

**OVEREATERS ANONYMOUS  
REGION 9 ASSEMBLY**

**POLICIES AND PROCEDURES**

**A SUMMARY OF CONTINUING EFFECT MOTIONS**

Embrace the similarities  
Love the differences  
In all our affairs

**1983 - 2017**

**(Re-organised 2017)**

**ADOPTED BY REGION 9 ASSEMBLY OF OVEREATERS ANONYMOUS**

**TABLE OF CONTENTS**

**REGION NINE POLICIES AND PROCEDURES MANUAL**

<b>SECTION NO</b>	<b>Section</b>	<b>Page</b>
<b>I.</b>	Assembly.....	2
<b>II.</b>	Board Position and Duties.....	2
<b>III.</b>	Region 9 Representatives.....	4
<b>IV.</b>	Region 9 Committees.....	4
<b>V.</b>	Region 9 Translations.....	5
<b>VI.</b>	Finance and Budget.....	5
<b>VII.</b>	Website.....	6
<b>VIII.</b>	World Service Business Conference.....	7
<b>IX.</b>	Miscellaneous.....	7
	<b>Appendix A - Procedures and Suggestions for Hosting R9 Assembly and Convention</b>	

<b>1</b>	<b>ASSEMBLY</b>
<b>1.1</b>	<b>STATEMENT OF PURPOSE</b>
	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)
<b>1.2</b>	<b>DURATION OF ASSEMBLY</b>
	The duration of the assembly shall be determined by the Board and the hosting service body. (2017)
<b>1.3</b>	<b>ASSEMBLY REGISTRATION FORMS (2017)</b>
	Registration forms shall be provided for Officers and R9 Representatives. (2017)
<b>1.4</b>	<b>ORIENTATION SESSION</b>
	Representatives will be given an overview of the assembly and process. First time representatives may be assigned mentors (more experienced representatives) to assist them. (2017)
<b>1.5</b>	<b>LOCATION &amp; ELECTION OF ASSEMBLY</b>
<b>(a)</b>	The annual Region 9 Assembly will be held within Region Nine. (1999b)
<b>(b)</b>	The hosting service body for the regional Assembly and Convention shall be elected two years prior to running the event. (2009b) 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. (2016c)
<b>1.6</b>	<b>REGISTRATION FEE FOR ASSEMBLY</b>
	A registration fee of up to €70 Euros (equivalent in other currencies) is payable upon registration. (2017)
<b>1.7</b>	<b>ASSEMBLY DOCUMENTS (2017)</b>
	Representatives are asked to bring their own copies of documents to the assembly. (2017)
<b>1.8</b>	<b>VITAL LINK</b>
	The R9 Vital Link document shall be sent to Representatives describing their duties and responsibilities. (2017)
<b>1.9</b>	<b>AUTOMATIC REMOVAL OF OUT-DATED POLICIES</b>
	The R9 Board shall remove all out-dated and completed policies from this manual. (2017)
<b>1.10</b>	<b>LIAISON WITH SERVICE BODIES NOT REPRESENTED AT ASSEMBLY</b>
	The R9 Board is responsible for coordinating contact with IGs and NSBs not represented at the Assembly in order to keep them in communication with R9 and encourage participation. (2017)
<b>1.11</b>	<b>ORGANISATION OF THE P&amp;P MANUAL</b>
	The P&P shall contain a table of contents and motions by topics/ sections. A list of detailed motions in chronological order will be posted on the R9 website. (2017)
<b>1.12</b>	<b>EMERGENCY NEW BUSINESS</b>
<b>(a)</b>	In order to qualify as emergency new business any motion must be:
<b>(i)</b>	Referring to new business only and not addressing the same issues as other motions brought to the current Assembly.
