

REGION V GENERAL POLICIES

Revised and in a New Format

A. Date and Location of Assemblies

1. The Region V Assembly will be held the second weekend of March, July, and November. If the second weekend conflicts with a US or Canadian major holiday or a scheduled BOT meeting/WS Convention, the date will be moved to the first or third weekend.
2. Fort Wayne, IN will be the central location beginning with the year 2002.
3. a. A "hosting" intergroup will be solicited by the Vice Chair from all intergroup(s) within the following areas for each assembly:
 1. during even numbered years: Michigan, Ohio and Southwestern Ontario/Kentucky
 2. during odd numbered years: Wisconsin, Chicago area and Indiana
- b. The hosting intergroup will
 1. provide volunteers to serve at the registration table on Friday evening and Saturday morning
 2. coordinate the Saturday night OA meeting
 3. assist the Region V Vice Chair and/or Region V Secretary with any other needs of the assembly.

B. Events at the Assembly

1. The Intergroup Sharing meeting will be held on Friday evening of the assembly weekend. The Intergroup Outreach Committee will provide a leader for this meeting. (See suggested format on page C-12.)
2. A presentation/discussion will be given at the assembly when time allows. The format will be the same as at WSBC. The Region V Chairperson will appoint a committee to present the topic for discussion.
3. Lunch at the assembly will be paid by Region V for all Region Representatives and Voting Alternates provided that registrations are received by the deadline.
4. Region V will pay for the Region V Trustee's lunch at the assemblies.
5. An orientation meeting will be scheduled for all new representatives and alternates prior to the start of the assembly business meeting. The Region Trustee or other Region officer as determined by the Region Chairman will facilitate at the meeting. Parliamentary procedure pamphlets may be distributed to each new representative and alternate. Additionally, the *AA Service Manual* will be made available at a minimal charge. The Region Vice Chairperson will be responsible for maintaining an inventory of the *AA Service Manual* and the pamphlets. See Instructions for Leaders of Orientation Meeting for First Time Region Representatives, page C-13.
6. The Saturday night open OA meeting will be facilitated by the Hosting Intergroup. See suggested format on page C-12.

7. Each officer is responsible to register for each Region V Assembly but hotel reservations for officers are made by the Vice Chairperson.
- C. Elections
1. Application Procedure for Region V Officer:
 - a. Application forms shall be sent out with each scheduled assembly agenda.
 - b. Completed application forms must be received by the Nominating Committee Chairperson at least sixty days prior to the election assembly.
 - c. In the event that no applications are received for a position, nominations will be accepted from the floor at the election assembly.
 2. Elections shall be held during the P.M. session of the last region assembly of each year.
 3. At the close of the election assembly, the outgoing officers' duties transfer to the newly elected officers. However,
 - a. The outgoing Secretary completes and mails the minutes of that assembly before the duties of that office cease.
 - b. The outgoing Treasurer shall satisfy the Bylaws provisions of Article VI, Section B, Item 4-f, no later than December 31 of the current year.
 4. Rules for Questions/Presentation of Nominees
 - a. A Region V Representative/Alternate shall ask only one question of a Nominee, unless there are no other questions and time allows.
 - b. Total time for a Nominee's question and answer period is five (5) minutes, in addition to a three (3) minute presentation by the Nomine.
 5. Voting for all officers shall take place simultaneously on one printed ballot listing all nominees with spaces for write ins. Space shall be provided next to each name for a yes or no vote.
 6. If a vacancy is declared due to a lack of affirmative votes for any candidate, the Executive Board shall at its next meeting or at a special meeting appoint a member to the position. The Executive Board may ask each qualified member to submit an application for consideration. The member appointed will serve until the next assembly.
- D. Amendments to Standing Rules and Policies
1. Standing Rules and General Policies may be amended with a majority vote with prior notice or by a two-thirds vote without prior notice.
 2. Standing Rules and General Policies may be temporarily suspended by a two-thirds vote.
- E. Miscellaneous
1. Only OA and AA Conference-approved literature may be sold at any

Region V event.

2. A place shall be provided at Region V Assemblies and Conventions where Intergroups can sell their goods at a time and place specified by the Region V Board.
3. Assembly materials, including Region V business reports and information, will be available at registration Friday night and Saturday morning. Only essential materials are to be distributed at Region V assemblies.
4. No mailing lists will be released other than for Region V business.
5. Items for discussion must be in motion form. Such motions may be made by a committee or an intergroup.

