

OVEREATERS ANONYMOUS

REGION TEN

POLICY MANUAL

A SUMMARY OF CONTINUING EFFECT MOTIONS

1994-2007

**ADOPTED BY THE REGION TEN ASSEMBLY OF OVEREATERS ANONYMOUS
OCTOBER 2007**

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NOTE: *The Policy Manual is arranged chronologically while the index is arranged alphabetically by topics.*

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NOTE:

The Region Ten Bylaws Committee shall oversee the region assembly final report annually to ensure it is researched in order to update this summary with any business motions that have continuing effect, or for deletion of motions. This includes new, revised, or rescinded motions adopted by the Region Ten Assembly.

EDITORIAL COMMENT:

In 2006 the region board undertook an editorial review and update of this manual. Most changes were for consistency of style, however some changes were also made where terminology was inaccurate in the original, for clarity, or where usage had changed.

Those changes were

- Region delegate (in reference to assembly) changed to region representative. (1994a)
- Assembly minutes changed to Assembly Final Report. (Index, 1995a and Convention Guidelines)
- Deletion of the term “new policy motion: or “policy motion”; “New business motion” is the correct term. (Index, 1996b and appendix (i))
- The word “number” changed to “letter” at the end of the first full line. (Appendix (i)).
- Convention Guidelines Footnote. Guidelines for Special Events changed to the correct title Guidelines for OA events. (2006a)
- All currency is in Australian dollars unless otherwise stated.

**OVEREATERS ANONYMOUS - REGION TEN POLICY MANUAL
A SUMMARY OF CONTINUING EFFECT MOTIONS
1994 – 2007**

INTRODUCTION

It is noted that all motions appearing in this summary were adopted by the group conscience of the Overeaters Anonymous Region Ten Assembly.

CONTINUING EFFECT MOTIONS

- 1994a** It was adopted that registration forms for Region Ten assembly representatives will include the following statement:
"To all intergroup chairs - please advise the representatives that the personal details provided on this form will appear on a list to be distributed to all assembly representatives".

1994a Background *Concern was expressed that distributing a list of names, addresses and telephone numbers of region representatives was a break of anonymity. This policy was formulated to ensure future region representatives will be aware of this procedure and understand that it is not a break of anonymity.*

- 1994b** Deleted 2006

- 1994c** Deleted 2006

- 1995a** It was adopted that the Region Ten Assembly grant permission to have a Region Ten service directory available at the end of each region assembly and that this directory will be published in our final report and the News Sheet.

1995a Background *To inform the membership of who the region board and committee chairs are and to facilitate ease of communication*

- 1995b** It was adopted that the Region Ten assembly grant permission for motions to be presented from unrepresented service bodies who are eligible to send representatives.

1995b Background *To ensure a good cross-section of ideas is able to be presented for consideration at a region assembly and to facilitate a more precise group conscience.*

- 1995c** It was adopted that a group sponsorship programme be set up in Region Ten by the Outreach Committee, whereby registered groups can sponsor other groups within the region, to be actioned by the Outreach Committee.

1995c Background *Following a request to find a way to link groups and intergroups within Region Ten over the vast distances.*

- 1995d** Deleted 2006

- 1995e** Rescinded 1998 replaced by 1998d.

- 1995f** It was adopted that the Long Range Planning Committee (LRP) investigate further the feasibility of publicly placing Region Ten contact information, including Outreach

contact, into the World Wide Web (WWW). If feasible and the board approves of the content, the LRP Committee will proceed to place the information on the WWW.

1995f Background *The internet provides a cheap means of carrying the OA message and reaches many people very quickly and easily.*

1996a Rescinded 2000 replaced by 2000b.