<b>(ii)</b>	Of an urgent nature so that not considering the motion immediately would be harmful to the welfare of OA as a whole. (2009d).
<b>(iii)</b>	A 2/3 vote by the representatives is required to accept the motion for consideration and deliberation. (2017)
<b>(iv)</b>	Then a 2/3 vote is required to adopt Emergency New Business Motions. (2017)
<b>1.13</b>	<b>REGISTER OF SERVICE BODIES AND ATTENDANCE TO BE INCLUDED IN ASSEMBLY MATERIALS</b>
	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)
<b>1.14</b>	<b>REGION 9 TRANSLATIONS LISTINGS TO BE REFERENCED IN ASSEMBLY MATERIALS</b>
	The current "Translated OA Literature" and "Translated OA Recovery Materials" listings showing details of which languages translations have been completed, or are being worked on, is available on oa.org. A link to these documents shall be included in assembly materials. (2017)
<b>1.15</b>	<b>R9 CONVENTION</b>
	The length of the Convention shall be at the discretion of its host Service Body. (2017)
<b>1.16</b>	<b>PROCEDURES AND SUGGESTIONS FOR HOSTING REGION 9 ASSEMBLY AND CONVENTION</b>
	The "Overeaters Anonymous Region 9 – Procedures and Suggestions for Hosting R9 Assembly and Convention" to assist those hosting service bodies is found at the end of the P & P Manual. (2017)
<b>2</b>	<b>BOARD POSITIONS AND DUTIES</b>
<b>2.1</b>	The following Job Descriptions outline duties and responsibilities for the R9 officers. 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. (2017)
<b>2.2</b>	"R9 Best Practices" for officers tasks and duties are kept electronically and updated by the officers. (2017)
<b>2.3</b>	<b>CHAIR: (2107)</b>
<b>(a)</b>	The Chair is elected by the Region 9 Assembly for a period of two years and fills a variety of duties: (2017)
<b>(i)</b>	Chairs the R9 business assemblies, including preparation of the Agenda.
<b>(ii)</b>	Chairs the R9 Board.
<b>(iii)</b>	Communicates with the different R9 officers during the year. (2017)
<b>(iv)</b>	Attends functions within the Region, where budget allows, or at the expense of the country hosting the OA event (2013b).
<b>(v)</b>	Represents R9 at the World Service level, including at the WSBC.
<b>(vi)</b>	Represents R9 in the Region Chairs Committee (RCC). Participates in the RCC, and attends RCC face-to-face meetings when possible. (2017)
<b>(vii)</b>	Works with the R9 Trustee on some of the issues directly concerning the Region.
<b>2.4</b>	<b>TREASURER:</b>
<b>(a)</b>	The Treasurer is elected by the Region 9 Assembly for two year term and fills a variety of duties:
<b>(i)</b>	Coordinates any finance and budget matters with committees or other OA members in R9. (2017)
<b>(ii)</b>	Prepares an annual budget for approval of the assembly.
<b>(iii)</b>	Maintains records of all Income and expenses incurred by the different activities in the Region.
<b>(iv)</b>	Provides an annual report of all contributions received, as well as income and expenses.
<b>(v)</b>	Maintains the R9 bank accounts and records of monies. (2017)
<b>(vi)</b>	Liaises with the Banker, signatories, and accountant as necessary. (2017)
<b>(vii)</b>	Provides quarterly financial updates to the R9 Board. (2017)

