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CHART 1: CONSENT AGENDA

BL/BM No.	Article/ Section	What motion does	Submitted by	Intent	Cost	Rationale
BL B	A III S 1	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.	Bylaws Committee Chair	To bring Region 9 Bylaws into compliance with changes made at WSBC 2016	None	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.
BM 1	S VI	The motion generalises our current situation with regards to electronic communication business.	Electronic Communication Chair	To ensure P&P reflects current practice	None	As per Intent
BM 3	S I	It creates a policy which will be of use when no host has come forward for organising next Assembly/Convention.	Bylaws Committee	To make sure there is a policy for whenever this will happen again in the future	None	As per Intent

CHART 2: PROPOSED MOTIONS TO BE DISCUSSED AND VOTED ON SEPARATELY

BL/BM No.	Article/ Section	What motion does	Submitted by	Intent	Cost	Rationale
BL A	A VII S 1 & 2	It adds two new Region 9 officers to the Region 9 board (Communication Officer & Member at large).	Caledonian Intergroup	Increase size of Region 9 Board	Approx. £1,200 (€1,400)	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.
BM 2	S VI	It emphasizes the importance of officers using their Region 9 generic e-mail.	Electronic Communication Chair NOTE: This motion has not been seconded. The R9 Chair will address this at the assembly before this motion is discussed.	Anonymity of the Region 9 officers and a back-up for whenever a problem occurs	None	As per Intent
BM 4	Appendix A S F	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.	Finance & Budget Committee	Allowance for full online banking	None	Real-time transparency of the bank-accounts and reduction in time and delays because of the fact that transactions will be possible.
BM 5	Appendix A	It removes most of the F&B Manual from our P&P. This is information which is mostly used by the members of our F&B committee.	Region 9 Treasurer	To make the P&P more user friendly	None	This information has made the P&P over complicated. Only policy statements need to be in our P&P.
BM 6	S V	It removes the references to Appendix A in our P&P.	Region 9 Treasurer	To ensure P&P reflects current practice	None	When BM5 is adopted the references to Appendix A need to be removed.

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:

<u>Current Wording</u>	<u>Proposed Wording</u>
<p>Section 1 - Composition. The Region 9 Board shall consist of a Chair, Secretary and Treasurer</p>	<p>Section 1 - Composition. The Region 9 Board shall consist of a Chair, Secretary, and Treasurer, <u>Communication Officer and Member at large.</u></p>
<p>Section 2 – Duties</p> <p>Duties of members of the Region 9 Board shall include but not be limited to the following:</p> <p>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.</p> <p>b. The Secretary is responsible for maintaining</p>	<p>Section 2 - Duties</p> <p>Duties of members of the Region 9 Board shall include but not be limited to the following:</p> <p>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.</p>

<p>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.</p> <p>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.</p> <p>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.</p> <p>e. For additional and a more detailed explanation of duties for Chair, Secretary and Treasurer refer to the Region 9 Principles & Procedures manual.</p>	<p>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.</p> <p>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.</p> <p>d. <u>The Communications Officer shall chair the Electronic Communications Committee, work with board members and committee chairs to ensure all necessary documents are posted on the website in a timely manner and shall organise the maintenance and updating of the website as necessary.</u></p> <p>e. <u>The Member at Large shall assist other board members and perform the duties of any board position when required.</u></p> <p>f. 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.</p> <p>g. e. For additional and a more detailed</p>
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	<p>explanation of duties for Chair, Secretary and Treasurer refer to the Region 9 Principles & Procedures manual.</p>
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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.

RATIONALE:

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.

REGION NINE ASSEMBLY 2016

BYLAWS AMENDMENT MOTION

MOTION

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

<u>Current Wording</u>	<u>Proposed Wording</u>
Section 1 - The Definition of a Group	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.	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:	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.	1) As a Group, they meet to practice the Twelve Steps and Twelve Traditions of Overeat ers 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	b. Virtual Groups (groups which replicate face-to-face meetings through

<p>electronic media) may be an Overeaters Anonymous group if they:</p> <ol style="list-style-type: none"> 1) Otherwise meet the definition of Overeaters Anonymous groups 2) are fully interactive, and 3) meet in real time. 	<p>electronic media) may be an Overeaters Anonymous group if they:</p> <ol style="list-style-type: none"> 1) Otherwise meet the definition of Overeaters Anonymous groups 2) are fully interactive, and 3) meet in real time.
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SUBMITTED BY:

Bylaws Committee Chair

Seconded by the Finance & Budget Committee Chair

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 sent 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

Proposal Item: BM 4

REGION NINE ASSEMBLY 2016

NEW BUSINESS MOTIONS

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

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 2011e)

It is required that the Service Body requesting such funds

- a) Include that in the application, a list of material that has already been translated in that language
- b) List the amount of money received in the past from the WSO and for translation of which OA literature; and if requesting at the present any financial assistance from WSO
- c) Make a substantive contribution to the cost and give details in the application.

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.

REGION NINE ASSEMBLY 2016

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 (2015e)~~

* 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.

Proposal Item:
Order of Debate Number:

REGION NINE ASSEMBLY 2012
EMERGENCY NEW BUSINESS MOTION

MOTION:

SUBMITTED BY:

INTENT:

IMPLEMENTATION:

COST:

RATIONALE:

Why this is urgent: