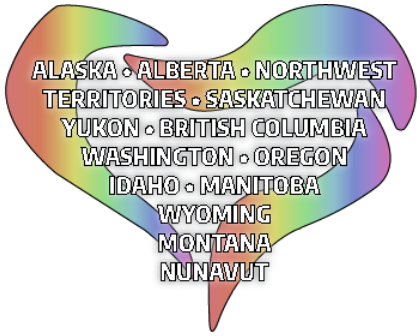
Section 4: Region One Policies and Procedures

NOTES

Region One Assembly of Overeaters Anonymous Policies and Procedures

1. REGION ONE

1.1. The Region One Heart Logo (see below) is adopted for use on Region One Board and Committee Correspondence.



2. REGION ONE BOARD

2.1. Official correspondence from the Region One Board shall first be submitted to all Board members for input.

2.2. A Board member who is unable to fulfill the duties of the office may request a leave of absence of up to two months or may resign. If the Board member does not take this action, s/he may be asked to take a two-month leave of absence or resign.

2.3. Any Board member may request a leave of absence of up to two months, which may be granted at the discretion of the Board.

2.4. The Region One Board shall maintain and update as necessary a written handout entitled "Guide for Serving as a Region One Representative" to be sent out annually with the "Eligibility for Assembly" form.

3. REGION ONE BOARD MEETINGS

3.1. The primary purpose of Board meetings will be Region One business and Region One will continue to investigate expansion of the outreach program, i.e., service and tradition workshops, committee networking and service forums.

3.2. Board minutes will be sent electronically to current Board members, Intergroup Chairs, and be posted on the Region One website.

3.3. The Board shall meet at least four times per year. The Board shall hold a meeting each fall immediately following Assembly.

3.4. Board meetings may be held in-person or by virtual means.

4. REGION ONE BOARD JOB DESCRIPTIONS

4.1. **GENERAL RESPONSIBILITIES OF EACH BOARD MEMBER:**

- 4.1.1. Submits a written report of activity prior to each Board Meeting and Assembly.
- 4.1.2. Acts as liaison to committees and Intergroups, as assigned.
- 4.1.3. Keeps records to pass on at the end of term.
- 4.1.4. May contribute articles to the Region One website blog.
- 4.1.5. Provides service as a speaker throughout Region One, as schedule permits.

4.2. **CHAIR RESPONSIBILITIES:**

4.2.1. Presides at all regular and special meetings of the Region One Board, Executive Board and Assemblies.

4.2.2. May appoint a Parliamentarian for the Region One Assembly to advise the Chair on procedural issues. Factors which shall be used in selection are:

4.2.2.1. Familiarity with the Twelve Steps, Twelve Traditions and Twelve Concepts of Overeaters Anonymous.

4.2.2.2. Familiarity with the Bylaws and Policies and Procedures of Region One.

4.2.2.3. Ability to apply Robert's Rules of Order Newly Revised.

4.2.2.4. If the chosen Parliamentarian is a member of Overeaters Anonymous, their expenses will be reimbursed in the same manner as those of the Region One Board.

4.2.2.5. The Parliamentarian may be an ex-officio member of the Bylaw Committee at the discretion of the Region One Chair.

4.2.2.6. Parliamentarian's duties are as follows:

4.2.2.6.1. Advises Chair to maintain the order of business according to Robert's Rules of Order Newly Revised, Region One Bylaws and Policies.

4.2.2.6.2. During Assembly, gives Chair motions in order of precedence.

4.2.2.6.3. During Assembly, answers questions or parliamentary inquiries when requested to do so by the Chair.

4.2.3. Serves as ex-officio member on all committees except Nominations.

4.2.4. Represents Region One as a whole at the World Service Business Conference.

4.2.5. Participates in the Region Chairs' Committee meetings, including at WSBC

4.2.6. Appoints Committee members and assigns duties as necessary.

4.2.7. Assumes responsibility for planning of the Assembly.

4.2.8. After elections at Assembly, assigns all Board members to Region One committees and intergroups, to serve as liaisons for the coming year.

4.2.9. Coordinates production of Assembly Notebooks.

4.2.10. Prepares Assembly evaluation forms and reports on results at the next Board meeting.

4.2.11. May call regular meetings of Region One Intergroup chairs.

4.2.12. Fulfills general responsibilities of each Board member listed in Policy 4.1.

4.2.13. Appoints a Lead Regional Delegate who shall serve as a resource for the other Regional Delegates.

4.3. **FIRST VICE-CHAIR RESPONSIBILITIES:**

4.3.1. Acts in the capacity of the Chair in their incapacity or absence.

4.3.2. Maintains open communication with the Chair to be prepared to act in the event of their incapacity or absence.

4.3.3. Carries out specific assignments as directed by the Chair.

4.3.4. Negotiates the hotel contract for Assembly and Convention. The contract is to include hotel room rates and amenities, meeting rooms, audio-visual and other equipment, catering, and any other needs specific to Assembly and Convention.

