

Region 4 Manual

(Updated 7.28.23)

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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 16 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, 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

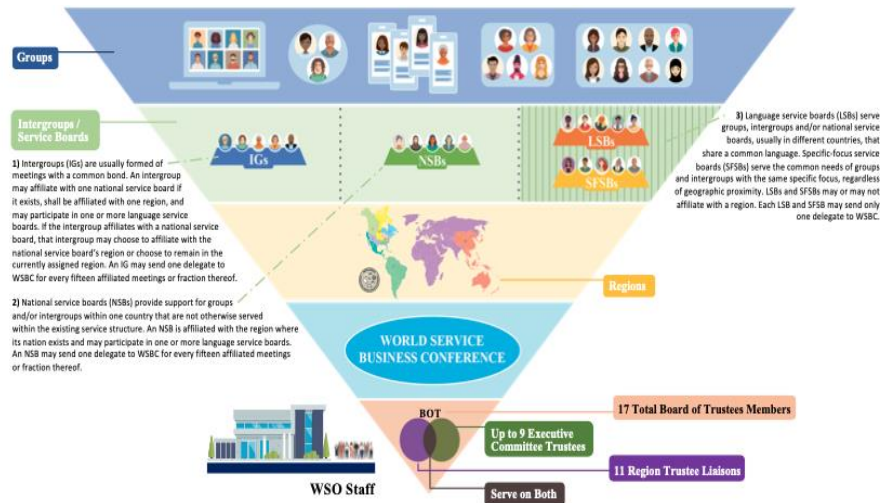
The structure of OA, shown on the chart, explains the relationship among the following:

- Local OA Groups
- Intergroups (IG) and National Service Boards (NSB)
- 11 Regions of OA
- World Service Business Conference (WSBC)
- World Service Board of Trustees (BOT)
- Executive Committee of the World Service Board of Trustees (EC)
- 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 member to serve at 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.

Since 1979, Region 4 Assemblies have been held at locations throughout the Midwestern states and Canada. Any Intergroup or Unaffiliated Group in R4 may host a Region Assembly by contacting the R4 Chair requesting to host. The voting body determines the host for each assembly. Guidelines are available, in Article V, Section 5.16 of this manual, which outline the

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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.

Committees

Convention Planning

Region summer convention

Fundraising

Helps raise funds for various travel expenses for Intergroups, Unaffiliated Groups, R4 officers, and for Public Information and Outreach projects.

Outreach

Provides resources to Intergroups to help them support their meetings and reach the still-suffering compulsive eater.

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

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
- Post office box rental

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- 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 ensure 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 two 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

Trustees

Every Region is represented by one Region Trustee Liaison 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 Liaison for R4 represents our Region and serves OA as a whole.

To fill the position of Region Trustee Liaison, 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 Liaison 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.

Section 1.3 Current Officers of the Region

OFFICE	INTERGROUP	DATE ELECTED
CHAIR		
Mary C.	Greater Heartland	05/23
VICE CHAIR		
Cyndy L.	Saint Louis Bi-State	07/23
SECRETARY		
Dave G.	Greater Kansas City Area	10/22
TREASURER		

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Amy D.	Unity	10/21
REGION TRUSTEE LIAISON		
Meg M.	Unity	04/20, 10/22

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. This rotation schedule includes the Convention schedule as well. All Intergroups are encouraged to host Assemblies. There is funding available for Intergroups that cannot support the expense of the Assembly but are willing to manage the event. Below are the Areas and some past history of where Assemblies and Conventions have been held.

INTERGROUP	MEETING DATE	EVENT LOCATION
Area 1		
075 – Greater Heartland	4/25/2003 7/9/2004 4/13/2007 7/13/2012 10/4/2014 4/7/2018	Omaha, NE Omaha, NE (Convention) Omaha, NE Omaha, NE Griswold, IA Omaha, NE
153 – Mid-Continent	4/4/2014 4/1/2017 4/1/2022	Wichita, KS Wichita, KS Wichita, KS
276 – Sunflower	6/19/2010	(Convention)
356 – Greater Ozarks		
525 – Greater Kansas City	4/28/2001 6/ /2002 4/16/2005 4/16/2011 4/10/2014	Overland Park, KS Overland Park, KS (Convention) Overland Park, KS Overland Park, KS Kansas City, MO
Area 2		
204 – Heart of Canada	10/14/2005 10/25/2008 10/19/2012 10/15/2016	Winnipeg, Manitoba Winnipeg, Manitoba Winnipeg, Manitoba Winnipeg, Manitoba

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INTERGROUP	MEETING DATE	EVENT LOCATION
211 – Red River Valley	4/24/2010 10/7/2017	Valley City, ND Valley City, ND
422 – Northern Serenity	10/20/2007	Duluth, MN
589 – Unity	10/7/2000 11/3/2001 10/4/2003 6/23/2006 11/7/2009 4/14/2012 6/20/2014 10/4/2015	Marine on St. Croix, MN Minneapolis, MN Bloomington, MN Minneapolis, MN (Convention) Bloomington, MN Eagan, MN Bloomington, MN (Convention) Bloomington, MN (Fall Assembly)
418 – Hills & Plains of South Dakota	10/13/2018	Rapid City, SD
Area 3		
021 – Promises of Eastern Iowa	4/7/2006 10/16/2010 4/5/2013	Coralville, IA Coralville, IA Johnston, IA (All IA IGs)
183 – Central Iowa	6/9/2000 4/12/2008 4/5/2013 6/10/2016 3/24/2023	Des Moines, IA (Convention) Johnston, IA (with NEIA and SEIA) Johnston, IA (All IA IGs) West Des Moines, IA (Convention) Johnston, IA
214 – Northeast Iowa	4/27/2002 4/5/2013	Cedar Falls, IA Johnston, IA (All IA IGs)
246 – Quad Cities	4/17/2004 4/5/2013	Rock Island, IL Johnston, IA (All IA IGs)
Area 4		
029 – St. Louis Bi-State Area	4/15/2000 9/28/2002 10/15/2004 10/6/2006 6/28/2008 4/18/2009 10/1/2011 10/5/2013 4/02/2016	St. Louis, MO St. Louis, MO Bridgeton, MO St. Louis, MO St. Louis, MO (Convention) St. Louis, MO Maryland Heights, MO Maryland Heights, MO St. Louis, MO
NOTE: In February 2023, Heart of Illinois and Quad Cities Intergroups merged to become Two Rivers Intergroup.		

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INTERGROUP	MEETING DATE	EVENT LOCATION
Two Rivers		
Virtual	4/02/2021 10/01/2021 9/30/2022	Zoom Zoom Zoom

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Article 2 Standing Rules at R4 Assemblies

Section 2.1 Assembly General Rules

1. Electronic devices are permitted only for R4 Assembly Business. No audio or video recording is allowed, except audio recording for the Region Secretary. This recording is destroyed when the unapproved assembly minutes are posted on the website.
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.

Section 2.2 Assembly Rules on Speaking

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

Section 2.3 Assembly Rules on Motions for New Business

7. Amendments and New Business Motions shall be in writing.
8. 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.
9. 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.
10. Amendments or substitute motions created during New Business will be given to the Secretary and posted so they may be read before debate continues.

Section 2.4 Debate Rules

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

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15. 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.
16. PRO and CON will be limited to three speakers each for each motion.
17. 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.
18. 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.

