# What does **that** mean? A helpful glossary

Welcome to Region One Assembly 2015! The board is very happy that you are here. We hope this Glossary allows more clarity about all those words we toss around.

The word or phrase being defined is in **bold*,*** and if it is cross-referenced with another word or phrase, those are in *italic*. Because there are some words and phrases that are commonly confused, we let you know that with a suggestion to “contrast with” each other or to “see also.”

Please ask any of us if you have any questions. We also recommend you read the *OA Handbook,* available through [www.oa.org](http://www.oa.org). It is an excellent resource.

**7th Tradition: Every OA group ought to be self-supporting, declining outside contributions**

This is the means by which OA as a whole, and all of our *Service Bodies* and *groups* pay our way. We are entirely self-supporting, which means that your donations to your group, your *Intergroup* or your *National Language Service Board*, to your *Region* and to *WSO* help keep everything running and allow us all to carry the message of recovery to those who still suffer.

**Anonymity**

According to our 12th tradition, this is the spiritual foundation of our fellowship. It means that what is said in an OA context stays in the OA context. Summarized as “What you hear here, whom you see here, when you leave here, let it stay here.” This applies at *meetings,* retreats, OA events, *Intergroup* or *NLSB* meetings, *Assembly, Convention, WSBC,* online shares, social media and any other OA context. However, within OA, we are free to use our last names and other identifying information and it is not a break of anonymity.

**Assembly**

Contrast with *Convention*

A business meeting for a Region. In Region One, we have one Assembly a year. The decisions made at Assembly represent the group conscience of Region One OA as a whole. Region One Assembly is typically held the 2-3 days prior to the Region One *Convention*. Any OA can attend Assembly, but only elected *Region Representatives* who have been certified by their Intergroup can participate in the business activities.

**Board**

See *Board of Trustees*

**Board of Trustees**

See also *Trustee*

The trusted servants as defined in a *Service Body’s Bylaws.* Region One has a board consisting of a chair, vice chair, secretary, treasurer and communications coordinator. The Region’s Trustee also sits on the Region’s board but has no vote, because the Region One Trustee is a member of the World Service Board of Trustees and votes at that level.

**Bylaws**

Contrast with *Policies*

The documents that define the mission of the *Service Body* legally and defines what constitutes the *Board* of the Service Body and what the Board is expected to do and not do. Bylaws are not needed at the *meeting* level. At *Intergroup* or *NLSB* and at *Region* levels, bylaws are needed so the Service Body be recognized by World Service as qualified to send *delegates to WSBC*. If the Service Body is incorporated as a registered non-profit, bylaws are required by law.

**Certificate of Eligibility for Region One Assembly**

Contrast with *Register for Region One Convention*

This document ensures that the *Region Representative* who comes to Assembly is indeed the one their *Service Body* elected to represent them and that the Representative meets the Intergroup’s requirements for this service. (Region One does not set any requirements for Representatives; that is set by the bylaws of each Service Body.) The blank Certificates are sent out in May each year to each of last year's Representative and to all Service Body chairs. They are filled out and signed by the Intergroup chair and are returned to the Region secretary by mid-August.

**Convention**

Contrast with *Assembly*

A weekend of workshops, speakers, fellowship and fun that also is Region One’s major annual fund-raiser. The Convention is hosted by one (or more) Intergroups and is open to all OAs who want to attend.

**Delegate/Representative Support**

Region One is committed to helping as many *Service Bodies* we serve to send representation to both the Region One *Assembly* and to *WSBC*. To that end, support funds are budgeted each year to help Service Bodies that may be struggling to send someone. These are called “Delegate Support Funds” although they are used to send both *Representatives* to Assembly and *Delegates* to WSBC.

**Assembly:** Service Bodies receive applications to apply for support to send their Regional Representatives to Assembly by mid-May, in email. Applications must typically be received by the Region Treasurer by July 15, and decisions about allocation of support funds are made by August 7. These decisions are sent to the Service Body chair and the delegate no later than August 10, so that travel plans can be made.

**WSBC:** Service Bodies also receive applications in mid-May to apply for Region One support to send their WSBC *Delegates* to the following year’s World Service Business Conference. Applications must be received by the Region Treasurer by September 7, and decisions about allocations of support funds are made just after the end of Assembly. Service Body chairs are notified by October 1, so that the Service Body can also apply for World Service support funds if necessary.