<b>2.5</b>	<b>BANKER:</b>
(a)	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. The banker serves for a two-year term in line with the Treasurer's term.
(i)	The duties of the Banker may be undertaken by a Treasurer who resides in Great Britain. (2017)
(ii)	The Banker's service is overseen by the Region 9 Treasurer and works in conjunction with the Treasurer.
(iii)	The Banker receives all 7th Tradition Contributions, and sends out email receipts with copy to the treasurer. (2017)
(iv)	Arranges payments to be made after instruction from the Treasurer. (2017)
(v)	Is a signatory for the Region 9 bank account. (2017)
(vi)	Sends lists of all incoming and outgoing financial transactions of the bank accounts to the Region 9 Chair and Treasurer monthly. (2017)
(vii)	Maintains and checks monthly bank statements, and forwards to Treasurer and Chair. (2017)
<b>2.6</b>	<b>SECRETARY:</b>
(a)	The main responsibilities of the Secretary are to distribute the R9 Assembly and Convention invitation, the R9 Assembly Binder, and minutes of all Region 9 Assemblies. (2017)
(b)	The Secretary also produces and distributes R9 Board Meeting minutes. (2017)
(c)	<b>ASSEMBLY INVITATION AND BINDER MATERIALS (2017)</b>
(i)	The Secretary is responsible for ensuring that the Assembly invitation and associated necessary documents are sent to all registered service bodies and officers. (2017)
(ii)	The Secretary is responsible for the Assembly Binder and materials (compiled by all officers) to be distributed prior to the assembly. The binder includes reports, motions and other information about the business of the assembly. The binder includes a bid form for hosting future R9 Assembly/Convention. (2017)
(d)	<b>MINUTES OF THE ASSEMBLY:</b>
(i)	The secretary will produce minutes of each assembly in conjunction with the Minutes Approval Committee (MAC). (2017)
(ii)	A recording device may be used if required.
(iii)	The Secretary is responsible to obtain copies of any information to be included with the minutes. Motions made at the assembly are given to the Secretary in writing which must include the name of the proposer and seconder. (2017)
(iv)	The time scale for producing the minutes is short. The Secretary along with the Minutes Approval Committee send the draft to the R9 Chair. Once the minutes are agreed by all (Secretary, MAC, Chair) the minutes can be distributed. (2017)
(v)	The Secretary sends the minutes to all those present at the assembly. The minutes are also distributed to all registered service bodies in R9 by email announcement and are also posted to the website. (2017)
(e)	<b>THE REGION 9 MINUTES WILL CONTAIN</b>
(i)	Date/Time and place of Region 9 Assembly,
(ii)	Names of Officers,
(iii)	Number of representatives present,
(iv)	Record of action taken on the minutes of the previous meeting,
(v)	The exact wording of each motion as it was voted on, and whether it passed or failed,
(vi)	The proposer and seconder of each motion. (2017)
(vii)	If the vote is counted, or balloted, the count should be included, (2017)
(viii)	Any notice given at the meeting,
(ix)	Points of order and appeals,
(x)	Committee reports and any other reports occurring during or about the assembly, (2017)
(xi)	Revised copies of the R9 Bylaws and R9 P&P manuals.
(f)	Names and email addresses of all representatives at assembly are provided on the contact list sent after the assembly. Anyone not willing to have their address shared with the other attendants, should advise the secretary at the Assembly. (2017)
<b>2.7</b>	<b>GENERAL OFFICER</b>
(a)	In addition to assisting the other officers as needed, the General Officer is responsible for R9 announcements sent to the R9 mailing list. The General officer also maintains and updates R9 listings. The General Officer also sends reminders of important dates to the Board. (2017)
(b)	<b>R9 ANNOUNCEMENTS</b>
	The General Officer distributes announcements to the R9 fellowship, regarding OA in R9 and other applicable OA news or information (such as from WSO), along with information from the Officers, Trustee, R9 Service Bodies, and other information determined of import to R9 members. (2017)
(c)	<b>UPDATE OF LISTS</b>
(i)	The General Officer maintains the up to date list (Countries and Contacts) of all R9 contacts and group representatives. (2017)
(ii)	The General Officer reconciles the WSO quarterly listings of all R9 Intergroups and National/Language Service Boards with R9 listings for R9 Board use. (2017)
(iii)	The General Officer provides data for the binder showing (per WSO listing) 1. Count of R9 service bodies. 2. Meeting count per country in R9. 3. Also where possible languages and currencies of R9 countries. (2017)
(d)	<b>OUTREACH TO R9 COUNTRIES / SERVICE BODIES</b>
	The General Officer works with other officers and/or volunteers to reach out to countries / service bodies not present at assembly or in contact with Region 9. (2017)
<b>2.8</b>	<b>ALL OFFICERS:</b>
(a)	Serve on the R9 Board,
(b)	Attend Region 9 board meetings, virtual or in person, (2017)
(c)	Maintain communication with other officers. (2017)
(d)	<b>WORKSHOPS</b>
	Facilitate Service, Traditions and Concepts (STC) workshops when and where possible within Region 9. (2017)
(e)	<b>UPDATING OF R9 DOCUMENTS</b>
	The officers will periodically check and coordinate updating of various R9 documents including but not limited to Vital Link and the Bid to Host Assembly Convention. (2017)
<b>2.9</b>	<b>PARLIAMENTARIAN:</b>
	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. (2017)