Section 2.5 Voting Rules

19. 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

Article 3 Bylaws of the R4 Assembly

Section 3.1 Name

The name of this organization shall be The Region 4 Assembly of Overeaters Anonymous (hereinafter referred to as R4). The name of this organization shall be listed on all Region 4 official minutes, which include R4 Assemblies and Board of Director meetings.

Section 3.2 Purpose of the Assembly

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.

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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.
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.

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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, staff, and consultants.
12. The spiritual foundation for OA service ensures that:
 - 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, the following:

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.

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2. To provide a format for the screening and selection of up to two 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

The R4 Assembly shall meet a minimum of two times each year. One of these meetings shall be held in the fall, at least 150 days before the annual World Service Business Conference and the other in the spring. One will be held virtually and the other will be held in-person with the provision for a hybrid meeting.

1. The Assembly will meet either
 - a. At a location arranged by the hosting Intergroup
 - b. Via electronic conference
2. 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).
3. 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.
4. 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

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.

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.

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- 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. 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.
4. 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.
5. Each Region Rep and/or alternate shall serve for a period to be determined by their respective Intergroup/unaffiliated group.
6. Each Intergroup shall be entitled to one Region Rep and one alternate for each ten groups, or minor fraction thereof.
7. Each unaffiliated group shall be entitled to one Region Rep and one alternate.
8. Each Intergroup or unaffiliated group shall be responsible for registering their Region Reps and alternates at least 14 days prior to a scheduled meeting of the R4 Assembly.
9. If not registered prior to 14 days a Region Rep or an alternate may be seated at the R4 Assembly with an email from the Intergroup Chair or one unaffiliated group Officer.

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**

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.

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- 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 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 Fundraising Committee.
 - d. Act as Treasurer for the Region Convention.

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 require a minimum of two officers and 50% of the registered representatives to be 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 a tie, or, if the vote is by ballot.

Section 3.8 **Nomination and Elections of Offices 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. If the Assembly is offered as a hybrid meeting, then the nominee can attend either in person or virtually.
 - 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.

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- 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.
 - 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 Intergroups, 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 Intergroups 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.

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- 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.
- 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**

- 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 affected. Where at all possible, notification shall be sent to each Intergroup and Region Rep prior to the next assembly.

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Section 3.11 Region Trustee Liaison Nomination and Selection

The R4 Trustee Liaison is elected at the World Service Conference; however, nominees for the position of the R4 Trustee Liaison 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.
 - 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 Region Trustee Liaison (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 Intergroups 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 Intergroups and unaffiliated meetings.

Section 3.12 Duties and Responsibilities of R4 Trustee Liaison

The R4 Trustee Liaison 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 Region Trustee Liaison Affirmations

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.

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1. Persons wishing assembly affirmation must submit a Region Trustee Liaison 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.

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.
 - a. Committee chairs will be selected from Region Representatives.
 - b. Coordinators will be selected from:
 - 1) Region Representatives

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- 2) or if necessary, appointed by the BOD from members of the Intergroups or unaffiliated groups within R4, provided they have at least six (6) months abstinence. These appointees will perform the duties of the position, but have no vote, should they attend an Assembly.
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 affected.
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.
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**

These Bylaws, except for

1. The Twelve Steps,
2. The Twelve Traditions,
3. The Twelve Concepts of OA Service,

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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 C (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or
 - b. By a corporation, contributions to which are deductible under section 170 C (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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Article 4 Summary of Continuing Effect Motions

Section 4.1 Index of the R4 Motions

The index is arranged alphabetically by topics. Under each topic, subtopics are list alphabetically, followed by date(s) for cross-reference. Superseded policies are deleted.

Agenda

Content – 1996b

Assembly (Spring and Fall)

Change Assembly Dates to March and September – 2022a

Change Meeting Format One Virtual and One In-person – 2021a

Funding of Assembly – 2007d, 2008m

Modified Assembly Timeline – 2022c

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

Starting Time – 1982a

Attendance

Attendance Sheets (Usage) – 1985b

Bank Accounts

Structure – 2013a, 2023a

Calendar

Region Website – 2012b

Convention

Biannual – 1993h

Business Meetings excluded – 1987a

Finances – 1987a

Hotel – 2009e

Officer Funding – 1989a

Registration Fee – 1983b, 2010b

Room & Board for Chair & Hotel liaison – 2010a

Speaker Guidelines – 1989b, 2010i

Fundraising – 1992c, 2023d

Funding

Assembly Funding – 2007d, 2008m

Funding Travel to Assembly – 2003a

Funding Travel to WSBC – 2009g

Literature Funding – 2010e

Public Information Funding – 2011d

R4 Manual - Updated 7.28.23

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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
WSBC Bylaws Amendment – 2022f
Logo (Rules and Usage) –2011b
Mission Statement – 2022a
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, 2011c

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Name/Coordinator/Issuance – 2009c

Region Officers

Chair – 1987f, 1988j, 2010c
Elections – 1991c
Funding to R4 Convention – 1989a
Funding Travel to WSBC – 2009g
Literature Funding – 2010e
Officers Expense to R4 Convention – 1989a
Officers Travel to Meetings – 1988i, 1988j, 2010c
Public Information Funding –2011d
Region Chair Committee Travel Support – 2010k
Secretary 1985b, 1987b, 1994a
Speakers – 2011e
Travel Expense – 1984a, 1988i, 1988j, 1991d, 2010c
Treasurer Service Description – 2022d

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Trustee Travel – 2009g
Trustee Title Change – 2022e
Vice Chair Duties – 2022a
WSBC Delegate Support Fund – 2012a

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 For all future assemblies, the R4 Business meeting shall not start before Saturday morning.

1983b 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 Intergroups will be allowed to use only the Intergroup addresses from the R4 mailing list.

1984a Funds will be budgeted for the R4 officers to travel within the Region when asked to do Service, Traditions, and Concepts workshops.

1985b Attendance sheets will only be sent to Region Reps, Region officers, committee chairs and Intergroups.

1987a 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 All Region Rep 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.

1987f 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.

1988b 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 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.

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1988j 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 R4 will fund expenses for the Region officers to attend the R4 Convention.

1989b Travel expenses for general speakers at R4 conventions will not be funded.

1990c All mailings for assemblies are to be sent to duly elected and registered region reps prior to the upcoming event.

1990e Registered Rep are not required to pay a registration fee for R4 Assembly.

1991c 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 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 Any Intergroup may host a R4 event by contacting the R4 Chair.

1992c The R4 Fundraising Committee shall function as the Fundraising Committee for R4 conventions.

1992g At least once a year the R4 Treasurer's report is to list the groups and Intergroups who have contributed to R4.

1992j Coordinator and committee chair reports shall not exceed one page in length.

1992l A 7th Tradition basket will be passed at each R4 assembly.

1993h The R4 Convention will be held every two years to help shift emphasis to local events.

1994a 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 Region Representative registration forms are to be sent only to Intergroups.

1996b The Twelve Concepts of OA Service shall be read at each Region meeting.

2001b 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 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 Board of Directors subject to availability of funds.

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2003b 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 Assembly voted to allow R4 to pay for expenses related to hosting the assembly, subject to availability of Region funds. Also see 2008m

2008m 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 Assembly voted to replace the word "Trustees" with "Directors" in Article 3, Section 3.18, Legal Disclaimer, to correctly identify the position.

2009c 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.

2009d 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 Intergroups bidding for a R4 Convention site will have sample hotel proposals available.

