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.

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"

BM 18
FINANCE AND BUDGET
To clarify which financial records are being held by R9.
Move to amend 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"

BM 20
FINANCE AND BUDGET
To reorganize P&P Finance & Budget Manual.
Move to amend P&P, Section V by inserting 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."

BM 26
WEBSITE
To ensure P&P reflects current practice.
Move to amend P&P, Section VI by striking as follows:
"ACQUIRE WEBSITE FOR REGION 9 & COMMITTEE ESTABLISHED TO AGREE CONTENT AND DESIGN
Motion adopted to establish a Region 9 web site. A committee will be set up to agree content and technical design.
Committee 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"

Updated Credentials Report, voting members present, 23.

Chart 2: Proposed Motions to be Discussed Separately
New Business Motions voted on

BM 21 1st Amendment to the Main Motion
WORLD SERVICE BUSINESS CONFERENCE & WSO
The Amendment was presented by the Finance & Budget Committee; moved that:
To clarify that the WSBC Delegates can be reimbursed at any point, not only after WSBC.
Move to amend P&P, Section IX by striking as follows:
"IX WORLD SERVICE BUSINESS CONFERENCE & WSO
DELEGATES TO WSBC
12a) 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."
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 21 was adopted

Vote on to extend question time for the Motion, with 10 minutes
Vote by show of hands.
The Proposal was adopted

BM 21 2nd Amendment to the Main Motion
WORLD SERVICE BUSINESS CONFERENCE & WSO
The Amendment was presented by the Finance & Budget Committee the maker; moved that:
To clarify that WSBC Delegates are expected to participate in a WSBC committee.
Move to amend P&P, Section IX by striking and inserting as follows:
"IX WORLD SERVICE BUSINESS CONFERENCE & WSO
DELEGATES TO WSBC
12c) Where possible, delegates will participate in a WSBC Committee during conference and follow up committee work during the following year.”

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 21 was **adopted**

Updated Credentials Report, voting members present 23.

**Vote to extend question time with 10 minutes**

Vote by show of hands.

The Proposal was **adopted**

**BM 21 Main Motion**

WORLD SERVICE BUSINESS CONFERENCE & WSO

The Finance & Budget Committee moved that:

To remove duplicated policies, and to make a clear policy for selection, and R9 delegates to WSBC.

Move to amend P&P, Section IX by 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. 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. 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) 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."

The Motion required a majority vote to adopt.
Vote by show of hands.
The proposed New Business Motion 21 as amended was adopted.

BM 22
WITHDRAWN

BM 24 Amendment to the Main Motion
FINANCE AND BUDGET
To clarify that we are talking about locally produced literature within R9.
Move to amend P&P, Section V by striking and 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 locally approved OA literature', provided that it is approved by the R9 Assembly or the Region 9 board."
The Amendment to the Motion required a majority vote to adopt.
Vote by show of hands.
The Amendment to the proposed New Business Motion 24 was adopted

Updated Credentials Report, voting members present 21.

BM 24
FINANCE AND BUDGET
To accept funding and translation of locally approved literature within Region 9.
Move to amend P&P, Section V by inserting as follows:
How to bring back home Region 9 Assembly Information
A paper about how to bring back information was given to all representatives.

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 2015, for 2 minutes.

11. Strategic Plan Presentation
   (Report Appendix A) STADIG A??

12. Committee Sessions
    All the committee work during the last year was much appreciated.

13. Credentials Report
    Total number of voting members present 23.
    17 countries represented:
    Belgium, Denmark, England, France, Germany, Greece, Hungary,
    Iceland, Ireland, Israel, Italy, Netherlands, Russia, Scotland, South Africa, and Sweden.
    Quorum constituted; more than 5 countries were represented.
    Credentials Report accepted and adopted as presented.

14. Election of Service Positions – R9 Chair (2 year term); R9 Treasurer (1 year term);
    Banker (2 year term); Literature & Translations Committee Chair; Electronic
    Communications Committee Chair, Twelfth-Step-Within Committee Chair; Public
    Information Committee Chair

    Chair (2 year term)
    Parliamentarian read; R9 Bylaws Article VII – Elections and Duties/P&P, Section III.
    Announcement of no applications for Region 9 Chair.
    2 nominations for Chair from the floor.
    Francene was nominated and accepted.
    Miranda was nominated and declined.
    No further nominations.
    Updated Credentials Report, voting members present 24.

