

REGION III POLICY MANUAL

Revised September 20, 2008

I. INTRODUCTION AND PURPOSE:

The primary purpose of this organization is to aid those with the problem of compulsive eating through the Twelve Steps of Overeaters Anonymous, and to serve and represent the OA groups and Intergroups from which Region III is formed. To assist in achieving this goal, this policy manual is intended to serve as a guide to those policies adopted by the Region III Assembly and to assist it in their function.

II. STATEMENT:

- A) Region III recognizes the existence of many different concepts of working the OA Program of Recovery; that we are united in our common purpose, not our differences.
- B) Region III is accepting of the individual and group rights to affiliate with a particular concept of recovery; adopting a concept is a matter of personal and group conscience.
- C) Region III is accepting of each duly registered OA group and Intergroup within Region III's geographic boundaries. (See OA Inc. Bylaws, Subpart B Article V., Section 1.)
- D) Region III encourages Intergroups to be similarly accepting.

III. BANNER AND MOTTO:

HAPPY, JOYOUS AND FREE: UNITY IN REGION III

IV. REGIONAL EVENTS:

Regional events include Conventions [fellowship events] and Assemblies [business meetings].

- A) At the Fall Assembly, the Region shall hold elections for Regional officers as required.
- B) Region III will meet but shall not conduct business at the WSBC, except to conduct emergency business that may be determined by the chairman.
- C) Assembly agenda – All agenda items must be submitted in writing to the Regional Chairperson at least forty-five (45) days in advance of the next

Regional Assembly. The Chairperson shall prepare a proposed agenda including any nominee applications and any Bylaws and/or Policy motions, to be distributed to all Intergroups thirty (30) days in advance of the next Regional Assembly.

- D) Pre-Regional Event Funding – The Regional Treasurer shall forward a maximum of \$500.00 seed money to the Intergroup hosting the Regional event, at their request. All seed money, to the extent applicable, shall be included in those revenues returned to the Region.
- E) Regional Officers Expenses – All reasonable expenses of the Regional officers in conjunction with their attendance at Regional events, excluding World Service Conference shall be paid by the Region. The Regional Chairperson shall be funded to World Service Conference.
- F) Funding of Regional Representatives – The Region shall endeavor to provide funding for Regional Representatives to attend Regional events. An Intergroup requesting funding for Regional Representatives to attend Regional events shall notify the Regional Treasurer. The Regional Treasurer shall, at that time, review the Regional treasury and keep a prudent reserve, making available on a per capita basis, funding for Regional Representatives to the extent possible. Requested funding will be mailed to Intergroups provided that there is time to mail it. Otherwise, funding will be available for the RRs at the Assembly. Prudent reserve shall be \$3,000 plus one-half (1/2) the annual Steering Committee travel expense.
 - 1) The treasurer, in consultation with the Steering Committee, shall adapt such funding to each particular event to maximize participation at each assembly.
 - 2) Any over-funding or unused funding from the Region must be returned to the Regional Treasurer.
 - 3) Funding for the host area should be at the discretion of the Treasurer, in conjunction with the Steering Committee, not to exceed 50% of the funding of other representatives.
 - 4) Funding for the first Regional Representative of an Intergroup for each Regional event (excluding the World Service Business Conference) will not exceed \$150 per representative. When funding for additional Representative(s) of an Intergroup is available, it will be made available to all subsequent representatives on a pro rata basis, not to exceed \$50.00 per Representative.

- G) Funding New or Non-participating Intergroup Representatives – In order to increase participation of Intergroups, the Region may fully fund a representative, up to \$250 to each Regional Assembly. The representative is to be selected by the Vice-Chairman from the Intergroup nearest the location of the Assembly being held that has never, or within the past five (5) years, sent a representative to Region. In the event that there are no qualified Intergroups, or if none have applied for funding, any Intergroup with 20 or less groups may request the \$250 per assembly. A drawing shall be made from those requests. An Intergroup shall not be eligible more than once every three (3) years.

- H) Speakers at Regional Events – In order to further the Regional goal of building strength from within the Region, speakers at Regional events should come from within the Region. No speaker shall receive funding.

- I) Program – Programs for all Regional events shall be determined by the host city program committee. Such programs shall be approved by the Regional Steering Committee.

- J) Literature – Only approved OA and AA literature shall be sold at Region III events.

- K) Sale of Merchandise – Merchandise, sweatshirts, pins, etc. may be sold at Region III events, but the following guidelines are suggested:
 - 1) All sales to be made by and for OA service bodies. All such funds may be retained by that service body.
 - 2) Each sale item to be approved by group conscience of the Intergroup.
 - 3) Sales at OA functions should be conducted in such a manner as to not divert or distract from our primary purpose to carry the message to the compulsive overeater who still suffers.
 - 4) At least two tables will be provided at Regional Conventions/Assemblies for the sale of fund raising items by Intergroups on a first-come-first-served basis.