2009g 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 An annual contribution to WSO of 10% of the general funds will be made at the end of the fiscal year.

2010a 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 R4 Convention registration will be suggested by the Convention committee and confirmed by the Assembly as each convention is planned.

2010c The Region will fund lodging, meals, and registration 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 50% of the standard room rate.

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2010e 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.

2010i 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.

2010k R4 supports the mission of the Region Chairs' Committee as expressed in OA Bylaws 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 R4 will provide a computer, printer, and printing supplies to be used by the R4 Treasurer to fulfill his/her obligations.

2011b 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 used by R4.
2. On nametags at R4 Assembly and Convention.
3. On any other item which is specifically approved by the assembly.
4. 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 All officer, committee chair, 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 Assembly voted to designate a budget item entitled "Region support for Intergroups Public Information activities." Two Fundraising/Financial committee members would determine awarding of funds.

2011e 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 Official slogan of R4 is "Region 4 Abstinence Recovery Freedom.

2012a R4 will make an annual contribution to the WSBC Delegate Support Fund. The amount will be determined by the Board of Directors at the Fall Assembly each year.

2012b 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/2023a R4 financial accounts will be maintained as follows:

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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 (2) members of the Board.
2. A minimum balance will be maintained in the checking account of no less than the combined total of the prudent reserve and convention seed money as per current budget. Spending funds reserved for those budget items requires approval from two (2) members of the Board.
3. The Chair and Treasurer will have signing privileges on the checking account.
4. The Treasurer will have custody of the checkbooks.
5. The Chair shall have a book of checks for emergencies.
6. The Treasurer and Chair shall each have a credit card.
7. At the discretion of the Region 4 Board of Directors, a third credit card may be assigned to one other person in order to do the financial business of OA. This person must be a current or past Region 4 Board member or rep.

2021a R4 shall have one virtual and one in person assembly with the provision of a hybrid meeting held each year.

2022a R4 Mission Statement change: “The mission of Region 4 is to actively support the Region 4 Intergroups to carry the message of recovery to compulsive eaters.”

2022b Vice Chair Responsibilities Update: Accurately describes current responsibilities

2022c Assembly Timeline: Mid-March and Early October

2022d Treasurer Service Description Update: Accurately describes current responsibilities

2022e Trustee Title Change to “Region Trustee Liaison”

2022f WSBC 2022 Bylaw Amendment: Deletion of “and those with special needs.”

2023a Amend Policy 2013a: A third person will have access to R4 credit card to make it easier to accomplish certain tasks.

2023b Update Standing Rules: Acting Secretary will type “Region 4 Assembly of Overeaters Anonymous” on all minutes to be current with the financial and legal requirements for a registered non-profit organization.

2023c Amend Nomination/Election Bylaw: Removal of “within the past two years” from eligibility requirements.

2023d Fundraising: Allocation of funds to purchase items for raffle or silent auction at R4 2024 Convention.

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Article 5 Definitions, Duties and Guidelines

Section 5.1 Region Representation Guidelines

1. Register as a Rep 60 days before the Assembly.
2. Arrange travel and secure a room at the chosen Assembly accommodations. The Intergroup pays the Rep's Assembly expenses but may request funding assistance from R4 if needed. Reps may be required to share a room – by the Intergroup or by R4 (if funding assistance is requested.) Email the Region Chair if you need help finding a roommate or if you have a special need related to lodging.
3. Prepare for Assembly by reading all reports, motions, board nominations and other materials received in advance of the Assembly.
4. Participate in Assembly business, including voting on bylaw amendments, policy proposals and board elections.
5. Serve on one of the Assembly Committees (Outreach, Fundraising, or Convention) and carry out assigned tasks following the Assembly.
6. Write and present a report for your Intergroup/groups about the Region Assembly.
7. Watch for all Region communications that come via email or text and respond in a timely fashion.
8. Keep your Intergroup informed of all R4 activities.

Section 5.2 Definitions of Committee and Coordinators

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:

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- 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.

Section 5.3 **Chair**

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.

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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,
 - 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) 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 5.4 Vice-Chair

1. Act for the Chair in the Chair's absence.
2. Attend all R4 Board of Directors meetings.
3. Outreach
 - a. Acts as liaison to the R4 Outreach Committee.
 - b. Serve as contact with World Service Office for R4 Outreach Committee.
 - c. Obtain the names of all new affiliated groups as they arrive and email Welcome packet to the Group contact.

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- d. Call new affiliated groups to follow up on the Welcome packet.
 - e. Prior to the Fall Assembly, obtain the list of all unaffiliated groups.
 - f. Work with the Outreach Committee to contact all unaffiliated groups to urge them and help them affiliate with a nearby intergroup.
- 4. Work with the Region Chair to find new assembly locations.
 - 5. Serve as liaison from the board to the hosting assembly. (Note: For the Spring Assembly, pay attention to the timing of the World Service Business Conference.)
 - 6. Research location for Friday dinner, Saturday lunch, and Sunday dinner. (Note: Friday dinner and Saturday lunch should be onsite or close to the Assembly location due to limited time.)
 - 7. Conduct Service and Tradition Workshops.
 - 8. Conduct assembly icebreaker at Intergroup sharing.

Section 5.5 **Secretary**

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

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- 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) Convention Committee Report
 - 7) Outreach Committee Report
 - 8) Fundraising Committee Report
 - 9) Audit Committee Report
 - 10) Website Coordinator Report
 - 11) 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 Seconder 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.
 - 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, and the Website Coordinator.
 - e. Copies of all reports are sent to the Webmaster.

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- f. All originals are filed in Secretary's Notebook.
- 1. 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. Website Coordinator
 - 1) Provides assistance and support where needed.
 - 2) Reviews Website occasionally, for content compliant with traditions.
 - 3) Ensures assembly reports are prepared.
- 2. Conducts Service and Traditions workshops.

Section 5.6 **Treasurer**

- 1. Reports
 - a. Present Financial Reports at each Assembly and Board Meeting. The report should cover January to December of the previous year for the Spring Assembly and January to June of the current year for the Fall Assembly. These reports shall consist of:
 - 1) An income and expense budget overview to actual, showing all income and expenses to budgeted amounts.
 - 2) List of contributions by meetings and/or Intergroups.
 - 3) A balance sheet showing the Region's assets, including items purchased to be sold.
- 2. Budget
 - a. Submit a proposed budget to the Assembly Planning Coordinator for the Fall Assembly following the assembly timeline.
 - b. Work with the Fundraising Committee at Fall Assembly to develop a final proposed budget.
 - c. Present the final proposal at the Assembly for approval.
 - d. Send the approved budget to the secretary for recording.
- 3. Taxes
 - a. Submit appropriate tax forms to the IRS when requested by the required deadline or valid extension date.
 - b. Submit a tax-exempt status update to the State of Missouri each year by the required deadline or valid extension date.
- 4. Committee Liaison
 - a. Serve as liaison for the Fundraising Committee, 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, the Treasurer shall be available to make such payments for all R4 Officers. (2011v)