1996b It was adopted that the Region Ten Assembly accept as policy the following procedure for the submission and consideration of all:

- a) new business motions (sometimes known as policy motions)
- b) amendments to the *Region Ten Bylaws*

All proposed new business motions and/or amendments to the *Region Ten Bylaws* shall be submitted in the appropriate guide format and shall include:

- a) a statement of intent
- b) a statement of the procedures necessary for the implementation of the proposal (if necessary)
- c) a statement of estimated costs associated with the proposal
- d) arguments showing relevance and importance
- e) history of similar motions (if possible)

See Appendix (i) for guide formats.

1996b Background *To assist the formulation and writing of new business and/or bylaw amendment motions and to ensure valuable assembly time is not used in trying to research and properly word motions.*

1997a Rescinded 2000 replaced by 2000b.

1997b Rescinded 2000 replaced by 2000b.

1997c Amended (see 1998e)

1998a It was adopted that Region Ten adopt the following mission statement:
"The mission of Region Ten is to provide services and support to our groups and intergroups to assist them to carry the Twelve Step recovery message"

1998a Background *The 1996 Long Range Planning Committee expressed the need for a mission statement for Region Ten.*

1998b It was adopted to accept the Overeaters Anonymous Region Ten Summary of Continuing Effect Motions 1994 - 1997 (commonly known as the Policy Manual) and to make copies available to members in the region.

1998b Background *It is customary within each OA region to have a summary of business motions which have been passed at previous assemblies and which have continuing effect, in the form of a policy manual. It enables quick and easy access to information about the region's policies.*

1998c It was adopted to accept the booklet *Overeaters Anonymous Region Ten Handbook* as official Region Ten literature and to make copies available to members in the region with the following amendments:

- a) add to the cover page - "Approved by Region Ten Assembly - August 1998."

b) under the section - "What is the purpose of the assembly?", add to the bottom of the list, "To select nominee(s) for Region Trustees".

1998c Background *A Region Ten Board initiative to clarify to the membership what Region Ten is and what it does.*

1998d Rescinded 1999 replaced by 1999c, amended 2001 (see 2001b)

1998e Amended (see 1999b)

1999a It was adopted that

- a) Region Ten create a scholarship fund to assist a Region Ten Trustee nominee to attend the May 2001 World Service Business Conference.
- b) The scholarship fund be ongoing to assist a Region Ten Trustee nominee to attend World Service Business Conference as required in accordance with *OA Inc. Bylaws* (currently every three (3) years).

1999a Background *To plan ahead to have sufficient funds available to send a nominee to conference when the Region Ten Trustee position becomes vacant (currently every three (3) years).*

1999b Amended (see 2006a)

1999c Amended 2001. (see 2001b)

2000a Rescinded 2007 (see 2007)

2000b It was adopted that the 1996a, 1997a and 1997b continuing effects motions be rescinded as they are now incorporated in the *Overeaters Anonymous Region Ten Bylaws* (Reference: *Article IX, Committees, Section 1 Committee Purpose, Section 2-Structure of Committees, Section 3 Working of Committees.*)

2000b Background *To allow consolidation of all committee procedures into one document.*

2001a **NEWS SHEET COMMITTEE GUIDELINES**

The following guidelines were adopted by Region Ten for future News Sheet committees' guidance

Guidelines for production of News Sheet:

- News Sheet will be produced by Region Ten approximately three (3) times per year
- Newsheet's primary purpose is to give members within the region information about service activities within the region
- Each issue will contain the following:
 - region trustee and region chair reports
 - reports from all region committees and intergroups; (the latter two to be on a roster throughout the year)
 - outreach mailing list
 - advertisements for OA events throughout the region, such as region assembly and convention, intergroup events, region fundraisers etc
 - an up to date region directory

- It is primarily a service paper rather than a meeting in print. However, some brief personal sharing on service related topics may be included where appropriate (generally not more than one or two (1 or 2) pages)
- News Sheet will comply with the Twelve Traditions and Twelve Concepts of OA Service and with all OA copyright requirements.
- The content of each issue of News Sheet will be agreed to by the board through the board liaison before being distributed.

