

Region 4 Manual

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Welcome to R4

Article 1. Welcome to R4

Section 1.1 Purpose of OA Service structure

Overeaters Anonymous is made up of thousands of groups around the world. Most of these groups have formed Intergroups by banding together locally to spread our message of recovery. But how do these Intergroups share with each other? There are so many that it would be a monumental task. That's where Regions come in. By dividing OA into 10 worldwide regions, the relationships between groups and Intergroups are simplified. Our Region (R4) has 17 Intergroups in eight Midwestern states in the U.S., and two provinces and one territory in Canada.

The purpose of regionalization is to:

- help OA reach fellow sufferers and support them in recovery from compulsive eating;
- give World Service Business Conference equal input from meeting groups all over the world;
- set up a structure for the selection and screening of nominees for World Service Region Trustees, giving us better and more equal representation at World Service Business Conference in making decisions for OA as a whole;
- offer assistance and support to all groups and Intergroups within the Region through recovery events, newsletters, meeting support, speakers, and more;
- help new Intergroups to form and function, thus helping to support and strengthen meetings in those areas; and
- strengthen our recovery through shared ideas and relationships

The structure of OA, shown on the chart, will explain the relationship among:

- local OA Groups,
- Intergroups (IG) and National Service Boards (NSB),
- the 10 OA Regions,
- the World Service Business Conference (WSBC),
- the World Service Board of Trustees (BOT),
- the Executive Committee of the World Service Board of Trustees (EC),
- the support staff of the World Service Office (WSO).



Note the relationship among the various service levels in OA – groups are at the top level of service and each subsequent level is there to support the group. Each Region provides one of their members to serve at the support levels beyond the Region itself.

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Section 1.2 About R4

Assemblies

R4 meets each April and October. At the annual Fall Assembly, Region Officers are elected. Bylaw and Policy amendments are considered, and other pertinent business is discussed at both assemblies.

The Intergroups and unaffiliated groups in R4 send Region Reps to the assemblies. Each Intergroup is entitled to one Region Rep for every ten groups, or fraction thereof, in their Intergroup. Each unaffiliated group (i.e. one not belonging to an Intergroup) is entitled to one Region Rep. Travel expenses, meals and accommodations are the responsibility of the group or Intergroup represented. In 1983 a fund was established by R4 to help Intergroups and unaffiliated groups with travel expenses in certain circumstances. Each Intergroup and unaffiliated group selects its Region Reps in any manner it chooses within the framework of the Twelve Steps and Twelve Traditions. However, Region Reps must meet the requirements of six (6) months of current abstinence per our R4 Bylaws (R4 Manual, Section 3.04, paragraph 5).

All OA members are encouraged to attend R4 assemblies. While they cannot vote on assembly business, they are welcome to participate in discussions and to lend support. Questions, problems, suggestions and agenda items for R4 may be directed to the R4 officers or trustee.

Region 4 Assemblies have been held at various locations, within the Midwestern states and Canada, continually since 1979. Any Intergroup or Unaffiliated Group in R4 may host a Region Assembly by submitting a letter to R4 requesting to host. The voting body determines the host for each assembly. Guidelines are available, in Article V, Section 5.17 of this manual, which outline the necessary arrangements for an Assembly. Nearly all Region Assemblies are held in conjunction with a local OA event. Assemblies begin on Friday evening with an Intergroup Sharing meeting. The business session convenes on Saturday morning. A portion of the day is given to the R4 Committees to meet and plan their activities for the following six months. Each Region Rep is encouraged to choose a committee and is expected to meet their commitment to the tasks the committee determines are needed. This is how the committee work gets done.

Convention

Conventions are held biannually in the summer of even-numbered years. Conventions are program based and do not include business sessions. Although one Intergroup is host of the Convention, all Intergroups within R4 take responsibility for various aspects of the Convention to assist the host Intergroup with all the details of a successful Convention.

Finances

Assembly Facts In Short

Each Intergroup can send one rep to Region assemblies for every ten groups or portion thereof (i.e. eleven groups would allow sending two reps). Unaffiliated groups can send one rep.

Any OA member can participate in region meetings (only Reps can vote).

R4 Intergroups or unaffiliated Groups can host a Region Assembly.

Friday – share meeting

Saturday AM – meeting opens, reports are given and committees convene

Saturday PM – business meeting and workshops

Region Facts In Short

Committee #1 – Convention Plans R4's summer convention

Committee #2 – Ways & Means/Finance

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The World Service Business Conference adopted the 60-30-10 plan regarding 7th Tradition contributions. This plan suggests that after expenses are taken care of, each group should allot the remaining funds as follows: 60% to the Intergroup, 30% to World Service, 10% to the Region. R4 was incorporated as a Not-for-Profit Corporation in the State of Missouri and has Federal Tax Exempt status from the IRS as a section 501(C) (3) organization. This means that all contributions to R4 are deductible from Federal income tax.

Funds for growth for R4 and efforts to reach more suffering compulsive eaters come from Convention income, fundraisers, and funds being contributed by Intergroups and individuals in OA, and are used for many purposes:

- "seed" money to put on the biannual Convention
- a post office box rental
- travel expenses for a Region Officer to present Service, Tradition and Concept workshops
- support funding for Intergroups travel to Assemblies and the World Service Business Conference
- Intergroup Public Information Projects
- support funding for Intergroups to bring outside speakers for their local events

In addition, R4 pays the expenses for its four officers to attend all assemblies and convention. Experience has shown that this is the best way to insure continuity of service. The Region Chair is sent to the World Service Business Conference as the delegate of the region at the region's expense. Every three years the region pays the expenses of up to three Region Trustee nominees to the World Service Business Conference (except for an incumbent candidate), so that the region has continual voice in the affairs of Overeaters Anonymous as a whole.

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Trustees

Every Region is represented by one Trustee who may serve for two three-year terms on the World Service Board of Trustees. The Regional Trustees meet four times a year to conduct the business of OA. The Trustee for R4 represents us and also serves OA as a whole.

To fill the position of Region Trustee R4 solicits and then affirms up to three nominees. Those nominees must then appear at the World Service Business Conference in Albuquerque, NM, where one is elected by the WSBC delegates to represent R4. Applications for R4 Trustee are sent to all Region Representatives (Region Reps) and Intergroups prior to the Fall Assembly where nominees are affirmed. For more information see the qualifications for World Service Trustee listed in the World Service Bylaws and the R4 Bylaws.

Region Facts In Short

Ten Regions each elect one Trustee. These ten Trustees may each serve two three-year terms on the World Service Board of Trustees.

Section 1.3 Current Officers of the Region

Office	Intergroup	Date Elected
<u>Chair</u>		
Annette P.	Unity MN	10/16
<u>Vice Chair</u>		
Bob S.	Unity MN	10/15
<u>Secretary</u>		
Ginny Y.	Mid-Continent	10/16
<u>Treasurer</u>		
Colleen O.	Promises of Eastern Iowa	10/15
<u>Trustee</u>		
Cyndy L.	St. Louis Bi-State Area MO	04/14

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Section 1.4 Intergroups by Area, hosting R4 Assemblies and Conventions

A decision was made to divide the Region into four areas. The intention was for the Assembly to rotate from one area to the next each year keeping expense of travel more balanced for the various Intergroups. While one year the Assembly might be further away, the next it would be nearby. This rotation schedule is followed with the Convention schedule as well. All of our Intergroups are encouraged to host Assemblies. There is funding available if an Intergroup cannot support the expense of the Assembly but is willing to manage the event. Below are the Areas and some past history of where the Assemblies and Conventions have been held.

INTERGROUP	MEETING DATE	MEETING LOCATION
Area 1		
075 – Greater Omaha	4/25/2003	Omaha, NE
	7/9/2004	“ “ (Convention)
	4/13/2007	“ “
	7/13/2012	“ “
	10/4/2014	Griswold, IA
135 – OA Links of Lincoln		
153 – Mid-Continent	4/4/2014	Wichita, KS
276 – Sunflower	6/19/2010	“ “ (Convention)
356 – Greater Ozarks		
525 – Greater Kansas City	4/28/2001	Overland Park, KS
	6/ /2002	“ “ (Convention)
	4/16/2005	“ “
	4/16/2011	“ “
	4/10/2014	Kansas City, MO
Area 2		
204 – Heart of Canada	10/14/2005	Winnipeg, Manitoba
	10/25/2008	“ “
	10/19/2012	“ “
	10/15/2016	“ “
211 – Red River Valley	4/24/2010	Valley City, ND
422 – Northern Serenity	10/20/2007	Duluth, MN
589 – Unity	10/7/2000	Marine on St. Croix, MN
	11/3/2001	Minneapolis, MN
	10/4/2003	Bloomington, MN
	6/23/2006	Minneapolis, MN (Convention)
	11/7/2009	Bloomington, MN

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INTERGROUP	MEETING DATE	MEETING LOCATION	
589 Unity ... <i>continued</i>	4/14/2012	Eagan, MN	
	6/20/2014	Bloomington, MN (Convention)	
	10/4/2015	Bloomington, MN (Fall Assembly)	
418 – Hills & Plains			
Area 3			
021 – Promises of Eastern Iowa	4/7/2006	Coralville, IA	
	10/16/2010	“ “	
	4/5/2013	Johnston, IA (All IA IGs)	
183 – Central Iowa	6/9/2000	Des Moines, IA (Convention)	
	4/12/2008	Johnston, IA (with NEIA and SEIA)	
	4/5/2013	Johnston, IA (All IA IGs)	
	06/10/2016	West Des Moines, IA (Convention)	
214 – Northeast Iowa	4/27/2002	Cedar Falls, IA	
	4/5/2013	Johnston, IA (All IA IGs)	
246 – Quad Cities	4/17/2004	Rock Island, IL	
	4/5/2013	Johnston, IA (All IA IGs)	
440 – Tri-State Siouxland			
Area 4			
029 – St. Louis Bi-State Area	4/15/2000	St. Louis, MO	
	9/28/2002	“ “	
	10/15/2004	Bridgeton, MO	
	10/6/2006	St. Louis, MO	
	6/28/2008	“ “	(Convention)
	4/18/2009	“ “	
	10/1/2011	Maryland Heights, MO	
	10/5/2013	Maryland Heights, MO	
	4/02/2016	St. Louis, MO	
143 – Heart of Illinois			

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Standing Rules

Article 2. Standing Rules at R4 Assemblies

Assembly General Rules (Revised Eagan, MN 4/14/12)

1. No cameras, recording equipment, cellular phones, beepers, pagers, or other forms of wireless communication will be permitted to be used during the Assembly proceedings unless approved by the R4 Chair.
2. The group conscience is more important than the technicalities of the actual motions.
3. A Special Minutes Approval Committee will be formed at each Assembly and convene at the closure of each Assembly to determine the accuracy of the minutes; the Secretary will make all suggested changes given by this committee.
4. Reporting of Assemblies should eliminate personalities as much as possible.
5. The Secretary will audio record the assembly business meeting for the purpose of maintaining accurate minutes. This recording is only available to the secretary. This recording is destroyed when the unapproved assembly minutes are posted on the website.

Assembly Rules on Speaking

6. To speak before an assembly, the Chair must assign a member the floor; in speaking a member shall address the Chair.
7. All members shall speak to the assembly from the dais or floor microphone.

Assembly Rules on Motions for New Business (revised Maryland Heights MO 10/1/11)

8. Amendments and New Business Motions shall be in writing.
9. When a committee chooses to propose an ad hoc motion the motion will be submitted to the Secretary prior to the afternoon session. The Secretary will distribute copies of the motion to the Assembly before debate takes place. Debate on that motion will take place as a part of the New Business of the Assembly.
10. Any motion that receives three amendments will be set aside until the completion of scheduled business. If there is time, a substitute motion may then be considered, if there is not time the motion fails.
11. Amendments or substitute motions created during New Business will be given to the Secretary and posted so they may be read before debate continues.

Assembly Rules of Debate

12. Present the matter to be voted upon. This can be a motion, an amendment, or any piece of new business.
13. To speak before an assembly, the Chair must assign a member the floor; in speaking a member shall address the Chair.
14. The Chair will call on members in order, first PRO and then CON.
15. Speakers will be limited to one speech of two minutes.

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Standing Rules

16. All speakers must speak from the front of the room or floor microphone, identifying themselves and the Intergroup they represent. Pro's line up on the right side of the room (as you face the dais); Con's line up on the left side of the room.
17. PRO and CON will be limited to three speakers each for each motion.
18. If more than three members wish to speak on one side of an issue, they will select from among themselves the three who will represent them.
19. To provide an opportunity for as many different Region Reps as possible to speak during the Assemblies, a Representative may not speak on two consecutive motions if there are three others who wish to speak on that particular issue.

Assembly Rules on Voting

20. If a Region Rep must be temporarily absent from an Assembly, the alternate Region Rep may assume the Region Rep's duties until the Region Rep returns, as long as the alternate Region Rep is present during the complete debate on any pending subject.

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Article 3. Bylaws of the R4 Assembly

Section 3.1 **Name** (Revised Maryland Heights MO, 10/1/2011)

The name of this organization shall be The Region 4 Assembly of Overeaters Anonymous (hereinafter referred to as R4).

Section 3.2 **Purpose of the Assembly** (Revised Winnipeg, MB, 10/20/2012)

The primary purpose of the R4 Assembly of Overeaters Anonymous hereafter referred to as "OA" shall be to aid those with the problems of compulsive eating through the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service, and to serve and represent the OA groups from which it is formed, per OA Inc. Bylaws Subpart B, Article VIII, Section 3a.

The Twelve Steps

- 1) We admitted we were powerless over food - that our lives had become unmanageable.
- 2) Came to believe that a Power greater than ourselves could restore us to sanity.
- 3) Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
- 4) Made a searching and fearless moral inventory of ourselves.
- 5) Admitted to God, to ourselves and to another human being the exact nature of our wrongs.
- 6) Were entirely ready to have God remove all these defects of character.
- 7) Humbly asked Him to remove our shortcomings.
- 8) Made a list of all persons we had harmed, and became willing to make amends to them all.
- 9) Made direct amends to such people wherever possible, except when to do so would injure them or others.
- 10) Continued to take personal inventory and when we were wrong, promptly admitted it.
- 11) Sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
- 12) Having had a spiritual awakening as the result of these Steps, we tried to carry this message to compulsive overeaters and to practice these principles in all our affairs.

The Twelve Traditions

- 1) Our common welfare should come first; personal recovery depends upon OA unity.
- 2) For our group purpose there is but one ultimate authority-a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.

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- 3) The only requirement for OA membership is a desire to stop eating compulsively.
- 4) Each group should be autonomous except in matters affecting other groups or OA as a whole.
- 5) Each group has but one primary purpose - to carry its message to the compulsive overeater who still suffers.
- 6) An OA group ought never endorse, finance or lend the OA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
- 7) Every OA group ought to be fully self-supporting, declining outside contributions.
- 8) Overeaters Anonymous should remain forever non-professional, but our service centers may employ special workers.
- 9) OA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
- 10) Overeaters Anonymous has no opinion on outside issues; hence, the OA name ought never be drawn into public controversy.
- 11) Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, television and other public media of communication.
- 12) Anonymity is the spiritual foundation of all these Traditions, ever reminding us to place principles before personalities.