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- b. At each assembly, be available to the Audit Committee for the purpose of verifying the accuracy of the financial records. Provide the Audit Committee computer access to all bills, donations, bank statements, and accounting software dating back to the last Assembly.
 - c. If receipts and/or any unused funds which Intergroups or unaffiliated groups received for Representative funding have not been received by the Treasurer within three (3) weeks after the assembly, the Treasurer will contact the Intergroup asking for receipts and the return of any unused funds.
6. Miscellaneous
- a. Conduct Service and Traditions workshops as needed.
 - b. Coordinates the signatory rights for all bank accounts each time there is a change in officers authorized as signatories per manual guidelines.
 - 1) Gather information as required by the bank to change signatories.
 - 2) Submits forms and signatures per bank requirements.
7. Conventions
- a. Serve as Treasurer for the R4 Convention.
 - b. Maintain R4 Convention account and pay all bills for the Convention.
 - c. Notify Convention Committee where to find a copy of the reimbursement form, reminding them to attach all associated receipts and that proposed expenses above their committee budget need to be approved by the Convention Chair and Treasurer prior to the purchase.
 - d. Prepare cash boxes with change prior to each convention for the Registration Desk, Fundraising, Hospitality Room, and other areas as needed.
 - e. Collect funds from committees. Request they count the money and provide Treasurer with the totals. Recount the money and deposit the funds, recording the income into the correct Convention income accounts.
 - f. Issue any registration refunds requested by the Convention Chair.
 - g. Prepare a financial statement showing Convention Income and Expenses to Budget and forward to the Convention Chair as soon as everything is recorded but in time for the Convention Chair to turn in their report prior to Assembly.
8. Group Contributions
- a. All monies received from the Region PO Box will be entered into the R4 accounting software.
 - b. If requested, receipts will be sent for contributions. Receipts must include the date money was received, form of payment (check, cash, etc.), document number (if applicable), amount, and who the money is from (group number, person's name, etc.).
9. Insurance/Fidelity Bond
- a. Pay the Business insurance premium annually.
 - b. Pay the Fidelity Bond premium annually.
 - c. Coordinate completion of any necessary paperwork with the insurance company as soon as needed.

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Section 5.7 Officer Liaisons to Committees and Coordinators

COMMITTEE	OFFICER LIAISON	COORDINATOR
Convention	R4 Chair	
Outreach	R4 Vice Chair	Assembly Planning
Fundraising	R4 Treasurer	
	R4 Secretary	Manual Coordinator Website

Section 5.8 Audit Committee

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

- a. The Audit Committee will identify five checks written between the dates of the last assembly to present and list the check numbers on the Audit Form. The Committee will then review the checks against the supporting documentation. If supporting documentation supports the checks as written, the Committee members will each sign the audit form where indicated and date the form. The Treasurer will then scan the form in and file in the audit file.
- b. Minor procedural recommendations may be discussed with the treasurer during the audit.
- c. If there is any suspicion of misconduct by the Region Treasurer, the Audit Committee 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 Audit Committee 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.

Section 5.9 Fundraising Committee

1. At the Fall Assembly, the committee nominates a Fundraising Chair to be approved by the full Assembly to serve for two years. The Chair co-ordinates the committee activities between Assemblies, keeps the

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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 the 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 5.10 **Convention Committee**

1. What is a R4 Convention?

It is a special three-day event, usually lasting from 7:00 p.m. Friday 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:

- a. Marathon room (continuous pitch meetings);
- b. Speaker meetings;
- c. Workshops (Fourth Step, Big Book, etc.);
- d. Special topic meetings (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 bring 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?

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- a. 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.
 - b. 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.
 - c. The sub-committee chairs will be those current or past 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)
- 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.
 - h. Coordinates with Hosting IG Chair, Hotel Liaison, and Volunteer Coordinator before/after committee meetings.
 - i. Coordinates with R4 Web Manager to develop and post web page messages, not limited to:
 - 1) When flyer is finalized: Save the Date
 - 2) When registration form is finalized:
 - a) Registration (online and pdf doc)
 - b) Scholarship availability & instructions
 - c) Banquet
 - d) Donations to Scholarship Fund
 - e) Hotel link for guest rooms
 - 3) After the Convention, takes down messages and cart items and provide summary/thank you message.

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- j. Coordinates with chair of Fundraising Committee to assure fundraising activities (e.g., sale of R4 boutique items).
- k. Creates and regularly reviews Convention timetable. Follows up and coordinates with all subcommittees to ensure all deadlines are being met.
- l. Encourages reading of the Third Step Prayer, Twelve Traditions, or similar program material at all Committee meetings.
- m. Serves as emcee and/or selects emcee for the Convention.
- n. Informs subcommittee chairs of R4 reimbursement form and how to turn in receipts for all purchased items within approved budget.
- o. Completes a reimbursement form and turns in receipts for all purchased items within approved R4 convention budget.
- p. 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.
- q. Coordinates with Treasurer to finalize convention expenses and income.

7. Hotel Liaison (see 2010a)

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:
 - Reduced rate on meeting rooms based on number of sleeping rooms rented
 - Reduced rate on meeting rooms based on number of banquet meal sold
 - 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) Establish the setup of each room
 - e) Establish 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.

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- i. Size of platform?
 - 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) Additional 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 menus 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 availability of accessible rooms.
 - 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) Compile list of other hotels, motel accommodations and restaurants in immediate area.
- 8) Transportation to facility via 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. Act as liaison between members and hotel staff at the Convention.
 - 1) Ensure that all meeting rooms are set up as requested.
 - 2) Be available at before registration opens to ensure all common area tables, chairs, etc. are set up as requested.
 - 3) Respond 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. Complete a reimbursement form and turn in receipts for all purchased items.
- 8. Publicity
 - a. Submit a proposed budget to Convention Chair.
 - b. Coordinate 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) Intergroup newsletters
 - 2) World Service Overeaters Anonymous Event Calendar six (6) months prior to Convention.

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- 3) 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 e-communications to “carry the message” (e.g., colorful email blasts) and reduce expenses.
- f. Complete a reimbursement form and turn in receipts for all purchased items to the R4 Treasurer for all purchased items within approved R4 Convention budget.

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

- a. Submit proposed budget to Convention Chair.
- b. As soon as convention dates are known, prepare a “Save the Date” flier (in collaboration with Publicity Chair) and email it to R4 chair for emails distribution.
- c. Design Convention Registration form to include:
 - 1) Dates
 - 2) Location
 - 3) Contact information of registration Chair or appointed committee member
 - 4) Message: 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) Message: 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 scholarships
 - 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.

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- e. Print the minimum number of registration forms needed on white or colored paper as soon as all information is available.
- f. Plan to use electronic distribution wherever possible, relying on each Intergroup to print flyers as needed.
- g. Distribute printed forms as needed.
- h. For instance, if 200 forms are printed then a suggested distribution might be:
 - 1) 20 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) 40 copies to Fall Assembly.
 - 4) 40 copies to Spring Assembly.
 - 5) 50 copies for registration table.
- i. Send emails to specific committee members for the individuals who have volunteered to speak or do service.
- j. Print programs, meals tickets and have name tags prepared.
- k. Make up registration packets for pre-registered and on-site registrants
 - 1) Name badge, with meal ticket if purchased
 - 2) Program schedule
 - 3) Evaluation Sheet
 - 4) Restaurant guide
 - 5) Other items as determined by the committee (e.g., area grocery stores, hotel map, and info)
- l. Provides Hotel Liaison final count of meals purchased.
- m. Ensures registration table is manned during scheduled times.
- n. Collects and tracks registration forms and money from members who register on site.
- o. A reconciled report of pre-registered and at the door registrations, as well as scholarship funds report is sent to Treasurer, not more than 2 weeks after the convention, so they can prepare their report.
- p. Completes a reimbursement form and turns in receipts to R4 Treasurer for all purchased items within approved R4 convention budget.