**Executive Council**

See also *World Service Board of Trustees, Trustee*

A subset of the General Services Trustees, who rotate through the four positions. The EC is primarily responsible for budgeting and running the World Service Business Conference.

**Group**

The first level of the OA service structure, serving members. A group, also called a *meeting*, is two or more OAs who use the 12 steps and 12 traditions to recover from compulsive eating.

**Group conscience**

Using the 2nd tradition, this is the way that OA *groups* make decisions. A group conscience involves discussion and debate, with decisions made by substantial unanimity (that is to say, more than just a simple majority of the members present). Group conscience is usually taken during a group’s business meeting.

**IG**

See *Intergroup*

**Intergroup**

See also *Service Body;* contrast with *National Service Board* and *Language Service Board*)

An Intergroup is the *Service Body* that provides services to groups and members within a specified geographic area. Intergroups can do things that individual meetings might find difficult, such as provide meeting lists, organize regular events, provide an information line, and so on. Intergroups are the second level down from members, and the next level down from groups, in the OA service structure.

**Language Service Board**

See also *Region, National Service Board* and *Service Body;* contrast with *Intergroup*

This is a *Service Body* which serves groups and members who may not live in the same geographic area but who speak the same language. It has the same position in the OA *Service Structure* as Intergroups and National Service Boards do. It is often used in areas that have multiple languages spoken.

**Literature**

Literature is anything that we read: books, pamphlets, wallet cards, and so on. There are four kinds of literature we deal with in OA:

**Board-approved:** these are smaller pieces, which are often excerpted from Conference-approved literature, and which are produced and approved by the *Board of Trustees.* Board-approved literature is “OA approved” literature

**Conference-approved:** these are the major pieces of literature produced by OA as a whole such as our books and pamphlets. These pieces go through a rigorous development and approval process, finally coming before WSBC for approval (thus, “Conference-approved”); WSBC is the effective Group Conscience of OA. Conference-approved literature is “OA approved” literature.

**Locally produced:** literature that is produced by a Region or Service Body for their own area. It fills a need or interest which not covered by regular OA literature.

**Outside:** Any piece of written material that is produced by OA at any service level. Members and groups are ***strongly*** encouraged to use only OA approved literature for all their OA activities, such as at meetings or retreats.

**Meeting**

See *Group*

**National Service Board**

See also *Region, Language Service Board* and *Service Body;* contrast with *Intergroup*

This is a *Service Body* which serves groups and members who live in the same geographic area and for which there may not be enough meetings to allow for multiple Intergroups. It has the same position in the OA *Service Structure* as Intergroups and Language Boards do. Like Intergroups and Language Service Boards, it provides services to groups and members which are not easily done by a single group.

**OA, Inc.**

This is the non-profit corporation which comprises all of OA as a whole, including *WSO* and the *Board of Trustees*, providing professional services to allow all of us to carry the message more effectively.

**Outside contributions**

Money that comes from anyone who is not a member of OA. It is a violation of our *7th tradition* to accept any money from anyone outside OA. This means, for instance, that we don’t sell quilt raffle tickets to our co-workers or neighbors who do not belong to our fellowship.

**Outside issues**

Anything that has to do with any public or private organization, political movement, ideology, or religious doctrine. OA as such takes no position, and in our meetings and events we do not espouse or discuss outside issues.

**Parliamentarian**

A person who helps the chair during a business meeting to stay within guidelines of fairness based on *Robert’s Rules of Order*. In OA business meetings, the Parliamentarian should also be very familiar with the 12 Traditions of OA and the 12 Concepts of OA Service.

**Policies**

Contrast with *Bylaws*

A collection of decisions made by the fellowship for how to accomplish the *Service Body’s* objectives. The policies define job descriptions, procedures and guidelines. They are less formal and more easily changed than Bylaws.

**Region**

See also *Intergroup, National Service Board, Language Service Board,* and *Service Body*

This is a subdivision of OA as a whole, which is a world-wide organization. Regions provide services to Intergroups, National Service Boards, Language Service Boards, groups, and members. There are 10 regions around the world. Region One consists of the states of Alaska, Oregon, Washington, Idaho, Montana and Wyoming, and the provinces of British Columbia, Alberta, Saskatchewan, and the territories of Yukon and Northwest.

