

REGION III POLICY MANUAL

March 2017

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 through the Twelve Traditions and Twelve Concepts of Overeaters Anonymous. We also operate in accordance with the Continuing Effects Motions of WSBC. This policy manual is intended to serve as a guide to the Region III Assembly and to assist in its function.

II. BANNER AND MOTTO:

HAPPY, JOYOUS AND FREE: REGION III IS THE PLACE TO BE!

III. DUTIES OF STEERING COMMITTEE:

A) *Chairperson*

1. Shall establish and maintain a file pertaining to Region III Chairperson matters, which shall be transferred to the next Chairperson.
2. Shall call Steering Committee meetings, as needed, by conference call, if necessary.
3. Shall establish and distribute an agenda before each Region III Assembly.
4. Approve the Corporate Annual Report as outlined in Policy Manual Article XI Corporate Annual Report.
5. Shall perform all duties prescribed in the Region III Bylaws under Steering Committee Job Descriptions.

B) *Vice Chairperson*

1. Maintain and update the electronic version of the Convention Planning Manual.
2. Arrange and preside over the Green Dot orientation meeting at each assembly.
3. Shall perform all duties prescribed in the Region III Bylaws under Steering Committee Job Descriptions.

C) *Recording Secretary*

1. Shall furnish written copy of the minutes of all Region III Assembly meetings to all Steering Committee members, attending Region III Assembly Representatives, and Region III registered Intergroups.
2. Shall report the contact information of Region III Chair to WSO when the information changes.

3. Maintain committee handbooks and distribute them at Assemblies.
4. Be one of the Password holders for the Region III website.
5. Updates:
 - a. When updating the Bylaws and Policy Manual with approved amendments, check for and correct any references that need to be adjusted due to changes required in the approved amendments.
 - b. Update the Region III Bylaws and the Region III Policy Manual at least 60 days prior to the next Region III Assembly following any approved amendments.
6. Shall perform all duties prescribed in the Region III Bylaws under Steering Committee Job Descriptions.

D) *Treasurer*

1. After each election make sure the business checking and savings accounts are updated with new signatories being the Treasurer, the Chairperson and other Steering Committee member(s) as needed and designated by the Chairperson.
2. Shall disburse funds following written request and/or submission of bills for which reimbursement has been approved by the Region III Assembly or Steering Committee.
3. Shall present a written and oral Treasurer's report at each Region III Assembly.
4. Prudent Reserve
 - a. A prudent reserve shall be \$3000 plus one half (1/2) the annual Steering Committee travel expenses.
 - b. If the prudent reserve falls below this level, Treasurer shall deposit \$100 per month in order to reach or maintain the prudent reserve.
5. Approve the Corporate Annual Report as outlined in Policy Manual Article XI Corporate Annual Report.
6. Shall perform all duties prescribed in the Region III Bylaws under Steering Committee Job Descriptions.

E) *Communications Secretary*

1. Shall be the primary holder of all passwords and information necessary to access and update the Region III website.
2. Shall maintain and publish on the website a calendar of upcoming events taking place within Region III.
3. Shall perform the duties of Webmaster and/or Postmaster. With approval of the Steering Committee, the Webmaster and/or Postmaster duties may be delegated to other OA members, in which case the Communications Secretary shall be responsible for oversight of said delegates.

4. Shall perform all duties prescribed in the Region III Bylaws under Steering Committee Job Descriptions.

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) Steering Committee Expenses

1. All reasonable expenses of the Steering Committee Members in conjunction with their attendance at Regional events shall be funded by Region III.
2. Only the Regional Chairperson shall be funded by Region III to World Service Business Conference.
3. The Trustee's expenses at the Region III Assemblies are funded by WSO.

F) Funding of Regional Representatives – The Region shall provide funding for Regional Representatives to attend Regional events to defray Intergroup Costs, based on Intergroup financial needs and availability of Region funds. It is recommended that an Intergroup requesting funding for Regional Representatives to attend Regional events submit the request to the Regional Treasurer at least 21 days prior to the beginning of the Assembly for which the funding is requested. 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.

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 fund a representative, up to \$250 to each Regional Assembly. The Intergroup 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 fewer 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) Alternate Regional Representatives who will be attending Region III Assemblies are required to pay applicable registration fees.

I) 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.

J) 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.

K) Literature – Only OA approved literature shall be sold at Region III events.

L) 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 hosting 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.

M) 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.