F. Region V Convention

1. The Convention Committee is to be made up of at least one person from each state and province when possible.
2. Region V Convention expenses are paid for the current Chairperson and Treasurer only. (After the election assembly, the new Chairperson is the current chairperson. The new Treasurer is the current Treasurer.)
3. A set of all Region V Convention tapes will be purchased and placed in the Region V Tape Library.
4. Canadian money is to be accepted on the current exchange with US money.
5. Any profit from the convention is to be split: 25% to the hosting intergroup and 75% to Region V.

G. Committees

1. Each Region V standing committee or ad hoc committee should have a representative from each state and province when possible. The Region V Chairperson will appoint such people if necessary for these committees: Emergency New Business, Nominating, and Finance.
2. Each committee must meet at least once during the assembly.
3. Only Region V Representatives, Voting Alternates or a Region V officer (when provided for) may serve as Committee Chairperson.
4. Each Committee Chairperson shall give a verbal report to the assembly. A written report shall be given to the Secretary by the end of the assembly.
5. Committee budget requests shall be given to the Finance Committee Chairperson at the July assembly.
6. Committee Chairpersons are responsible to keep a current statement of purpose for their committee and to develop and prioritize their own agendas.
7. Committee Chairpersons shall maintain written and/or telephone contact with committee members when appropriate.
8. Each committee may recommend to the Region V Chairperson an individual to be appointed as next committee chairperson.
9. Committee chairpersons will meet with the Region V Chairperson prior to

and immediately following the assembly.

H. Committee Purpose

1. Bylaws Committee: Keep the Policy and Procedures Manual current, Region V Bylaws pertinent and the Standing Rules pertinent.
2. Convention Committee: Hold an annual Region V Convention to provide personal recovery opportunities for the maximum number of the fellowship.
3. Emergency New Business Committee: Provide a mechanism for critical new business motions to be processed at Region V Assemblies without complying with

procedures in the bylaws and standing rules.

4. Finance Committee: Prepares the annual budget for approval at the last assembly of the year and manages the investment and use of funds of the prudent reserve. The Region V Vice Chairperson serves as chairperson of this committee and the Treasurer serves in an advisory capacity.
5. Hospitals, Institutions, Professionals and Military Committee (HIPM): Distribute and keep updated materials and information and provide a forum for new ideas to help intergroups and other interested individuals carry the OA recovery message to professionals, institutions, clergy, health care professionals, health care institutions, correctional institutions, and military personnel (both on and off military bases).
6. Intergroup Outreach Committee: Provide information to intergroups and unaffiliated groups.
7. Newsletter Committee: Provide intergroups with pertinent information generated at the Region V assemblies.
 - A. Editorial Policies:
 1. The name of the newsletter is FREEDOM FROM BONDAGE.
 2. Assembly meeting minutes will be published in the newsletter and committee reports may be condensed and edited. A note should appear stating that any unaffiliated groups wishing to receive a copy of the minutes of any Region V Assembly need simply request it from the Region V Secretary.
 3. Region V will not publish any events in the newsletter that

- contain tradition violations.
4. The date and place of the next assembly will be published.
 5. To protect each subscriber's anonymity, the newsletter will be mailed in such a way that nothing on the outside of the mailing piece will indicate that the piece is from Overeaters Anonymous.
 6. Committee will set deadlines for submissions and inform body of this date.
 7. The newsletter will be printed and one copy will be mailed to intergroup chairs, Region V officers, WSO Board of Trustees, and subscribers within four weeks after each Region V Assembly.
 8. The cost of a one-year subscription to the newsletter shall be as determined by the Region V Assembly.
8. Nominating Committee: Seek out qualified members who are willing to serve as Region V officers. A Nominating Committee will be appointed by the Region V Chairperson at the first scheduled assembly each year. This committee shall be chaired by the Region V Secretary and shall consist of at least one member from each state or province, where available; such members will have at least one year of active service at the Region level.
 9. Public Information/Young People's Committee (PI): Take such public information actions as are appropriate or possible on a regional basis rather than on an intergroup basis.
 - A. 800 Number Answering Service Use and Compensation
 1. Any intergroup within Region V may utilize the 800 number answering service in lieu of available local answering service companies.
 2. The intergroup is encouraged to notify the Region V Treasurer of its intent to use the 800 number answering service.
 3. Region V will permit the Intergroup to publish the 800 number in its local phone directories.
 4. The intergroup or assigned entity responsible for handling the 800 number answering service shall be compensated at Two Hundred Dollars (\$200.00) per month.
 10. Twelfth Step Within Committee: Develop, distribute and keep updated materials and information to encourage and generate recovery within the fellowship.
 - A. Maintain the Region V Tape Library
 - B. Maintain the Region V Speaker's List