11. Hospitality Chair

- a. Submit proposed budget to Convention Chair.
- b. Request from Volunteer Coordinator Huggers/Greeters at the opening and throughout the day as deemed necessary.
- c. Ensure Huggers/Greeters arrive early enough to be briefed on
 - 1) meeting room locations
 - 2) restroom locations
 - 3) registration location

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- 4) whom to ask for information they don't have the answer to
- d. Arrange 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.
- e. Complete a reimbursement form and turns in contributions and receipts for all purchased items to R4 Treasurer within approved R4 convention budget.

12. Program Chair

- a. Submit 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:
 - i. Opening Session
 - ii. Saturday Banquet
 - iii. Closing Session
 - c) Ask Region Reps and Intergroup Chairs for names of possible speakers from their areas whom they would recommend as a main speaker.
 - d) Guide committee to research possible main speaker candidates using selected criteria (e.g., experience speaking, length of abstinence, message of recovery to tell, etc.)
 - e) Contact candidate to secure the date and confirms if they can attend.
 - f) Provide guidance to speakers. Suggested documents: Reading Literature Aloud at OA Meetings; Suggestions for R4 Convention Speakers.
- 2) General Session and workshop leaders
 - a) Gather names in advance of members who are willing to lead a session.
 - b) Assign topics to speakers
 - c) Remind 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) Set up speaker sign in table to ensure speakers have arrived and are available for their scheduled sessions.

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- f) Provide tape release forms at the speaker sign up table.
- c. Request recommendations and suggestions for topics for the program from members.
Create 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. (optional)
 - 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, ensure 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. Complete a reimbursement form and turns in receipts to R4 Treasurer for all purchased items within approved R4 convention budget.

14. Literature

- a. It is Region policy that only OA and AA approved literature may be sold at the convention.
- b. The Hosting Intergruop (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.
- c. Literature Chair
 - 1) Submit proposed budget to Hosting IG
 - 2) Obtain literature to sell at the convention.
 - 3) Transport literature to and from the display area.
 - 4) Set up literature display.
 - 5) Make sure that someone is there at all times to oversee the display. When the literature table is not open, keeps the literature locked up.
 - 6) Keep an accurate count of literature before and after the convention. Reports amount ordered and sold to Hosting IG and Convention Chair.
 - 7) Submit revenue to Hosting IG Treasurer or agreed-upon entity.

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- 8) Complete a reimbursement form and turns in receipts to Hosting IG (or agreed-upon entity) for all purchased items within approved Hosting IG budget.

15. Decorations and Signs

- a. Submit proposed budget to Convention Chair.
- b. Coordinate subcommittee re decorations:
 - 1) Create decorations for main meeting room if desired.
 - 2) Create centerpieces for banquet tables.
- c. Coordinate subcommittee re-signs:
 - 1) Request list of signs needed from each subcommittee
 - a) Registration
 - b) Fundraising/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) Check with Hotel Liaison regarding sign placement and hotel requirements
 - 3) Purchase material and makes signs.
 - 4) Have materials on site to meet emergency needs.
- d. Submit proposed budget to R4 Treasurer and turns in receipts to R4 Treasurer for all purchased items within approved R4 convention budget.

16. Entertainment Chair

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

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17. Fundraising

Responsibility for fundraising activities resides with the Fundraising Committee who work with the Convention Committee.

Sample Timeline		Things to Discuss
October even year	Assembly Convention	Report from previous committee Chair
	Meeting	Convention Chair is elected
	First Committee Meeting	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

- a. Hosting Intergroup selects a Volunteer Coordinator or Co-Coordination. At least one of the coordinators must meet the 6-month abstinence requirement, be a member of an OA Group, and be practicing OA 12 Steps & 12 Traditions.
- b. There is no known need for a budget. If one should arise, coordinate with Convention Chair and R4 Treasurer.
- c. Work 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 as the point person who talks with Hotel Staff
 - 4) Hospitality: Volunteers to greet and assist participants
 - 5) Greeters for Convention opening night and first morning
 - 6) Literature Sales

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- 7) Boutique Sales (Fundraising)
- 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.
 - 1) Tap those who volunteer on the registration form.
 - 2) 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.

Outreach Committee

- 1. Mission:
 - a. To act as liaison and clearinghouse for the 14 intergroups, providing them with information, contacts, funding resources and other WSO resources to empower them to recruit, retain and serve their members.
 - b. To link unaffiliated groups to nearest Intergroup.
- 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. Develop a plan to contact all Unaffiliated Groups through text and phone, assigning committee members by geographic proximity.
 - c. Encourage Groups to change their meeting information on oa.org, specifying the Intergroup they want to join. Offer to help them with this task.
 - d. Update Committee Chair and R4 Trustee about Groups that have closed or cannot be reached.

Section 5.11 Assembly Planning Coordinator

- 1. Objective: Provide information about the standing committees to Region Reps prior to the Spring and Fall Assemblies to help committees operate efficiently during Assembly.
- 2. Responsibilities
 - a. Keep current mailing lists of Intergroups, groups, registered Region Reps, alternates, and committee Chairs.

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- 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.
- 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, Fundraising), 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, Manual Coordinator, 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 with Assembly correspondence as noted:
 - 1) Distribute to Intergroup Chairs, Region Reps and R4 Board all Officer Nominations, Proposed Motions, changes to R4 Assembly Agenda at least 4 weeks prior to Assembly.
 - 2) Distribute to Region Reps and R4 Board all 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**

1. Duties

- 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.

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- c. Within sixty (60) days after the Assembly, review/coordinate changes with R4 Secretary and update the manual. Provide the Web Coordinator with a PDF version of the Manual to upload to the website.
 - d. Contact the R4 Assembly Planning Coordinator to determine the number of new Region Reps that have registered for the next assembly.
2. 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. The policy sequence is then to be added to the index.
 - 2) When a policy is no longer in effect, it is then removed from the index.
3. All Procedures are listed in Article 5, Definitions, Duties, Guidelines. Procedures are explanations on how a job will be performed.
- a. 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.
 - b. 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.
 - c. 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. 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 on oa.org for further examples of formatting.

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Section 5.13 **Communication Guideline**

1. R4 will distribute Intergroup Event information on the website and via the R4 email account as long as the information is in compliance with the 12 Traditions.
2. 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. Start and end times
 - e. Address, map or directions
 - f. Hosting group
 - g. Contact person's first name and phone number
 - 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. Artwork cannot contain any religious or secular theme

Website

1. Guidelines for R4 Website
 - a. The name of the R4 website shall be oaregion4.org.
 - b. The website shall be updated by the R4 Website Coordinator as submissions are received.
 - c. All materials to be included on 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 only use WSO-approved materials (this includes AA materials).
 - f. Opinions on controversial issues or disagreement over group, intergroup, or region policy shall not dominate the website.
2. Guidelines for R4 Website Coordinator
 - a. Shall be elected annually and shall be someone who has served at the intergroup level for at least one year.
 - b. 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. Shall submit an electronic report of his/her activities to the Secretary for the spring and fall Assemblies.
 - d. Shall submit expense vouchers and receipts to the R4 Treasurer in a timely manner, taking care to stay within budget guidelines.