- L) Region III permits OA service bodies to offer at Region III events fund raising events such as raffles, auctions, silent auctions, and similar activities. Such events shall follow the guidelines set down for Sale of Merchandise in Section K) above. In addition,
 - 1) Such activities shall be conducted only at meal functions or closing.

- 2) Such activities shall be so limited in time as to not interrupt or interfere with speakers, panels, workshops and our primary purpose of carrying the message of recovery.
 - 3) All proceeds from such activities shall be treated as convention funds.
- M) Convention Funds – Convention proceeds will be divided evenly, with 50% to Region III and 50% to the hosting IGs. Proceeds include all convention-related revenue, such as registration fees, literature income and all fund-raising, less expenses. The seed money is repaid prior to the division of proceeds. The Region III Vice Chairperson shall be a signatory on the hotel contract, and Region III will be responsible to pay any shortfall resulting from the hotel contract.
- N) Assembly Starting Time – Assemblies shall start at a prenotified time as listed in the Assembly agenda(s). Orientation for new representatives shall be as listed in the Assembly agenda(s).
- O) Convention Coordinator – Function shall be to work with the host city committee of any Regional event on matters of policy, finance and planning. The coordinator shall be the Regional Vice-Chairperson.
- P) Regional Representatives as Speakers – Regional Representatives may speak at Conventions at any time during the Assembly. At no time during an Assembly should the Steering Committee be absent from the meeting.
- Q) Informal Problem Solving – At each Regional Assembly, there shall be a session designated as “informal problem solving” which will be off the record, but full participation of all representatives is encouraged. At this informal session specific Intergroup problems, problems within the Region, and other matters may be discussed.
- R) Convention Wrap-up – There shall be a convention wrap-up session after each convention. Those Representatives who have worked on previous conventions are encouraged to meet with future host city Representatives at this time.
- S) Convention Report – No more than forty-five (45) days after the conclusion of the Convention, the host city committee shall submit to the Regional Steering Committee via the Vice-Chairperson, a report on the event including a financial statement, a statement of strengths found at the event and the problems encountered, including suggestions for solving such problems.

- T) Traditions and Service Workshops – Traditions and Service Workshops within Region III may be included at Regional events.
- U) Any Intergroup within Region III which would like Region III to provide a Service and Traditions Workshop shall contact the Vice-Chairperson. The Vice Chairperson, in conjunction with said Intergroup, shall arrange for such a workshop. Funding shall not exceed \$1,000 per year.
- V) Host Intergroups will place applications prior to Assembly for bids to hold Conventions in their location. Requests to hold Region III Assemblies/Conventions may be approved up to three years in advance. If more than one application is received for the same Assembly/Convention, the Vice Chairperson may ask if the Intergroup would be willing to consider another open date. If locations are not scheduled prior to Assembly, emergency applications may be placed under “New Business.”

V. COMMITTEES

- A) Committees will be co-chaired by a Steering Committee member as designated by Region III Bylaws, Article IX. Sections C-F or by appointment of the Region III Chairperson and a Region Representative committee member selected by each of the five Region III Committees.
- B) Committee meetings will be conducted by the Region Representative co-chair at each assembly. In the absence of the Region Representative co-chair, the meeting will be conducted by the Steering Committee member co-chair if the committee has not chosen a committee vice- chair. Members are encouraged to commit to serve on their chosen committee for a period of at least one year.
- C) Each committee will have a copy of their Committee Handbook available at each assembly.
 - 1. Each Committee Handbook will include the following:
 - a. Mission statement
 - b. Roles/responsibilities of committee officers
 - c. Committee policies and procedures
 - d. Minutes of previous committee meetings
 - 2) One copy of the Committee Handbook will reside with the Region III Recording Secretary and another copy of the Committee Handbook will reside with the Region Representative co-chair.

3) The Region Representative co-chair will have the responsibility of updating the Committee Handbook and providing an updated copy of the Committee Handbook to the Recording Secretary.

- D. A telephone conference call will be held during the interim months between assemblies.
- 1) The Region III Chairperson will designate the day and time of the call.
 - 2) The Region III Chairperson will develop an agenda for the meeting. Each committee will report on its activities during the interim period.
 - 3) Steering Committee and Region III Representative co-chairs are required to attend the conference call meeting. If a committee co-chair is unable to attend the meeting, the co-chair is required to contact the Region III Chairperson to inform her/him of their absence.

VI. REGION NEWSLETTER

Region III shall produce the Horizon, a newsletter containing events and information pertinent to the Region.

- A) The Regional newsletter may contain recap reports (Treasurer, Region Assembly Minutes, and Regional Trustee's World Service Report) messages of Intergroup and group experiences, a calendar of World Service and Regional events and other events taking place within the Region.
- B) The Regional newsletter shall be published, at least 90 days prior to each assembly and contain a registration form for the upcoming event. The format and manner of publication shall be at the sole discretion of the editor.
- C) The Regional newsletter shall, at least once a year, contain a reference to all Region III publications, available at www.oaregion3.org or by contacting listed committee co-chairs to obtain copies of same.
- D) Electronic transmission of all Region III communications and documents is considered acceptable.