The Twelve Concepts of OA Service

- 1) The ultimate responsibility and authority for OA world services reside in the collective conscience of our whole Fellowship.
- 2) The OA groups have delegated to World Service Business Conference the active maintenance of our world services; thus, World Service Business Conference is the voice, authority and effective conscience of OA as a whole.
- 3) The right of decision, based on trust, makes effective leadership possible.
- 4) The right of participation ensures equality of opportunity for all in the decision-making process.
- 5) Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.
- 6) The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.
- 7) The Board of Trustees has legal rights and responsibilities accorded to them by OA Bylaws, Subpart A; the rights and responsibilities of the World Service Business Conference are accorded to it by Tradition and by OA Bylaws, Subpart B.
- 8) The Board of Trustees has delegated to its Executive Committee the responsibility to administer the OA World Service Office.
- 9) Able, trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.
- 10) Service responsibility is balanced by carefully defined service authority; therefore, duplication of efforts is avoided.
- 11) Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs and consultants.
- 12) The spiritual foundation for OA service ensures that:

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- a) no OA committee or service body shall ever become the seat of perilous wealth or power;
- b) sufficient operating funds, plus an ample reserve, shall be OA's prudent financial principle;
- c) no OA member shall ever be placed in a position of unqualified authority;
- d) all important decisions shall be reached by discussion, vote and whenever possible, by substantial unanimity;
- e) no service action shall ever be personally punitive or an incitement to public controversy; and
- f) no OA service committee or service board shall ever perform any acts of government, and each shall always remain democratic in thought and action.

Other duties include, but are not limited to:

1. To establish and maintain a mailing address. Provide services to Groups and Intergroups within the Region, always keeping within the framework of the Twelve Steps, Twelve Traditions and Twelve Concepts of OA Service.
2. To provide a format for the screening and selection of up to three nominees for the position of R4 Trustee.
3. To offer assistance and encourage the formation of groups and Intergroups.

Section 3.3 Meetings of the R4 Assembly

Beginning in 1989, the R4 Assembly shall meet a minimum of two times each year at a time and place previously designated. One of these meetings shall be held in the fall, at least 150 days before the annual World Service Business Conference and the other meeting shall be held in the spring.

1. A special meeting may be called at any time by a majority vote of the R4 Officers, or by twenty-five percent of the registered R4 Assembly Regional Representatives (hereinafter referred to as Region Reps).
2. Notification of regular and special meetings of the R4 Assembly shall consist of the written agenda prepared by the Region Chair, to be distributed to each Intergroup, Unaffiliated Group, Region Reps, R4 Trustee and R4 Officer at least four weeks prior to the date of the meeting.
3. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the R4 Assembly in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the Overeaters Anonymous, Inc. Bylaws, Subpart B or any special rules of order this Region may adopt.

Section 3.4 Membership of the R4 Assembly (Revised Winnipeg, MB, 10/20/2012)

The membership of the R4 Assembly shall consist of Region Reps and/or Alternates from each R4 Intergroup desiring to participate, and any other OA Group unaffiliated with an Intergroup (hereafter referred to as an Unaffiliated Group), within R4, who may wish to be a part of the Assembly.

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1. Those Intergroups and Unaffiliated Groups within R4 are deemed members provided that each Group has registered with the R4 Secretary and the World Service Office at least thirty days prior to a R4 Meeting.
2. An OA group is defined as follows:
 - a) As a group, they meet to practice the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service.
 - b) All who have the desire to stop eating compulsively are welcome in the group.
 - c) No member is required to practice any actions in order to remain a member or to have a voice (share at a meeting).
 - d) As a group they have no affiliation other than Overeaters Anonymous.
 - e) It has affiliated as an Overeaters Anonymous group by registering with the World Service Office.
3. Virtual groups: (Groups which replicate face-to-face meetings through electronic media) may be an Overeaters Anonymous group if they:
 - a) Otherwise meet the definition of Overeaters Anonymous groups;
 - b) Are fully interactive;
 - c) Meet in real time.
4. An Intergroup is defined as:
 - a) An Intergroup may be formed by two or more groups for the purpose of servicing and representing the groups of which they are composed and acting as the guardian of the Twelve Steps, Twelve Traditions and Twelve Concepts of OA Service.
 - b) Each Intergroup shall be composed of groups within its region or groups within its geographical proximity. Virtual groups may affiliate with Intergroups regardless of geography.
 - c) Each state/province may have at least one Intergroup. In a state/province having only one group, that group may function as an Intergroup.
 - d) Each Intergroup shall be duly registered with the World Service Office of Overeaters Anonymous according to OA, Inc. Bylaws Subpart B, Article VI Section 2.
5. The selection of Region Reps and/or Alternates to R4 shall be determined by the Intergroups and Unaffiliated Groups they represent, provided that each representative/alternate shall have at least six (6) months abstinence.
6. Each Region Rep and/or Alternate shall serve for a period to be determined by their respective Intergroup/Unaffiliated Group.
7. Each Intergroup shall be entitled to one Region Rep and one Alternate for each ten Groups, or minor fraction thereof.
8. Each Unaffiliated Group shall be entitled to one Region Rep and one Alternate.
9. Each Intergroup or Unaffiliated Group shall be responsible for registering their Region Reps and Alternates at least 60 days prior to a scheduled meeting of the R4 Assembly.
10. If not registered prior to 60 days a Region Rep or an Alternate may be seated at the R4 Assembly with a letter signed by two Intergroup Officers or two Unaffiliated Group Officers.

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Section 3.5 Officers of R4

The officers of R4 shall be the Chair, Vice Chair, Secretary and Treasurer.

Section 3.6 Duties and Responsibilities of R4 Officers (Revised Maryland Heights MO 10/1/11)

1. The Chair shall:
 - a. Preside at all R4 meetings.
 - b. Serve as ex-officio member of all committees.
 - c. Attend the World Service Conference each year.
 - d. Serve as liaison to the Convention Committee.
 - e. Attend Region Chair Committee meetings.
2. The Vice Chair shall:
 - a. Act for the Chair in the Chair's absence.
 - b. Serve as liaison to the Outreach Committee and Assembly Planning Coordinator.
3. The Secretary shall:
 - a. Maintain accurate minutes and records of all Region meetings and actions and of all Region Board meetings and actions.
 - b. Maintain the corporate seal.
 - c. Serve as liaison to the Website Coordinator, Newsletter Editor and the R4 Manual Coordinator.
4. The Treasurer shall:
 - a. Maintain a checking account established in the name of The R4 Assembly of Overeaters Anonymous, Inc.
 - b. Be guardian of all funds received and disbursed.
 - c. Serve as liaison to the Ways and Means/Finance Committee and the Delegate Funding Coordinator.

Section 3.7 Voting Body of the R4 Assembly

1. Any person attending any meeting of R4 has a right to be heard.
2. A quorum shall consist of all the members of the voting body who are present.
3. A majority shall govern for voting purposes unless otherwise specified within these Bylaws.
4. Each Region Rep or Alternate from an Intergroup shall be entitled to one vote in Assembly.
5. Each Region Rep or Alternate from an Unaffiliated Group shall be entitled to one vote.
6. The Vice Chair, Secretary and Treasurer shall each be entitled to one vote.
7. The Chair shall be entitled to a vote to make or break a tie.

Section 3.8 Nomination and Election of R4 Officers and WSBC Delegates

1. R4 Officer Election: Officers shall be elected at the Annual R4 Fall Assembly. Nominees must be present at the Assembly to be considered.
 - a. Each nominee will submit a nomination form to the R4 Assembly Planning Coordinator sixty (60) days prior to the R4 Fall Assembly

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- b. To be eligible for election a person must, at the time of election:
 - 1) Be a regularly attending member of an OA Group in R4.
 - 2) An OA member for at least three years.
 - 3) Should have current abstinence from compulsive overeating for at least one year prior to the election—each person being the sole judge of his or her own abstinence.
 - 4) Be serving as Region Rep, Alternate or Officer of R4, or have served in that capacity within the past two years.
 - 5) Have performed service beyond the group level for at least two years.
 - 6) Be adhering faithfully to the Twelve Step Program.
 - 7) These qualifications shall be met except for reasons, the sufficiency of which shall be decided by the voting body.
 - c. Copies of applications, which meet all requirements, shall be distributed to each Intergroup and all members of the voting body of the R4 Assembly.
 - d. The Chair and Secretary shall be elected in even-numbered years and the Vice Chair and the Treasurer shall be elected in odd-numbered years.
 - e. To be elected as an Officer of the R4 Assembly a nominee must receive a simple majority of the votes cast by the voting body.
 - f. All elections shall require a written ballot.
 - g. The term of office for all officers shall be two years with a maximum consecutive service for any office to be two full terms or until their successors are elected.
 - h. The term of office for an officer will end at the adjournment of the meeting of R4 at which his/her successor is elected, with the exception of Secretary who will complete his/her final duties when he/she provides the minutes from his/her final Assembly.
2. WSBC Delegates: If the Region is represented by less than forty percent of its Intergrups, up to five additional delegates to WSBC from the Region can be elected: (OA, Inc. Bylaws, Subpart B, Article X, Section 3, a,5).
- a. Preference shall be given to delegates from Intergrups and service bodies that otherwise will not be represented.
 - b. All candidates for World Service Business Conference Delegate/Alternate shall have
 - 1) at least one (1) year of current abstinence.
 - 2) two years of service beyond the group level.
 - 3) meet qualifications and requirements as outlined and defined in the Overeaters Anonymous, Inc. Bylaws, Subpart B, Article X, Section 3c.
 - c. The number of Region delegates to WSBC will depend on the availability of funds.
 - d. The nominees must file a written WSBC Delegate application to R4 sixty (60) days prior to the Fall Assembly.
 - e. In the event that an insufficient number of applications are received nominations for WSBC delegate will be accepted from the floor during the Assembly followed by an election.
 - f. If there are remaining WSBC delegate service positions to be filled or a vacancy occurs between the time of the assembly and the WSBC, the Board may appoint members to fill the position. The appointee must meet all qualifications for office.
 - g. Election shall take place under the same procedures and at the same time as the Region Board at the Fall Assembly. Delegate candidates are not required to be present at the Assembly in order to be elected.

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- h. All Region delegates must submit a written report about the WSBC they attend within 30 days and if possible present the report at the Fall Assembly.
- i. The term of office will expire at the close of the Fall Assembly after the WSBC they attend and report on.

Section 3.9 Officer Vacancies (Revised Maryland Heights MO, 10/1/2011)

1. In the absence of the R4 Chair, the Vice Chair shall act as the Chair, with the authority to perform all prescribed Chair's duties and responsibilities.
2. In the absence of the Chair and the Vice Chair, the Secretary may preside or the voting body may elect someone to preside over the meeting.
3. If an Officer resigns from a position on the R4 Board,
 - a. The R4 Board may fill the vacancy, until an election can be held at the next R4 meeting.
 - b. Notification will be sent to all Intergroups and Unaffiliated Groups of the vacancy with a request for nomination applications.
 - c. Should such a vacancy occur within sixty (60) days prior to the meeting, the usual deadline for the applications shall be suspended.
 - d. In this case, only, applications must be received one week prior to the meeting.
 - e. In the event there are no applications, the office shall be declared vacant and the R4 Board will seek candidates for the position.

Section 3.10 Resignation and Removal of Officers

1. Any R4 Officer may resign effective upon giving written notice to the Chair of the Board. Any officer who advises the Board that she/he has returned to compulsive eating will be deemed to have resigned as of the time of receipt of such notice by the Board.
2. Any R4 Officer may be removed by two-thirds vote of the Region Reps present and voting at a R4 assembly.
3. The remaining members of the R4 Board may, for a grievous break of Traditions or R4 Bylaws and policy, suspend a member of the Board until the next assembly at which time the vote for removal will be held. Such action will not be taken until appropriate discussion with that individual by the Board has been done and/or the remaining members are convinced no change can be effected. Where at all possible, notification shall be sent to each Intergroup and Region Rep prior to the next assembly.

Section 3.11 R4 Trustee Nomination and Selection

The R4 Trustee is elected at the World Service Conference; however, nominees for the position of the R4 Trustee will be selected from members of OA within R4 who meet the requirements of the R4 Assembly and the World Service Bylaws.

1. R4 requires:
 - a. Being a regularly attending member of a Group within R4.

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- b. Working knowledge and understanding of the Twelve Traditions as they apply to OA.
 - c. An awareness of the time and expenses involved in service as a trustee.
2. People wishing to be nominated must submit a Trustee Application.
 - a. Applications must be submitted to R4 postmarked no later than sixty (60) days before the Fall Assembly.
 - b. Copies of applications that meet all requirements shall be distributed to each Intergroup, and all members of the voting body of the R4 Fall Assembly.
3. Applicants for nomination must be present at the R4 Fall Assembly prepared to respond regarding qualifications for trustee service.
4. In the event that there are no applicants for Trustee (both Region and General Service) at a Fall Assembly where applications are needed, or if a vacancy occurs where there is no Region Assembly prior to the date required for submission of applications, the following options may be taken:
 - a. The Region Board will solicit applications from the R4 Intergrups and unaffiliated meetings.
 - b. All requirements set by the World Service Office must be met prior to the R4 Board to consider a completed application.
 - c. A majority vote of the Region Board will constitute affirmation of the application.
 - d. Notification of affirmation process shall be sent to the R4 Intergrups and unaffiliated meetings.

Section 3.12 Duties and Responsibilities of R4 Trustee

The R4 Trustee shall attend:

1. All meetings of the spring and fall Assemblies.
2. All meetings of the R4 Board of Directors.
3. All meetings of the World Service Board of Trustees.

Section 3.13 General Service Trustee Affirmations (Revised Winnipeg, MB, 10/20/2012)

The nominees requesting affirmation from the R4 to run for the position of General Service Trustee (GST) will be presented at the Assembly, from members of OA within R4 who meet the requirements set forth by Overeaters Anonymous Bylaws and R4.

1. Persons wishing assembly affirmation must submit a Trustee Application Form.
 - a. A copy of the completed application must be postmarked or date stamped at least sixty (60) days prior to the Assembly.
 - b. Copies of all applications which meet all requirements shall be distributed to each R4 Intergroup, and all members of the voting body of the Assembly.
2. Applicants for affirmation must be present at the Assembly at which affirmations are to take place, prepared to respond to questions regarding their qualifications for trustee service. Each should bring her/his original completed application so a R4 Board officer may sign it, if affirmed.
3. Vote for GST affirmation shall be by written ballot.

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Section 3.14 R4 Board of Directors

1. The purpose of the Board of Directors of R4 shall be to provide for continuity between regular meetings of the region and to address such issues as are appropriate.
2. The Board of Directors of R4 shall consist of the Chair, Vice Chair, Secretary and Treasurer. The R4 Trustee shall be an ex-officio member of the Board.
3. The Board of Directors of R4 shall meet four times each year:
 - a. At the spring Assembly.
 - b. At the fall Assembly.
 - c. Between spring and fall Assemblies at the biannual convention held in even years or via teleconference or other electronic conference at a time agreed upon by them.
 - d. Between fall & spring assemblies via teleconference or other electronic conference at a time agreed upon among them.