Region 4 Manual

- e. 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.
- 3. 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 with links to recovery events
 - 3) R4 business with assembly information, printable forms, online forms, timelines, guide to speakers, news, and information about R4 Assembly and WSBC initiatives, etc.
 - 4) R4 merchandise
 - 5) About us (WSO link)
 - 6) Links to other Regions' websites and the Overeaters Anonymous website.

Section 5.14 Guidelines for Hosting an Assembly

1. Intergroup Sponsorship

- a. Refer to 1991e to volunteer to host.

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.

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

3. Dates and Deadlines

- a. The spring Assembly is held on a weekend in April.
- b. The Fall Assembly is held on a weekend in October.
- c. The specific dates are to be chosen by the R4 Board with input from the Hosting Intergroup.

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- d. A registration flyer for the next assembly should be available at each assembly.
 - e. The flyer should include the dates, facilities, location; room rates, banquet prices, and contact person, including his/her address and phone number.
4. 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.

Region 4 Manual

Article 6 Forms

Section 7.1 Region Representative Funding Assistance

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

- a. 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.
 - 1) A copy of the most recent financial statement must accompany this application. Also include:
 - 2) Budgeted/Upcoming Expenses.
 - 3) Prudent Reserve.
 - 4) Current balance of checking and savings accounts.
 - 5) Scholarships will be awarded on the basis of need.
 - 6) Region Representative's receipts are to be submitted to R4 Treasurer within two (2) weeks after the assembly attended.
 - 7) The maximum amount awarded for expenses will be \$800 per Intergroup to send representative(s) to an Assembly.
 - 8) The committee shall determine eligibility according to the following order of preference:
 - a) Intergrups or Unaffiliated Groups which have never had representation at a Region Assembly.
 - b) Intergrups or Unaffiliated Groups unable to fund a Representative to Region Assembly due to lack of funds.
- b. Funding requires a majority vote of the committee.
- c. Disposition of approved funds shall be as follows:
 - 1) 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.)
 - 2) Any and all unused funds must be returned to the Region Treasurer as soon as possible.
 - 3) 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 Meetings _____ Year Established _____ Treasury Balance _____
Prudent Reserve _____ Upcoming Expenses _____ Checking Balance _____

Have you ever sent a representative to a Region Assembly?

If yes, when _____ If you haven't, why not? _____

Amount of scholarship requested _____

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

Name of Region Rep _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Intergroup Chair 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

If mailing, send to R4 Treasurer, 2355 Fairview Ave N, PMB 388, Roseville, MN 55113

Region 4 Manual

Section 7.2 **World Service Business Conference Delegate Funding Assistance**

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

- a. 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.
- b. Intergroups must submit a copy of the most recent financial statement with this application. Also include:
 - 1) Budgeted/Upcoming Expenses.
 - 2) Prudent Reserve.
 - 3) Current balance of checking and savings accounts.
- c. Scholarships will be awarded to Intergroups on the basis of need.
- d. 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.
 - 1) Travel shall be reimbursed at the least expensive of the following:
 - a) actual airfare.
 - b) car rental and gas; or
 - c) IRS car usage reimbursement rate.
 - d) A delegate may be exempt from this rule based on health reasons upon review and approval by the Delegate Funding Committee.
 - 2) Regional Delegates to WSBC shall be reimbursed for five nights lodging. Lodging shall be reimbursed at double occupancy unless reasonable circumstances deem otherwise.
- e. The committee shall determine eligibility according to the following order of preference.
 - 1) Intergroups which have never had representation at a World Service Business Conference.
 - 2) Intergroups unable to fund a delegate to the WSBC due to lack of funds.
 - 3) Regional delegates.
- f. Funding of Intergroups requires a majority vote of the committee.
- g. Disposition of approved funds shall be as follows.
 - 1) 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.)
 - 2) Any and all unused funds must be returned to the Region Treasurer as soon as possible.
 - 3) The submitting Intergroup may withdraw applications at any time.

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R4 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 Meetings _____ 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 you haven't, why not? _____

Amount of scholarship applied for. _____

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

Name of Delegate _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Intergroup Chair'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

If mailing, send to R4 Treasurer, 2355 Fairview Ave N, PMB 338, Roseville, MN 55113

Region 4 Manual

Public Information/Professional Outreach Funding Assistance

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.

- a. Requests from any Intergroup should be mailed to the R4 Fundraising/Finance Committee.
- b. To be included:
 - 1) Description of the project or event for which the funds will be used (500 words or less);
 - 2) A time frame for the money to be spent - estimated completion date of project;
 - 3) Estimated cost of project and amount of funding requested (up to \$300.00);
 - 4) Intergroup treasury balance, prudent reserve and upcoming expenses;
 - 5) Project Coordinator information.
- c. On completion, a report on the project will be sent to R4 in time for the next assembly. This includes:
 - 1) Success and recommendations.
 - 2) Receipts and how the funds were spent.
- d. Funding requires a majority vote of the Fundraising Committee within thirty (30) days of the receipt of the application.
- e. Disbursement of funds will be immediately following the committee approval.

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R4 Public Information/Professional Outreach Funding Application

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

Name of Project Coordinator _____
Address _____ City _____ State _____ Zip _____
Phone _____ Email _____

Intergroup Chair's Signature _____

Intergroup or unaffiliated group secretary's signature: _____

Project Title _____ Estimated Costs _____

Amount of Funds Requested _____

Prudent Reserve _____ Upcoming Expenses _____ Treasury Balance _____

Estimated Completion Date _____

Project Summary (500 words or less) Attach if necessary.

After completion of the project a report shall be submitted to the R4 Fundraising 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 ☐ _____

Fundraising Committee Chair

Date

Approved ☐ _____

Region Treasurer

Date

If mailing, send to R4 Treasurer, 2355 Fairview Ave N, PMB 338, Roseville, MN 55113

Region 4 Manual

Literature Funding Assistance

Purpose: The R4 Literature Fund has been established to aid any Intergroup in facilitating our primary purpose of carrying the message to the still suffering compulsive eater.

- a. Requests from any Intergroup should be mailed to the R4 Fundraising/Finance Committee. The request should include:
 - 1) Description of the literature that will be purchased to aid a new or nearly new meeting affiliated with the Intergroup. (500 words or less)
 - a) A time frame within which the funds will be used.
 - b) Estimated cost and amount of funding requested (up to \$200.00 per group).
 - c) Intergroup treasury balance, prudent reserve, and upcoming expenses.
 - d) Project Coordinator information.
- b. Upon project completion, a report on the project will be mailed to R4, Fundraising/Finance Committee. The report should include:
 - 1) Success and recommendations.
 - 2) Receipts and how the funds were spent.
- c. Funding requires a majority vote of the Fundraising Committee within 30 days of the receipt of the application.
- d. Disbursement of funds will be immediately following the committee approval.

Region 4 Manual

R4 Literature Funding Assistance Application

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

Project Coordinator's name _____
Address _____ City _____ State _____ Zip _____
Phone _____ Email _____

Intergroup Chair's signature _____

Intergroup or unaffiliated group secretary's signature: _____

Project Title _____ Estimated Costs _____

Amount of Funds Requested _____

Prudent Reserve _____ Upcoming Expenses _____ Treasury Balance _____

Estimated Completion Date _____

Project Summary (500 words or less) Attach if necessary.