    Current Region 9 Chair addressed the Assembly and answered questions.
    The candidate addressed the Assembly and answered questions.
    Voting by written ballots. 24 votes cast.
    Francene received 23 'yes' votes, 1 abstention.
    Francene was elected.
    The Chair declared Francene as Region 9 Chair.
**Treasurer (1 year term)**
Trustee 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.
Úna was nominated and accepted.
Isabell was nominated and declined.
No further nominations.
Current Region 9 Acting Treasurer addressed the Assembly and answered questions.
The candidate addressed the Assembly and answered questions.
Voting by written ballots. 24 votes cast.
Úna received 23 'yes' votes, 1 no vote.
Úna was elected.
The Chair declared Úna as Region 9 Treasurer.

**Banker (2 year term)**
Region 9 Acting Banker, Belle, not present at the Assembly.
Trustee/Parliamentarian each read; R9 Bylaws Article IX – P&P, Section V.
The Banker position is not a Board position.
Announcement of no applications for Banker.
2 nominations for Banker from the floor.
Rachel was nominated and declined.
Sandra was nominated and accepted.
Trustee addressed the Assembly and answered questions.
The candidate addressed the Assembly and answered questions.
Voting by written ballots. 24 votes cast.
Sandra received 24 'yes' votes.
The Chair declared Sandra as Region 9 Banker.

**Committee Chairs**
Trustee/Parliamentarian read; Region 9 Bylaws Article IX – Committees/P&P, Section III.
Each Committee Chair Candidate addressed the Assembly and answered questions.

**Literature & Translations Committee Chair**
Literature & Translations Committee Chair, Irenne, not present at the Assembly.
Announcement of no applications for Literature & Translations Committee Chair received.
1 nomination from the floor.
Miranda was nominated and accepted.
No further nominations.
Updated Credentials Report, voting members present 22.
Vote by written ballots. 23 votes cast. (1 vote found after Credentials Report, therefore 23)
Miranda received 23 'yes' votes.
Miranda was elected.

**Electronic Communications Committee Chair**
Announcement of no applications for Electronic Communications Committee Chair received.
1 nomination from the floor.
Perlne was nominated and accepted.
No further nominations.
Vote by written ballots. 23 votes cast.
Perlne received 23 'yes' votes.
Perlne was elected.

**Twelfth-Step-Within Committee Chair**
Announcement of no applications for Twelfth-Step-Within Committee Chair received.
1 nomination from the floor.
Holly was nominated and accepted.  
No further nominations.  
Vote by written ballots. 23 votes cast.  
Holly received 23 'yes' votes.  
Holly was elected.

**Public Information Committee Chair**  
Announcement of no applications for Public Information Committee Chair received.  
1 nomination from the floor.  
David was nominated and accepted.  
No further nominations.  
Vote by written ballots. 23 votes cast.  
David received 22 'yes' votes, 1 abstention.  
David was elected.

The Chair declared:  
Miranda as Literature & Translations Committee Chair.  
Perline as Electronic Communications Committee Chair.  
Holly as Twelfth-Step-Within Committee Chair.  
David as Public Information Committee Chair.

**Non voting position: Newsletter Coordinator**  
Current Newsletter Coordinator, Chryssa, not present at the Assembly.  
The work of the Region 9 Newsletter Coordinator was explained to the Assembly.  
Chryssa would like to continue on the service position.

Chair moved to destroy the ballots, it was so voted and the ballots were destroyed.

15. **Election of Assembly/Convention Venue for 2016 & 2017**  
Chair gave some history on previous hosting countries. Please consider hosting R9 A&C 2016, or 2017.  
No bids for hosting R9 A&C 2016 received before the Assembly.  
No bids for hosting R9 A&C 2016 received at the Assembly (at this point, see page ??)  
No bids for hosting R9 A&C 2017 received before the Assembly  
No bids for hosting R9 A&C 2017 received at the Assembly.

Some of the representatives contacted their Service Body after the meeting, for us to know more about a venue for R9 A&C 2016.

Next year we will have our bid on R9 A&C 2017.