Recommends the final contract to the Board for approval. Co-signs the approved contract with the Chair, provides the Treasurer with written notice of when hotel deposits are due and ensures that a direct bill application is completed, if necessary.

4.3.5. Maintains regular contact with the hotel to ensure that everything remains on track and to keep abreast of any changes that may affect the outcome of Assembly and Convention.

4.3.6. Provides an up-to-date manual to Convention Chairs containing job descriptions, deadlines for specific activities, sample forms and other pertinent information.
4.3.7. Works with the Convention Chair and the Second Vice-Chair to develop the Convention Program.
4.3.8. Works with Intergroups to generate bids for Region Convention.
4.3.9. Serves as resource and liaison for Convention Chairs, providing guidance, clarifying expectations, keeping the Board informed of all major decisions and asking for approval/assistance as necessary.
4.3.10. Fulfills general responsibilities of each Board member listed in Policy 4.1.

4.4. **SECOND VICE-CHAIR RESPONSIBILITIES:**
4.4.1. Acts in the capacity of the First Vice-Chair in their incapacity or absence.
4.4.2. Maintains open communication with the First Vice-Chair to be prepared to act in the event of their incapacity or absence.
4.4.3. Monitors the number of hotel nights booked, reminds Intergroups of the deadline for registration to help ensure room night quota is achieved if it is part of the contract.
4.4.4. Closely monitors the terms of the hotel contract to ensure all Region financial obligations are met.
4.4.5. Works with the First Vice-Chair and the Convention Chair to develop the Convention Program.
4.4.6. Maintains the Convention checking account and issues reimbursements in a manner consistent with Region One policies.
4.4.7. Works closely with the Convention Committee to ensure no additional expenses are incurred without prior Board approval and that financial accountability is maintained.
4.4.8. Works closely with the Region One Treasurer to ensure that all Convention registration fees are accurately and appropriately recorded and that funds are transferred to the Region One General Fund at the conclusion of the Convention.
4.4.9. Serves as resource and liaison for Board Outreach visits to Intergroups, provides guidance, clarifies expectations, schedules Board visits and keeps the Board informed of all major decisions and asks for approval/assistance as necessary.
4.4.10. Assists the Chair in coordinating regular meetings of the Chair and intergroup chairs.
4.4.11. Serves as a resource for Intergroups in planning their own events, providing formats and advice as needed.
4.4.12. Carries out specific assignments as directed by the Chair.
4.4.13. Fulfills general responsibilities of each Board member listed in Policy 4.1.

4.5. **SECRETARY RESPONSIBILITIES:**
4.5.1. Records and prepares the minutes of all Region One Board Meetings:
4.5.1.1. Sends draft minutes to Board members within one (1) week of each meeting. Minutes shall include a record of assigned tasks, decisions, and actions taken by the Board.
4.5.1.2. Provides final approved minutes for posting on the Region One website.
4.5.2. Updates and maintains rosters with contact information for Region One Board members, Intergroups, WSBC Delegates, Assembly Representatives, and Committees. Maintains archive of rosters of attendance at Assembly and WSBC.
4.5.3. Updates Region One Bylaws and Policies and Procedures following the Assembly, then refers them to the Bylaws committee for review and approval. Provides final, approved versions of both documents for posting on the Region website.
4.5.4. Coordinates registration for Assembly:

4.5.4.1. Sends out Assembly registration instructions to Intergroups, unaffiliated groups and Region One committees at least one hundred fifty (150) days before the Region One Assembly. Follows up with those Intergroups not responding by the deadline.

4.5.4.2. Records Representatives, Alternates and Board members as they arrive at Assembly.

4.5.4.3. Gives credentials reports on number of voting Representatives and Board members during Assembly.

4.5.5. Sends Assembly materials to Intergroups not represented at Assembly.

4.5.6. Sends out notices and other correspondence that is not the proper function of a Committee or another Board member.

4.5.7. Fulfills general responsibilities of each Board member listed in Policy 4.1.

4.6. **TREASURER RESPONSIBILITIES:**

4.6.1. Assume office immediately, but allow sixty (60) days after election to work with the previous Treasurer to balance books and receive all materials for the position.

4.6.2. Maintains a mailing address to receive donations and retrieves the mail at least monthly.

4.6.3. Maintains bank accounts in U.S. funds.

4.6.4. Records receipts and disbursements.

4.6.5. Reimburses Board members and Committee Chairs for approved expenses.

4.6.6. Records donations by group number.

4.6.7. Completes government forms as required, including annual renewal of corporate registration with the state of Oregon and annual federal income tax filing.