RESPONSIBILITIES AND DUTIES OF THE OFFICERS AND REPRESENTATIVES OF REGION V

- A. All officers' expenses are to be paid by Region V. It should not cost the officer to serve as an officer. Expenses shall include but not be limited to:
1. Travel: All officers are to be reimbursed for all of their travel expenses to and from Region V Assemblies. (If an officer is traveling with another intergroup, it is suggested they share expenses.)
 2. Personal Auto: Region V follows IRS guidelines for mileage reimbursement plus all tolls and parking fees.
 3. Vehicle rental: Region V will reimburse an officer for the use of a rental vehicle, tolls, and parking fees.
 4. Air: Region V will reimburse airfare for an officer to get to and from the assembly. An officer may elect to travel by air when the site of the assembly is in excess of 250 miles from the officer's home, or when a medical condition exists, or a business or personal schedule conflict occurs.
 5. Meals: Officers are budgeted up to \$40.00 per day for each assembly. The Chairperson and Treasurer are budgeted up to \$40.00 per day for the convention.
 6. Communications: All communications required to carry on the duties of the officer are to be reimbursed by Region V. Officers are allowed to make personal calls not to exceed ten minutes per day when traveling on OA business.
 7. Lodging: Region V will provide officers with individual rooms with the provision that, when possible and appropriate, the officers will share the room with another person who will be responsible for one-half the room cost and personal incidentals.
 8. Miscellaneous expenses: Postage, envelopes, printing, general office supplies, and gratuities (when and where appropriate) that are needed to fulfill the duties of the officer will be reimbursed by Region V.
- B. All bills/receipts should be sent to the Region V Treasurer within 30 days of expenditure with an expense form for payment.
- C. All officers will be bonded.
- D. All officers shall attend the Intergroup Sharing meeting whenever possible.
- E. All officers shall be prepared to conduct Service and Traditions workshops throughout the Region. The officer shall be reimbursed for expenses incurred to facilitate a Service and Traditions workshop over two (2) hours in length, or a retreat if primarily focused on the Traditions.

- F. Duties of the Region V Chairperson
1. Region Assembly, Board and Special Meetings
 - a. Requests agenda input from board members.
 - b. Establishes agenda in concert with Region V Secretary.
 - c. Presides at all assemblies, board and special meetings.
 - d. Arranges for a professional parliamentarian.
 - e. May call emergency business meetings if and when necessary.
 2. Region Committees
 - a. Ex-officio member of all committees.
 - b. Either confirms or denies appointment of Region V committee chairpersons subsequent to consultation with committees or appointed Region Representatives..
 - c. Time permitting, visits each Region V committee during assemblies.
 - d. Meets with committee chairpersons prior to the start of and immediately after the closing of the Saturday general business session and at other times as might become necessary.
 3. Region Convention
 - a. Serves as liaison with Region V Officers and Convention Committee.
 - b. Checks to assure convention dates do not conflict with World Service Office meetings, and local, national or religious holidays.
 - c. Consults with convention committee and/or hosting intergroup about convention site, visits site when practical and possible, review and approves hotel contract along with convention chairperson.
 - d. Attends convention.
 4. World Service Business Conferences
 - a. Attends and represents the unaffiliated groups within Region V.
 - b. Prepares and presents a conference report to the Region Board and makes available to other interested members.
 5. Management
 - a. Oversees the signing of all Trustee applications in accordance with WSO Bylaws.
 - b. Provides leadership to Region officers and committee chairpersons.
 - c. Assists in the planning and implementation of activities designed to achieve the objectives of the Region in an effective and timely manner.
 - d. Maintains ongoing communication with the Region V Trustee.