VII. RULES AND GUIDELINES FOR THE SELECTION OF AND REMOVAL FOR COMMITTEE SERVICE POSITIONS:

- A) All service positions are appointed by the Chairperson.

- B) That all Standing Committee Chairpersons:
 - 1. Follow the Policy Manual Guidelines
 - 2. Have had similar experience on the Intergroup level whenever possible.
 - 3. Communicate with the Chairperson at the Regional Assembly by means of a report on the progress or problems encountered by the committee.

- C) Guidelines for the removal of service positions shall be for failure to follow the Policy Manual.

- D) Before all appointments and/or elections of a service position, the Regional Chairperson shall state the duties of the position.

- E) At the time a service chairperson leaves his or her position, that chairperson is to acquaint the new chairperson with the duties of that position. At the time of transition, any notes or materials relevant to those duties will be passed on.

VIII. PROCEDURES FOR STEERING COMMITTEE:

- A) In all Region III elections, the Chair will appoint a Teller Committee made up of a non-voting chairperson and two non-voting attendees.

- B) If no applications for steering committee positions are received by the Chair in advance of an Assembly, then nominations may be received from the floor.

- C) To be elected, a Steering Committee member must receive a majority of the votes cast by written ballot. The Chairperson shall appoint a Teller Committee consisting of a Chairman and two members.

D) The above policy shall be in effect only in the event that at least one nomination for each position, in accordance with this policy, is received. If no such nomination is received, then nominations shall be received from the Assembly floor.

IX. DATE OF PUBLICATIONS:

All publications of Region III shall be dated as the date adopted by the Regional Assembly, with the exception of the Horizon, which must be dated in accordance with the U.S. Postal Service Bulk Mail for Non-Profit Organization guidelines.

X. REGION FUNDING OF SPEAKERS FOR INTERGROUPS:

Region III will fund speakers' expenses for Intergroups requesting assistance for special events. The Vice-Chairperson is to receive the applications. No Intergroup (or area) will receive funding more than once in a two (2) calendar year period. The Vice Chair to approve funding as requests are received. An itemization of the speakers' expenses should be returned to the Region together with any unused portion of the funding. The Regional Treasurer is to set aside a minimum of \$250 per quarter to be appropriated for this purpose. Special contributions may be accepted for this fund. Region III will help fund speakers' expenses up to \$350.00 per event.

XI. UPDATES

The Recording Secretary has the responsibility to update the Region III Bylaws and the Region III Policy Manual at least 60 days prior to the next Region III Assembly.

XII. TREASURER'S BOOKS

Region III fiscal year shall be from November 1 through October 31 the following year. The Region III financial records shall be made available to the Finance/Ways & Means Committee on or before December 31 of the same year for annual review.

XIII. CORPORATE ANNUAL REPORT

Region III Overeaters Anonymous, Inc. is an Arizona Corporation. As such the corporation must file with the state of Arizona Corporation Commission an Annual Report and Certificate of Disclosure. The Annual report forms are mailed to the corporation's Arizona Statutory Agent. The annual report contains the names and addresses of officers/directors, a year-end financial statement (balance sheet) prepared by the Treasurer, a statement of disclosure regarding ownership of the corporation's common stock (none issued, none owned), and a Statement of Bankruptcy of officers/directors owning more than 20% of the issued and outstanding common stock (none issued, none owned). The annual report is signed by two officers and is filed with an annual filing fee of \$10.00 on or before the due date at

the beginning of April. Failure to file the report will result in the revocation of corporate status, as well as revocation of IRS 501 (c)(3) tax exempt status.

When necessary, the Chair shall appoint the Statutory Agent, who must be an Arizona resident.

XIV. FUNDING NEW WSBC DELEGATES

In order to increase participation of Region III at WSBC, to fund up to \$250.00 per Intergroup that has not sent a delegate to WSBC in the past three years. The maximum amount of the fund will be \$1,000 per year. Fund will be allocated on a first come, first served basis. Request to be submitted to the Vice Chairperson.

XV. FUNDING WORLD SERVICE REGION III TRUSTEE NOMINEE

A) Funding up to \$500.00 shall be made available to cover expenses of Region III Trustee nominee to attend the WSBC Trustee election.

B) Nominees who are current WSBC delegates are ineligible for this funding.

XVI. PROFESSIONAL EXHIBIT FUND

Region III will maintain a Professional Exhibit Fund to be used for fees and expenses associated with OA representation at professional exhibits, conferences and health fairs being held within Region III. Requests to receive funding are to be submitted to the Vice Chairperson. Each intergroup may receive funding. An itemization of the funded event expenses should be returned to the Region III Treasurer, with any unused portion of the funding, within 30 days of the conclusion of the event. The Region III Treasurer shall set aside a minimum of \$1200.00 annually to be appropriated for this purpose. Special contributions may be accepted for this fund.

XVII. PRUDENT RESERVE

A) A prudent reserve shall be \$3000 plus one half (1/2) of the annual Steering Committee travel expense.

B) Treasurer shall deposit \$100 per month in order to reach or maintain the prudent reserve.