**Region Representative**

Contrast with *World Service Delegate*

Each *Service Body* in a region elects a Region Representative to represent their interests and their group conscience at the Region’s business meeting. Qualifications for Region Representative are set by the Service Body, not by the Region. A Service Body within Region One must fill out a *Certificate of Eligibility* that affirms that the person coming to Region One Assembly (our business meeting) has met the qualifications set by the service body and has been elected to be the representative. The Representative attends *Assembly* and serves on a committee through the following year.

**Register (a new meeting)**

The World Service Office (WSO) maintains a world-wide listing of meetings. When a new meeting starts, it is important to register that new meeting with WSO so anyone looking for a meeting to attend can find it. Often Service Bodies provide assistance with this process. To register, go to [www.oa.org](http://www.oa.org) and click Add New Meeting under the Meetings tab.

**Register for Region One *Convention***

Contrast with *Certificate of Eligibility for Region Assembly*

The process of filling out and sending in the registration form for Convention. This registration is separate from, and does not affect, a Region Representative’s being certified for the business meeting. If the Representative plans to attend Convention, they must register separately for it.

**Robert’s Rules of Order**

A set of suggestions laid out to help make business meetings be (primarily) as fair as possible and also as orderly and effective as possible, by providing a structure and priorities for running the meeting. Region One bases our business meetings on first *group conscience*, then the 12 Traditions and the 12 Concepts of Service and finally referring to Robert’s Rules.

**Scholarship for *Convention***

Contrast with *Delegate/Representative Support*

A targeted fund from specified donations which provides money to help pay the Convention registration fee for members who may not otherwise be able to attend. Proceeds above cost for the Convention Package Raffle also contribute to Convention scholarships.

**Service Body**

See also *Intergroup, National Service Board, Language Service Board,* and *Region*

The general term for any OA body that provides services to groups, members, or other Service Bodies.

**Service Structure**

OA is not structured like most businesses or organizations that we know. We have an “upside down” service structure, with members at the top who are the people being served. The structure starts at the top with groups, then *Intergroups, National Service Boards* and *Language Service Boards*, then *Regions*, and finally, at the bottom, the *World Service Board of Trustees* and the *Executive Council*. Each level provides services for the levels above it. It looks like this:



**Trustee (World Service Board)**

A trustee is an OA member who meets the qualifications for the *World Service Board of Trustees* and is elected at the *World Service Business Conference.* There are three kinds of trustee: General Service, Regional, and Virtual Service. Virtual Service trustees represent the interests of telephone and online meetings; Regional trustees represent the interests of their Region. The General Service trustees also comprise the Executive Council, responsible for overseeing the interests of OA as a whole.

**World Service Board of Trustees**

See also *Executive Council, Trustee*

The Service Body that coordinates and provides services to OA as a whole, including all members, groups, and Service Bodies. The board consists of trusted servants: Regional trustees, a Virtual Services Trustees, and General Trustees. There is an Executive Council made up of some General Trustees, who rotate into and out of service on the EC. The board coordinates all activities that impact all of OA, such as world-wide meeting lists, literature printing and distribution, and the website. The General Service Trustees oversee the professionals who manage the *World Service Office.*

**World Service Delegate**

Contrast with *Region Representative*

Each *Service Body* in OA can elect a World Service Delegate to represent their interests and their group conscience at the *World Service Business Conference (WSBC)*. This person may or may not be the same person who is elected as Region Representative. Qualifications for a WSBC Delegate are set by WSBC. The Delegate attends *WSBC* and serves on a committee through the following year.

**WSBC**

See *World Service Business Conference*

**World Service Business Conference**

The group conscience of OA as a whole. Held at the end of April/early May in Albuquerque, New Mexico, USA. *World Service Delegates* attend to represent their members, meetings, and Service Bodies in making decisions for OA as a whole.

**WSO**

World Service Office, which consists of staff hired by the Board of Trustees to provide professional services for OA, Inc. and the entire OA fellowship.

Thank you, and enjoy Assembly and Convention!