16. **Deadline for submitting Emergency New Business Motions announced for Friday 9:00**

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**Embrace the Similarities**  
**Love the Differences**  
**In all our Affairs**  

**Region 9**

**FRIDAY 30th October 2015**

1. **Opening**

2. **Readings**
The 12 Steps, 12 Traditions and 12 Concepts of OA Service, R9 Motto, R9 Statement of Purpose, I Put My Hand in Yours, and Responsibility Pledge were read.

3. **Deadline For Emergency New Business Motions 9:00**

4. **Credentials Report**
   Total number of voting members present 23.
   17 countries represented:
   Belgium, Denmark, England, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Netherlands, Russia, Scotland, South Africa, and Sweden.
   Quorum constituted; more than 5 countries were represented.
   Credentials Report accepted and adopted as presented.

5. **Election of Assembly/Convention Venue for 2016 Continued**

Netherlands had information from Dutch IG Chair, this was explained to the Assembly.
Financially offer is from the commission.
The venue is in the south of Holland. It has 350 beds. There are a lot of possibilities regarding choice of food.
The venue has double rooms, and dorms for 6 people, Netherlands Representative will check if there are any single rooms. A convention will also be held, the National Assembly will be moved to the autumn, to be held at the same time.
The Assembly have 2 possible dates to choose from: October 26-30, or November 2-6, 2016.
Transfers from the airports; the venue is close to Eindhoven, and there is an airport nearby. Both Amsterdam, and Eindhoven, has international airports. The distance from Amsterdam airport to Eindhoven, is approximately 11/2 hour by train.

Vote on Region 9 Assembly & Convention to be held in Netherlands 2016
Vote by show of hands.
It was so voted, Netherlands to be host of R9 A&C 2016.

Vote on the dates for Region 9 Assembly & Convention 2016 to be held
October 26-30, 2016: in favor 6
November 2-6, 2016: in favor 1
Majority of the the Representatives indifferent about the dates.
R9 Board, and Netherlands will have a discussion to set a date.

**Election of Assembly/Convention Venue for 2017**

No venue information yet. Iceland hosted R9 A&C in 2010. Iceland have 1 international airport.
Iceland NSB discussed to have a R9 A&C Committee.
In October, it will be summer in South Africa. Have underground train from the airport to an area called Rosebank, which has all the facilities needed; supermarkets etc. €592 for the fair, the Euro would go very fine to the Rand at the moment. Lot of possibilities to do shopping, or go on a safari. Easy and cheap, to get from Johannesburg to Cape Town. Lot of new young people are coming to OA now. Recently organized a convention, and they were very enthusiastic. Their Chair is a former Assembly Representative. Travice will work with her, and make the pitch for 2017. Rosebank is a very nice area and have a lot of security in the area, but not regarding working alone at night; things can be arranged. Will check on arrangements for security.
Germany might be able to host Region 9 Assembly & Convention 2017, DDOA Representative will get back to R9 Board, with an answer after this Assembly.
The Assembly need to get more information from all the Service Bodies who pitch before voting. This can be done next year. Next year we will have our bid on 2017.
Suggestion: to make and send out, a flyer about hosting, beside what was already written in the 2015 R9 A&C 2015 Invitation/Notification.
**Credentials Report**
Total number of voting members present 24.
17 countries represented:
Belgium, Denmark, England, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Netherlands, Russia, Scotland, South Africa, and Sweden.
Quorum constituted; more than 5 countries were represented.
Credentials Report accepted and adopted as presented.

**Discussion on 50/50 Raffle**
The 50/50 raffle needs to be changed due to it being illegal in France to gamble for money. Because we are not allowed to give a money prize, we need to find another way of giving the prize to the winner.
50/50 came from the Chair’s 1st Committee Meeting, which was in Region 1. The reason why it is called 50/50, is because the winner gets half of the income of the raffle ticket sale.
Suggestion: to give the winning prize to purchase OA books.
Suggestion: to give the winning prize to a representative’s service body for translations.
Suggestion: to put all the money from sold raffle tickets directly into 7th Tradition.
The Board and Finance & Budget Committee, to make a decision.

Vote on who like the idea of a 50/50 raffle in general
In favor: 10
Opposed: 13

**6. Formal Discussion and Voting continued**
- New Business Motions

**BM 13 Amendment to the Main Motion**

FINANCE AND BUDGET
To delete a procedure not clear enough to make a decision on this year.

Move to amend P&P, Section V by striking 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. Two sample forms 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.