Section 3.15 Committees and Coordinators

1. Establishment
 - a. The R4 Assembly may establish standing or ad hoc committees or coordinators as required to efficiently and effectively carry out the purpose of R4 as stated in Article 2 of these bylaws.
 - b. The duties and responsibilities of each committee Chair/coordinator are to be established by the R4 Assembly.
2. All standing committee Chairs and coordinators shall be elected annually at the R4 Fall Assembly. Nominations shall be open to the floor.
3. The term of office for all committee Chairs and coordinators shall be two years with a maximum consecutive service for any office to be two full terms or until their successors are elected. The term of office for a committee Chair or coordinator will end at the adjournment of the meeting of R4 at which his/her successor is elected.
4. Any committee Chair or coordinator may be removed by two-thirds of the Region Reps present and voting at a R4 assembly. Between assemblies an affirmative $\frac{3}{4}$ vote of the R4 Board may remove a committee Chair or coordinator for a grievous break of traditions or R4 Bylaws and policy, or for the failure to perform their duties and responsibilities as written in the R4 Manual. Such action will not be taken until appropriate discussion with that individual by the Board has been done and/or the remaining members are convinced no change can be effected.
5. Should a vacancy occur, the R4 Chair may appoint a temporary committee Chair or coordinator until the next Fall Assembly.

Section 3.16 Financial Structure

1. The activities of the R4 Assemblies shall be financed primarily by the contributions of its member groups.
2. The R4 Assembly may accept donations from members of OA in accordance with the Twelve Traditions of OA.

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3. The acceptance of bequests and/or contributions from any outside source is prohibited.
4. The R4 Assembly shall not accept responsibility for Trusteeship or enter into the distribution or allocation of funds set up outside the R4 Assembly.

Section 3.17 Major Policy Matters

Matters that relate to major policy affecting OA as a whole shall be referred to the Overeaters Anonymous World Service Board of Trustees.

Section 3.18 Amendments to the Bylaws (Revised Maryland Heights MO 10/1/11)

These Bylaws, with the exception of

1. The Twelve Steps,
2. The Twelve Traditions,
3. The Twelve Concepts of OA Service,
4. Section 3.19 Legal Disclaimer

may be amended by a two-thirds majority of the voting body present at any R4 Assembly provided that a copy of the proposed amendment has been distributed to each Intergroup, the R4 Trustee and all members of the voting body of the R4 Assembly at least four weeks prior to the date of the R4 Assembly. The Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service may only be amended according to the procedure outlined in OA, Inc. Bylaws Subpart B, Article XIV, Section 1.

Section 3.19 may only be changed at the direction of an attorney in accordance with governing law.

Section 3.19 Legal Disclaimer

1. Purpose: The assembly is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of section 501© (3) of the internal Revenue Code.
2. Inurement of Income: No part of the net earnings of the assembly shall inure to the benefit of, or be distributed to its members, trustees, officers or other private persons except that the assembly shall be authorized and empowered to pay reasonable compensation for services rendered.
3. Legislative or Political Activities: No substantial part of the activities of the assembly shall be the carrying of propaganda or otherwise attempting to influence legislation and the Assembly shall not participate in or intervene in (including the distribution of statements) any political campaign on behalf of any candidate for public office.
4. Operational Limitations: Notwithstanding any other provisions of these articles, the assembly shall not carry on any other activities not permitted to be carried on:
 - a. By a corporation exempt from Federal Income Tax under section 501© (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or

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- b. By a corporation, contributions to which are deductible under section 170© (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
5. Dissolution Clause: Upon the dissolution of the assembly, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the assembly, dispose of all the assets of the assembly exclusively for the purpose of the assembly in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific as shall at the time qualify as an exempt organization or organizations under section 501© (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United State Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the physical office of the assembly is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

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Continuing Effects Motions

Article 4. Summary of Continuing Effect Motions Adopted By R4

Section 4.1 Index of the R4 Motions

The index is arranged alphabetically by topics. Under each main topic the arrangement is alphabetical by subtopic, followed by date(s) for cross-reference. Superseded policies are deleted.

Agenda

Content – 1996b

Assembly (spring and fall)

Funding of Assembly – 2007d, 2008m

Registration for Assembly – 1987b, 1990e, 1994a, 1994c

Registration Forms – 2010g

Starting Time – 1982a

Attendance

Attendance Sheets (Usage) – 1985b

Bank Accounts

Structure – 2013a

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Format – 1987i

Calendar

Region Website – 2012b

Convention

Biannual – 1993h

Business Meetings excluded – 1987a

Finances – 1987a

Hotel – 2009e

Officer Funding – 1989a

Registration Fee – 1983b, 2010b

Registration Forms – 2010g

Room & Board for Chair & Hotel liaison – 2010a

Speaker Guidelines – 1989b, 2010i

Ways & Means – 1992c

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Funding

Assembly Funding – 2007d, 2008m
Funding Travel to Assembly – 2003a
Funding Travel to WSBC – 2009g
Literature Funding – 2010e
Public Information Funding – 2011d
Officers Expense to R4 Convention – 1989a
Officers Travel to Meetings – 1988i, 1988j, 2010c
Region Chair Committee Travel Support – 2010k
Speakers – 2011e
Trustee Travel – 2009g
WSBC Delegate Support Fund – 2012a

General Information

Board Meeting Attendance – 2001b
Board of Directors – 2008r
Logo (Rules and Usage) – 2011b
Mission Statement – 1998a
Slogan – 2011f
Speaker List Guidelines 2009d

Hosting Guidelines

Offers to Host an Event – 1991e, 2009e

Intergroups

Mailing Lists – 1983c
Registrations for Assembly – 1987b, 1994c

Mail

Mailings – 1983c, 1990c, 1994a, 1994c, 2010g, 2011c

Newsletter

Convention Registration Fee – 1983b
Distribution – 2010h
Logo (Rules and Usage) – 2011b
Name/Title – 2011a

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Name/Coordinator/Issuance – 2009c

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Region Officers

Chair – 1987f, 1988j, 2010c

Elections – 1991c

Funding to R4 Convention – 1989a

Secretary 1985b, 1987b, 1994a

Travel Expense – 1984a, 1988i, 1988j, 1991d, 2010c

Treasurer –1988b, 1992g, 1992l, 2003l, 2009h, 2010l, 2010k, 2012a, 2013a

Reports

Chair – 1987f

Chairs/Coordinator -1992j

Timely Mailings –2011c

Ways & Means/Finance

Contribution Form – 1988b

Functions – 1992c

7th Tradition – 1992l

Section 4.2 Chronological List of Continuing Effects Motions

Policies as stated in the minutes of R4 assemblies. It is concerned only with those items that are not in some way specifically covered by the bylaws of R4.

- 1982a Lincoln, Nebraska (4/16/82)
For all future assemblies the R4 Business meeting shall not start before Saturday morning.
- 1983b Creve Coeur, Missouri (3/5/83)
Prior to R4 convention an announcement will be published in the R4 newsletter that the registration fee is a suggested donation, rather than a mandatory fee, if a person honestly feels unable to pay the entire registration fee.
- 1983c Des Moines, Iowa (11/4-5/83)
Intergroups will be allowed to use only the Intergroup addresses from the R4 mailing list.
- 1984a Decatur, Illinois (11/2-3/84)
Funds will be budgeted for the R4 officers to travel within the Region when asked to do service workshops and that a priority system be suggested in the following order: 1. Chair, 2. Vice Chair, 3. Secretary, 4. Treasurer.
- 1985b Omaha, Nebraska (4/12-13/85)
Attendance sheets will only be sent to Region Reps, Region officers, Region committee Chairs and Intergroups.
- 1987a Moorhead, Minnesota (11/13-14/87) Amended by 1993 h
R4 will have a convention biannually in the summer beginning in 1994. This convention will not include any Region business. The various Intergroups comprising R4 shall be responsible for all the preparation and work to conduct the convention. Profits from the convention will belong to R4.
- 1987b Moorhead, Minnesota (11/13-14/87) Amended by 1994c
All region representatives whom an Intergroup is entitled to send to an assembly are to be registered with the R4 secretary even if they will not attend the next R4 assembly.

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- 1987f Moorhead, Minnesota (11/13-14/87)
The R4 Chair shall prepare a written report of all Region activities for each Region assembly. Each report shall include the activity from the last report to the present assembly.
- 1987i Moorhead, Minnesota (11/13-14/87)
The bylaws will be made consistent by using “Chair” throughout, rather than “chairperson”.
- 1988b Manhattan, Kansas (4/9/88)
A group contribution form will be sent to each contributing group after a donation is received (subject to revision of form as deemed necessary).
- 1988i Des Moines, Iowa (10/21-22/88)
R4 shall provide the R4 officers (Chair, Vice-Chair, Secretary, and Treasurer) with reasonable expenses for transportation, lodging, and meals to attend regular region meetings and special region meetings, as approved by the R4 Board. Receipts for all expenses will be necessary.
- 1988j Des Moines, Iowa (10/21-22/88)
The Region will fund transportation, hotel accommodations and meal allowance for the R4 Chair to attend the World Service conference. Receipts for all expenses will be necessary.
- 1989a Omaha, Nebraska (3/11/89)
R4 will fund expenses for the Region officers to attend the R4 Convention.
- 1989b Omaha, Nebraska (3/11/89)
Travel expenses for general speakers at R4 conventions will not be funded.
- 1990c Des Moines, Iowa (10/12-14/90)
All mailings for assemblies are to be sent to duly elected and registered region reps prior to the upcoming event.
- 1990e Des Moines, Iowa (10/12-14/90)
Registered Representatives are not required to pay a registration fee for R4 Assembly.
- 1991c Winnipeg, Manitoba, Canada (4/19-20/91)
If a simple majority is not attained in an election for a region officer, the two persons with the greatest number of votes will be retained for a second ballot.
- 1991d Revised Sioux Falls, South Dakota (4/4/92)
Region officer travel expense, by car, will be reimbursed at the same rate as the WSO Board of Trustees, reimbursement not to exceed the cost of commercial transportation.
- 1991e Bloomington, Minnesota (11/1-2/91)
Any Intergroup offering to host a R4 event must submit its invitation in writing, stating the event to be hosted, location, approximate date(s), and two contact persons. This must be signed by two Intergroup officers and preferably submitted at least two (2) years prior to the event.
- 1992c Sioux Falls, South Dakota (4/4/92)
The R4 Ways and Means/Finance Committee shall function as the Ways & Means Committee for R4 Conventions.
- 1992g Des Moines, Iowa (10/24/92)
At least once a year the R4 Treasurer’s Report is to list the groups and Intergroups who have contributed to R4.
- 1992j Des Moines, Iowa (10/29/92)
Coordinator and Committee Chair Reports shall not exceed one page in length.
- 1992l Des Moines, Iowa (10/29/92)
A 7th Tradition Basket will be passed at each R4 assembly.

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Continuing Effects Motions

- 1993h Bloomington, Minnesota. (10/23/93)
The R4 Convention will be held every two years to help shift emphasis to local events. This is effective in 1994.
- 1994a St. Louis, Missouri (4/23/94)
Restrict the Region Reps mailing to those registered by each Intergroup in response to the most recent registration mailing and/or those who sign the attendance log at the most recent meeting.
- 1994c St. Louis, Missouri (4/23/94)
Region Representative Registration forms are to be sent only to Intergroups.
- 1996b St. Cloud, MN (10/12/96)
The Twelve Concepts of OA Service shall be read at each Region meeting.
- 1998a Topeka, Kansas (10/17/98)
The R4 mission statement is “Make OA known throughout the Region so that anyone with the desire to stop eating compulsively may find an OA group, and provide support so that any OA member can have recovery from compulsive eating through the Twelve Steps of Overeaters Anonymous.”
- 2001b Overland Park, Kansas (04/21/01)
Board meetings will be open unless the Chair chooses to restrict meeting attendance. Expenses to travel to attend the Board meeting (or participate in a conference call, if applicable) will be the responsibility of the sponsoring Intergroup or unaffiliated group.
- 2003a Omaha, NE (4/26/03)
Assembly voted to revise Region Representative funding guidelines so applications should be submitted no later than 60 days prior to Assembly. Late applications will be considered by the Delegate Funding Committee subject to availability of funds.
- 2003l Bloomington, MN (10/4/03)
Assembly voted to revise the Treasurer’s responsibilities so that only one signature is required to pay R4 expenses with a credit/debit card.
- 2007d Omaha, NE (4/14/07)
Assembly voted to allow R4 to pay for expenses related to hosting the assembly, subject to availability of Region funds. Also see 2008m
- 2008m Winnipeg, MB (10/24/08)
Assembly voted to add the following: “Although R4 may pay for expenses related to hosting the assembly, Intergroups are encouraged to share in the cost of Assemblies when possible.”
- 2008r Winnipeg, MB (10/24/08)
Assembly voted to replace the word “Trustees” with “Directors” in Article 3, Section 3.18, Legal Disclaimer, to correctly identify the position.
- 2009c St. Louis MO (04/18/2009)
Change the name of the Policy and Procedure Manual, and incorporate the various written documents under one heading, to be called the *R4 Manual*. Change the title of the Coordinator of the Policy and Procedure Manual to R4 Manual Coordinator.

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- 2009d St. Louis MO (04/18/2009)
Assembly voted to adopt the following as qualifications to be listed on the Region 4 Speaker List:
1. One year abstinence
 2. Working the steps
 3. Working with a sponsor
 4. Member of OA in R4
- 2009e St. Louis MO (04/18/2009)
Intergroups bidding for a R4 Convention site will have sample hotel proposals available.
- 2009g Bloomington, Minnesota (11/07/09)
R4 adopts a policy to maintain a budget line item to help fund:
1. Delegates from Intergroups in R4 needing assistance to attend the World Service Business Conference or
 2. Trustee nominees who are not otherwise funded to attend WSBC.
- 2009h Bloomington, Minnesota (11/07/2009)
An annual contribution to WSO of 10% of the general funds will be made at the end of the fiscal year.
- 2010a Valley City, ND (4/24/10)
R4 shall provide 50% room rental for two nights for the Convention Chair and the Hotel Liaison, plus a \$75.00 food allowance, per person, for the convention weekend. Receipts are required.
- 2010b Valley City, ND (4/24/10)
R4 Convention registration will be suggested by the Convention Committee and confirmed by the Assembly as each convention is planned.
- 2010c Valley City, ND (4/24/10)
The Region will fund lodging, meals and convention for the Region Chair to attend the World Service Convention when the Region Chair Committee and Board of Trustee meetings are held in conjunction with one another. Lodging to be paid at ½ the standard room rate of the event.
- 2010e Valley City, ND (4/24/10)
R4 will create a fund to be granted to Intergroups to purchase literature for new and newly affiliated meetings within their area. The fund will be limited to \$200.00 per group.
- 2010g Coralville, IA (10/16/10)
One R4 Registration form is to be mailed to Intergroups one hundred and twenty (120) days prior to each Assembly. The form is to be returned to the Assembly Planning Coordinator.
- 2010h Coralville, IA (10/16/10)
The newsletter will be distributed online. Upon requests the Newsletter Editor will print and mail copies.
- 2010i Coralville, IA (10/16/10)
All main speakers for convention are to have two (2) years abstinence, be a member of the OA program and within 10 lbs. of weight maintenance. Funds for the expenses of main speakers shall be available by applying to Region, as needed.