N) Convention Funds – Convention proceeds are to be divided as follows: 60% to Region III and 40% 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.

O) Assembly Starting Time – Assemblies shall start at a pre-notified time as listed in the Assembly agenda(s). Orientation for new representatives shall be as listed in the Assembly agenda(s).

P) Convention Coordinator – The Region Vice Chair, serving as Convention Coordinator, shall work with the host city committee of any Regional event on matters of policy, finance and planning.

Q) 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.

R) 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.

S) 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.

T) 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 event and the problems encountered, including suggestions for solving such problems.

U) Traditions and Service Workshops – Traditions and Service Workshops within Region III may be included at Regional events.

V) 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.

W) 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) Each Committee will be co-chaired by:

1. A Steering Committee member as designated by Region III Bylaws, Article IX, Sections C-F or by appointment of the Region III Chairperson; and
2. A Region Representative committee member selected by members of the Committee on which he/she serves.

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.
 - e. Any other documents that are pertinent to the mission of the respective Committee.
 2. Copy of each Committee's Handbook will be maintained on-line by the Region III Recording Secretary. Regional Representative Co-chair will have access to the Committee's Handbook on-line.
 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. 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. Bring to the Assembly a hard copy of their respective Committee Handbook.
 2. Follow the Policy Manual Guidelines
 3. Have had similar experience on the Intergroup level whenever possible.
 4. 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.

VII. PROCEDURES FOR STEERING COMMITTEE ELECTIONS:

- 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.

VIII. DATE OF PUBLICATIONS:

All publications of Region III shall bear the date they were adopted by the Region III Assembly.

IX. 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.

X. FISCAL YEAR:

Region III fiscal year shall be from November 1 through October 31 the following year.

XI. 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 approved by two officers (currently the Chair and Treasurer) and electronically filed with an annual filing fee on or before the due date at the beginning of June. A copy (hard or electronic) of the annual report noting its filing with an approved signature is to be maintained by the Region's Treasurer in the Region III Overeaters Anonymous, Inc. files. Additional copies may be maintained by the Region's Chair and/or Secretary. 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.

XII. 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.

XIII. 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.

XIV. 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 \$800 to a maximum of \$1200 annually to be appropriated for this purpose. Special contributions may be accepted for this fund.

XV. STANDING RULES:

A) Standing Rules and General Policies may be amended with a majority Vote with prior notice or by two-thirds (2/3) vote without prior notice.

B) Standing Rules and General Policies may be temporarily suspended by a two-thirds (2/3) vote.

XVI. PHYSICAL ASSETS:

1. Physical Assets include the following:

a. Physical assets are tangible, physical items which have been purchased by Region III, sent to Region III, prepared by Region III Steering Committee members, Region III Committee Chairs, Region III Committee members, or Region Representatives to assist with conducting business for Region III. Examples of physical assets are, but not limited to the following: laptop computers; computer software; flash drives; paper banking records (i.e. Region III checkbook, Region III checks, bank statements, deposit tickets, other paper banking records); written reports and files kept by Region III Steering Committee members, Region III Committee chairs, Region III Committee members, or other Region Representatives conducting business on behalf of Region III.

b. Laptop computers and software used by Region III Recording Secretary, Treasurer, and Communications Secretary are to have some type of appropriate identification indicating the laptop computers are property of Region III. The Region III Recording Secretary, Treasurer, and Communications Secretary are the custodians of and must provide safekeeping for the aforementioned items. The laptop computers and software are for Region III use only and must be brought to each Region III Assembly.

2. Transfer of Physical Assets

a. The outgoing Region III Chairperson shall transfer to the incoming Region III Chairperson all paper files, flash drives, floppy discs, or other such physical items at the Region III Assembly in which the incoming Chairperson is elected/selected. In case this is not feasible, the items should be shipped to the new incoming Region III Chairperson within two weeks after

election/selection. Any shipping costs, if incurred, shall be charged to the Steering Committee line item in the Region III Budget.

b. The outgoing Region III Vice Chairperson shall transfer to the incoming Region III Vice Chairperson all paper files, flash drives, floppy discs, or other such physical items at the Region III Assembly in which the incoming Vice Chairperson is elected/selected. In case this is not feasible, the items should be shipped to the new incoming Region III Vice Chairperson within two weeks after election/selection. Any shipping costs, if incurred, shall be charged to the Steering Committee line item in the Region III Budget.