The Amendment to the Motion required a majority vote to adopt.
Vote by show of hands.
The Amendment to the proposed New Business Motion 13 was defeated

**BM 13 Main Motion**

FINANCE AND BUDGET
To reorganize P&P Finance & Budget Manual.
Move to amend P&P, Section V by inserting 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. Two sample forms 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.
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- 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.

The Motion required a majority vote to adopt.

Vote by show of hands.

The proposed New Business Motion 13 was adopted.

Updated Credentials Report, voting members present 17.

Updated Credentials Report, voting members present 19.

7. Approval and Adoption of 2015-2016 and 2016-2017 Budgets

2015-2016 & 2016-2017 Suggested Budgets presented by Finance & Budget Committee

2015-2016 Budget
Line item 3008a: to increase line item 3008a €3000, to send 3 delegates to WSBC.
Line item 3100: to increase line item 3100 for translation of R9 PI Leaflet, with €1000.
Line item 3101: to decrease line item 3101 by transferring €1000 to line item 3100.
Line item 3101: to decrease line item 3101 by transferring €3000 to line item 3008a.

"Line item 3008a: Region 9 Delegates to WSBC: €3000"
"Line item 3100: Translations/Projects: €1000"
"Line item 3101: Contributions to WSO: - €1000"
"Line item 3101: Contributions to WSO: - €3000"

Updated Credentials Report, voting members present 22.

Updated Credentials Report, voting members present 23.

Updated Credentials Report, voting members present 24.

Vote on Line Item 3008a to be increased from €1500 to €4500
Vote by show of hands.
The amendment was adopted.

Vote on Line Item 3100 to be increased from €2000 to €3000
Vote by show of hands.
The amendment was adopted.

Changes In Total:
Line item 3008a: increased from €1500 to €4500,
Line item 3100: increased from €2000 to €3000,
Line item 3101: decreased from €18235 to €14235.
Vote on 2015-2016 Suggested Budget
Vote by show of hands.
The 2015-2016 Budget was **adopted**
The Chair declared the 2015-2016 Suggested Budget as the R9 2015-2016 Budget.

2016-2017 Suggested Budget
No further changes were brought since Thursday.
Line item 3008a: to be kept as €1500 already written on the 2016-2017 Suggested Budget.

**Important:**
Next year when approving the 2016-2017 Suggested Budget, remember to discuss the two points:
"Line item 3008a: Region 9 Delegates to WSBC."
"Line item 3100: Translations/Projects."
If Region 9 has money for the line items, then discuss, and consider, whether to increase them.

Vote on 2016-2017 Suggested Budget
Vote by show of hands.
The 2016-2017 Suggested Budget was **adopted**
The Chair declared the 2016-2017 Suggested Budget as the R9 2016-2017 Budget.

---

### OVEREATERS ANONYMOUS REGION 9

#### ALL IN EURO

##### INCOME AND EXPENDITURE ACCOUNT

**Region 9**

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<td>2001 Contributions from OA Groups, Intergroups, NAbs, NAbs, &amp; Misc within Region 9</td>
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<td>18255</td>
<td>101630</td>
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##### Expenditure

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<td>3002 Chair Travel Expenses for 1st Regional Chairs Meeting (WSBC)</td>
<td>Apr 15</td>
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<td>1770</td>
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<td>1170</td>
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<td>1800</td>
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<tr>
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<td>10500</td>
<td>Apr 16</td>
<td>10000</td>
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<td>200</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>600</td>
<td>600</td>
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<td>3112 Secretarial Expenses - Chair, Secretary &amp; Treasurer</td>
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<td>350</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>315 Depreciation</td>
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<td>0</td>
<td>400</td>
<td>400</td>
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<td>3100 Translations / Projects</td>
<td>155</td>
<td>2000</td>
<td>1000</td>
<td>3000</td>
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<td><strong>Total Expenditure</strong></td>
<td>26788</td>
<td>18255</td>
<td>101630</td>
<td>110885</td>
<td>117595</td>
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#### Surplus After all Expenditure and Contributions before Movements to Reserve

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<td><strong>Surplus After all Expenditure and Contributions before Movements to Reserve</strong></td>
<td>18000</td>
<td>0</td>
<td>0</td>
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</table>
A big meeting room + several others included in the price. For the breaks; a room with self service. Above are the dorms and sleeping rooms; 2-3 persons rooms, and single rooms for more money. A big garden we can use. They sent an offer: full board costs: 1st offer is €260 (Wednesday-Sunday) full board, double room. Time is not really set; the price is depending on the dates. €110 is tax. The Chair of NSB Netherlands, will negotiate; the price will properly be lower.