<b>3</b>	<b>REGION 9 REPRESENTATIVES:</b>
<b>3.1</b>	<b>SERVICE BODIES / UNAFFILIATED GROUPS: (2017)</b>
(a)	Service Bodies are encouraged to choose their representatives for a 3 to 4 year period, so that the representative is able to learn the Assembly procedures and stand for regional elections. (2017)
(b)	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.
(c)	The group might decide to send its representative to the Region 9 Convention as well.
<b>3.2</b>	<b>DUTIES OF REGION 9 REPRESENTATIVES:</b>
(a)	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:
(i)	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.
(ii)	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.
(iii)	The request has to be made at least 3 months prior to the Assembly. 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. (2017)
(iv)	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.
(v)	Organise and book the travel arrangements.
(b)	Receive the Assembly Materials Binder before the Assembly.
(c)	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 is responsible to read those materials (they will include information on the motions that are to be voted upon) and, if possible, to 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.
(c)	Committee Participation
	The representatives are asked to consider participating in one of the Region 9 committees. Committee meetings take place during the Assembly, but often require members to work for the committee throughout the year. (2017)
(d)	Assembly Participation
	The representative is to attend all of the business sessions of the Assembly in order to vote and participate in the debates.
(e)	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.
(f)	Reporting back to the Service Body.
	The representative reports the matters discussed by the Assembly back to their service body including the Assembly workshops, and 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.
(g)	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)
<b>4</b>	<b>REGION 9 COMMITTEES</b>
<b>4.1</b>	Region 9 Representatives and other R9 Members carry the message of recovery in Region 9. Each odd year the assembly will determine which committees and which service coordinator positions will be used for the following two years to accomplish the goals and recurring tasks. (2017)
<b>4.2</b>	Allowing a flexible structure with "committees"[ as well as "service coordinators" and other service positions] lets R9 better complete tasks to achieve mutually agreed goals. (2017)
<b>4.3</b>	Representatives and non-representatives may serve on committees. (2017)
<b>4.4</b>	Terms of service: (2017)
(a)	Committee Chairs are elected at assembly for two year terms. (2017)
(b)	"Service coordinators" are appointed by the board for two year terms. (2017)
(c)	Committee Chairs and "Service coordinators" are eligible to serve a second two year term. (2017)
<b>4.5</b>	<b>COMMITTEES RELEVANT FOR REGION 9 (2017)</b>
	The following are suggestions for committees for Region 9: (2017)
(a)	TRANSLATIONS COMMITTEE (2017)
(b)	PUBLIC INFORMATION COMMITTEE (2017)
(c)	GENERAL COMMITTEE (2017)
<b>4.6</b>	<b>SERVICE COORDINATORS AND OTHER SERVICE POSITIONS RELEVANT FOR REGION 9</b>
(a)	The following are suggestions for service coordinators and other service positions for Region 9: (2017)
(i)	Website Coordinator (2017)
(ii)	Language Lists Coordinator (2017)
(iii)	Newsletter Coordinator (2017)
(iv)	Sponsor List Coordinator (2017)
(v)	Countries Outreach Coordinator (2017)
(vi)	Bylaws P&P Coordinator (2017)
(vii)	Twelve Step Within Coordinator (2017)
(viii)	Fundraising Assistants (2017)
(ix)	Celebration Days Reminder (2017)
(x)	Spanish Language Service Board liaison (2017)
(b)	The Service Coordinators and other service positions work under the R9 Board and/or Committees. The "R9 Best Practices" document contains suggested responsibilities, duties, and processes for these service positions. (2017)