c. The outgoing Region III Recording Secretary shall transfer to the incoming Region III Recording Secretary the laptop computer, computer software, all paper files, flash drives, floppy discs, or other such physical items at the Region III Assembly in which the incoming Recording Secretary is elected/selected. In case this is not feasible, the items should be shipped to the new incoming Region III Recording Secretary within two weeks after election/selection. Any shipping costs, if incurred, shall be charged to the Steering Committee line item in the Region III Budget.

d. The outgoing Region III Treasurer shall transfer to the incoming Region III Treasurer the laptop computer, computer software, all paper files, flash drives, floppy discs, checkbook, Region III checks, all paper banking records or other such physical items at the Region III Assembly in which the incoming Treasurer is elected/selected. In case this is not feasible, the items should be shipped to the new incoming Region III Treasurer within two weeks after election/selection. Any shipping costs, if incurred, shall be charged to the Steering Committee line item in the Region III Budget.

e. The outgoing Region III Communications Secretary shall transfer to the incoming Region III Communications Secretary all paper files, flash drives, floppy discs, alias's or other such physical items at the Region III Assembly in which the incoming Communications Secretary is elected/selected. In case this is not feasible, the items should be shipped to the new incoming Region III Communications Secretary within two weeks after election/selection. Any shipping costs, if incurred, shall be charged to the Steering Committee line item in the Region III Budget.

f. The outgoing Region III Trustee shall transfer to the incoming Region III Trustee all paper files, flash drives, floppy discs, or other such physical items at the World Service Business Conference in which the incoming Region III Trustee is elected/selected. In case this is not feasible, the items should be shipped to the new incoming Region III Region III Trustee within two weeks after election/selection. Any shipping costs, if incurred, shall be charged to the Region III Trustee's budget determined by the OA Board of Trustees.

3. Physical assets such as, but not limited to, laptop computers, computer software or office supplies used by Region III Steering Committee members may be purchased by Region III on as needed basis or as prescribed by the voting members of the Region III Assembly. The cost should be expensed to the appropriate line item in the Region III Budget.

4. Disposal of physical assets such as, but not limited to, laptop computers, computer software, or office supplies, shall occur when new and/or updated physical assets have been purchased. Disposition of such assets are to be determined by the Region III Steering Committee or Region III Assembly, whichever seems most feasible.

XVII. VIRTUAL ASSETS:

TRANSFER OF VIRTUAL ASSETS

Region III believes in maintaining consistency and stability of its virtual assets, and to achieve this goal, certain processes should be followed when new Steering Committee members are elected and virtual assets appropriate to their position are passed from one person to another.

Definition of Virtual Assets

1. Email addresses for Region III Steering Committee members, Region III Trustee, and Intergroup chairs.
2. All Region III website soft copies of documents.
3. Access to email accounts, websites, passwords, and any applicable financial funds transfer sites.

Ownership of Virtual Assets and responsibilities

1. Chair:
 - a. Communicates with Steering Committee members' schedules and any pertinent business of Region III.
 - b. At the beginning of service, incoming Chair notifies webmaster to assign new email to Chair.
 - c. At completion of service, outgoing Chair notifies webmaster to remove associated email.
 - d. Upon transfer of service, assures soft copies of agenda and email distribution list are provided to the new Chair via email.
2. Recording Secretary

- a. Updates Region III Bylaws and Policy Manual and assures posting to Region III website.
 - b. Maintains soft copies of Region III Bylaws and Policy Manual and other documents such as minutes and email communications.
 - c. At beginning of service, incoming recording secretary notifies webmaster to assign new email to Recording Secretary.
 - d. Upon completion of service, outgoing Recording Secretary notifies webmaster to remove associated email.
3. Treasurer
- a. Prepares signatory documents for transfer to new Treasurer, to include signatures of new Steering Committee members.
 - b. Confirms transfer of Region III debit card to new Treasurer.
 - c. Upon transfer of service, assures copies of previous fiscal year and next fiscal year budget are provided to the new Treasurer via email.
 - d. At completion of service, outgoing Treasurer notifies webmaster to remove associated email.
 - e. Incoming Treasurer notifies webmaster to add associated email.
4. Region III Committee Chairs
- a. At the beginning of service, incoming committee Chair notifies webmaster to assign new email.
 - b. At completion of service, outgoing committee Chair notifies webmaster to remove associated email.
 - c. Upon transfer of service, assures soft copies of agenda, previous minutes, and email distribution list are provided to new committee Chair via email.