- e. Keeps up to date about WSO/WSBC activities and information.
 - f. Helps with guidance and information about the application of the Twelve Traditions within the Region.
 - g. Maintains a file containing copies of all pertinent handbooks, guidelines, and other pertinent information created by Region V committees.
 - h. Keeps a file of Region correspondence and other pertinent notes and information.
6. Traditions and Concepts
- a. Serves as guardian of the Twelve Traditions and brings attention and application of the Twelve Concepts of OA Service.
 - b. Shall conduct service and traditions workshops.
- G. Duties of the Region V Vice Chair
1. Region Assembly
 - a. Performs duties in the absence of the chairperson.
 - b. Takes roll call for Credentials Report.
 - c. Serves as chairperson of the Finance Committee.
 - d. Serves as liaison between assembly hotel and Region V.
 2. Assembly Hotel Selection and Related Responsibilities
 - a. Researches and selects hotel sites for Region V Assemblies. Makes a personal inspection, if necessary, at Region's expense.
 - b. Signs contract with hotel on behalf of Region V.
 - c. Makes reservations for Region Officers at the assembly hotel and advises officers of arrangements.
 - d. If available, obtains hotel forms and/or other hotel promotional material to be forwarded to the Region V Secretary for distribution to Region Representatives and/or Alternates.
 - e. Notifies assembly hotel of number of luncheon participants.
 - f. Periodically checks with hotel to ensure no unexpected events have occurred that would interfere with holding the assembly at the site.
 - g. Assists Intergroup Outreach and Twelfth-Step Within Committees with their responsibilities at the assembly.
 - h. Authorizes payment of the hotel bill after review with the Region Treasurer.
 - i. Solicit a hosting intergroup per General Policies Section A, Item 3.
 3. Management
 - a. Orders and maintains an inventory of necessary materials and publications for use in the orientation meetings for new Region Representatives and Alternates. This includes parliamentary

procedures books and *AA Service Manuals* to be sold at the assembly.

4. Other Functions.
 - a. Chairs Finance Committee.
 - b. Performs other region responsibilities in the absence of the Chair, as needed.
 - c. Shall be prepared to conduct service and tradition workshops through the Region when asked.
- H. Duties of the Region V Secretary
1. Region Assembly
 - a. Records minutes at all assemblies and collects all reports.
 - b. Maintains mailing list of Intergroups and Region Representatives with current phone numbers.
 - c. Makes above list available to Region Board, Newsletter Editor, and includes in the minutes of each assembly
 - d. Updates mailing list at Region V Assemblies
 - e. Assembles minutes and all reports; produces and distributes same along with the updated mailing list to all Intergroups and Region Representatives
 - f. Assembles, reproduces and mails packet consisting of:
 1. Proposed Agenda.
 2. Copy of Standing Rules.
 3. Proposed Bylaw changes, if any.
 4. New business motions, if any.
 5. Hotel reservation forms and directions to hotel.
 6. Assembly registration form with pre-addressed envelope.
 - g. Prepares sign-in sheets, name tags, and committee member lists for registration at each assembly.
 - h. Prepares a list of new Region Representatives.
 - i. Receives assembly registration forms with checks and forwards checks to Region V Treasurer to deposit.
 2. Management
 - a. Maintains legal, historical and current files:
 1. Bylaws.
 2. Minutes and reports.
 3. Standing Rules for Region V Assemblies.
 4. Letterhead, logo and other original forms.
 5. Handbooks, guidelines and other materials produced by Region V.
 6. Correspondence pertinent to Region V.
 7. Other pertinent records.

- b. Keeps and maintains computer, printer, and tape recorder and other such equipment as needed.
 - 3. Other Functions
 - a. Chairs Nominating Committee.
 - b. Answers mail and initiates correspondence as needed.
 - c. Shall be prepared to conduct service and traditions workshops when asked.
- I. Duties of the Region V Treasurer
- 1. Management
 - a. Has custody of all funds and securities belonging to Region V and deposits them in the name of Region V.
 - b. Records donations and deposits within a month of receipt.
 - c. Records and issues disbursement checks.
 - d. Balances checkbook monthly and submits for audit at each assembly.
 - e. Have checks co-signed by one of the other officers.
 - f. Prepares a financial report for each Region V Assembly, following the guidelines of the Treasurer's instruction manual, and includes receipts, expenditures, net worth from one assembly to the next and year-to-date, and how this compares to the budget.
 - g. Presents a financial report at each Region V Assembly.
 - 2. Region V Convention
 - a. Attends Region V convention
 - b. Instructs volunteers for walk-in registration.
 - c. Obtains a safe deposit box at the hotel.
 - d. Has receipt book ready for walk-in registration.
 - e. Prepares financial report for the Convention Committee Chairperson and Region V Assembly upon receipt of all monies and/or bills.
 - 3. Mail
 - a. Maintains a post office box to receive all mail for Region V.
 - b. Sorts mail and distributes same to appropriate people in a timely manner.
 - 4. Finance Committee
 - a. Assists in preparing budget in an advisory capacity.
 - b. Attends meetings as an ex-officio member.
 - 5. Equipment and Supplies
 - a. Keeps and maintains the Treasurer's computer, printer, and other