<b>5</b>	<b>REGION 9 TRANSLATIONS</b>
<b>5.1</b>	<b>ASSEMBLY ASSISTANCE WITH TRANSLATIONS</b>
(a)	During and after the Assembly, the Translations Committee and the Trustee will assist Service Boards within Region 9 with the processes necessary for the translation of OA Literature. (2017)
(b)	Each year at the Assembly time will be set aside in the agenda for a workshop or for otherwise addressing issues arising from the translation of literature such as answering questions, understanding and filling in the different licensing agreement forms and understanding copyright issues. (2017)
(c)	Each Service Board that speaks a language other than English is encouraged to set a goal to translate as much OA literature as possible, bearing in mind the need to avoid duplication of efforts and to work with other Service Boards that speak the same language. (2017)
<b>5.2</b>	<b>TRANSLATIONS GUIDELINES</b>
	Region 9 uses the most recently updated "OA Guidelines -Translation Guidelines for OA Literature" which applies to the worldwide fellowship of OA and is available from the oa.org website. (2017)
<b>6</b>	<b>FINANCE AND BUDGET</b>
<b>6.1</b>	Considerations for financial matters and budgeting: (2017)
(a)	R9 is mindful of being fully self-supporting. (2017)
(b)	The assembly shall be reliably informed so as to make the best financial decisions. (2017)
(c)	We consider using funds efficiently to carry the message within the region. (2017)
(d)	We also consider OA as a whole and thus contribute to our WSO. (2017)
(e)	The R9 Board needs to be aware of the various financial policies so that where it affects their role, they can act accordingly. (2017)
<b>6.2</b>	<b>REGION 9 BOARD MEMBERS FUNDING TO ASSEMBLY AND CONVENTION (2017)</b>
(a)	Region 9 board members are reimbursed for travel expenses, accommodation and food when attending the R9 Assembly and Convention. Board members are encouraged to choose the most cost effective travel arrangements/accommodation/meals. (2017)
(b)	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.
(c)	Reimbursement for OA Reps, Visitors, or Members "standing in" for an absent officer: (2017)
(i)	In the event that a board member is unable to perform their duties at the assembly, the R9 board may ask (prior or during assembly) an OA member (Rep, Visitor, or member) to step in. (2017)
(ii)	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, unless the "stand in" already receives funding from their service body. (2017)
(d)	If a Parliamentarian is used for assembly, the budget the prior year will reflect what costs can be reimbursed depending upon funding available. Food and lodging for assembly days is reimbursed. Travel costs are an exception and must be pre-approved and pre-budgeted. (2017)
<b>6.3</b>	<b>R9 CHAIR AND DELEGATES FUNDING TO WSBC</b>
(a)	The R9 Chair, or another officer if the Chair is unable, will be funded to attend WSBC to represent R9 each year. (2017)
(b)	The officer as delegate will be prudent with the use of Region 9 funds. (2017)
(c)	When WSBC starts on a Monday, the Chair and Delegates will be reimbursed for a total of seven nights, starting on Sunday, in order to settle in properly and adapt to the different time zone. Meals are reimbursed unless included in the room fee. (2017)
<b>6.4</b>	<b>TREASURER'S DUTIES - ASSEMBLY REIMBURSEMENT</b>
(a)	About six months prior to every assembly, the treasurer informs the R9 board members and parliamentarian about the current financial situation; reminding them also about reimbursement procedures. (2017)
(b)	The Treasurer is also responsible to inform representatives of the R9 Assembly & Convention who receive financial assistance about the policies and procedures of funding. (2017)
(c)	If there is a 'stand in' for an absent officer, the Treasurer will also inform this OA member regarding possible reimbursement. (2017)
<b>6.5</b>	<b>FINANCIAL ASSISTANCE FOR REPRESENTATIVES TO REGION 9 ASSEMBLY</b>
(a)	Financial assistance can be granted to representatives (for assembly and convention) of Region 9 service bodies, or representatives of areas with no service body, and R9 Committee Chairs travelling to Region 9 Assemblies. (2017)
(b)	Application forms will be distributed with Assembly Invitation, and will be posted and remain on R9 Website. (2017)
(c)	Completed application forms will be submitted to the R9 Treasurer at least 3 months prior to the date of the Assembly. (2012g)
(d)	Service bodies requesting such funds are required to attach to the application form – the latest financial summary of the service body plus give details of any funding for attendance at Region 9 Assembly from elsewhere. (2017)
(e)	The Region 9 Board are authorized to consider applications having regard to the funds agreed in the prior budget by the Assembly. (2017)
(f)	Priority for financial assistance for Regional representatives travelling to the R9 Assembly will be given to those IGs and NSBs that: (2017)
(i)	Cannot afford to fund a representative on their own,
(ii)	To those with the greatest distance to travel,
(iii)	And to those attending their first Assembly. (1996h) (2011c).
(g)	Payment of this assistance will be arranged by the Treasurer after approval. (2017)
(h)	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. (2017)
<b>6.6</b>	<b>FINANCIAL ASSISTANCE FROM TRANSLATION/PROJECTS FUND</b>
(a)	R9 Translation/Projects funding will be established each year in the budget. Funding will be awarded for translations, and for general purposes such as PI, PO or other OA related projects. (2017)
(b)	Application forms will be available on the R9 website. The Treasurer will send email reminders by 1st December and 1st May. (2017)
(c)	These applications must be sent to the Treasurer by 1st February and 1st July of the following year. (2017)
(d)	The board is authorised to make a decision on the allocation of the Translation/Projects budget by 1st March and 1st August. (2017)
(e)	<b>Translation Applications</b>
	Consideration of Translations Applications will be given by order of priority (as follows) to those Service Boards applying: (2017)
(i)	that currently do not have anything translated in their language,
(ii)	that are interested in translating The Twelve Steps and Twelve Traditions of Overeaters Anonymous. (amended 2011e)
(f)	It is required that the Service Body requesting such funds:
(i)	Include in the application, a list of material that has already been translated in that language,
(ii)	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,
(iii)	Make a substantive contribution to the cost and give details in the application.
(g)	Note: Literature approved by the R9 Assembly (meeting the "Guidelines for Locally Produced Literature") may be considered for Translation funding. (2017)