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- 2010k Coralville, IA (10/16/10)
R4 supports the mission of the Region Chairs' Committee as expressed in OA By Laws with regard to sharing resources. One way of sharing will be done by providing a line item in the R4 Budget for the expense of travel of other Region Chairs or their Representatives to Region Chairs' Committee meetings.
- 2010l Coralville, IA (10/16/10)
R4 will provide a computer, printer, and printing supplies to be used by the R4 Treasurer to fulfill his/her obligations.
- 2011a Maryland Heights, MO (10/1/11)
4 Thought will be the name of the R4 newsletter.
- 2011b Maryland Heights, MO (10/1/11)
The logo of the R4 Assembly of OA, Inc. is the property of that body and is to be used as follows:
1. On letterhead which is used by R4.
 2. On nametags at R4 Assembly and Convention.
 3. On the masthead of the R4 newsletter.
 4. On any other item which is specifically approved by the assembly.
- For any and all of the above, the logo must be an exact reproduction of the final design as approved by the assembly, but may be enlarged or reduced in size to fit the need.
- 2011c Maryland Heights, MO (10/1/11)
All officer, committee Chairs, coordinator, and other special reports produced during the assembly are to be submitted electronically to the secretary within one week after the Assembly for use in the final copy of the minutes.
- 2011d Maryland Heights, MO (10/1/11)
Assembly voted to designate a budget item entitled "Region support for Intergroups Public Information activities." Two Ways and Means/Financial committee members would determine awarding of funds.
- 2011e Maryland Heights, MO (10/1/11)
R4 will create a fund to be granted to Intergroups to reimburse R4 speakers to speak at group or intergroup events in R4. The reimbursement will be limited to \$200.00 per event.
- 2011f Maryland Heights, MO (10/1/11)
Official slogan of R4 is "Region 4 Abstinence Recovery Freedom."
- 2012a Eagan, MN (4/14/12)
R4 will make an annual contribution to the WSBC Delegate Support Fund. The contribution amount will be determined by the Board of Directors at the Fall Assembly each year.
- 2012b Winnipeg, Manitoba (10/20/12)
R4 will maintain a calendar of business and recovery events on the R4 website. The purpose is to alert those planning events, of scheduling conflicts with other R4 events. Groups and Intergroups may submit their event to the webmaster for posting.
- 2013a Johnston, IA (4/6/13) (revised Winnipeg MB 10/15/2016)
R4 financial accounts will be maintained as follows:
1. A main checking account into which all contributions are deposited and from which all normal expenses are paid. All checks from this account require the signature of two

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- (2) members of the Board.
2. A sub-account in which the prudent reserve of \$7500.00 is maintained. Transfer of money from this account into the main checking account requires approval from two (2) members of the Board.
3. A second sub-account containing \$1000 seed money for the R4 Convention.
4. All members of the Board of Directors will have signing privileges on all accounts.
5. The Treasurer will have custody of the checkbooks.

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Definitions, Duties, Guidelines

Article 5. Definitions, Duties, Guidelines

Section 5.1 Definitions of Committees and Coordinators (Revised Des Moines 12/22/88)

1. STANDING COMMITTEE: A permanent service body of two or more OA members who carry out a function that is determined to be necessary on an on-going basis to achieve general goals of R4.
2. AD HOC COMMITTEE: A temporary service body of two or more OA members who carry out a function that is determined to be necessary for a limited period of time to achieve a specific purpose or goal, provided that purpose or goal is not the usual function of a standing committee.
3. STANDING COORDINATOR: A permanent service position filled by an OA member who carries out a function that is determined to be necessary on an ongoing basis to achieve general goals or purpose of R4.
4. AD HOC COORDINATOR: A temporary service position filled by an OA member who carries out a function that is determined to be necessary for a limited period of time to achieve a specific purpose or goal, provided that purpose or goal is not the usual function of a standing coordinator.
5. COMMITTEE MEMBERSHIP:
 - a. Any regularly attending, abstaining member of an active group in R4 is eligible to be elected a committee Chair/coordinator, provided that he or she is present or has expressed in writing a willingness to serve in that capacity.
 - b. Committee Chairs may select such members for their committees as may be necessary to carry out its function. Such members should be regularly attending members in an active group in R4.
6. Chair/COORDINATORS REPORTS PROCEDURES:
 - a. Each R4 committee Chair/coordinator shall submit a written report to each assembly detailing the activities of the committee/coordinator during the period since the last assembly of R4. This report shall be part of the minutes of the meeting.
 - b. Each committee Chair shall also submit a copy of the written committee report and an agenda for the upcoming committee meeting to the Assembly Planning Coordinator at least thirty days before the assembly. They will be mailed to assembly participants prior to the assembly.

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Definitions, Duties, Guidelines

Section 5.2 **Chair** (Revised Winnipeg, MB 10/20/12)

The primary responsibility of the R4 Chair is to serve as the guardian of the Traditions at the Region level.
Duties Include:

1. R4 Assembly
 - a. Chair the R4 Assemblies and R4 Board meetings.
 - b. Be familiar with *Robert's Rules of Order, Newly Revised*.
 - c. Prepare agendas for all meetings.
 - 1) An informal list of items to be discussed
 - 2) Check with other Board members and the Trustee for any additional items.
 - d. Prepare a written report for each R4 meeting. Each report shall include the activities from the last report to the present meeting.
 - e. In order to verify the voting credentials, contact WSO the day prior to the regional meeting and request current number of group registrations for each Intergroup.
 - f. Prepare and use a script for the Assembly incorporating the agenda items and times.
 - g. Have available for the Trustee for the new Region Rep orientation: copies of: the R4 Manual and agenda.
 - h. Provide the R4 Secretary with the roll call sheet at the Board meeting prior to the assembly.
 - i. Obtain a copy of the Sign-in Sheet from the Secretary at the close of the meetings.
 - j. Appoint Committee Chairs, if necessary.
 - k. Serve as ex-officio member of all committees.
2. Interface with R4 Trustee
 - a. Communicate on a regular basis with the R4 Trustee to obtain WSO information and guidance in applying the Traditions in the Region.
 - b. Assist the R4 Trustee when requested to do so by the Trustee.
3. Participate in the Region Chairs' Committee (RCC).
 - a. Conference calls and email
 - b. Annual meeting with the BOT at WSBC and at any other designated time.
 - c. Meet in the fall with Region Chairs at designated regional assembly.
4. Attend the World Service Business Conference each year as representative of all unaffiliated groups.
5. Conduct Service and Traditions Workshops., which are funded either by the region or the individual Intergroups.
6. Administrative Duties
 - a. Work with the R4 Officers to facilitate communications throughout the region.
 - b. Keep other Region officers informed about R4 Business.
 - c. Keep the Assembly Planning Coordinator informed of any changes in regard to the mailing list for
 - 1) Intergroups
 - 2) R4 officers, committee Chairs, coordinators,

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- 3) Other Region Chairs.
- d. Prepare the annual timeline/calendar in early November
 - 1) Timeline includes:
 - a) Dates of Assemblies and Board Meetings
 - b) Date of next WSBC
 - c) Date of newsletter issues
 - d) Deadlines that need to be met to prepare for events
 - 2) Allow for time needed for printing and mailing when determining dates on the timeline.
 - 3) Send printable version of timeline to the R4 webmaster for posting.
- e. Sign hotel contract for the R4 Convention and work with the Convention Committee.
- f. Oversee the signing of all applications and mailing of Trustee applications by deadline according to WSO Bylaws.
- g. Give all receipts for reimbursements to the Treasurer in a timely fashion.
- h. Has access to and reviews online bank accounts at least once a quarter.
- i. Coordinates dates and times for winter and summer Board meetings

Section 5.3 **Vice-Chair** (Revised Winnipeg, MB 10/20/12)

1. Act for the Chair in the Chair's absence.
2. Outreach
 - a. Acts as liaison with the World Service Office and R4 Outreach Committee Chair.
 - b. Serve as contact with World Service Office for R4 Outreach Committee.
 - c. Obtain the list of individual inquiries from WSO and the list of all new affiliated and all unaffiliated groups in R4.
 - d. Send the lists of groups to Outreach Committee Chair.
 - e. Follow up with Outreach Committee Chair to be sure new and affiliated groups are contacted.
3. Conduct Service and Tradition Workshops.
4. Conduct assembly icebreaker at Intergroup Sharing.
5. Obtain list of new Region Rep names from the Assembly Planning Coordinator prior to assembly to connect green dots with a mentor.
6. Maintain R4 mailing list and email account list.

Section 5.4 **Secretary** (Revised Maryland Heights MO, 10/1/11)

1. Maintain accurate minutes and records of all R4 meetings and actions.

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2. Maintain the corporate seal.
3. For R4 Board Meetings bring:
 - a. Materials for taking minutes.
 - b. The Secretary's notebook of records for reference.
4. For Assembly have on hand:
 - a. The R4 Corporate Seal.
 - b. A pack of carbonless, blank, triplicate motion forms.
 - c. The Secretary's notebook of records, including the minutes from the last meeting.
 - d. The latest edition of *Robert's Rules of Order, Newly Revised*.
 - e. The registration forms submitted by the Intergroups, listing their currently elected representatives.
 - f. Make and distribute copies of all Ad Hoc motions prior to New Business portion of the Assembly. (2011p)
 - g. Provide name tags for all representatives attending so that they may be identified. (2011b)
 - h. The Intergroup roll call sheet, supplied by the Chair, to be used as the sign in sheet for those attending Assembly.
 - i. Region representative attendance is noted in the assembly minutes.
5. Prior to or during Assembly:
 - a. Obtain copies of the following:
 - 1) R4 Treasurer Reports.
 - a) Income and Expense
 - b) Balance Sheet
 - c) Group Contributions
 - d) Budget (Fall)
 - 2) R4 Chair's Report
 - 3) R4 Vice Chair's Report
 - 4) R4 Trustee Report
 - 5) R4 Manual Coordinator Report
 - 6) Delegate Funding Coordinator Report
 - 7) Convention Committee Report
 - 8) Outreach Committee Report
 - 9) Ways & Means/Finance Committee Report
 - 10) Newsletter Editor Report
 - 11) Audit Committee Report
 - 12) Website Coordinator Report
 - 13) Any other special or ad hoc committee report
 - b. Responsible for obtaining and keeping on file the white copy of all written motions, including the date of the motion, the sequential number of the motion, the name of the Maker of the motion, and the name of the Secunder of the motion, when a second is required. If the motion comes from a committee, the name of the committee, or its Chair should be listed as the Maker, and no Second is required. The Maker of the motion should retain the pink copy.
 - c. The minutes are a record of the action taken, not a running dialogue of discussion. For each motion indicate the content of the motion, and whether it was passed, defeated, withdrawn, tabled, or referred to committee. For reports that have been submitted in writing, it is sufficient to indicate that the report is received and is attached or enclosed.

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- d. At the opening of the session, call the roll from the intergroup Roll Call Sheet, and to record the numbers. Periodically give a credentials update, which is simply a summary of the current statistics on the Roll Call Sheet.
 - e. Record all announcements.
6. After Assembly:
- a. Give a copy of the sign in sheet to the R4 Chair.
 - b. Immediately after the assembly adjourns, meet with the designated Minutes Approval Committee to review the minutes for possible omission and/or error.
 - c. Within one week after the Assembly/Region Board meeting, send minutes to the Region Board to be reviewed.
 - d. Within two weeks after the Assembly/Region Board meeting, distribute final minutes to officers, R4 Trustee, Intergroups, Region Reps, Newsletter Editor, and the Website Coordinator.
 - e. Copies of all reports are sent to the Webmaster.
 - f. All originals are filed in Secretary's Notebook.
7. Serves as liaison to:
- a. R4 Manual Coordinator
 1. Provides the coordinator with electronic versions of the adopted motions.
 2. Follows up to ensure the manual gets updated, and submitted to the Webmaster.
 3. Confirms printed manuals are prepared for new delegates for the following Assembly.
 4. Ensures assembly reports are prepared.
 - b. Newsletter Editor
 1. Provides assistance and support where needed.
 2. Review Newsletter prior to publication, for content compliant with traditions.
 3. Ensures assembly reports are prepared.
 - c. Website Coordinator
 1. Provides assistance and support where needed.
 2. Reviews Website occasionally, for content compliant with traditions.
 3. Ensures assembly reports are prepared.
8. Conducts Service and Traditions workshops.

Section 5.5 **Treasurer** (Revised Winnipeg, MB 10/20/12, Winnipeg, MB 10/15/16)

1. Reports
 - a. Present Financial Reports at each Assembly and Board Meeting. These reports shall consist of:
 - 1) A year to date profit and loss budget to actual for the main checking account, showing all income and expenditures to budgeted amounts.
 - 2) A year to date listing of contributions by group and/or Intergroups.
 - 3) A balance sheet showing the current liquid assets of the Region.
 - 4) A complete profit and loss budget to actual for the previous year at the Winter Board meeting.
 - b. Provide the 4 Thought editor with all financial reports listed in Article 5, Section 5.15, Newsletter, by the timeline due dates.
 - c. Provide a year to date profit and loss statement to the Chair quarterly.
2. Budget

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- a. Submit a proposed budget to the Assembly Planning Coordinator for the Fall Assembly no later than 61 days prior to the Fall Assembly.
 - b. Work with the Ways and Means/Finance Committee at Fall Assembly to develop a final proposed budget.
 - c. Present the final proposal to the Assembly for approval.
 - d. Create a report of the approved budget.
3. Taxes
- a. Submit an income tax form to the IRS each year in April.
 - b. Submit a tax-exempt status update to the State of Missouri each year in July. This can be done via the State of Missouri Website.
4. Committee Liaison
- a. Serves as liaison for the Ways and Means Finance Committee, ensuring reports from the coordinator are received as required.
 - b. Serves as liaison for the Delegate Funding Coordinator, working with Delegate Funding Coordinator to decide which Intergroups will be funded for assistance to Assemblies and for what amount. Ensuring reports from the coordinator are received as required.
5. Assembly
- a. If the Assembly is to be held at a venue that requires payment for rooms or meals in advance, the Treasurer shall register and make such payments for all R4 Officers. (2011v)
 - b. Pay for meals of officers in advance, if there is a banquet associated with the Assembly.
 - c. At each assembly, be available to the Audit meeting for the purpose of verifying the accuracy of the financial records. Provide the Audit Committee all books, invoices, donations, checkbook(s) register, and bank statements since the last Assembly.
 - d. If receipts or unused funds which Intergroups or unaffiliated groups received for Representative Assistance have not been received by the Treasurer within three (3) weeks after the assembly, the Treasurer will contact the Representative asking for receipts and/or unused funds.
6. Miscellaneous
- a. Conduct Service and Tradition workshops.
 - b. Coordinates the signatory rights for all bank accounts each time there is a change in officers.
 - 1) Obtains officer contact information
 - a) Legal Name
 - b) Address
 - c) Phone Number
 - d) Nearest Branch of Bank
 - 2) Takes a copy of the minutes that list the name of the new officer to their local branch and ask them to obtain new signature cards.
7. Conventions
- a. Maintain R4 Convention account and pay all bills for the Convention.
 - 1) All revenues shall be deposited to the account until all expenses are paid.
 - 2) After the expenses are paid the profit will be transferred to the general operating account, leaving only the seed money in the convention account.
 - b. Register all R4 Officers for Conventions, covering all registration and meal ticket costs by early registration deadlines and make hotel accommodations.