2001a Background *To provide guidelines for successive News Sheet committees and prevent ambiguity and confusion*

2001b

The travel scholarship shall be distributed to one intergroup for the travel and related costs of sending a representative to the next Region Ten assembly. Assembly will choose the intergroup. The criteria used will be based on which intergroup has not been able to send a representative for the longest time. Two alternative intergroups will be voted on to accommodate if the chosen intergroup is still unable to send a representative. Where funds permit, a minimum of seven hundred dollars (\$700.00) and a maximum of one thousand dollars (\$1,000.00) (the exact amount to be determined by the board at least six (6) months before assembly) is to be allocated to the travel scholarship fund. If the intergroup accepting the travel scholarship does not require the full amount available, then the residual amount will be offered to the second intergroup referred to above. If this intergroup is unable to take advantage of the funds it will be offered to the third intergroup referred to above. If neither intergroup are able to use the money it will be returned to the region funds.

2001b Background *To increase the amount of the travel scholarship subject to availability of funds. Secondly, to reflect current practice, that unused funds allocated to the travel scholarship are not in fact carried over to the following year, the amount of available funds being determined from year to year*

2002a

GUIDELINES FOR ALL REGION TEN COMMITTEES

The following guidelines were adopted by Region Ten for all Region Ten Committees

In addition to their specific goals set each year at assembly and in accordance with the *Region Ten Bylaws* and existing policies, all Region Ten committee chairs will ensure the following guidelines are adopted in their planning sessions at assembly and maintained throughout the year:

- ensure there is a general description of the committee's roles
- have a clear set of goals for the year with milestones, tasks and timelines
- all goals and tasks are to comply with the Twelve Traditions, the Twelve Concepts of OA Service and with all OA copyright requirements
- allocate each committee member defined tasks and timelines
- each committee member to liaise with the chair of the committee.
- each committee member is responsible to ensure that allocated tasks are completed within the approved timelines, and to ask for help if they face problems.
- if the committee wishes to undertake any objectives not outlined at the assembly where the original tasks were approved, then board approval must be sought.
- the content of any mail out within the region needs to be agreed to by the designated board liaison for the committee, two (2) weeks prior to mail out.
- contact the Region Ten Secretary two (2) weeks before any proposed mail out

- for the updated region directory mailing list.
- the chair of the committee will give a brief report to their board liaison approximately three to four (3-4) times per year, at least two (2) weeks prior to board teleconference calls/meetings.
- the chair will distribute to all other members of the committee a report on any board conference calls.
- committee chair to write report for News Sheet once a year
- it is recommended that committee members familiarise themselves with relevant resources; *Region Ten Bylaws* and *Policy Manual, OA Inc, Bylaws, Policy Manual* and Copyright Requirements, Useful Tips for Region Ten Committees, and resources contained in the Region Representatives' Resource Kit.

2002a Background *To assist committees in carrying out their roles and to assist succession*

2005a It was adopted that Region Ten hold a special appeal each year specifically for the purpose of raising money towards assisting a service body (i.e. intergroup, unaffiliated group or national/language service board) within Region Ten to send a delegate to World Service Business Conference (WSBC).

1. Applications for funding need to be received by the region chair six (6) weeks prior to assembly.
2. Delegates need to meet criteria as set out in *OA Inc Bylaws, Subpart B, Article X Section 3*.
3. a) Priority will be given to an intergroup/unaffiliated group or national/language service board that has never sent a delegate to WSBC.
b) However, a successful applicant may apply to send the same delegate for a second time.
4. A service body or group whose delegate meets the above criteria will be allocated as much funding as is available to a maximum of estimated costs.
5. Should more than one applicant meet the criteria equally, a vote will be taken at assembly to determine the successful applicant.
6. A second vote will be taken to fund an alternate applicant, in case the first successful applicant is unable to send their delegate after all.
7. Voting requires two thirds of the assembly in favour for the applicant(s) to be successful.
8. Should neither applicant be able to send a delegate, funds will be carried over to the following year.
9. If the cumulative value of funds raised is less than one thousand dollars (\$1000.00), the scholarship will not be offered.