<b>(h)</b>	<b>Project Applications</b>
	It is required that the service body requesting funds for project applications:
<b>(i)</b>	Include in that application, a list of projects undertaken in that country previously,
<b>(ii)</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,
<b>(iii)</b>	Make a substantive contribution to the cost and give details in the application (2014d).
<b>(i)</b>	The officers will consider the applications, decide on the allocation of the budget, notify all applying service bodies of the outcome of their applications, and make the relevant payments by April 1st and September 1st. (2017)
<b>6.7</b>	<b>ORGANISATION OF RECORDS, BANKING AND HOW THINGS WORK FINANCIALLY IN REGION 9 (2015i)</b>
<b>(a)</b>	<b>FINANCIAL YEAR, ACCOUNTS &amp; REVIEW THEREOF (2017)</b>
<b>(i)</b>	The Financial year for Region 9 shall be 1st June to 31st May. The review of these accounts shall be completed by 31st August of the same year. (2017)
<b>(ii)</b>	The person reviewing the accounts shall be approved by the Region 9 Board. (2017)
<b>(iii)</b>	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.
<b>(iv)</b>	The person reviewing the accounts shall satisfy themselves of the accuracy of the Region 9 financial records. (2017)
<b>(v)</b>	The person reviewing the accounts shall submit a written report to the Region 9 Board.
<b>(b)</b>	<b>ORGANISATION OF BANKING</b>
	Region 9 shall have a bank account in both Pounds Sterling and Euro.
	Region 9 shall have a PayPal account to facilitate contributions and payments where possible. (2017)
<b>(c)</b>	<b>ON-LINE BANKING</b>
<b>(i)</b>	Banker/Treasurer is authorised to conduct electronic banking transactions, subject to the prior written approval of one other board member for each transaction. (2017)
<b>(ii)</b>	If possible under the bank's rules, Region 9 board members who reside outside of Great Britain may be given access to online banking. (2017)
<b>(d)</b>	<b>SIGNATORIES ON BANK ACCOUNT</b>
<b>(i)</b>	As the R9 bank account is held in Great Britain, there need to be 3 signatories of OA members residing in Great Britain who are able to sign cheques, and manage the bank mandate as instructed by the Treasurer/R9 Board. (2017)
<b>(ii)</b>	Any two of those signatories can sign a cheque. The decision over what cheques are to be signed resides with the Treasurer. (2017)
<b>(iii)</b>	The R9 Board chooses the signatories carefully for longevity and service in OA, 12 month's minimum abstinence, no bankruptcy history, and a willingness to be promptly available when required. (2017)
<b>(iv)</b>	Payments (electronic or cheque) over £500 require approval of two board members. The approval will indicate that the payment is in compliance with the R9 Budget. These written approvals shall be filed with other relevant payment documents. If the Treasurer is also the Banker approval will be required by another Board member for all payments. (2017)
<b>(e)</b>	<b>R9 FINANCIAL RECORDS</b>
	The region keeps adequate records to enable it to account for its income and expenditure accurately and report to the region, including: (2017)
<b>(i)</b>	Details of income received, and expenditures with relevant authorisations for same. (2017)
<b>(ii)</b>	List of contributions to R9 by groups/service bodies. (2017)
<b>(iii)</b>	Physical or digital files of Income and Expenditure vouchers / invoices / receipts. (2017)