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- c. Alert each committee Chair 60 days prior to convention where to locate a copy of the reimbursement form, reminding them receipts are to be attached for all monies expended, and that proposed expenses above their committee budget needs to be approved by the Board prior to the purchase.
- d. Prepare cash boxes with change prior to each convention for the Registration Desk, Ways and Means, and other areas as required.
- e. Obtain a safety deposit box with hotel.
- f. Appoint two (2) responsible persons to help collect monies during the convention. Records of these amounts shall reflect which committee received the money. Have the committee head and the collector sign duplicate receipts at time of pickup.
- g. Issue any refunds for registered members who were unable to attend if requested.
- h. A full financial statement is to be forwarded to the Convention Chair and to the R4 Board no later than thirty (30) days after the convention.

8. Group Contributions

All monies received from the region PO Box will be:

- a. entered into the R4 accounting software.
- b. deposit to be made at the end of each month to the local chapter of bank.

9. Insurance/Fidelity Bond

- a. Pay the insurance/fidelity bond premium annually.
- b. Notify and coordinate completion of all appropriate paperwork with the insurance company as soon as any officer changes occur.

Section 5.6 **Officer Liaisons to Committees and Coordinators** (Revised Sioux Falls, SD 4/4/92)

R4 shall have the following committee and coordinator structure, with each board member acting as liaison to a committee and a coordinator:

COMMITTEE	OFFICER LIAISON	COORDINATOR
Convention	R4 Chair	
Outreach	R4 Vice Chair	Assembly Planning
Ways & Means/Finance	R4 Treasurer	Delegate Funding Ways & Means/Finance
	R4 Secretary	Manual Coordinator Newsletter Website

Section 5.7 **Audit Committee** (Revised Maryland Heights MO, 10/1/11)

1. The purpose of the Audit Committee is to verify the accuracy of the financial records and books of R4.
The Committee, appointed by the Region Chair, shall consist of three Region Reps, each from a different state/province. The Region Treasurer shall be present to clarify any issues and to answer any questions. The Region Treasurer shall be present to clarify any issues and to answer any questions
2. Duties of the Audit Committee

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- a. Verify at least five (5) separate invoices, drawn at random by comparing the invoice (date, amount, and check number) to the checkbook register and the accounting software and associated receipts/paperwork.
- b. Verify at least five (5) donations from the Group Contributions report.
- c. Verify that the checkbook balance agrees with the bank statement.
- d. Minor procedural recommendations may be discussed with the treasurer during the audit.
- e. An X shall be placed in the checkbook register indicating the transactions reviewed by Audit Committee members. Each Audit Committee member shall initial after the last entry in the checkbook indicating the date of the audit.
- f. If there is any suspicion of misconduct by the Region Treasurer, the Audit Committee Chair will invite the R4 Chair into the audit and the problem will be discussed with the Treasurer present. If the problem is not cleared at that time, a written report must be sent to the R4 Chair within 24 hours. The R4 Chair will take necessary action as the Chair believes appropriate. The R4 Chair may choose to remove the checkbook and all records from the Treasurer's possession at that time. The committee members are to maintain all suspicions in confidence, discussing the matter only at the Chair's request. (Amended by the Board 10/16/96.)

Section 5.8 Ways and Means/Finance Committee (revised Winnipeg MB 10/15/16)

1. At the Fall Assembly, the committee nominates a Ways and Means/Finance Chair to be approved by the full Assembly to serve for two years. The Chair co-ordinates the committee activities between assemblies, keeps the Region Treasurer informed, and works with the Treasurer to develop a committee agenda for each Assembly.
2. If the position becomes vacant, the committee will vote in an interim to serve until the next Fall Assembly.
3. The committee operates following the Guidelines and Bylaws of R4. The committee may present motions to the Region Assembly for changes to the Guidelines.
4. The committee works with the Treasurer to develop a workable budget for the coming year at the Fall Assembly.
5. The committee develops fund-raising projects, ensures that there are funds in the budget for such projects, and presents them to the Region Assembly for approval.
6. The Chair coordinates with Region 4 Convention Chair regarding convention sales and fundraising activities (e.g. sales at Boutique, etc.).
7. The committee coordinates all aspects of the fundraising projects from conception through sales.

Section 5.9 Convention Committee (Revised St. Louis MO, 04/02/16, Winnipeg MB, 10/15/16)

1. What is a R4 convention?

It is a special 3 day event, usually lasting from 7:00 p.m. Friday evening until Sunday noon. The actual length of time is determined by the group conscience of the Convention Committee.

2. What goes on at a convention?

This is determined by the Convention Committee. It is R4 policy that the Steps and Traditions of the OA program be followed in planning all events. Some possible events are:

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- a. Marathon room (continuous pitch meetings);
- b. Speaker meetings;
- c. Workshops (Fourth Step, Big Book, etc.);
- d. Special topic meetings for anorexic/bulimic, men in OA, etc.
- e. Quiet room for people to relax
- f. Luncheon, banquet with speaker, Sunday brunch;

3. What are the purposes of the convention?

- a. To provide a means of bringing members together to share their experience, strength and hope, thus enhancing their own programs and benefiting others.
- b. To contribute to a greater understanding of the OA program and the people who are part of it through open meetings to which the public, professionals and media are invited.
- c. To raise funds to further the Twelfth Step work of the Region.

4. Who puts on a R4 Convention?

It is sponsored by R4, with organization initiated by the Region Assembly. The Intergroup in the city where the convention is held serves as the "host" group.

5. What are the requirements to work on the Convention Committee?

The Convention Chair shall be a Regional Rep or past Region Rep from Hosting Intergroup, who is abstaining and practicing the 12 Steps, and who has been active in local conventions or similar events. The Convention Chair is nominated and subject to Assembly approval.

The Hotel Liaison(s) and Volunteer Coordinator(s) are elected by the Hosting Intergroup and shall be OA member(s) who is (are) abstaining and practicing the 12 Steps, meeting the same requirements as Region Representatives.

The sub-committee chairs will be those Region Reps appointed by their Intergroups from within R4. They should be OA members who are abstaining and practicing the 12 Steps.

6. Convention Chair (see 2010a) (Revised Winnipeg MB 10/15/2016)

- a. Recruits sub-committee chairs and encourages them to create their committees.
- b. Coordinates the event.
- c. Works with the past Convention Chair and Treasurer to create a preliminary budget. Seeks budget recommendations from subcommittee chairs.
- d. Provides a roster of sub-committee chairs.
- e. Chairs the first general Convention Committee meeting to:
 - 1) Get acquainted.
 - 2) Reviews Manual convention guidelines and timetable and go over each page with entire group to clarify roles, responsibilities, and relationships.
 - 3) Reminds each subcommittee chair to adhere to the convention timetable (once established) and the convention budget (once approved)
 - 4) Discusses questions.
- f. At second meeting, develops budget for entire convention (expenses and income) in collaboration with subcommittee chairs. Submits to Treasurer for Assembly approval.
- g. At each subsequent meeting before the convention, meets with subcommittee Chairs in attendance to coordinate arrangements, problem-solve, and finalize plans. Coordinates with Hosting IG Chair, Hotel Liaison, and Volunteer Coordinator before/after committee meetings.
- h. Coordinates with R4 Web Manager to develop and post web page messages, not limited to:
 - When flyer is finalized: Save the Date

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- When registration form is finalized:
 - Registration (online and pdf doc)
 - Scholarship availability & instructions
 - Banquet
 - Donations to Scholarship Fund
 - Hotel link for guest rooms
 - After the convention, takes down messages and cart items and provide summary/thank you message.
 - i. Coordinates with chair of Ways and Means Committee to assure fund-raising activities (e.g. sale of R4 boutique items).
 - j. Creates and regularly reviews convention timetable. Follows up and coordinates with all subcommittees to ensure all deadlines are being met.
 - k. Encourages reading of the Third Step Prayer, Twelve Traditions, or similar program material at all Committee meetings.
 - l. Serves as MC and/or selects MC for the Convention.
 - m. Informs subcommittee chairs of R4 reimbursement form and how to turn in receipts for all purchased items within approved budget.
 - n. Completes a reimbursement form and turns in receipts for all purchased items within approved R4 convention budget.
 - o. Submits an electronic report to the Region Secretary within 45 days following the convention; and presents the report to the Region at the following Assembly.
 - p. Coordinates with Treasurer to finalize convention expenses and income.
7. Hotel Liaison (see 2010a) (Revised Winnipeg MB 10/15/2016)

Duties and responsibilities of the hotel liaison:

- a. All arrangements with the hotel will be in a written contract to be signed by the R4 Chair no later than ten (10) months prior to the Convention. To achieve a satisfactory contract, the hotel liaison will use the following guidelines when selecting the accommodations for the convention:
 - 1) Negotiate costs of sleeping accommodations, meeting rooms, meals, etc. to ensure the prices benefit our members and organization, such as
 - a) Reduced rate on meeting rooms based on number of sleeping rooms rented
 - b) Reduced rate on meeting rooms based on number of banquet meal sold
 - c) Complementary sleeping room based on number of sleeping rooms rented
 - 2) Availability of enough meeting rooms of a size that will meet our needs, using the previous years' contract and report as a guide.
 - a) Ensure meeting rooms and public areas are wheelchair accessible. At least one restroom close to the meeting rooms must be wheelchair accessible.
 - b) Adequate restroom facilities close to meeting rooms.
 - c) Establishes with the hotel the times meeting rooms need to be available
 - d) Establishes the setup of each room
 - e) Established the setup of public areas, e.g. registration, recording sales, boutique, literature sales, etc.
 - f) Check availability and cost of adequate sound system
 - g) Check availability of stage/platform.
 - i. How large is it.

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- ii. Do they have stairs?
 - h) Explanation of any additional services provided
 - 3) Banquet room large enough to meet our needs.
 - a) Enough seating for members who purchase the meal.
 - b) Addition seating for members who do not purchase the meal to attend evening activities that occur in the banquet room.
 - c) Availability and size of dance floor.
 - 4) Select menu for all meals that will be sold to members.
 - a) Ensure hotel catering staff can meet the majority of our members varied meal plans.
 - b) Calculate complete cost of meal, including tax and gratuity to establish price of meal tickets.
 - c) Provide hotel with final count of meals sold.
 - 5) Adequate sleeping rooms for projected number of attendees.
 - a) Ensure wheelchair accessible rooms are available.
 - b) Check-in and check-out times for rooms.
 - c) Deadline for reservations to ensure group rate.
 - 6) Review hotel policy on outside food and beverages (oasis) or cost of hotel providing same.
 - 7) Other hotel, motel accommodations and restaurants in immediate area.
 - 8) Transportation to facility from public transportation, e.g. shuttle from airport to hotel and costs if any.
 - 9) Availability of pool and other recreational facilities.
 - b. Prepare a local restaurant guide and map, including phone numbers and price ranges.
 - c. Acts as liaison between members and hotel staff at the convention
 - 1) Ensures that all meeting rooms are set up as requested
 - 2) Is available at before registration opens to ensure all common area tables, chairs, etc. are set up as requested.
 - 3) Responds to needs of members, e.g. temperature change requests, rooms that need to be locked or unlocked at scheduled times, water table refilled, etc.
 - d. Meet with the Treasurer to finalize the bill with the hotel.
 - e. Completes a reimbursement form and turns in receipts for all purchased items.
8. Publicity (Revised Winnipeg MB 10/15/2016)
- a. Submits a proposed budget to Convention Chair.
 - b. Coordinates with Convention Chair and subcommittee chairs to identify needed communication messages during last six months.
 - c. Establish a timetable for getting the word out. Methods used may include, but are not limited to:
 - 1) Articles in Region newsletter
 - 2) Intergroup newsletters
 - 3) World Service Overeaters Anonymous Event Calendar six (6) months prior to the Convention.
 - 4) Local Press Release two weeks before the convention
 - d. This information should include: date of event, email address to write for information, one or two telephone numbers and names to contact.
 - e. Consider using technology to “carry the message” (e.g. colorful email blasts) and reduce expenses.
 - f. Completes a reimbursement form and turns in receipts for all purchased items to the R4 Treasurer for all purchased items within approved R4 convention budget..

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9. Treasurer

The R4 Treasurer will serve as the Convention Treasurer. Duties and responsibilities are outlined in Section 5.05, 7-- Responsibilities of the Treasurer.

10. Registration (revised Winnipeg, MB, 10/20/2012; Winnipeg MB 10/15/2016)

- a. Submits proposed budget to Convention Chair.
- b. As soon as convention dates are known, prepares a "Save the Date" flier (in collaboration with Publicity Chair) and emails it to R4 chair for emails distribution. If flier is produced in time for the odd year Spring Assembly, print 600 paper copies to distribute there.
- c. Design Convention Registration form which will include
 - 1) Dates of event
 - 2) Location of event
 - 3) Contact information of registration Chair or appointed committee member
 - 4) Indicate that registration can be done online at oaregon4.org.
 - 5) Hotel information:
 - a) Cost of rooms
 - b) Deadline for reservations to receive discounted rate
 - c) Phone number to make reservations
 - d) That member must mention OA when making reservation
 - 6) Sample schedule of events
 - 7) Cost
 - a) Registration: for weekend, or single day charge
 - b) Banquet, include meal choices if applicable
 - c) Reminder of We Care
 - d) Option for members to indicate they will speak or give service
 - 8) Deadline for pre-registration cut off
- d. Registration Chair shall receive all registration forms and money sent in prior to the established deadline.
 - 1) Upon receipt of money the Chair will record of name, address, dollar amount received and intended allocation.
 - 2) Copy of list and all money will be sent to Treasurer when
 - a) amount collected is approximately \$500.00
 - b) no more than three weeks after receipt.
- e. Print the minimum amount of registration forms needed on white or colored paper as soon as all information is available.