2005a Background **To increase Region Ten representation at WSBC. A separate appeal is suggested to avoid cutting back on existing Region Ten priorities.**

2005b It was adopted to include “Deletions” in the heading of Appendix (ii) in the *Region Ten Policy Manual* so that the heading reads “Rescissions and Deletions”

2005b Background *To allow for removal of non-current policies, deleted and rescinded, so that the policy manual will be a summary of continuing effects motions as its title states. This appendix will then be an historical record of polices adopted, that no longer have continuing effect.*

2006a It was adopted to amend the Convention Guidelines so that the word “major” before Region Ten fund-raiser under the heading “Costings” point 1 was deleted.

Background 2006a *To reduce the level of fundraising expected from assembly/convention, while*

still recognizing the role of the event in generating significant funds.

2007a It was adopted to amend the Convention Guidelines so that the word “recording” replaces ‘taping’ and ‘CD’ is added.

Background 2007a *To amend our guidelines in order to reflect current practice.*

2007b It was adopted to amend the food requirements section and call the section ‘catering’

Background 2007b *To clarify catering and to improve the grammar of existing wording*

CONVENTION GUIDELINES

Costing:

1. Be mindful of the fact that the price needs to be suited to the average budget but be aware that the convention is a Region Ten fund-raiser.
2. Associated costs:- include postage, photocopying, stationery (including nametags for convention only) Toll calls
3. When working out costs of attendance, accommodation and registration costs should be calculated separately to avoid overnight guests subsidizing day-trippers.
4. The registration fee should be paid by all attending and the committee should ensure that it is set at a level that covers all costs, including those listed above.
5. A cancellation policy is to be set by the convention committee with board liaison.

Venue/Accommodation:

1. Suggested accommodation: seminaries, universities, retreat centres, church camps, motels, boarding schools, training colleges
2. Ensure all negotiation is confirmed in writing with reference to names and dates.
3. Accommodation to be single and/or shared rooms with shared facilities.
4. Allow for separate accommodation for male/female guests.
5. Ensure that the menu is negotiable and provision is made, wherever possible, for people to bring their own food.
6. Photocopy facilities to be available (weekends included).
7. Provide notepads, pencils, *Blu-Tack*, pins, tape, stapler, paper clips.
8. Make a whiteboard available.
9. Venue to be close to transport, shops and airport, where possible.
10. Assembly meeting requires one (1) large room with boardroom seating for up to thirty (30). The Convention requires one (1) large room that will hold up to one hundred (100) and three (3) small rooms which can seat twenty to thirty 20/30 people per room.

Programme:

1. The assembly programme is set by the Region Ten Chair.
2. The assembly agenda is sent in advance to the convention committee chair so that the meal times can be coordinated with the kitchen.
3. The convention programme is to be sent to the Region Ten Board to be ratified two (2) months prior to the event.
4. When selecting people to be a lead speaker and/or chair meetings we suggest two (2) years abstinence.
5. The programme will include an opening *Meet the Board* session on the Saturday morning at which the board members will introduce themselves and share their experience on the theme of the convention. There will not be an alternative session offered at this time.
6. The programme will also include an Ask-It Basket on the Sunday morning. There will not be an alternative session offered at this time.

Flyers:

1. Ideas for themes: *Came to Believe, Living in the Solution, Attitude of Gratitude.*
2. The theme and flyer needs to be submitted to the Region Ten Board for ratification within one (1) month of the close of the current assembly to enable the flyer to be distributed with the assembly final report
3. Flyers to be sent to World Service Office, all other Regions of OA and *Lifeline.*
4. The assembly/convention registration form is to be ratified by the board before being mailed out.
5. Registration forms to be circulated to all on the Region Ten mailing list by the end of the February prior to the event.