Name of the place: Beukenhof is like a monastery, which is in Biesenmortel; half an hour trip from Eindhoven. The area is in a nature resort, a little bit difficult to reach, but beautiful. Because of travelling, Netherlands will take that into account.

Q: Can the venue fulfil the food arrangements for us?
A: Netherlands are already talking about that.

9. **R9 Laptop**
About 7-8 years ago, R9 decided to purchase a laptop for the Treasurer to work on, then the Banker, and then the Chair. This laptop was brought to the Assembly this year, R9 Board agreed on that. Since the laptop is very old, we have 2 options of what to do about it when R9 Chair will step down. 1st option: to bring it to UK (where it was purchased), to see if we could get some money for the parts. 2nd option is if someone would like to make an offer in Euro, and bring it with them home. Suggestion: to use it for the raffle.

New R9 Treasurer does not have a laptop, only a tablet. She will bring it home. The laptop is OA's property.

10. **R9 Delegates to WSBC 2016**
No applications for R9 Delegates to WSBC 2016 received before the 2015 Assembly. Before R9 A&C 2014, a letter was sent out to encourage people to apply. R9 Secretary, R9 Treasurer, and 1 R9 Delegate representing R9 as a whole, went.

Since BM 21 was adopted on Thursday, we have a new situation; the priority has changed. Now R9 have funds for 3 WSBC Delegates to represent R9 as a whole (instead of 1, line item 3008a). Applicants need to apply from the floor. This include all, except people who already will be representing their service body at 2016 WSBC. All R9 funds are used for sending people representing R9 as a whole, not service bodies. The R9 Delegates are expected to fulfil some service during the following year, the case is different if delegates are representing their service body.

The Assembly need to vote on 3 delegates at the Assembly 2015. The Assembly will also elect 2 alternates in case some of the elected 2016 WSBC Delegates can't make it.

It was stated that the applicants can be voted on right now; BM 21 sentence was read:
"IX WORLD SERVICE BUSINESS CONFERENCE
3. If there are no candidates from those Intergroups, the Region 9 Assembly will select the candidates among its voting members who will be able to attend WSBC."

In the future, the assembly will consider applicants present at, and not present at, the Assembly. A letter will go out beforehand.

5 people applied from the floor by show of hands:
Una, Sandra, Miranda, Perline, and Mette.

12. **Ask-It-Basket; Questions & Answers**
All questions & answers will be put in the R9 Newsletter, November & December issues. R9 Newsletter November issue; topic: "Region 9 Assembly & Convention". Deadline November 15, 2015.

Volunteers to write articles: Holly, Meike, Zsofia, and Perline.

Articles to be send to (new) R9 Chair and Newsletter Coordination, generic email addresses. chair@oaregion9.org and newsletter@oaregion9.org

13. **Reports from Committee Sessions**
Each committee shared their Committee session reports, and answered questions.

●**Finance & Budget Committee**
   *(Report Appendix C)*
14. Procedure for Election of 2016 R9 WSBC Delegates
Parliamentarian explained about delegates to WSBC 2016; need to use old election procedure; the motions agreed on (BM 21) at the Assembly, will take effect after the Assembly. At the same time, P&P (version updated last year), states that the assembly will vote on WSBC Delegates. Parliamentarian suggest to use group conscience; do the Assembly want to vote on the candidates now, or to wait till after the Assembly to follow the current/actual procedure? If the current/actual procedure is followed, the R9 priority of Secretary, Treasurer, and 1 R9 delegate, will be used, and the new procedure (stated in BM 21 as adopted, 2015), will take effect from after this Assembly, as written in P&P at this point.

Vote on to take a vote on procedures or not
Vote by show of hands.
To take a vote adopted

Updated Credentials Report, voting members present 22.