Suggested Distribution is as follows

 - 1) 50 copies to Publicity Chair in addition to mailing a PDF version.
 - 2) 50 copies to R4 Chair for distribution to each Intergroup in R4 and those nearby, in addition to emailing a PDF version.
 - 3) 600 copies to Fall Assembly.
 - 4) 450 copies to Spring Assembly.
 - 5) 75 copies for registration table.
- f. Send emails to specific committee members for the individuals who have volunteered to speak or do service.
- g. Print programs, meals tickets and have name tags prepared.
- h. Make up registration packets for pre-registered and on-site registrants

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- 1) Name badge, with meal ticket if purchased
 - 2) Program schedule
 - 3) Evaluation Sheet
 - 4) Recording Order Form
 - 5) Restaurant guide
 - 6) Other items as determined by the committee (e.g. area grocery stores, hotel map, and info)
 - i. Provides Hotel Liaison final count of meals purchased.
 - j. Ensures registration table is manned during scheduled times.
 - k. Collects and tracks registration forms and money from members who register on site.
 - l. A reconciled report of pre-registered and at the door registrations, as well as We Care funds report is sent to Treasurer, not more than 2 weeks after the convention, so they can prepare their report.
 - m. Completes a reimbursement form and turns in receipts to R4 Treasurer for all purchased items within approved R4 convention budget.
11. Hospitality Chair (revised Winnipeg MB 10/15/2016)
- a. Submits proposed budget to Convention Chair.
 - b. Forms a committee to act as Huggers/Greeters at the opening and throughout the day as deemed necessary.
 - 1) Ensures Huggers/Greeters arrive early enough to be briefed on
 - a) meeting room locations
 - b) restroom locations
 - c) registration location
 - d) whom to ask for information they don't have the answer to
 - c. Arranges for responsible personnel to staff the hospitality room the entire time it is open.
 - 1) Make arrangements for appropriate beverages and tea/coffee pots.
 - 2) Arrange for ice (hotel or committee).
 - 3) Make arrangements beforehand for distribution of leftover hospitality items.
 - 4) Have a clean-up crew.
 - d. Completes a reimbursement form and turns in contributions and receipts for all purchased items to R4 Treasurer within approved R4 convention budget.
12. Program (revised Winnipeg MB 10/15/2016)
- a. Submits proposed budget including expenses for recording to Committee Chair. [Note: In the spirit of Tradition 7, R4 typically does not pay speakers for their services or expenses as this is a fundraising event. R4 Scholarship funds requests can be made on an individual basis for speakers.]
 - b. Responsible for obtaining main speaker, general session speakers and workshop leaders for the weekend.
 - 1) Main Session Speaker
 - a) All main speakers for convention are to have two (2) years abstinence, be a member of the OA program and within ten (10) pounds of weight maintenance.
 - b) Three main speakers are suggested, depending on Committee's design of the Program, one for each of the following sessions:
 1. Opening Session
 2. Saturday Banquet
 3. Closing Session

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- c) Ask Region Reps and Intergroup Chairs for names of possible speakers from their areas whom they would recommend as a main speaker.
 - d) Guides committee to research possible main speaker candidates using selected criteria (e.g. experience speaking, length of abstinence, message of recovery to tell, etc.)
 - e) Contacts candidate to secure the date and confirms if they can attend.
 - f) Provides guidance to speakers. Suggested documents: *Reading Literature Aloud at OA Meetings; Suggestions for R4 Convention Speakers.*
- 2) General Session and workshop leaders
- a) Gathers names in advance of members who are willing to lead a session.
 - b) Assigns topics to speakers
 - c) Reminds all speakers and leaders of abstinence requirement of six months.
 - d) Send letter or email to speakers as confirmation of the topic assignment and scheduled time for their session.
 - e) Sets up speaker sign in table to ensure speakers have arrived and are available for their scheduled sessions.
 - f) Provide tape release forms at the speaker sign up table.
- c. Request recommendations and suggestions for topics for the program from members.
- 1) Creates meeting schedule
 - a) Each session will have at least one leader, second leader if available
 - b) Topics will always include sessions on the 12 steps of OA
 - c) Number of sessions based on available speakers
 - d) Coordinate with Entertainment on when they will perform
 - e) Coordinate with Chair on main sessions
 - d. Obtain contract with recording company.
 - 1) Provide recording company a list of scheduled meetings 2 weeks in advance.
 - 2) If we choose to use electronic equipment from the recording company rather than the hotel, ensures that payment is made in advance.
 - 3) Work with the taping company during the convention.
 - e. Coordinate available meeting rooms with the Hotel Liaison.
 - f. Design program indicating rooms, times and topics.
 - 1. Names of speakers are not to be listed on any printed materials for participants.
 - 2. Provide electronic version of program for registration committee and web manager R4 two weeks in advance.
 - g. Provide Sign Committee a copy of the program at least 1 week in advance.
 - h. Completes a reimbursement form and turns in receipts to R4 Treasurer for all purchased items within approved R4 convention budget.
13. Literature (revised Winnipeg MB 10/15/2016)

It is Region policy that only OA and AA approved literature may be sold at the convention.

The Hosting Intergroup (IG) is responsible for literature sales at the Convention. Hosting IG shall select a Chair, determining requirements for that position (abstinence, etc.). They may work with other service bodies or groups within their IG to coordinate arrangements.

The Literature Chair:

- a. Submits proposed budget to Hosting IG
- b. Obtains literature to sell at the convention.

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- c. Transport literature to and from the display area.
- d. Sets up literature display.
- e. Makes sure that someone is there at all times to oversee the display. When the literature table is not open, keeps the literature locked up.
- f. Keeps an accurate count of literature before and after the convention. Reports amount ordered and sold to Hosting IG and Convention Chair.
- g. Submits revenue to Hosting IG Treasurer or agreed-upon entity.
- h. Completes a reimbursement form and turns in receipts to Hosting IG (or agreed-upon entity) for all purchased items within approved Hosting IG budget.

14. Decorations and Signs (revised Winnipeg MB 10/15/2016)

- a. Submits proposed budget to Convention Chair.
- b. Coordinates subcommittee re decorations:
 - 1) Creates decorations for main meeting room if desired.
 - 2) Creates center-pieces for banquet tables.
- c. Coordinates subcommittee re signs:
 - 1) Requests list of signs needed from each subcommittee
 - a) Registration
 - b) Ways and Means/Finance
 - c) Restroom location from meeting rooms
 - d) Literature
 - e) Program—Large copies of meeting schedules to be posted outside of the meeting rooms
 - f) Hospitality
 - g) Hotel Liaison
 - h) Volunteer Coordinator
 - 2) Checks with Hotel Liaison regarding sign placement and hotel requirements
 - 3) Purchases material and makes signs.
 - 4) Has materials on site to meet emergency needs.
- d. Submits proposed budget to R4 Treasurer and turns in receipts to R4 Treasurer for all purchased items within approved R4 convention budget.

16. Entertainment Chair (revised Winnipeg MB 10/15/2016)

- a. Submits proposed budget to Convention Chair.
- b. Recruits members to the Entertainment committee.
- c. Provides appropriate OA-oriented entertainment:
 - 1) Confirms allotted time with Program Chair.
 - 2) Confirms sound equipment requirements with Program Chair/Hotel Liaison.
 - 3) Confirms stage/platform requirements with Hotel Liaison.
- c. Completes a reimbursement form and turns in receipts to R4 Treasurer for all purchases within approved R4 convention budget.

17. Ways and Means

Responsibility for fund raising activities resides with the Ways and Means/Finance Committee who work with the Convention Committee.

Sample Timeline

Things to Discuss

October even year	Assembly Convention Meeting First Committee Meeting	Report from previous committee Chair Convention Chair is elected
-------------------	--	---

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		Committee assignments are selected by attending Intergroups Choose theme, Discuss Pricing, Meal Options
April odd year	Second Committee Meeting	Sample Artwork for approval for registration forms First Draft of Registration Form for review Hotel selection confirmed
October odd year	Third Committee Meeting	Registration Forms printed for distribution Posted on web site Review of Entertainment plan Review of program topics, PI Plan
April Year of convention	Fourth Committee Meeting.	Registration status Review of all committees progress

18. Volunteer Coordinator *(revised Winnipeg MB 10/15/2016)*

- a. The Hosting Intergroup selects a Volunteer Coordinator or Co-Coordinators. At least one of the coordinators must meet a 2-year abstinence requirement and be practicing OA 12 Steps and 12 Traditions.
- b. There is no known need for a budget. If one should arise, coordinate with Convention Chair and R4 Treasurer.
- c. Works with the Convention Chair and sub-committees to identify need for volunteers:
 - 1) Program Committee: Room Managers, Timers.
 - 2) Registration Committee: Registration helpers (speakers/volunteers/pre-registered/on-site registration)
 - 3) Hotel Liaison is the point person who is to talk with Hotel Staff.
 - 4) Hospitality: Volunteers to greet and assist participants.
 - 5) Greeters for Convention opening night and first morning.
 - 6) Literature Sales.
 - 7) Boutique Sales (Ways and Means).
 - 8) Others as needed (Accessibility Helpers, Assist with Banquet, Setup/Clean-up).
- d. During Fall/Winter before the convention, coordinate with sub-committee leads/Chair to assure volunteers are recruited and a schedule plan is made.
 - Tap those who volunteer on the registration form.
 - Some of the sub-committee chairs recruit volunteers from within their intergroup. The Volunteer Coordinator would be back-up support to their efforts and get that information for coordination purposes.
- e. Consider using technology to coordinate recruitment (e.g. web tools for volunteer sign-ups).
- f. Coordinates with Publicity Committee to encourage volunteering, signing-up procedures, etc.
- g. During the convention:
 - 1) Has a sign-in sheet at the registration table area for volunteers to check-in and confirm their assignment.
 - 2) Orients volunteers to their roles, location of service in the hotel, etc.
 - 3) Is ready to ask others to fill in when an absence occurs.
 - 4) Is available for problem-solving throughout the weekend.

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Section 5.10 Outreach Committee (Revised Sioux Falls, SD 11/2/91)

1. Goals
 - a. To link Unaffiliated Groups to the closest Intergroup, by encouraging each Intergroup to establish an Outreach Committee.
 - b. To link individual inquiries to the closest Intergroup, by encouraging each group to reach out to the still suffering compulsive overeater.
 - c. Act as a communication link with Intergrups concerning outreach, wisdom, problems, and events.
2. Guidelines for the Outreach Committee:
 - a. Obtain the list of Unaffiliated Groups in R4 that is provided by the World Service Office (WSO).
 - b. Divide groups according to maps furnished by WSO.
 - c. Send the local Intergroup Outreach Committee Chair the list of Unaffiliated Groups in their area, along with forms to be filled out and returned to R4, which are then to be filed with the R4 Office and WSO.
 - d. Send a "Welcome to R4" letter and a R4 packet, including an information sheet about the Region, what services it can provide, an agenda, and a copy of the newsletter. (Check with the R4 Vice Chair for inclusions.)
 - e. Pass on to the closest Intergroup all individual inquiries received from WSO.
 - f. Re-contact these inquiries and new groups by phone, letter, etc. periodically, encouraging them to start or join a group and to affiliate with the nearest Intergroup, and to become involved in region activities.

Section 5.11 Assembly Planning Coordinator (Revised St. Louis, MO 4/2/16)

1. Objective

The objective of the Assembly Planning Coordinator is to provide information about the standing committees to Region Reps prior to the spring and fall assemblies. This will help the committees operate in an efficient and productive manner during the assemblies.
2. Responsibilities
 - a. Keep current mailing lists of Intergrups, groups, registered Region Reps, alternates and committee Chairs.
 - b. Mail or email one R4 Assembly Registration form or link to each Intergroup one hundred and twenty (120) days prior to each Assembly. Mention that an email from the Chair authorizing the reps shall have the same effect as the Chair's signature on the registration form.
 - c. Mail or email a sample Motions Form or link, for proposal to change the R4 Manual (i.e. Welcome, Standing Rules, Bylaws, Continuing Effects Motions, Definitions, Duties, Guidelines, or Forms) to each Intergroup one hundred and twenty (120) days prior to each Assembly. Advise that any Intergroup or rep may make a motion and it must be returned to the Assembly Planning Coordinator at least 60 days prior to the assembly to allow for distribution to all reps as required, 4 weeks prior to assembly.
 - d. Seventy-five (75) days before assembly send a reminder to each Intergroup or registered rep that all proposed motions to change R4 Manual are due back to the Assembly Planning Coordinator at least 60 days before assembly.

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- e. Supply the Secretary with the original copies of the completed registration forms prior to the Assembly.
- f. Request that each committee Chair, (Convention, Outreach, Ways & Means/Finance), supply a written committee report and agenda to the Assembly Planning Coordinator for the upcoming committee meeting at least thirty (30) days before the assembly, preferably by e-mail. Request that the committee Chair send a copy of the committee report to the Secretary for the assembly minutes, preferably by email.
- g. Request that each coordinator (Assembly Planning, Delegate Funding, Manual Coordinator, Newsletter and Website) and R4 Board members supply a written report to the Assembly Planning Coordinator at least thirty (30) days before the assembly, preferably by email. Request that they also send a copy of the report to the Secretary for the assembly minutes, preferably by email.
- h. Electronically provide Region Reps and R4 Board with Assembly correspondence by noted deadlines:
 - 1) Officer Nominations, Proposed Motions, changes to R4 Assembly Agenda at least 4 weeks prior to Assembly.
 - 2) Committee Reports, Committee Agendas, all other reports and the previous Assembly Minutes at least two (2) weeks prior to the Assembly.
- i. Electronically send preliminary committee rosters to the committee Chairs and the Region Board at least two (2) weeks before the assembly.
- j. Notify the Region Chair of any relevant issues such as committee Chairs who won't be attending the upcoming assembly.
- k. Send Welcome to the New Region Rep packet to new reps.

Section 5.12 Manual Coordinator (Revised St. Louis, MO 04/02/16)

- 1. Mission
 - a. Review the Minutes of each assembly for continuing effect motions to be added to the R4 Manual.
 - b. Review the R4 Manual for grammatical errors and outdated items, and recommend content changes to the assembly.
- 2. Duties
 - a. Within sixty (60) days after the Assembly, review/coordinate changes with R4 Secretary and update the manual. Produce an electronic backup of the manual. Provide the Web Coordinator with a copy of the full manual and a separate copy of just the changed pages.
 - b. Contact the R4 Assembly Planning Coordinator to determine the number of new Region Reps that have registered for the next assembly. Produce full copies of the manual for the number of new Region Reps plus an additional 2 copies and supply ½ inch three ring binders.
 - c. Ship one copy of the manual to each new Region Rep prior to Assembly.
 - d. As requested, obtain a complete revision of the entire manual for copy and distribution at Fall Assembly.
- 3. Reminders
 - a. Have the necessary manuals printed and turn in receipts for reimbursement.
 - b. Section headings should include date of revisions.
 - c. The R4 Manual will have a Table of Contents with the date of the previous assembly on the front page, to include all revisions from that assembly.

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- d. Make number of copies required for new Region Reps attending Assembly.
- e. Have copies drilled or punched for 3-ring binders.