<b>(iv)</b>	Permanent Notes File which includes final accounts for prior years, correspondence with the Inland Revenue, and other permanent items for reference.
<b>(f)</b>	<b>REIMBURSEMENT OF EXPENSES</b>
<b>(i)</b>	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 for payment. (2017)
<b>(ii)</b>	Expense forms can be obtained on the R9 website or from the Treasurer. (2017)
<b>(iii)</b>	All claim forms are to be clear; where possible separate claims are to be prepared for separate costs. (2017)
<b>(iv)</b>	Budget codes are required on claim forms. (2017)
<b>(v)</b>	The claimant submits their full claim via email to treasurer@oaregion9.org. (2017)
<b>(vi)</b>	The Treasurer will consider all claims for validity and whether they are within the budget as set by the assembly before payment.
<b>(vii)</b>	Budget amounts for each line item are set at the R9 Assembly and are not transferrable.
<b>(viii)</b>	A cheque / bank transfer will be prepared and payment made to the claimant once a claim for reimbursement is approved. (2017)
<b>(ix)</b>	Cash monies received by the region are banked in full. But at assembly, the Treasurer may use cash received for transactions pre-arranged or within the budget. (2017)
<b>(g)</b>	<b>FUND RAISING PRODUCT(S) (2015k)</b>
<b>(i)</b>	R9 may have fund raising product(s) for sale. (2017)
<b>(ii)</b>	The Treasurer, along with R9 volunteers, shall investigate and purchase OA Region 9 merchandise for sale at WSBC and other OA events, to raise funds for Region 9. (2017)
<b>(iii)</b>	The Treasurer, or designee, is responsible for initiating, investigating, purchasing, distributing, and tracking inventory on R9 fund raising. (2017)
<b>(iv)</b>	The R9 Board monitors the fundraising products process. More details are found in the "R9 Best Methods" document. (2017)
<b>6.8</b>	<b>SUGGESTIONS FOR CONTRIBUTIONS TO R9 AND WSO</b>
<b>(a)</b>	<b>SUGGESTED CONTRIBUTION TO REGION 9</b>
<b>(i)</b>	R9 asks that groups/service bodies support R9 financially by contributions after setting aside their own expenses and prudent reserve. (2017)
<b>(ii)</b>	The Treasurer sends out an annual reminder to the R9 fellowship by September 1st each year, requesting groups and service boards to forward contributions to R9. (2017)
<b>(iii)</b>	Region 9 will send an email receipt acknowledging contributions received. (2017)
<b>(b)</b>	<b>SUGGESTED CONTRIBUTION TO WSO</b>
<b>(i)</b>	It is suggested that a contribution per group/service body to WSO equals or exceeds contributions to Region 9. (2017)
<b>(ii)</b>	When sending a contribution to WSO via Region 9, a groups/service body is requested to specify the amount given that is to be sent to WSO. (2017)
<b>(iii)</b>	The Treasurer, on behalf of Region 9, will forward contributions to WSO sent to Region 9 by all groups/service bodies that specify the contribution specifically for WSO. (2017)
<b>6.9</b>	<b>COMMITTEE EXPENSES (2017)</b>
	Committee Chairs may request from the Treasurer up to EURO 110 for miscellaneous committee expenses during the year. Committee expenses beyond this must be requested via the Budget at assembly. (2017)
<b>7</b>	<b>WEBSITE</b>
<b>7.1</b>	<b>REGION 9 WEBSITE DOMAIN NAME AND HOSTING</b>
	Region 9 domain name is OAreion9.org. Region 9 shall pay for hosting a website and the associated costs. (2016a)
<b>7.2</b>	<b>PUBLICATIONS POLICY</b>
	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)