Vote on to let Adopted BM 21 Procedure take effect before 2015 Assembly ends
Vote by show of hands.
In favor - 14
Opposed - 7
Abstention - 1
Adopted BM 21 Procedure to take effect before the 2015 Assembly ends adopted

15. Election of R9 Delegates to WSBC 2016
5 applications from the floor:
Úna, Sandra, Miranda, Perline, and Mette.
The 5 applicants addressed the Assembly for 2 minutes.
The Assembly to elect 3 2016 R9 WSBC Delegates, and 2 Alternates.
Voting by written ballots.
Votes cast 22
Miranda received 19 votes - 2016 R9 WSBC Delegate
Sandra received 15 votes - 2016 R9 WSBC Delegate
Úna received 14 votes - 2016 R9 WSBC Delegate
Mette received 11 votes - 1st Alternate
Perline received 7 votes - 2nd Alternate
R9 Chair declared Miranda, Sandra, and Úna as R9 Delegates for WSBC 2016.
If one Delegate cannot attend WSBC 2016, Mette is 1st Alternate, and Perline is 2nd Alternate.

15. Formal Discussion Continued
FINANCE AND BUDGET
The Substitute Motion was presented by the Finance & Budget Committee; moved that:
To reorganize P&P Finance & Budget Manual.
Move to amend P&P, Section V by inserting as follows:

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

1) STANDARD EXPENSES FORMS

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.

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<th>Date and Details</th>
<th>Budget Code</th>
<th>Currency</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Registration</td>
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<td>Flight</td>
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<tr>
<td>Accomodation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Incidentals (Taxis/ bus)</td>
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Details of any Income 'set off' the costs above.

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<tr>
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FOR TREASURER'S USE

Payment method | To | Date

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CASH RECEIPT

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

Submit to
Banker – banker@oaregion9.org
Treasurer – treasurer@oaregion9.org

Please make sure the Banker has all the banking details required for bank transfers i.e.
Currency Required: Destination Country:

BENEFICIARY Name:
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<td>BENEFICIARY IBAN:</td>
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<td>SWIFT BIC:</td>
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<td>BANK Name:</td>
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<table>
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<td>Laptop - Capital Purchases</td>
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<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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**Contributions:**

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<td>From OA R9 Service Bodies</td>
<td>2001</td>
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<td>From OA Region 9 Assembly / Convention</td>
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<td>From other OA Regions towards Region 9 costs</td>
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<td>From W S O funds for Second RCC Meeting</td>
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<td>From WSO funds for Nominee Trustee Costs</td>
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<td>Website Development</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>Contributions to other Regions</td>
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**Region 9 Treasurer**

**EXPENSE CLAIM**

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<th>Name:</th>
<th>Position &amp; Service Body:</th>
<th>Date:</th>
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</table>

*Please note: receipts are required for all expense claims.*

**Reason for Expenses**

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33
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<td>Telephone</td>
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<td>Others (Details)</td>
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**TOTAL**

**FOR TREASURER'S USE**

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**CASH RECEIPT**

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

Date…………………………

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<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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<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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**Contributions:**

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<td>From OA R9 Service Bodies</td>
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<tr>
<td>From OA Region 9 Assembly / Convention</td>
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<tr>
<td>From other OA Regions towards Region 9 costs</td>
<td>2003</td>
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<tr>
<td>From W S O funds for Second RCC Meeting</td>
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From WSO funds for Nominee Trustee Costs 2005 Region 9 Board - Assembly Travel/ Accommodation 3005
Bank Interest 2006 Region 9 Assembly - Parliamentarian 3005a

Exchange Rate Diff 2008 Assembly Rooms 3007
Members Contributions 2009 Region 9 Assembly Delegate Assistance 3008
Misc. Fundraising 2010 Region 9 Delegate to WSBC 3008a

Website Maintenance 3009
Website Development 3010
Accounts Preparation & Review 3011
Chair, Sec, Treasurer, Banker – Admin Costs 3012
Bank Charges 3013
Misc. 3014
Translations 3100
Contributions to WSO 3101
Contributions to other Regions 3102

The Substitute Motion required a two-thirds vote to adopt.
Vote by show of hands.
The proposed Substitute Motion to the New Business Motion 15 was **adopted**

**BM 19**
**FINANCE AND BUDGET**
To reorganize P&P Finance & Budget Manual.
Move to amend P&P, Section V by striking and inserting as follows:
**“FINANCE & BUDGET COMMITTEE MANUAL - (Last Updated MAR 2015)**

**M) MISCELLANEOUS POLICIES**
OA REGION 9 POLICIES & PROCEDURES extracts that the committee should be aware of:-:-

**REGISTRATION FEE FOR ASSEMBLY**
**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**
**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 1 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

35
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 &##222; 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?) (2000b)
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 WSCB.
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 WSCB
REGIONAL DELEGATES TO WSCB
1. If the Region is represented by less than forty per cent of its Intergroups, up to 5 additional delegates to WSCB 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 WSCB.
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 WSCB 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 WSCB 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)"
The Motion required a majority vote to adopt.
The proposed New Business Motion 19 was **adopted**

Updated Credentials Report, voting members present 21.

**BM 14**

**FINANCE AND BUDGET**
To reorganize P&P Finance & Budget Manual.
Move to amend P&P, Section V by striking and inserting as follows:
"**BUDGET & FINANCE COMMITTEE MANUAL - (Last Updated MAR 2014)**

**N) 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.

The Motion required a majority vote to adopt.
Vote by show of hands.
The proposed New Business Motion 14 was **adopted**

**BM 23**

**FINANCE AND BUDGET**
To have OA Region 9 translation software.
Move to amend P&P, section V 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."

The Motion required a majority vote to adopt.
Vote by show of hands.
The proposed New Business Motion 23 was **adopted**

The Chair moved to destroy the ballots, it was so voted, and the ballots were destroyed.

16. **Wrap Up Session**
   Announcement of 7th Tradition collected from Assembly €164.71, £1, 1DKK.
   1. The amounts contributed to 7th Tradition, and from all the raffles, all together 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. A card was given to the outgoing R9 Chair for appreciation of her service.
   5. Reminders.
   6. Closing / Thank you’s.
   7. Responsibility Pledge read.

The Region 9 Assembly 2015 was adjourned at 17:00 To re-convene in Netherlands October 26-28, 2016.

Minutes submitted by:
Mette
Region 9 Secretary

Minutes Approval Committee:
Francene (Chair)
Rachel
Isabella
## WHAT IS REGION 9?
Updated August 2016

### COUNTRIES IN REGION 9
Number of groups in the country

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>COUNTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Austria</td>
<td>26 Netherlands</td>
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<tr>
<td>2 Bahrain</td>
<td>27 Nigeria</td>
</tr>
<tr>
<td>3 Belgium</td>
<td>28 Norway</td>
</tr>
<tr>
<td>4 Denmark</td>
<td>29 Oman</td>
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<td>5 Egypt</td>
<td>30 Pakistan</td>
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<td>24 Luxembourg</td>
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<td>25 Malta</td>
<td>Total number of affiliated groups in Region 09: <strong>768</strong></td>
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<td></td>
<td>Total number of unaffiliated groups in Region 09: <strong>185</strong></td>
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<td>Total number of groups in Region 09: <strong>953</strong></td>
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<td>Total number of Intergroups in Region 09: <strong>51</strong></td>
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<tr>
<td></td>
<td>Total number of Service Boards in Region 09: <strong>13</strong></td>
</tr>
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</table>
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.
OA Region One - Pacific North West
Columbia, Northwest Territories, Saskatchewan and Yukon.

OA Region Two - Pacific Southwest
California, Hawaii, Reno/Tahoe area of Nevada, Mexico.

OA Region Three - Southwest
Arizona, Colorado, Nevada, New Mexico, Oklahoma, Texas, Utah.

OA Region Four - West Central
Illinois (except Greater Chicago area and Central Illinois Intergroup), Iowa,
Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota,
Manitoba, Northwestern Ontario, and the territory of Nunavut.

OA Region Five - Central
Greater Chicago Area and Central Illinois Intergroup, Indiana, Kentucky,
Michigan, Ohio, Wisconsin, and Southwestern Ontario.

OA Region Six - Northeast
Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island,
Vermont, New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario,
Prince Edward Island, Quebec, and Bermuda.

OA Region Seven - Eastern
Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia
and West Virginia.

OA Region Eight Southeast
Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina,
Puerto Rico, South Carolina, Tennessee, the Virgin Islands, Central America,
and South America.

OA Region Nine
Countries and territories in Africa, Europe, the Middle East, and Western Asia.

OA Region Ten
Countries and Territories in Australia, the Far East, New Zealand, South East
Asia, and the Western Pacific Basin.
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