4. Guidelines

- a. No changes will be made to the content of the manual without approval of the assembly, with the exception of:
 - 1) Spelling and format corrections.
 - 2) Article I, Section 1.04 Article I, Section 1.04, R4 Intergroups by Area, will be kept current.
 - 3) Article I, Sections 1.03 and 1.05 which are updated after each election, convention and assembly.
 - 4) All policies, procedures and guidelines will be written in the third person and in present tense. Should it be necessary to edit a section for tense/person, the Manual Coordinator will coordinate with their Board liaison to ensure no change is made to the intent of the section.
 - 5) Updates to the Manual Table of Contents to ensure pagination and Titles are current.
 - 6) Updates to the Continuing Effects Motions Index to keep it current by topic.
 - 7) Updates on forms to keep addresses current.
- b. Policies are to be listed in the Continuing Effects Motions Section. Policies are decisions made on how the Region will conduct business.
 - 1) When a new policy is approved it is to be added to the section with a notation of the year, and the location of the assembly at which it was approved. The policy sequence is then to be added to the index.
 - 2) When a policy is amended or changed it is added in the year it is changed with a notation of year and the location of the assembly at which the change was approved. The prior notation for the policy is then changed to "Superseded by" and the new policy sequence, i.e.1993b Superseded by 1997a. The new policy notation is added to the index and the old one is removed from the index.
 - 3) When a policy is no longer in effect, the original notation is changed to "Rescinded" with the location and date of the assembly at which it was eliminated. Rescinded policies are then removed from the index.
- c. All Procedures are listed in Article 5, Definitions, Duties, Guidelines. Procedures are explanations on how a job will be performed.
 - 1) When a new committee or position is formed the duties will be developed by the committee, approved by the assembly and added to Article 5.
 - 2) When the duties are changed and approved by the assembly they are to be updated in the manual. A notation is made at the end of that entry as to when it was last updated. See Article 5, Section 5.04, Secretary, for an example.
 - 3) Updates to Article 5 are not noted in Article 4. However, if a policy is implemented that impacts a procedure; a note is added to direct the user to the policy by noting the policy sequence at the end of the procedure.
- d. To deal with pagination:
 - 1) There will be a page break on every page.
 - 2) There will be a section break at the end of each section.
 - 3) Each section will begin on an odd page.
- e. Refer to the Overeaters Anonymous Business Conference Policy Manual for further examples of formatting. It is available on the oa.org website.

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Section 5.13 Delegate Funding Coordinator (Revised Lincoln, NE, 4/13/96)

1. To receive and review all Intergroup requests for R4 funding to R4 assemblies and the World Service Business Conference.
2. After review and discussion with the R4 Treasurer (and Chair for WSBC requests), decide, in conjunction with the above officers, which Intergroups will be funded and for what amount.
3. Direct the R4 Treasurer to disburse funds before the assembly, if necessary, otherwise, at the event.
4. Answer questions regarding delegate funding and the criteria for receiving the funding.
5. Present a written report at the R4 Assemblies.

Section 5.14 Communication Guideline

R4 will distribute Intergroup Event information in the *4 Thought*, on the website and via the R4 email account as long as the information is in compliance with the 12 Traditions.

Items to be considered when reviewing requests for distribution are:

- a. Must mention Overeaters Anonymous
- b. Theme of the event
- c. Complete date; month, day, year
- d. Time, beginning and ending hours
- e. Address, a map or directions
- f. Hosting group
- g. First name and phone number of a contact person
- h. May not contain speaker's name, but may include a title if the speaker holds a volunteer position beyond the group level in OA
- i. Art work cannot contain any religious or secular theme

Section 5.15 Newsletter (Revised Kansas City MO 4-11-15)

1. Purpose
 - a. To publicize recovery events.
 - b. To publish, within space limitations, recovery articles.
 - c. To build and strengthen the unity of R4.
2. Guidelines for the R4 Newsletter
 - a. The name of the R4 newsletter shall be *4 Thought*.
 - b. The newsletter shall be published quarterly (in March, June, September, and December).
 - c. All materials to be included in the newsletter shall be sent to the editor for final draft and layout, on or before the dates set forth each year in the R4 Timeline.
 - d. The current *Guidelines for OA Newsletters*, available on oa.org, will be used to determine acceptable content.
 - e. All submitted material may be subject to editing.
 - 1) Submission does not guarantee an article will be published.
 - 2) OA members shall have the right to appeal editorial decisions to the R4 Assembly.
3. Guidelines for the R4 Newsletter Editor

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- a. The editor shall provide the Secretary with a draft of the newsletter for review one week prior to the publication deadline.
- b. The editor shall deliver an electronic version of the newsletter to the R4 Web Coordinator on or before the deadlines set forth each year in the R4 Timelines.
- c. The editor shall submit an electronic report of his/her activities to the Secretary for the spring and fall Assemblies.
- d. The editor shall submit expense vouchers and receipts to the R4 Treasurer in a timely manner, taking care to stay within budget guidelines.

4. R4 Newsletter Format

- a. Each quarterly issue shall contain:
 - 1) A masthead, which includes the names of the newsletter and the region, a list of states, provinces, and territories in the region, the R4 logo, and the date (month, year) of publication;
 - 2) Newsletter articles and items according to R4 guidelines;
 - 3) R4 Chair’s report;
 - 4) “Dates to remember” (that portion of the R4 Timeline covered by that particular issue);
 - 5) A list of upcoming Overeaters Anonymous events (retreats, workshops, conventions, etc.);
 - 6) Disclaimer (The opinions expressed here do not necessarily represent R4 or Overeaters Anonymous as a whole.”);
 - 7) R4 Trustee and Chair articles;
 - 8) R4 Mission Statement displayed on a prominent location;
 - 9) A recommendation that groups and Intergroups contact the R4 Chair, or consult the web calendar, to determine schedule conflicts and/or to register their events; and
 - 10) A recommendation for members to update their meeting’s contact information on the oa.org website (“When was the last time you checked out your meeting info at oa.org? Please make sure it is current and if not, have your group secretary make the updates.”).
- b. In addition, the following items (by month) shall be included as an integral part of the *4 Thought* issues for that month:

March	September
Location information of the spring Assembly. Recap of proposed amendments to R4 Manual. Convention Registration Form in year of Convention. Group Donations, January through December of the previous year.	Location information of the Fall Assembly. Proposed Budget for next year. Recap of proposed amendments to R4 Manual.
June	December
Trustee Report Chair’s Report	Trustee Report Chair’s Report

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Definitions, Duties, Guidelines

Section 5.16 Website

1. Purpose
 - a. To communicate the business of our Region.
 - b. To publicize recovery events.
 - c. To be the voice of assembly.
 - d. To publish, within space limitations, recovery articles.
 - e. To be a resource for building and strengthening the unity of R4.
2. Guidelines for R4 Website
 - a. The name of the R4 website shall be "oaregion4.org"
 - b. The website shall be updated as submissions are received.
 - c. All materials to be included in the website shall be sent to the webmaster for final draft and layout.
 - d. The website shall not include copyrighted material without permission. Lifeline and WSO Notebook articles may be reprinted as long as credit is given ("from lifeline" or "from WSO Notebook"). Most OA newsletters contain a statement that any other anonymous group is welcome to reprint without permission.
 - e. The website shall not use materials from outside OA and AA.
 - f. Opinions on controversial issues or disagreement over group, intergroup, or region policy shall not dominate the website.
3. Guidelines for R4 Website Coordinator
 - a. The website coordinator shall be elected annually and shall be someone who has served at the intergroup level for at least one year.
 - b. The website coordinator shall have someone trustworthy check the website for tradition breaks (advertising on non-OA events, endorsing or opposing of "causes", outside enterprises, etc.,) before posting.
 - c. The website coordinator shall submit an electronic report of his/her activities to the Secretary for the spring and fall Assemblies.
 - d. The website coordinator shall submit expense vouchers and receipts to the R4 Treasurer in a timely manner, taking care to stay within budget guidelines.
 - e. The website coordinator reserves the right to edit all material and the right to refuse to post any submissions. OA members shall have the right to refuse to post any submissions. OA members shall have the right to appeal these decisions to the R4 assembly.
4. Website Format
 - a. The R4 Website shall have a main webpage entitled "OA Region 4", with the R4 logo, date (month/year) of the last update to the website, and contact information.
 - b. The site shall include:
 - 1) An "About Us" section, containing "What is Region 4?" R4 Mission Statement, and "How does Region 4 serve your intergroup or group?"
 - 2) R4 events –links to recovery events
 - 3) R4 business –assembly information, printable forms, online forms, timelines, guide to speakers, news and information about R4 Assembly and WSBC initiatives, etc.
 - 4) R4 quarterly newsletter (4 Thought)
 - 5) R4 merchandise
 - 6) About us – (WSO link)

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- 7) Links to other Regions' websites and the Overeaters Anonymous website.

Section 5.17 Guidelines for Sponsoring a R4 Assembly (revised St. Louis, MO 04/18/2009, Winnipeg MB 10/15/2016)

1. Intergroup Sponsorship

1991e states that any Intergroup offering to host a R4 event must submit its invitation in writing, stating the event to be hosted, location, approximate date(s), and two contact persons. This must be signed by two Intergroup officers and preferably submitted at least two (2) years prior to the event.

NOTE: Although R4 may pay for expenses related to hosting the Assembly, Intergroups are encouraged to share in the cost of Assemblies when possible.

2. Facility Guidelines

The following guidelines are intended to help hosting Intergroups conform to R4 policy. If any further help is needed, please feel free to contact your R4 officers.

3. Facilities

The Assembly requires one meeting room large enough to accommodate the Region Reps based on average attendance. The room should be arranged in classroom style and each table furnished with glasses and ice water. A head table should have seating for five, with a microphone and podium. This room should be available on Saturday from 8:00 am to 5:00 pm and on Friday from 7:30 pm until midnight. Guest rooms should be available for both Friday and Saturday nights to accommodate the attending Region Reps.

4. Dates and Deadlines

The spring Assembly is held on a weekend in April. The Fall Assembly is held on a weekend in October. The specific dates are to be chosen by the R4 Board with input from the Hosting Intergroup. A registration flyer for the next assembly should be available at each assembly. The flyer should include the dates, facilities, location; room rates, banquet prices, and contact person, including his/her address and phone number. For additional information about how to host an event, contact other Intergroups within the region or the R4 office.

NOTE: Registered Representatives are not required to pay a registration fee for R4 Assembly.

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Section 6.1 Region Representative Funding Assistance (Revised Bloomington, MN 11/07/09)

Purpose

To provide funding for Region Reps to attend region meetings when funds are not available from the Representative's Intergroup or Unaffiliated Group.

1. Requests from any Intergroup or Unaffiliated Group should be mailed to the R4 Delegate Funding Coordinator and postmarked no later than sixty (60) days prior to the Region Assembly for which the funds are needed.
2. A copy of the most recent financial statement must accompany this application. Also include:
 - a. Budgeted/Upcoming Expenses;
 - b. Prudent Reserve;
 - c. Current balance of checking and savings accounts.
3. Scholarships will be awarded on the basis of need.
4. Region Representative's receipts are to be submitted to R4 Treasurer within two (2) weeks after the assembly attended.
5. The maximum amount awarded for expenses will be \$1000 per Intergroup to send a Representative(s) to an Assembly.
6. The committee shall determine eligibility according to the following order of preference:
 - a. Intergroups or Unaffiliated Groups which have never had representation at a Region Assembly;
 - b. Intergroups or Unaffiliated Groups unable to fund a Representative to Region Assembly due to lack of funds.
7. Funding requires a majority vote of the committee.
8. Disposition of approved funds shall be as follows:
 - a. Disbursements of funds may be made prior to the Region Assembly to the approved Intergroup or Unaffiliated Group or to the Representative upon arrival at the Assembly, whichever is preferable to the Intergroup or Unaffiliated Group. (This preference should be stated on the application whenever possible.)
 - b. Any and all unused funds must be returned to the Region Treasurer as soon as possible.
 - c. The submitting Intergroup or unaffiliated group may withdraw applications at any time.

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R4 Representative Funding Assistance Application

Intergroup Name _____ Date _____
Address _____ Phone _____
City _____ State _____ Zip _____ WSO# _____

Please see Guidelines for instructions about financial information required

Number of groups _____ Year Established _____ Treasury Balance _____
Prudent Reserve _____ Upcoming Expenses _____ Checking Balance _____
Have you ever sent a regional representative to a Region meeting?
If yes, when _____ If no, why not? _____

Amount of scholarship applied for? _____

Will the funds be needed in advance of the assembly? _____

Representative's name _____

Address _____ City _____ State _____ Zip _____

Phone number _____

Intergroup chairman's signature _____

Intergroup or unaffiliated group secretary's signature: _____

-----FOR USE BY THE FUNDING Coordinator and Treasurer -----

Balance in R4 Treasury _____ as of _____

Balance of amount budgeted for funding _____ as of _____

% of Estimated Exp. _____ %

Approved _____

Delegate Funding Coordinator _____ Date _____

Approved _____

Region Treasurer _____ Date _____

Send to R4 Delegate Funding Coordinator, PO Box 1609 St. Peters, MO 63376

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Section 6.2 **World Service Business Conference Funding Assistance** (Revised St. Louis MO 10/18/06)

Purpose: To provide funding for delegates to attend the World Service Business Conference.

1. Requests from any Intergroup should be mailed to the R4 Delegate Funding Coordinator and postmarked no later than sixty (60) days prior to the Fall Assembly. If the Assembly elects Regional Delegates because there are not enough Intergroups applying for the available funding, they are deemed to be funded and do not need to submit an application.
2. Intergroups must submit a copy of the most recent financial statement with this application. Also include:
 - a. Budgeted/Upcoming Expenses;
 - b. Prudent Reserve;
 - c. Current balance of checking and savings accounts.
3. Scholarships will be awarded to Intergroups on the basis of need.
4. Delegate's receipts are to be submitted to the R4 Treasurer within two (2) weeks after the Conference attended. Delegates are to use the most cost effective means of performing their duties.
 - a. Travel shall be reimbursed at the least expensive of the following:
 - 1) actual airfare;
 - 2) car rental and gas; or
 - 3) IRS car usage reimbursement rate.
 - 4) A delegate may be exempt from this rule based on health reasons upon review and approval by the Delegate Funding Committee.
 - b. Regional Delegates to WSBC shall be reimbursed for five nights lodging. Lodging shall be reimbursed at double occupancy, unless reasonable circumstances deem otherwise.
5. The committee shall determine eligibility according to the following order of preference.
 - a. Intergroups which have never had representation at a World Service Business Conference.
 - b. Intergroups unable to fund a delegate to the WSBC due to lack of funds.
 - c. Regional delegates.
6. Funding of Intergroups requires a majority vote of the committee.
7. Disposition of approved funds shall be as follows.
 - a. Disbursements of funds may be made prior to the World Service Business Conference to the approved Intergroup or to the Delegate upon return when receipts are submitted. (This preference should be stated on the application whenever possible.)
 - b. Any and all unused funds must be returned to the Region Treasurer as soon as possible.
 - c. The submitting Intergroup may withdraw applications at any time.

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World Service Delegate Funding Assistance Application

Intergroup Name _____ Date _____
Address _____ Phone _____
City _____ State _____ Zip _____ WSO# _____

Please see Guidelines for instructions about financial information required

Number of groups _____ Year Established _____ Treasury Balance _____
Prudent Reserve _____ Upcoming Expenses _____ Checking Balance _____

Have you ever sent a delegate to World Service Business Conference?
If yes, when _____ If no, why not? _____

Amount of scholarship applied for? _____

Will the funds be needed in advance of the conference? _____

Delegate's name _____

Address _____ City _____ State _____ Zip _____

Phone number _____

Intergroup chairman's signature _____

Intergroup or unaffiliated group secretary's signature: _____

-----FOR USE BY THE FUNDING Coordinator and Treasurer -----

Balance in R4 Treasury _____ as of _____

Balance of amount budgeted for funding _____ as of _____

% of Estimated Exp. _____ %

Approved _____

Delegate Funding Coordinator Date

Approved _____

Region Treasurer Date

Send to R4 Delegate Funding Coordinator, PO Box 1609, St. Peters, MO 63376

Section 6.3 Public Information Funding Assistance (Omaha, NE, 4/26/2003)

Purpose

The R4 Public Information Fund has been established to aid any Intergroup in facilitating our primary purpose - to carry the message to the still suffering compulsive eater.