NB An up to date mailing list is to be obtained from the Region Ten Secretary.

Board Liaison:

1. The assembly and convention is a Region Ten event and in organising this, the convention committee needs to have ongoing liaison with and ratification by the Region Ten Board of the programme, flyers and forms.
2. The committee should be aware of the need to adhere to The Twelve Traditions and The Twelve Concepts of OA Service.

Float:

1. A float of five hundred dollars (\$500.00) is available to the convention committee for initial costs to be reimbursed to the Region Ten Treasurer when the event account is finalised.
2. Please submit a detailed financial report to the treasurer with reimbursement of the float for future convention committee use.

Recording:

1. The assembly will not be recorded.
2. The host intergroup will arrange recording of the convention and dubbing of tapes/CD's.
3. Tapes/CD's will be sold at cost, plus one dollar (\$1.00) (local currency) per tape/CD, plus postage. The one dollar (\$1.00) per tape/CD is to go to Region Ten.
4. Costs of recording will be incorporated in the convention registration cost.
5. The activity of recording will be undertaken in an economical fashion. This may involve partial funding (approximating the cost of hiring equipment) of members from another intergroup which owns taping/recording equipment.

Catering:

1. It is recommended that a basic menu be provided; sauces, dressings and condiments to be on the side.
2. Please keep in mind that sugar, salt, fat and alcohol are a problem for many OA members.
3. It is recommended that people with special dietary requirements be advised to make their own arrangements.

Entertainment:

1. Keep it simple.
2. OA members' partners can be invited to the convention social function.

Footnote:

Hosting an assembly/convention is an opportunity for your intergroup to grow together in unity, and for many, particularly newer members, to experience the joy of service.

It is invaluable for the intergroup committee running the event to get as many members as possible actively involved. Some ways, in which to involve people, or whole groups, are transport, hospitality, publicity, entertainment and registration.

The convention committee needs to be aware that the region representative role is a full-time commitment. It is suggested that someone other than the region representative be available to deal with general enquiries during the time of the assembly.

Further guidelines can be obtained from the World Service Office *Guidelines for Special Events*.

Appendix (i)

**GUIDE FORMAT FOR SUBMISSION OF PROPOSED
OA REGION TEN BYLAW AMENDMENTS**

Article Number and Name

To Amend Article number and name, section number and name, subsection letter and name by (state action to be taken).

PRESENT WORDING

1. Write out the **present** wording

PROPOSED WORDING:

1. Write out **proposed** wording
2. Draw line through words to be omitted **~~like this.~~**
3. Underscore words to be inserted **like this.**

SUBMITTED BY: name/intergroup
(name of sponsoring body or bodies).

INTENT: state clearly, the purpose of the amendment.

IMPLEMENTATION: how would this amendment/change be carried out?

COST: \$ amount (if known).

ARGUMENT SUBMITTED: reason for submitting amendment including relevant background (MUST BE limited to one (1) page).

HISTORY: has this proposal/change, or a similar amendment, been submitted to the Region Ten Assembly in the past?

**GUIDE FORMAT FOR SUBMISSION OF
PROPOSED OA REGION TEN NEW BUSINESS MOTIONS**

MOTION:	state motion in clear concise language
SUBMITTED BY:	name/intergroup (name of sponsoring body or bodies)
INTENT:	state clearly the purpose of the motion
IMPLEMENTATION:	how would this motion be implemented?
COST:	\$ amount (if known).
ARGUMENT SUBMITTED:	reason for submitting motion including relevant background information. (MUST BE limited to one (1) page.)
HISTORY:	has this proposal/change, or a similar amendment, been submitted to the Region Ten Assembly in the past?

Appendix (ii)

REGION TEN POLICY MANUAL – RESCISSIONS AND DELETIONS

- 1994b** It was adopted to empower the committee to send the Outreach flyer out with practical short term changes and the committee consider amendments as per comments at this meeting for the next printing.
Comments include:
- i. deletion or change of “I like to write”
 - ii. change clip-art to reflect potential membership
 - iii. being specific about geographic locations of Region Ten – preferences for various means of communication (e.g. mail, phone, internet, or other email systems)
 - iv. change stamp in clip art
 - v. changing address on flyer
- Deleted 2006*
- 1994c** It was adopted that the Finance/Budget/Fundraising Committee will look at the possibility of preparing a lapel pin by April 1995 for sale at the World Service Business Conference in May 1995, conventions and within the region – *RX For Recovery* in the colours aqua and silver. Should this be financially possible the committee is authorized to proceed.
- Deleted 2006*
- 1995d** It was adopted to donate the funds from the Australian National Convention Committee account to Region Ten. Five hundred dollars (\$500.00) to act as a standing convention/assembly float and the remainder of the account to establish a 1996 region representatives fund to assist region representatives to the 1998 assembly.
- Deleted 2006*
- 1995e** It was adopted that Region Ten establish an ongoing region representatives fund.
- Rescinded 1998 - Replaced by 1998d*
- 1996a** It was adopted that the following policy statement be implemented:
- a) Any tasks to be undertaken by region committees must have:
 - (i) been researched and documentation must include formal written aims, objectives and costs.
 - (ii) been submitted to the Region Ten Board for review.
 - (iii) been approved and adopted by the Region Ten Assembly, or, in the instance that ratification is necessary between assemblies, by the Region Ten Board.
 - b) Any written information distributed outside an assembly meeting must be submitted through board liaison to the Region Ten Board for review and ratification.
 - c) All region policies adopted shall be documented and recorded as a function of the Region Ten Bylaws Committee.
- Rescinded 2000 – Replaced by 2000b*
- 1997a** It was adopted that there shall be a region board member to liaise with each regional committee. That person shall be assigned by the region chair. The purpose is to facilitate communication between the committees and the region board. The board liaison person does not make decisions for the Region Ten Board.
- Rescinded 2000 – Replaced by 2000b*
- 1997b** It was adopted that:
- a) Any region committee shall consist of at least two (2) members. The Region Ten Board may, at the assembly, assign members to committees where there are only

two (2) or less members.

- b) Any region committee shall consist of members from at least two (2) Intergroups. The Region Ten Board may, at the assembly assign members to committees to ensure a spread of intergroup representation. *Rescinded 2000 – Replaced by 2000b*

1997c **Convention Committee Guidelines.** *Amended 1998 - Replaced by 1998e*

1998d It was adopted that the 1998 Region Ten Assembly rescinds Policy Motion 1995e and replaces it with the following:

Where finances permit, the region will provide a travel scholarship each year to assist representatives to attend assembly if their intergroup is unable to fully financially support them. The amount will be set by the Finance Committee in conjunction with Region Ten Board each year. This scholarship will provide assistance only and is not likely to be able to cover full costs. It will be divided pro-rata amount the applicants according to the amount claimed for travel cost, however, preference may be given to intergroups which have not been able to send a representative for some time.

Rescinded 1999 - Replaced by 1999c

1998e **Convention Committee Guidelines** *Amended 1999 - Replaced by 1999b*

1999b **Convention Committee Guidelines** *Amended 2006.-.Replaced by 2006a*

2000a **Convention Committee Guidelines (Taping)** *Rescinded 2007.-.Replaced by 2007a*

The following statement on taping region assemblies and conventions be adopted:

- The assembly will not be taped.
- The host intergroup will arrange taping of the convention and dubbing of tapes.
- Tapes will be sold to intergroups at cost, plus one dollar (\$1.00) (local currency) per tape, plus postage. The one dollar (\$1.00) per tape is to go to Region Ten.
- Costs of taping will be incorporated in the convention registration cost.
- The activity of taping will be undertaken in an economical fashion. This may involve partial funding (approximating the cost of hiring equipment) of members from another intergroup which owns taping equipment.