- such equipment as needed.
 - b. Keeps the Region V Treasurer's manual updated.
 - 6. Other Functions
 - a. Prepares and submits non-profit status filing within Region V as applicable.
 - b. Receives funding assistance applications.
 - c. Is responsible for keeping the Officers bonded by providing the appropriate forms to the Officers of the Board.
 - d. Shall be prepared to conduct service and tradition workshops when asked.
- J. Responsibilities of the Region V Representatives and/or Alternates
 - 1. Assemblies
 - a. Completes and mails assembly registration form by deadline.
 - b. Brings Region V Policy and Procedures Manual to all assemblies.
 - c. Attends and participates at Region V Assemblies. The Region Representative shall be present during all business sessions.
 - d. When voting,
 - 1. Consider the group conscience of the intergroup represented.
 - 2. Be mindful of what is in the best interest of Region V and OA as a whole.
 - e. Distribute information obtained at the assembly to the intergroup.
 - 2. Region V Policy and Procedures Manual
 - a. Update the Region V Policy and Procedures Manual as material is provided.
 - b. Shall transfer manual and other materials to successor upon completion of Region V Representative term.
 - 3. Other Functions
 - a. Send Intergroup's minutes, newsletter, and event announcements to the Region V Chairperson and the Region V Trustee.
 - b. Be knowledgeable of the Twelve Traditions, Twelve Concepts and the Region V Policy and Procedures Manual.
 - c. Keep the Region V Secretary informed of any changes in mailing addresses, phone numbers, or e-mail addresses.

INTERGROUP SHARING MEETING SUGGESTED FORMAT

The Intergroup Outreach Committee is responsible for selecting a leader for the Friday night Intergroup Sharing meeting.

1. Leader opens with Serenity Prayer
2. Introduce yourself and ask attendees to introduce themselves (go around the room).
3. The leader has the discretion to limit the time for each topic. The meeting will last for one hour.
4. Open floor for topic, problem, concern, or success. Leader reads statement: "Please keep comments brief and to the point."
5. Leader thanks everyone for coming and for sharing.
6. Close with the Serenity Prayer, the Third Step prayer, the Seventh Step prayer, or the OA Promise.

SUGGESTED FORMAT FOR OPEN OA MEETING

1. Leader opens with the Serenity Prayer
2. Have someone read "Our Invitation to You."
3. Have someone read the "Twelve Traditions."
4. Introduce speaker and/or open sharing.
5. Close the meeting with the Serenity Prayer or the OA Promise.

Instructions for Leader of Orientation Meeting for First Time Region V Representatives

- A. Introductions
 - 1. Go around the room and have everyone say his/her name and what intergroup he/she represents. Include city and state if not in name of intergroup.
 - 2. Share about how you felt at your first assembly (briefly) and how long you have been attending Region V assemblies (10 minutes).

- B. Format of Assembly Weekends
 - 1. Go over agenda and what will happen specifically at the assembly (elections, presentations, etc).
 - 2. Tell Region Representatives about committees and responsibility of serving on a committee.
 - 3. Remind Region Representatives of the open meeting or other event in the evening after the assembly.
 - 4. Suggest Region Representatives get a sponsor during the assembly.
 - 5. Remind Region Representatives of the importance of writing and presenting a report to their intergroup when they return.

- C. Booklets available from Region V
 - 1. Policies and Procedures Manual of Region V which includes Bylaws, Intergroup Guidelines, Young Peoples Meeting Guidelines—available from Region Secretary for a minimal charge.
 - 2. Offer for purchase the *AA Service Manual and the Twelve Concepts of Service* (\$2). Region Vice Chairperson will order copies when needed.
 - 3. Distribute parliamentary procedure booklets (no charge). Region Vice Chairperson will order copies when needed.

- D. Other Printed Sources of Information
 - 1. *The Twelve Steps and Twelve Traditions of Overeaters Anonymous*
 - 2. OA Handbook for Members, Groups and Intergroups
 - 3. The Twelve Traditions of OA (pamphlet)
 - 4. The Twelve Concepts of OA Service (pamphlet)
 - 5. Intergroup Starter Kit, Sample Intergroup Bylaws, OA Guidelines
 - 6. Twelfth-Step-Within Handbook
 - 7. Public Information Service Manual
 - 8. HIPM Service Manual

Record of changes to this document since the major revision in July 2004 include :

Page C2 Elections are now in the morning session
Motion adopted July 2005

C-4 sub-section A item 6 of Policies and Procedures manual to read “Committee will set deadlines for submissions and inform body of this date”
Motion adopted July 2005