4.6.8. Maintains up-to-date financial information including balancing checking accounts monthly.

4.6.9. Submits financial reports to the Board, the audit committees, and the Budget, Finance and Delegate Support committee on a monthly basis, and prior year-end and current year-to-date financial reports for inclusion in the Assembly Notebook.

4.6.10. Provides year-end reports and all supporting materials, paper and electronic, to the Chair of the General Audit Committee for the annual audit by February 28.

4.6.11. Provides reports and all supporting materials, paper and electronic, to the Chair of the Convention Audit Committee within 45 days of the close of Convention.

4.6.12. Works with the Budget, Finance and Delegate Support Committee to create a budget proposal for the following year. This proposed budget is submitted to the Board for discussion at the June Board meeting. Submits budget to Assembly for approval.

4.6.13. Reviews Budget and Finance policies annually.

4.6.14. Provides members with expense and donation forms as requested.

4.6.15. Fulfills general responsibilities of each Board member listed in Policy 4.1.

4.7. **TECHNOLOGY COORDINATOR RESPONSIBILITIES:**

4.7.1. Maintains website and social media sites as appropriate.

4.7.2. Considers Region One Policies and World Service guidelines in all publications.

4.7.3. Consults with the Region One Board as to content and information to be published and makes no major changes in format or content without approval of the Board.

4.7.4. Maintains a current backup of Region One digital assets, including the website, any shared file resources or databases, at least monthly.

4.7.5. Oversees user account and password security for Region One accounts.

4.7.6. Is a resource for Intergroups and Service Bodies which request support for setting up and maintaining websites or social media outreach.

4.7.7. Fulfills general responsibilities of each Board member listed in Policy 4.1.

4.8. **MEMBER AT LARGE RESPONSIBILITIES:**

4.8.1. Provides backup to and may temporarily perform the duties of any Board member, other than Chair, as needed.

4.8.2. Supports special projects and Intergroup Renewal efforts within Region One, as requested by the Chair.

4.8.3. Updates and maintains the Region One speaker list. Actively recruits new speakers and shares the list when requested by OA members or service bodies.

4.8.4. Works with the Trustee Liaison to maintain communication with unaffiliated groups.

4.8.5. Fulfills general responsibilities of each Board member listed in Policy 4.1.

4.9. **TRUSTEE LIAISON RESPONSIBILITIES:**

4.9.1. Fulfills duties as described in World Service Business Conference (WSBC) Bylaws.

4.9.2. Keeps Region informed of current business concerning Region One and OA as a whole.

4.9.3. Attends Region One Board meetings, acting as a link between Region One and WSO.

4.9.4. Serves on the Nominations Committee during Assembly elections (if not running).

4.9.5. Works with the Member at Large to maintain communication with unaffiliated groups.

4.9.6. Promotes OA World Service newsletters, bulletins and other communications within Region One.

4.9.7. General responsibilities of each Board member listed in Policy 4.1.

5. BUDGET AND FINANCE

5.1. **FINANCE**

5.1.1. Region One shall operate its finances in an orderly and cost-effective manner.

5.1.2. Region One funds will be accounted for in accordance with recognized financial accounting practices and in compliance with all laws.

5.1.3. The Treasurer, the Chair and the Second Vice-Chair shall be authorized signers on Region One accounts. One additional Board member may be an authorized signer if deemed necessary and approved by a majority vote of the Board.

5.1.3.1. Passwords for all accounts holding Region One funds shall be secured and shared with those authorized signers as specified in 5.1.3.

5.1.3.2. Board Members shall immediately surrender all assigned bank cards at the end of their term or upon their resignation.

5.1.4. All funds shall be held in registered and insured financial institutions.

5.1.5. All expenditures must be supported by related receipts.

5.1.5.1. Requests for disbursements of funds received via email shall be verified verbally with the person making the request prior to executing the disbursement.

5.1.5.2. Board members shall submit their expenses within 60 (sixty) days of the incurred expense.

5.1.6. All accounts which involve Region funds shall be audited on an annual basis. The Chair shall appoint an Audit Committee of at least three people whose duties shall be to audit all such accounts. The committee shall create a written audit report for the year. The written report and the convention and general fund audit shall be included in the Assembly Notebook materials.

5.1.6.1. The Convention audit shall be completed within 90 (ninety) days of the close of Convention.

5.1.6.2. The general fund audit shall be completed by April 30.

5.2. **BUDGET**

5.2.1. Region One operates on a fiscal year running from January 1 through December 31.

5.2.2. The Budget & Finance Committee shall draft a budget for the upcoming fiscal year, based on realistic expectations of revenue and fund balances above the level of prudent reserve, and the amount of funds required to operate the programs the Assembly has approved, to be submitted to the Assembly for approval. After review and amendment, the Assembly shall adopt the budget for the coming year.

5.2.3. Region One funds shall be disbursed in accordance with the budget. Any expenditure that would cause a budgeted line item to be exceeded by 10% shall require approval by the Board. If the Board approves a budgeted override, such action shall be brought forward at the next Assembly for ratification.

5.2.4. Half way through the fiscal year, the Budget, Finance and Delegate Support Committee may review the current year's budget and suggest spending reductions if necessary to the Region One Board.

5.2.5. At the end of each fiscal year, Region One shall reallocate excess funds. Excess funds are calculated as follows: bank balances per book at year-end less Prudent Reserve, less already-budgeted targeted expenses for the coming year. Targeted expenses for this purpose include: Board Special Projects, Member Outreach, Representative Support, and WSBC Delegate Support. Excess funds shall be reallocated in the budget as follows:

5.2.5.1. A minimum of 10% shall be sent to the World Service Office of Overeaters Anonymous.

5.2.5.2. Up to 30% shall be used for Board Special Projects

5.2.5.3. Up to 30% shall be used for Member Outreach to our members, groups and intergroups.

5.2.5.4. Up to 15% shall be used for Representative Support

5.2.5.5. Up to 15% shall be used for WSBC Delegate Support.

5.2.5.6. Up to 10% shall be used for PIPO.

5.2.5.7. Up to 10% shall be used to increase funding for Project Teams per their request.

5.2.6. Trustee Nominees who are affirmed at Assembly may apply for funding to attend WSBC for the year of their Election.

5.2.7. Region One shall provide for sending two of its officers to each World Service Business Conference as follows:

5.2.7.1. The Region One Chair, or if not available, the next available officer as designated below in (5.2.7.3), who shall register as a WSBC Delegate and represent Region One on the Region Chairs Committee and at any other Region Chair activities at the WSBC, and

5.2.7.2. The next available officer as designated below in (5.2.7.3), who is eligible to be registered as a delegate from their intergroup shall assume the duties of the officer listed above in (5.2.7.1) if that officer is unavailable and/or unable to carry out those duties.

In such a case where WSBC designates this region as being eligible to send another Region One Delegate to the next WSBC, the second board member sent shall fulfill that position as a voting delegate. If no officer is eligible to serve as a delegate from their intergroup (or when appropriate a Region Delegate) to the WSBC, the officer will register as an Alternate Delegate.

5.2.7.3. The order of the officers will be the following: Chair, First Vice Chair, Second Vice Chair, Secretary, Treasurer, Technology Coordinator, and Members at Large.

5.2.7.4. Funds available for sending these officers shall be listed in a separate line item in the budget as “WSBC Representation.”

5.3. **PRUDENT RESERVE**

5.3.1. A Prudent Reserve of six months’ operating expenses shall be maintained in a separate account. Prudent reserve shall be calculated annually by taking an average of the prior three years’ net annual operating expenditures and dividing by two. Targeted funds (Board Special Projects, Member Outreach, WSBC Delegate Support, Representative Support) shall not be included in this calculation of net operating expenditures.

5.3.2. If due to extraordinary circumstances, net expenditures of any particular year are less than 70% of either of the other two years in the calculation, the Treasurer will use an average of the previous five years instead of three years.

5.3.3. If the Prudent Reserve falls below the required level, a minimum of $500 per quarter shall be transferred to this account from the general account until the Prudent Reserve level is restored. If the Treasurer's report at any Board meeting indicates a reasonable expectation that transfers out of the Prudent Reserve account shall be required in the next quarter, the Budget & Finance Committee shall meet, and present a plan for reducing operating expenses for Board approval.

5.4. **REPRESENTATIVE AND DELEGATE SUPPORT**

5.4.1. Representative Support

5.4.1.1. Region One may provide support funds to assist Intergroups that would not otherwise be fully represented at Region.

5.4.1.2. Support for Representatives is awarded only to Intergroups registered for the Assembly and may only be used for expenses incurred for the Assembly by the Representative.

5.4.1.3. Applications for Representative support must be received by the Region treasurer from the requesting Intergroups by July 15 prior to Assembly. The applications will be reviewed by the Budget, Finance and Delegate Support committee, which will make recommendations to the board about how to distribute the available Representative support funds. The board will confirm the recommendations by August 1. The Intergroups that applied will be notified of how much, if any, support has been approved by August 15. The Region One Board may waive the deadlines if needed.

5.4.1.4. Where multiple requests are received and funds allow, support for Assembly Representatives shall be awarded as follows:

5.4.1.4.1. First: To new Intergroups or Intergroups that have never sent Representatives to the Region One Assembly.

5.4.1.4.2. Second: To Intergroups that have not sent Representatives to the Region One Assembly in the last five years.

5.4.1.4.3. Third: To Intergroups that have sent Representatives to the Region One Assembly in the past five years.

5.4.1.4.4. Fourth: To Intergroups that would otherwise not be fully represented without financial assistance.

5.4.1.5. In the spirit of Seventh Tradition self-support, it is requested that – where feasible – each applicant intergroup provide *some* portion of the Representative expenses from their available treasury, and/or offer to conduct a fundraising event within their larger service body to help defray their Assembly Representative expenses.

5.4.1.6. After Assembly, the Representative's intergroup will turn in (to the Region One Treasurer) an expense report and all receipts by December 1 of the year the expenses were incurred to receive reimbursement for costs up to the amount of approved funding support. Funds may be reimbursed only for costs incurred during Assembly (not Convention) and travel to and from Assembly. Advance payments may be made only by special arrangement with the Region 1 Treasurer.

5.4.2. WSBC Delegate Support

5.4.2.1. Region One may provide support funds to assist Intergroups that would not otherwise be represented at World Service Business Conference (WSBC).

5.4.2.2. Support for Delegates to WSBC is awarded only to Intergroups registered for WSBC and may only be used for expenses incurred for WSBC by the Delegate.

5.4.2.3. Applications for WSBC Delegate support must be received by the Region treasurer from the requesting Intergroups by October 1. The applications will be reviewed by the Budget, Finance and Delegate Support committee before Assembly, and they will make recommendations to the board at the first board meeting after Assembly. The Intergroups that applied will be notified immediately. The Region One Board may waive the deadlines if needed.

5.4.2.4. To determine the support to be awarded, the Region One Treasurer will inform the Budget, Finance and Delegate Support committee of the fund's budget and add to that any specific donations.

5.4.2.5. Where multiple requests are received and funds allow, support for WSBC Delegates shall be awarded as follows:

5.4.2.5.1. First: To new Intergroups or Intergroups that have never sent delegates to WSBC.

5.4.2.5.2. Second: To Intergroups that have not sent delegates to WSBC in the last five years.

5.4.2.5.3. Third: To Intergroups that have sent delegates to WSBC in the past five years.

5.4.2.6. In the spirit of Seventh Tradition self-support, it is requested that – where feasible -- each applicant intergroup provide *some* portion of the delegate expenses from their available treasury, and/or offer to conduct a fundraising event within their larger service body to help defray their Conference delegate expenses.

5.4.2.7. After WSBC, the Delegate's intergroup will turn in (to the Region One Treasurer) an expense report and all receipts within 60 (sixty) days to receive reimbursement for costs up to the amount of approved funding support. Funds may be reimbursed only for costs incurred during WSBC and travel to and from WSBC. Advance payments may be made only by special arrangement with the Region 1 Treasurer.

5.5. **PUBLIC INFORMATION/PROFESSIONAL OUTREACH GRANTS**

5.5.1. The Region One budget shall include a line item for Public Information grants, the amount to be voted on at each year's Assembly.

5.5.2. A single Intergroup, or coalition of Intergroups (service bodies), may make application for grant funds by submitting a request for such funds through the Public Information/Professional Outreach Committee.

5.5.3. Proposals shall be in accordance with the Twelve Steps and Twelve Traditions of Overeaters Anonymous.

5.5.4. Written proposals shall be submitted to the Public Information/Professional Outreach Committee and must include the following:

5.5.4.1. The identity of the proposing service bodies, including the signature of the Chair(s) and contact information for the person responsible for the project.

5.5.4.2. A complete description of the proposed project, including how the proposal was developed, any research done on locations, demographics, and prices.

5.5.4.3. The target audience and projected number of people to be reached.

5.5.4.4. The projected total cost of the project, including direct and indirect costs, the amount the service body intends to cover or receive from other sources, and the amount of the grant requested.

5.5.4.5. A projected timeline, including the starting and proposed ending date of the project.

5.5.4.6. A proposed method of measuring results.

5.5.4.7. Whether any of the project materials may be useful for other Region One service bodies.

5.5.5. When written proposals are approved by the Public Information/ Professional Outreach Committee, they will be forwarded to the Treasurer.

5.5.5.1. Requests of under $200 which fall within the line item budget for Public Information/ Professional Outreach grants may be approved by the Treasurer.

5.5.5.2. Requests of over $200, or if the request would exceed the budgeted amount for Public Information grants, shall be forwarded to the Board for approval, and, if necessary, a budget override.

5.5.5.3. Receipts for all monies spent shall be forwarded to the Treasurer in accordance with Region One policies.

5.5.6. The project's Chair will keep the Public Information/Professional Outreach Chair advised of the progress and status of the project. The Public Information/ Professional Outreach Chair will include this information in their quarterly reports to the Board. Within 30 days of the close of the project, a final report shall be submitted to the Public Information/Professional Outreach Chair and the Board, and all remaining funds will be returned to the Region One treasury.

5.6. **MEMBER OUTREACH GRANTS**

5.6.1. An Intergroup may make an application for a Member Outreach grant by applying for such funds through the Budget Finance Delegate Support Committee Member Outreach Application form.

5.6.2. Grants will be awarded on a first come first serve basis until available Member Outreach funds are depleted.

5.6.3. Applications shall be submitted to the Budget Finance Delegate Support Committee and must include the following:

5.6.3.1. The identity of the applying Intergroup including the signature of the Chair or another Intergroup officer and the contact information for the person responsible for the project.

5.6.3.2. The intended use of the Member Outreach Funds with a brief description including research done on project and costs.

5.6.3.3. The projected total cost of the project and the amount of the grant requested.

5.6.3.4. A proposed method of measuring and documenting the results.

5.6.4. When written proposals are approved by the Budget Finance Delegate Support Committee, they will be forwarded to the Region One Board for approval, then to the Region One Treasurer for disbursement.

5.6.4.1. Receipts for all Member Outreach monies spent shall be forwarded to the Treasurer in accordance with Region One policies.

5.6.4.2. Any unused funds must be returned to the Region One treasury within sixty (60) days of project completion or in the event of project cancellation.

5.6.5. The Intergroup will keep the Budget Finance Delegate Support Committee Chair and the Region One Treasurer advised of the use of the funds. By year end, a final report shall be submitted to the Budget Finance Delegate Support Committee Chair and the Region One Treasurer.

5.7. **REIMBURSEMENT:**

5.7.1. The following guidelines are directed towards reimbursements for members of the Board, Committees, Board Nominees, and Regional Delegates to the World Service Business Conference. The Treasurer will submit their own reimbursement requests to the Chair. Other reimbursement forms accompanied by related receipts shall be submitted to the Treasurer. The Treasurer shall approve reimbursements and issue checks according to the following guidelines:

5.7.1.1. Board members, other than Trustee Liaison, and Committees shall be reimbursed for their reasonable expenses in performing their designated duties. Board members and Committees shall attempt to use the most cost effective means of performing their duties.

5.7.1.2. Board members: travel shall be reimbursed at:

5.7.1.2.1. actual cost; or

5.7.1.2.2. the IRS charitable mileage reimbursement rate, with kilometers converted to miles, if necessary.

5.7.1.3. Lodging shall be reimbursed at double occupancy, unless reasonable circumstances deem otherwise. If rooms are shared with persons not eligible for reimbursement, Region One will reimburse only the Board member's share of the lodging.

5.7.1.4. Up to five nights lodging shall be reimbursed for Assembly/Convention for all current Board members. Newly elected Board members may apply for reimbursement if not already funded by another service body. The Chair, or his/her designee, may be reimbursed for an additional night of lodging at single occupancy if deemed necessary by the Board.

5.7.1.5. Committees shall submit requests for reimbursement to their liaison Board member. The Board member shall forward approved requests for reimbursement to the Treasurer.

5.7.2. Board nominees who are not current Region 1 Representatives may request funding to attend Assembly as follows:

5.7.2.1. Applicant is not presently funded by another service body

5.7.2.2. Applicant does service at Assembly as assigned by the Region 1 Board and policy manual.

5.7.2.3. Region 1 will pay for two nights' lodging at half the daily room rate based on double occupancy, and the cost of Assembly registration. Transportation and meals will be compensated on a receipted basis by the Treasurer.

5.7.2.4. Deadline for application for funding is sixty (60) days prior to Assembly.

5.7.3. A Board or committee member may request an advance for anticipated expenditures. When the expenditure is made, the related receipts must be forwarded to the Treasurer.

5.7.4. If an advance or other prepaid funds are not used for the purpose intended, any funds not used for Region One business shall be returned to Region One. This requirement may be waived if the Board deems the reason the funds were not used for their intended purpose was an emergency.

5.7.5. If the Treasurer does not approve a request for reimbursement, either because it is inconsistent with the Region One Policies or because it is not deemed reasonable, the person requesting reimbursement may ask for a decision from the Board. If the member is not satisfied with the decision of the Board, the decision may be brought before the Assembly. At the Treasurer's discretion, advances may be made to cover the portion of the reimbursement that is not under appeal.

5.7.6. When Region One elects to send and finance regional delegates to the World Service Business Conference, the selected delegates shall follow the same usage and reimbursement policies and procedures as those stated above for Region Board and committee members. Region One Delegates to WSBC may be compensated for up to four nights lodging at double occupancy.

6. REGION ONE ASSEMBLY

6.1. **REPORTS:**

6.1.1. Each Committee, Intergroup Chair, and Board Member is expected to prepare a report for Assembly. Each report shall include the author's name and date of report. Reports are to be submitted electronically in Word format. When the call for reports is made before Assembly, it would be helpful to the committees if this language is included in the request.

6.2. NOMINATIONS:

6.2.1. The written applications of those nominated for Region One positions shall be printed and included in the Assembly notebook if they are received at least thirty (30) days before Assembly. Any nominees applying for a position later than that are responsible for providing a copy of their written application to each member of the Assembly. Applicants may contact the Nomination Chair concerning disbursement of copies.

6.2.2. Voting procedures and guidelines shall be included in the Assembly notebook.

6.2.3. When electing for the position of Chair, if the incumbent is running, the Chair shall appoint a board member to preside over the election proceedings.

6.3. **MOTIONS:**

6.3.1. The Bylaws committee shall create and provide a form for submitting main motions to the Assembly. Main motions, as described in Robert's Rules of Order Newly Revised, are those motions that bring business before the Assembly. These include policy and bylaw changes, and requests for Region One to take action.

6.3.2. The Bylaws committee shall send to each Intergroup and Committee Chair a copy of the motion form at least one hundred twenty (120) days prior to the start of the annual Assembly. This communication may be electronic and shall include a copy of the Region One Policies and Procedures and a copy of the Region One Bylaws.

6.3.3. Intergroups and committees shall use the form to submit main motions to the Bylaws committee or the Region One Board sixty (60) days prior to Assembly in order to be included in the notebook.

6.3.4. Main motions must be provided electronically to Representatives thirty (30) days prior to the Assembly.

6.3.5. Main motions may also be made from the floor by Board members, registered Representatives, and committees.

6.3.6. Motions may be ruled out of order by the Region One Chair at the Assembly. Any voting member may appeal the Chair's decision if this occurs. If the Chair determines that the motion is out of order, and that determination is challenged, the conflict is resolved by balloting the Assembly Representatives.

6.3.7. Emergency New Business motions are matters of an urgent nature that, if not acted upon before the end of the Assembly, might have a detrimental effect on the welfare of the Assembly or Region One. Such motions shall be submitted to the Board and considered for discussion by an Emergency New Business committee established by the Region One Chair, subject to the rules of the Assembly.

7. REGION ONE REPRESENTATIVES

7.1. **EACH REPRESENTATIVE SHALL COMPLETE THE ONLINE ASSEMBLY REGISTRATION FORM** at least forty-five (45) days prior to Assembly and affirm election by his or her service body. The Region One Board may waive this deadline if deemed necessary. The Representative will indicate Committee assignment preferences by completing a survey provided electronically prior to Assembly.

7.2. **DURING THE ASSEMBLY, REPRESENTATIVES SHALL:**

7.2.1. Attend all business sessions, arriving on time, as required for voting.

7.2.2. Participate in meetings of their assigned committee, creating an agenda and setting goals for the coming year.

7.2.3. Complete the Assembly evaluation form included in the Assembly notebook.

7.3. **AFTER ASSEMBLY, REPRESENTATIVE SHALL:**

7.3.1. Report on the Assembly proceedings orally and/or in writing to the Intergroup and to individual groups whenever possible, encouraging others to become involved in Region One service.

7.3.2. Keep in contact with their assigned committee, fulfilling the agreed-upon committee assignments for the year.

7.4. **AS TIME ALLOWS, REPRESENTATIVES ARE ENCOURAGED TO:**

7.4.1. Write articles for their Intergroup or Region One publications and World Service publications.

7.4.2. Lead workshops, as arranged by the Intergroup or Region One.

7.4.3. Provide assistance to the Board as may be requested from time to time.

8. REGION ONE CONVENTION

8.1. **HOTEL**

8.1.1. When an Intergroup is awarded the bid to host a Region One Convention, it shall submit a list of possible hotel sites and dates available at the next regularly scheduled Board meeting. The Board shall vote and give the committee their first three choices. The Convention Committee shall have the final selection from those three choices.

8.1.2. The complimentary rooms received from the hotel will be used in the following manner: The first room used as a hospitality room. A decision on the disposition of additional complimentary rooms will be cleared through the First Vice Chair.

8.1.3. Consideration of holidays shall be taken into account when scheduling Region One events and dates shall be approved by the First Vice Chair. The Canadian Thanksgiving is on the second Monday in October.

8.2. **WAYS AND MEANS**

8.2.1. Sales of Ways and Means items during the Region One Convention are restricted to items offered by the Region One Board and the hosting Intergroup(s).

8.2.2. When Region One funds are used to buy Ways and Means items for Region One Convention, all profits on the sale of those items shall go to Region One.

8.2.3. The hosting Intergroup(s) may choose to purchase and sell Ways and Mean items at the Region One Convention; ten (10) percent of the profits on the sale of those items shall go to Region One.

8.2.4. The hosting Intergroup(s) shall present for approval a Ways and Means plan before the March Board meeting preceding the Convention specifying the proposed source of funds for each item. Region Board approval is required before Region One funds are spent.