1. Requests from any Intergroup should be mailed to the R4 Ways and Means/Finance Committee.
2. To be included:
 - a. Description of the project or event for which the funds will be used (500 words or less);
 - b. A time frame for the money to be spent - estimated completion date of project;
 - c. Estimated cost of project and amount of funding requested (up to \$300.00);
 - d. Project Coordinator information.
3. On completion, a report on the project will be sent to R4 in time for the next assembly. This includes:

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- a. Success and recommendations;
 - b. Receipts and how the funds were spent.
4. Funding requires a majority vote of the Ways and Means/Finance Committee within thirty (30) days of the receipt of the application.
 5. Disbursement of funds will be immediately following the committee approval.

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R4 Public Information Funding Application

Intergroup Name _____ Date _____
Address _____ Phone _____
City _____ State _____ Zip _____ WSO# _____

Project Coordinator's name _____
Address _____ City _____ State _____ Zip _____
Phone number _____ email Address _____
Intergroup Chairman's signature _____
Intergroup or Unaffiliated Group Secretary's signature _____
Project Title _____ Estimated Costs _____
Amount of funds requested _____
Estimated Completion date of the project: _____
Project Summary (500 words or less) Attach if necessary.

After completion of the project a report shall be submitted to the R4 Ways and Means/Finance Committee describing the successes and recommendations, receipts of the expenditures and how the awarded funds were spent.

-----FOR USE BY THE FUNDING Coordinator and Treasurer -----

Balance in R4 Treasury _____ as of _____
Balance of amount budgeted for funding _____ as of _____
% of Estimated Exp. _____ %

Approved _____
Ways and Means/Finance Committee Chairman Date

Approved _____
Region Treasurer Date

Send to R4 Ways and Means/Finance Committee PO Box 1609 St. Peters, MO 63376.

Section 6.4 Literature Funding Assistance (Coralville, IA, 10/16/10)

Purpose

The R4 Literature Fund has been established to aid any Intergroup in facilitating our primary purpose – to carry the message to the still suffering compulsive eater.

1. Requests from any Intergroup should be mailed to the R4 Ways and Means/Finance Committee. The request should include:
 - a. Description of the literature that will be purchased to aid a new or nearly new meeting affiliated with the Intergroup. (500 words or less)
 - 1) A time frame within which the funds will be used.
 - 2) Estimated cost and amount of funding requested (up to \$200.00 per group).
 - 3) Project Coordinator information.

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2. Upon project completion, a report on the project will be mailed to R4, Ways and Means/Finance Committee. The report should include:
 - a. Success and recommendations;
 - b. Receipts and how the funds were spent.
3. Funding requires a majority vote of the Ways and Means/Finance Committee within 30 days of the receipt of the application.
4. Disbursement of funds will be immediately following the committee approval.

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Forms

R4 Literature Funding Application

Intergroup Name _____ Date _____
Address _____ Phone _____
City _____ State _____ Zip _____ WSO# _____

Project Coordinator's name _____
Address _____ City _____ State _____ Zip _____
Phone number _____ email Address _____
Intergroup chairman's signature _____
Intergroup or unaffiliated group secretary's signature _____
Project Title _____ Estimated Costs _____
Amount of funds requested _____
Estimated Completion date of the project: _____
Project Summary (500 words or less) Attach if necessary.

After completion of the project a report shall be submitted to R4 "Ways and Means/Finance Committee" describing the successes and recommendations, receipts of the expenditures and how the awarded funds were spent.

-----FOR USE BY THE FUNDING Coordinator and Treasurer -----

Balance in R4 Treasury _____ as of _____
Balance of amount budgeted for funding _____ as of _____
% of Estimated Exp. _____ %
Approved _____
Ways and Means/Finance Committee Chairman _____ Date _____
Approved _____
Region Treasurer _____ Date _____

Send to R4 Ways and Means/Finance Committee PO Box 1609 St. Peters, MO 63376

Section 6.5 Speaker Funding Assistance (Revised Maryland Heights MO 10/1/11)

Purpose

The R4 Speaker Fund has been established to help defray the costs of R4 speaker travel &/or accommodations in order to aid any R4 Intergroup in need of financial assistance to facilitate our primary purpose—to carry the message to the still suffering compulsive eater. The reimbursement will be limited to \$200.00 per event.

1. Applications from any Intergroup should be presented to the R4 Ways and Means/Finance Committee at the Region Assembly or mailed to the R4 Ways and Means/Finance Committee, PO Box 1609, St. Peters, MO 63376.
2. To be included:
 - a. The description of the event in which the speaker will be speaking. (500 words or less).

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- b. A copy of the Intergroup's most recent financial statement to include budgeted/upcoming expenses, prudent reserve, and current balance of checking and savings accounts.
 - c. Estimated cost and amount of funding requested (up to \$200.00 per speaker, per event).
 - d. Event Coordinator information.
3. On completion, a report on the event will be presented at the next Region Assembly or sent to R4 in time for the next Assembly. This will include:
 - a. Success and Recommendation.
 - b. Receipts and how the funds were spent.
4. Funding requires a majority vote of the Ways and Means/Finance Committee at the Assembly at which the request is made.
5. Distribution of funds will be immediately following the committee approval.

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Section 6.6 Region Registration Form

Intergroup Name _____
Intergroup Number _____ State or Province _____
Total Number _____ Total Number of _____
Of Groups _____ Representatives Allowed _____

“I certify that the Representatives below were duly elected to our Intergroup to serve at the R4 Assembly”

Signature of Intergroup Chairman

Date

Return this form promptly to: R4 Assembly Planning Coordinator
PO Box 1609
St. Peters, MO 63376

Region requires that Representatives have at least 6 months of current abstinence. Our bylaws require that this form be on file 60 days before the Region Assembly in order for your Region Representative to have a vote at the Assembly, and to receive pertinent R4 information by mail prior to the assembly. Intergroups are entitled to one Representative for every ten (10) groups and next fraction. It is suggested that you register the maximum number of Representatives allowed.

Intergroups requiring funding assistance to attend the assembly may contact the Delegate Funding Coordinator or R4 Treasurer. Funding application forms are available on the R4 website, www.oaregion4.org, and are also in the R4 manuals given to Region Representatives at Assembly. If you are a new Representative, please obtain the R4 Manual from your predecessor. All Representatives are asked to choose one committee on which to serve from the following:

1. Convention
2. Outreach
3. Ways & Means/Finance

Name _____ Phone _____
Address _____ EMail _____
City _____ State _____ Zip _____
Region Rep or Alternate? _____ Term Expires (MM/YY) _____
First Assembly? Yes No Committee Choice: Convention
 Outreach
Willing to Mentor New Rep? Yes No Ways & Means/Finance

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Name _____	Phone _____
Address _____	E-Mail _____
City _____	State _____ Zip _____
Region Rep or Alternate? _____	Term Expires (MM/YY) _____
First Assembly? <input type="checkbox"/> Yes <input type="checkbox"/> No	Committee Choice: <input type="checkbox"/> Convention
	<input type="checkbox"/> Outreach
Willing to Mentor New Rep? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Ways & Means/Finance

Name _____	Phone _____
Address _____	E-Mail _____
City _____	State _____ Zip _____
Region Rep or Alternate? _____	Term Expires (MM/YY) _____
First Assembly? <input type="checkbox"/> Yes <input type="checkbox"/> No	Committee Choice: <input type="checkbox"/> Convention
	<input type="checkbox"/> Outreach
Willing to Mentor New Rep? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Ways & Means/Finance

Name _____	Phone _____
Address _____	E-Mail _____
City _____	State _____ Zip _____
Region Rep or Alternate? _____	Term Expires (MM/YY) _____
First Assembly? <input type="checkbox"/> Yes <input type="checkbox"/> No	Committee Choice: <input type="checkbox"/> Convention
	<input type="checkbox"/> Outreach
Willing to Mentor New Rep? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Ways & Means/Finance

Name _____	Phone _____
Address _____	E-Mail _____
City _____	State _____ Zip _____
Region Rep or Alternate? _____	Term Expires (MM/YY) _____
First Assembly? <input type="checkbox"/> Yes <input type="checkbox"/> No	Committee Choice: <input type="checkbox"/> Convention
	<input type="checkbox"/> Outreach
Willing to Mentor New Rep? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Ways & Means/Finance

Section 6.7

R4 Group Contribution Form

Dear OA Member,

Thank you for sending in your contribution to support your R4. Contributions allow us to do some of the following things in your Region:

- Maintain the Region's post office space
- Provide a quarterly newsletter called *4 Thought*
- Have an Outreach Committee
- Have a speaker list
- Provide a Region Convention
- Provide a Region Trustee
- Send the Region Chair to WSBC

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Section 6.8 **Nomination Form for Region Officer**

Full name of nominee: _____ Position: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email _____

OA home group: _____

Days: _____ Times: _____

Length of time in OA: _____

Brief account of OA story:

History of OA service:

Business, professional, volunteer or other experience or skills you can bring to this job:

Why do you want to do this job or service?

Signature

Date

Nomination Form for Region Officer

- 1) R4 Officer Election: Officers shall be elected at the Annual R4 Fall Assembly. Nominees must be present at the Assembly to be considered.
 - a. Each nominee will submit a nomination form to the R4 Assembly Planning Coordinator sixty (60) days prior to the R4 Fall Assembly
 - b. To be eligible for election a person must, at the time of election:
 - 1) Be a regularly attending member of an OA Group in R4.
 - 2) An OA member for at least three years.

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- 3) Should have current abstinence from compulsive overeating for at least one year prior to the
 - 4) election—each person being the sole judge of his or her own abstinence.
 - 5) Be serving as Region Rep, Alternate or Officer of R4, or have served in that capacity within the past
 - 6) two years.
 - 7) Have performed service beyond the group level for at least two years.
 - 8) Be adhering faithfully to the Twelve Step Program.
 - 9) These qualifications shall be met except for reasons, the sufficiency of which shall be decided by
 - 10) the voting body.
- c. Copies of applications, which meet all requirements, shall be distributed to each Intergroup and all members of the voting body of the R4 Assembly.
 - d. The Chair and Secretary shall be elected in even-numbered years and the Vice Chair and the Treasurer shall be elected in odd-numbered years.
 - e. To be elected as an Officer of the R4 Assembly a nominee must receive a simple majority of the votes cast by the voting body.
 - f. All elections shall require a written ballot.
 - g. The term of office for all officers shall be two years with a maximum consecutive service for any office to be two full terms or until their successors are elected.
 - h. The term of office for an officer will end at the adjournment of the meeting of R4 at which his/her successor is elected, with the exception of Secretary who will complete his/her final duties when he/she provides the minutes from his/her final Assembly.

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Section 6.9

R4 WSBC Delegate Application

Submitted for consideration at the R4 Assembly in the fall of 20__.

I am applying for a position as a WSBC Delegate for R4.

Full Name _____
Address _____
Phone _____ Email _____
Years in OA _____ Years of service beyond group: _____

Date continuous abstinence began: _____

I certify that I have read the qualifications and duties of the office of the WSBC delegate and understand the responsibilities of such position.

Signature of Candidate Date

IMPORTANT

This form, when completed, must be sent to R4, PO Box 1609, St. Peters, MO 63376.

Type or print in black ink only. Do not write beyond the margins. Enter all information on this form. Attachments will be reproduced for circulation to the Regional Representatives.

This application must be postmarked 60 days prior to the date of the Region Assembly.

It is each applicant's responsibility to verify receipt of application.

Additional copies of this form may be obtained from any R4 Officer or downloaded from the R4 website.

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Summary of my OA responsibilities:

I can bring the following business, professional or other experience and skills to the Region:

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I would like to be a Region WSBC Delegate for the following reason(s):

Brief account of my OA story (Physical, Emotional and Spiritual):

Region 4 Manual Service Structure

Section 6.10

Expense Reimbursement Report

Name and Home Address				Purpose of Expense				Dates Covered	
Name								From	To
Street		City							
State	Zip								
Home phone email ()				Cell phone ()					
A. Summary of Travel Expenses									
Date	Airfare	Lodging	Auto Rental	Destination	Mileage at \$.56/mile		Miscellaneous		Daily total
					Miles	Amount	Description	Amount	
								Subtotal A	
B. Summary of Business Meals/Other Business Related Expenses									
Date	Place	Items	Business Purpose				Amount		
								Subtotal B	
C. Office Supplies/ Other									
Date	Purchased at	Item	Business Purpose				Amount		
								Subtotal C	
Approval								Total (A + B+ C)	
Signature		Date	Office/ Committee phone email				Minus Advance Date Paid Check #		
Signature		Date	Office/ Committee phone email				Total Amount Due Date Paid Check #		
Please send to: R4 Office PO Box 1609 St. Peters, MO 63376									

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Service Structure

Section 6.11

Proposed Motion Form

R4 Spring/Fall Assembly Year

MOTION:

<u>Current Wording</u>	<u>Proposed Wording</u>

SUBM

ITTED BY:

INTENT:

IMPLEMENTATION:

COST: 0.00

RATIONALE

Region 4 Manual Service Structure

Section 6.12 OA Service Structure



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R4 Assembly Timeline

Section 6.13 R4 Assembly Timeline

Note: APC = Assembly Planning Coordinator

	ASSEMBLY (spring or fall)	City:	Location:	Dates:	
Before Assembly	Items Due	Due Date	Due from:	Due to:	Manual Reference
120 days	Region Rep registration form, sample motion form and notice of timeline for motions		APC	All Intergroups	Section 5.11, para. 2(b,c)
75 days	Notice RE: items due 60 days before assembly		APC	All Intergroups and Region Officers, Reps	Section 5.11, para. 2(d)
60 days	Region Rep registration		Intergroup Chairs	APC	Section 3.04, para. 7, 8, 9)
60 days	proposed Bylaw and Policy changes, Officer Nomination Forms		Region Reps	APC	Section 3.031 (a) Section 5.11, para. 2(c)
60 days	proposed Budget (Fall Assembly)		Treasurer	APC	Section 5.05, para. 2(a)
60 days	Region Rep funding requests		Region Reps	Delegate Funding Coord.	Section 6.01, para. 1
4 weeks	Assembly agenda		Region Secretary	APC	Section 3.03 para. 2 Section 5.11, para. 2©
4 weeks	Officer nominations, proposed motion(s), Assembly agenda		APC	Region Board and Reps attending Assembly	Section 5.11, para. 2(h-l)
30 days	Activity reports and agenda		Chair/Coordinators	APC	Section 5.01, para. 6(a,b)
2 weeks	Committee reports & agendas, all other reports, previous Assembly/Board minutes		APC	Region Board and Region Reps	Section 5.11, para. 2(h-2)
2 weeks	Preliminary Committee rosters		APC	Board, Comm. Chairs	Section 5.11, para. 2(i)
2 weeks	Relevant issues		APC	Region Chair	Section 5.11, para. 2(j)
1-week after	Electronic report		Officers, Chairs and Coordinators	Region Secretary	refer to Section 5.04, para.6c

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R4 Assembly Timeline