After completion of the project a report shall be submitted to R4 "Fundraising 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 ☐ _____

Fundraising Committee Chair

Date

Approved ☐ _____

Region Treasurer

Date

If mailing, send to R4 Treasurer, 2355 Fairview Ave N, PMB 338, Roseville, MN 55113

Region 4 Manual

Section 7.3 **Speaker Funding Assistance**

Purpose: The R4 Speaker Fund has been established to help defray the costs of R4 speaker travel and/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.

- a. Applications from any Intergroup should be presented to the R4 Fundraising Committee at the Region Assembly or mailed to the R4 Fundraising Committee, PO Box 1609, St. Peters, MO 63376.
- b. To be included:
 - 1) The description of the event in which the speaker will be speaking. (500 words or less).
 - 2) 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.
 - 3) Estimated cost and amount of funding requested (up to \$200.00 per speaker, per event).
 - 4) Event Coordinator information.
- c. 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:
 - 1) Success and Recommendation.
 - 2) Receipts and how the funds were spent.
- d. Funding requires a majority vote of the Fundraising Committee at the Assembly at which the request is made.
- e. Distribution of funds will be immediately following the committee approval.

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R4 Speaker Funding Assistance Application

Intergroup Name _____ Date _____

Address _____ Phone _____

City _____ State _____ Zip _____ WSO# _____

Project Coordinator _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Intergroup Chair's signature _____

Intergroup or unaffiliated group secretary's signature _____

Project Title _____ Estimated Costs for Speaker Travel & Accommodations _____

Amount of funds requested (up to \$200 per speaker, per event) _____

Prudent Reserve _____ Upcoming Expenses _____ Treasury Balance _____

Event Date: _____

Project Summary (500 words or less) Attach if necessary.

After completion of the project a report shall be submitted to the R4 Office "Fundraising 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 ☐ _____

Fundraising Committee Chair

Date

Approved ☐ _____

Region Treasurer

Date

Send to R4 Treasurer, 2355 Fairview Ave N, PMB 338, Roseville, MN 55113

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Section 7.4 **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.
2. Each nominee will submit a nomination form to the R4 Assembly Planning Coordinator sixty (60) days prior to the R4 Fall Assembly
3. To be eligible for election a person must, at the time of election:
 - a. Be a regularly attending member of an OA Group in R4.
 - b. An OA member for at least three years.
 - c. Should have current abstinence from compulsive overeating for at least one year prior to the
 - d. election—each person being the sole judge of his or her own abstinence.
 - e. Be serving as Region Rep, Alternate or Officer of R4, or have served in that capacity within the past
 - f. two years.
 - g. Have performed service beyond the group level for at least two years.
 - h. Be adhering faithfully to the Twelve Step Program.
 - i. These qualifications shall be met except for reasons, the sufficiency of which shall be decided by
 - j. the voting body.
4. Copies of applications, which meet all requirements, shall be distributed to each Intergroup and all members of the voting body of the R4 Assembly.
5. 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.
6. 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.
7. All elections shall require a written ballot.
8. 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.
9. 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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R4 Officer Nomination Form

Full name of nominee: _____ Position: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email _____

OA home group: _____

Day: _____ Time: _____

Length of time in OA: _____ Abstinence date: _____

Brief account of OA story:

History of OA service:

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

Why do you want to do this job or service?

Signature

Date

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Section 7.5 **Region 4 Assembly: Multiple Rep Registration Form**

<https://oaregion4.org/multiple-r4-region-representatives-assembly-registration/>

Intergroup Name _____

Intergroup Number _____ State or Province _____

Total Number of Meetings _____ Total Number of Region Reps Allowed _____

"I certify that the Region Reps below were duly elected to our Intergroup to serve at the R4 Assembly"

Signature of Intergroup Chair

Date

Return this form promptly to: R4 Assembly Planning Coordinator

2355 Fairview Ave N

PMB 338

Roseville MN 55113

Region requires that Reps 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 Rep to have a vote at the Assembly, and to receive pertinent R4 information by mail prior to the assembly. Intergroups are entitled to one Region Rep for every ten (10) groups and next fraction. It is suggested that you register the maximum number of Region Reps 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 Reps at Assembly. If you are a new Region Rep, please obtain the R4 Manual from your predecessor. All Region Reps are asked to choose one committee on which to serve from the following:

1. Convention
2. Outreach
3. Fundraising

Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip _____

Region Rep or Alternate? _____ Term Expires (MM/YY) _____

First Assembly? ☐ Yes ☐ No

Committee Choice: ☐ Convention ☐ Outreach ☐ Fundraising

Willing to Mentor New Rep? ☐ Yes ☐ No

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

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

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

Name _____ Phone _____
Address _____ Email _____
City _____ State _____ Zip _____
Region Rep or Alternate? _____ Term Expires (MM/YY) _____
First Assembly? ☐ Yes ☐ No | Committee Choice: ☐ Convention ☐ Outreach ☐ Fundraising
Willing to mentor a new rep? ☐ Yes ☐ No

Region 4 Manual

Section 7.6 R4 WSBC Delegate Application

Date submitted for consideration at the R4 Assembly _____

Full name of applicant for WSBC Delegate _____

Address _____

Phone _____ Email _____

Years in OA _____ Years of service above the group level: _____

Start date of continuous abstinence: _____

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

Summary of OA responsibilities:

Business, professional, or other experience and skills applicant brings to role of Delegate:

Reasons why applicant wants to serve as Region WSBC Delegate:

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, 2355 Fairview Ave N, PMB 338, Roseville, MN 55113. 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.

Region 4 Manual

Section 7.7 **Proposed Motion Form**

R4 Spring/Fall Assembly Year

MOTION:

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

SUBMITTED BY:

INTENT:

IMPLEMENTATION:

COST: 0.00

RATIONALE

Region 4 Manual

Section 7.8 **Expense Reimbursement Report**

<https://oaregion4.org/wp-content/uploads/R4-Reimbursement-Form-Template-0822.pdf>

Region 4 Manual

Section 7.9 R4 Group Contribution Form

Thank you for your contribution to R4. With your support, we able to:

1. Host one Convention and two Assemblies each year
2. Provide funding to Intergroups to help them carry the message of recovery
3. Support efforts of the Outreach Committee
4. Send the Region Chair to WSBC
5. Maintain the R4 website
6. Maintain the Region's postal box

Region 4 • Abstinence • Freedom • Recovery

PLEASE PRINT CLEARLY ON THE LINES BELOW:

Please list the name and complete address of the person to whom acknowledgement should be sent.