8.2.5. The Region One Board may conduct raffle fundraisers in relation to the convention that include, but are not limited to, an Annual Convention Raffle, and a 50/50 raffle. Particulars of each fundraiser may be modified at the board's discretion up to the point at which the fundraising effort commences.

8.3. **REGISTRATION**

8.3.1. Fees and Scholarships

8.3.1.1. The annual Region One Convention will have set registration fees. All OA members attending are expected to pay the set registration fee.

8.3.1.2. Newcomers, defined as any OA member who joined OA after the end of the previous Region One Convention, and members' non-member guests shall pay no registration fees.

8.3.1.3. Any member who wishes to attend and, because of personal finances cannot pay the full fee, must go through the Second Vice Chair or designated members of the Convention committee to seek a partial registration scholarship of a fee reduction for admittance to topics, workshops, and speaker sessions.

8.3.1.3.1. Registration scholarships in the amount of half of the set registration fee will be awarded as scholarship funds are available. Scholarships are awarded directly by the Convention Committee. The Convention Committee will encourage all OA Members to make a donation to the scholarship fund.

8.3.1.3.2. In the event that no scholarship funds are available and cannot be raised, the Second Vice Chair may approve a registration fee reduction to ensure that no OA member is turned away from attending the topics, workshops, or speaker sessions because of lack of funds.

8.3.1.4. Records of all scholarships and reduced fees are to be kept as part of registration tracking.

8.3.2. Registration Forms

8.3.2.1. Posters, flyers and registration forms for Region One events shall not include the name of the speaker(s).

8.3.2.2. The registration and meal costs shall have two columns on the registration forms, one column for U.S. funds and another column for the equivalent in Canadian funds.

8.3.2.3. The First Vice Chair must approve the flyers before printing.

8.3.2.4. Printed and online registration forms are to be available:

8.3.2.4.1. At least six months prior to Convention and in time for World Service Business Conference (WSBC).

8.3.2.5. A registration form shall:

8.3.2.5.1. be filled out for every person attending.
8.3.2.5.2. have a number assigned to it.
8.3.2.5.3. be accounted for on a master list.

8.4. **PROGRAM**

8.4.1. Keynote Speaker Selection

8.4.1.1. The Region One Board shall submit an unranked list of at least six (6) possible keynote speakers to the Convention Committee by July 30th of the year prior to Convention for the Committee to research. The Convention Committee may add additional speakers to the list for consideration.

8.4.1.2. The Convention Committee shall submit an unranked list of possible keynote speakers of no more than five (5) names to the Board by the January Board meeting. The list shall include at least two (2) choices from the list of names provided by the Board. The Board shall give the Convention Committee an unranked list of three (3) choices from the list of five (5) and leave the final decision from this list up to the Convention Committee.

8.4.1.3. The Convention Committee, from this list of three, shall ask a second speaker to keep the Convention date open in case of cancellation by the first speaker.

8.4.1.4. All Convention keynote speakers shall have at least five (5) years of current, continuous abstinence.

8.4.1.5. No Region One Convention keynote speaker shall be considered again for five (5) years.

8.4.1.6. Cost effectiveness shall be taken into consideration in selecting speakers.

8.4.2. Topic/Speakers

8.4.2.1. Region One Convention will have only Overeaters Anonymous speakers. Only OA-Approved literature or media may be displayed. No other twelve-step meeting shall be listed on the program.

8.4.2.2. The Region One Convention shall provide meeting space for OA impromptu meetings. Final approval for meetings must be from the Convention Chair, the Chair of Region One, or the Region One Trustee. Topics will be approved only if they are in keeping with the OA traditions. In keeping with Tradition Three, special focus meetings are open to all OA members.

8.5. **FINANCES**

8.5.1. Convention finances shall be managed in accordance with Region One Policies, as defined in Section 5 – BUDGET AND FINANCE, except that reimbursement requests for expenses shall be submitted to Region One Second Vice-Chair for approval and payment.

8.5.2. The hosting Intergroup(s) shall present a budget for approval before or at the March Board meeting preceding the Convention.

8.5.3. All proceeds, books, supporting documents, and receipts shall be remitted to the Region One Treasurer within thirty (30) days of the close of Convention.

8.5.4. Any outstanding invoices and/or receipts after that thirty (30) day period shall be sent directly to the Region One Treasurer for payment and/or reimbursement at the discretion of the Board. No reimbursements shall be made after the Convention Audit is completed.

8.6. **MISCELLANEOUS**

8.6.1. The Convention Chair shall submit a written Convention report before each Board meeting during the year before the Convention. Final reports from the Chair and committees are to be submitted before the January Board meeting after Convention.

These reports may be included as a part of either or both of the First and Second Vice Chair's report.

8.6.2. The Convention Chair shall be reimbursed for lodging and per diem, consistent with the Board policy on expenses, for the actual Convention days, Friday afternoon from the opening of registration through the Sunday closing ceremony of Convention.

NOTES