<b>7.3</b>	<b>MAINTAINING ANONYMITY</b>
	The Website Coordinator will ensure that anonymity is maintained when publishing material from Service Bodies within Region 9, WSO or other Regions. (2017)
<b>7.4</b>	<b>R9 COMMUNICATIONS (2017)</b>
<b>(a)</b>	Officers are encouraged to utilize their assigned generic Region 9 email for sending and receiving emails. (2016b)
<b>(b)</b>	Electronic announcements informing our members about R9 news and other OA related items are sent out. (2017)
<b>7.5</b>	<b>NOTIFICATION FOR FUNDING FOR TRANSLATION</b>
<b>(a)</b>	The Region 9 Website includes information and forms regarding: (2017)
<b>(i)</b>	Applications to Region 9 for funding for Translations and Projects, (2017)
<b>(ii)</b>	Applications to WSO for Translations funding. (2017)
<b>8</b>	<b>WORLD SERVICE BUSINESS CONFERENCE (2017)</b>
<b>8.1</b>	The R9 Chair, or another officer if Chair unable, will attend WSBC to represent R9 each year. (2017)
<b>8.2</b>	<b>REGIONAL DELEGATES TO WSBC</b>
<b>(a)</b>	If the Region is represented by less than forty percent of its Intergroups, up to 5 additional delegates to WSBC could be selected.
<b>(b)</b>	Any Region 9 representative who wishes to be selected as a Region 9 Delegate to the WSBC must complete and submit a written application to the Region 9 Treasurer by no later than the day before the elections at Assembly at the end of the last session before the formal lunchtime break. (2017)
<b>(c)</b>	Candidates are selected at the yearly Region 9 Assembly. An alternate may also be designated. 2017
<b>(d)</b>	Candidates must 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.
<b>(e)</b>	The Region 9 Treasurer will provide copies of all written applications submitted to him/her to each Assembly member by email no later than the end of the business of the Assembly on the day before the elections at Assembly. (2017)
<b>(f)</b>	All applications are to be sent to the Region 9 Treasurer.
<b>(g)</b>	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.
<b>(h)</b>	Prior to selection of the delegates, the Treasurer will inform the Assembly of the funds available for this purpose.
<b>(i)</b>	The number of delegates selected will depend on the funds available, but in any case shall not be more than five. (2006c)
<b>(j)</b>	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.
<b>8.3</b>	The delegate/s representing Region 9 as a whole will be expected to:
<b>(a)</b>	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>(b)</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."
<b>(c)</b>	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.
<b>(d)</b>	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.
<b>(e)</b>	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)
<b>9</b>	<b>MISCELLANEOUS</b>
<b>9.1</b>	<b>REGION 9 NEWSLETTER</b>
<b>(a)</b>	The newsletter is to be produced at least once a year, after the assembly.
<b>(b)</b>	This Region 9 Newsletter might include articles about recovery or personal experiences at OA events, and/or other features and articles relevant to the region or recovery in general. (2017)
<b>(c)</b>	The Newsletter will be assembled by an appointed member of Region 9 who will be called the Newsletter Coordinator. (2017)
<b>(d)</b>	The newsletter will be produced and reviewed by a member of the R9 Board, and then emailed plus posted on the Region 9 website. (2017)
<b>9.2</b>	<b>REGION 9 ARCHIVES</b>
	Region 9 Archives contains the history of Region 9. Paper archives are held by a Region 9 member. Electronic archives are kept by the R9 Board. (2017)
<b>9.3</b>	<b>REGION 9 WEEK</b>
	Region 9 week, the first week of September, is designated to reach out to our members and the still suffering compulsive overeater. Also in view of our geography, countries, states and language barriers within our Region to reach out to OA members who may be living in troubled or poor areas.