Check here if you would like a receipt _____

Phone # _____

Email: _____

To be completed by the person sending the contribution to R4:

Amount enclosed (and make checks payable to R4) _____ Check # _____

Intergroup Name: _____ WSO Group #: _____

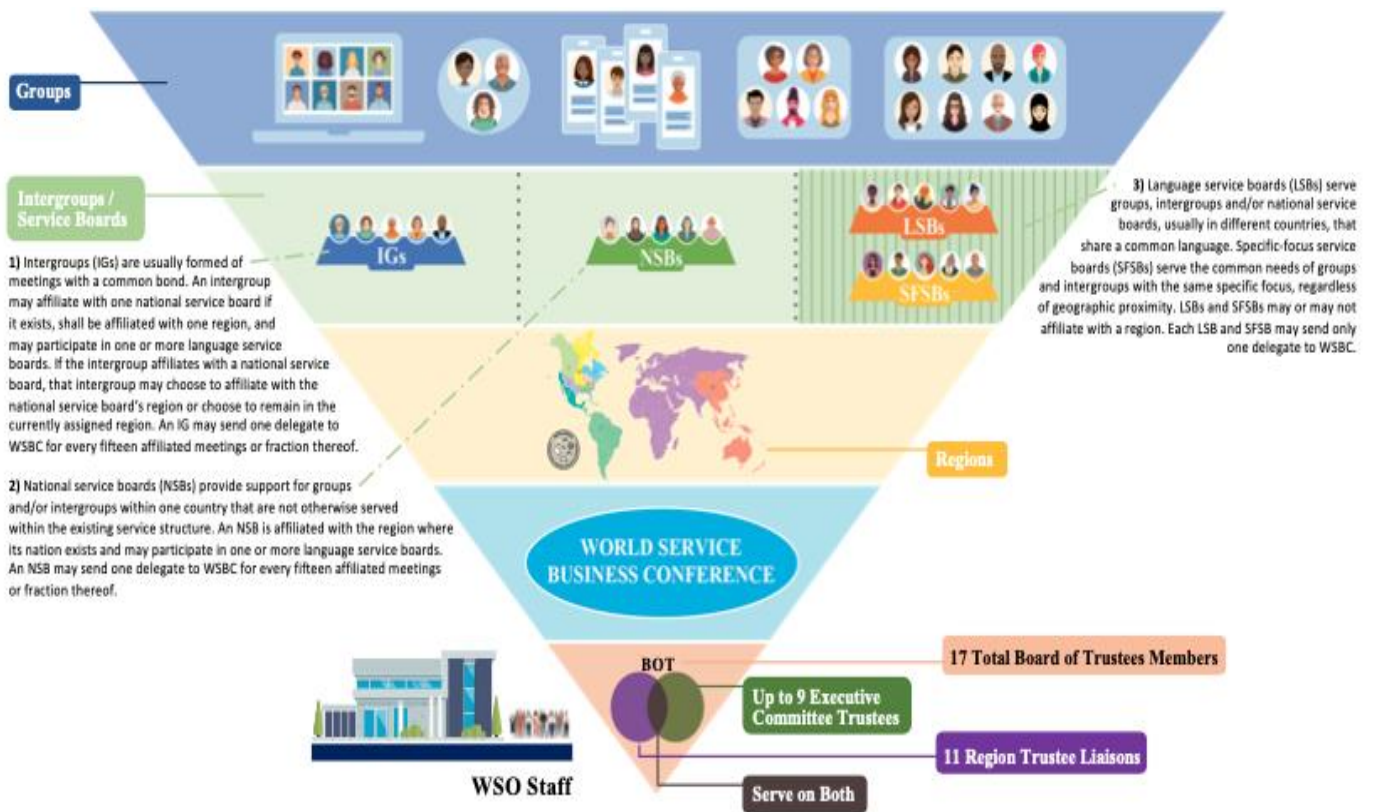
Meeting Day: S M T W T F S Meeting Time: _____ Location: _____

Please mail to: R4
2355 Fairview Ave N
PMB 338
Roseville MN 55113

*Or you can save a stamp and contribute online at ***oaregion4.org****

Region 4 Manual

Article 8 OA Service Structure



Region 4 Manual

Article 9 R4 Fall Assembly 2023 TimeLine

Timeline	Due From	Tasks	Due To
~ 120 days pre-Assembly	Hosting Intergroup	Email Assembly flyer & registration	R4 Chair and Vice Chair
90 days July 1	Web coordinator	Post Assembly Flyer and timeline on R4 Website	
60 Days July 31	APC	Email notice of: timeline posted, items due 30 days before Assembly, link to Region Rep Registration, and sample motion form.	Intergroup Chairs, Region Reps, Officers
30 Days Aug. 31	Intergroup Chairs / Region Reps	Submit Region Rep Registrations, proposed bylaws and policy changes, and officer nomination forms.	APC
30 days Aug. 31	Intergroup Chairs / Region Reps	Submit Region Rep funding requests	Treasurer
30 Days Aug. 31	R4 Board Chair: Vice Chair: Secretary: Treasurer:	Follow up on Activity Reports and Agendas Convention Outreach, APC Manual, Web Fundraising	Committee Chairs & Coordinators
30 Days Aug. 31	APC	Request that Activity Reports and Agendas are received 20 days before assembly	Committee Chairs & Coordinators
20 days Sept. 9	Committee Chairs & Coordinators	Email Activity Reports and Agendas	APC
2 Weeks Sept. 15	Chair	Email Assembly Agenda	APC
2 Weeks Sept. 15	APC	Email Officer Nominations and Proposed Motions	R4 Board, Region Reps, Intergroup Chairs
2 Weeks Sept. 15	Trustee	Mail R4 Manual and send 'Welcome to the New Rep' email to new reps	New Reps
1 Week Sept. 22	APC	Email Committee Reports and Agendas, all other reports (if any) Ex Ad Hoc previous Assembly Minutes	R4 Board Region Reps
1 Weeks Sept. 22	Chair	Email preliminary committee rosters	Committee Chairs & Region Board
Friday of Assembly Sept. 29	R4 Board	Attend Region 4 Board Meeting	
Friday & Saturday of Assembly Sept. 29 & 30	Region Reps, R4 Board attend Region 4 Assembly		
1 Week after Assembly Oct. 7	Committee Chairs	Email electronic reports	Region Secretary

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30 Days after Assembly Oct. 30	Manual Coordinator	Email updated R4 Manual	R4 Web Coordinator
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General R4 Assembly Timeline

Timeline	Due From	Tasks	Due To
~ 120 days pre-Assembly	Hosting Intergroup	Email Assembly flyer & registration	R4 Chair and Vice Chair
90 days	Web coordinator	Post Assembly Flyer and timeline on R4 Website	
60 Days	APC	Email notice of: timeline posted, items due 30 days before Assembly, link to Region Rep Registration, and sample motion form.	Intergroup Chairs, Region Reps, Officers
30 Days	Intergroup Chairs / Region Reps	Submit Region Rep Registrations, proposed bylaws and policy changes, and officer nomination forms.	APC
30 days	Intergroup Chairs / Region Reps	Submit region Rep funding requests	Treasurer
30 Days	<u>R4 Board</u> Chair: Vice Chair: Secretary: Treasurer:	<u>Follow up on Activity Reports and Agendas</u> Convention Outreach, APC Manual, Web Fundraising	Committee Chairs & Coordinators
30 Days	APC	Request that Activity Reports and Agendas are received 20 days before assembly	Committee Chairs & Coordinators
20 days	Committee Chairs & Coordinators	Email Activity Reports and Agendas	APC
2 Weeks	Chair	Email Assembly Agenda	APC
2 Weeks	APC	Email Officer Nominations and Proposed Motions	R4 Board, Region Reps, Intergroup Chairs
2 Weeks	Trustee	Mail R4 Manual and Send 'Welcome to the New Rep' email to new reps	New Reps
1 Week	APC	Email Committee Reports and Agendas, all other reports (if any) Ex Ad Hoc previous Assembly Minutes	R4 Board Region Reps

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1 Weeks	Chair	Email preliminary committee rosters	Committee Chairs & Region Board
Friday of Assembly	R4 Board attend	Region 4 Board Meeting	
Friday & Saturday of Assembly	Region Reps, R4 Board attend	Region 4 Assembly	
1 Week after Assembly	Committee Chairs	Email electronic reports	Region Secretary
30 Days after Assembly	Manual Coordinator	Email updated R4 Manual	R4 Web Coordinator