

Region 2 of Overeaters Anonymous, Inc.

Policy and Procedures Manual

Section I. WELCOME TO REGION 2

During the 1976 World Service Business Conference of Overeaters Anonymous in Los Angeles, California, the Conference delegates voted to adopt the concept of Regionalization. OA groups in California and Hawaii originally formed Region 2 of Overeaters Anonymous, Inc. (R2). The Northern Nevada-Sierra area was added in 1987. In 1992, Mexico also became a part of Region 2.

Each Intergroup is entitled to one Regional Representative (RR) for every ten (10) groups (or portion of) affiliated with its Intergroup. Each Unaffiliated Group is entitled to one RR. Travel expenses, meals and other accommodations for Region 2 Assemblies are the responsibility of the group or Intergroup represented. Each group or Intergroup selects its RR in any manner it chooses as long as it stays within the framework of the Twelve Steps and the Twelve Traditions.

To help relieve some of the confusion about World Service Business Conference, Conference Delegates, Region Assembly, Regional Representatives, etc., a "structure chart" is provided in this manual along with a glossary of terms. Questions, problems, suggestions and agenda items for R2 may be directed to any R2 Board Member.

R2 meets two times a year at locations and on dates designated by the R2 Board. Notification of R2 Assembly sites and dates for each calendar year are announced at the last assembly of the year.

Election of Region officers takes place at the final R2 Assembly of each calendar year. The selection of Trustee nominees is done at the last R2 Assembly of the year for their presentation for election at World Service Business Conference in May during its electoral year.

Full participation of all Intergroups assures a strong, effective Region, and Regional Assemblies assure the group conscience of each Intergroup may be heard. All members of Overeaters Anonymous are encouraged to attend Regional Assemblies. With consent of the Assembly, visitors may participate in discussion, but may not make motions or vote.

Section II. PURPOSE

The purpose of Region 2 (R2) is to support all groups and Intergroups (IGs) within Region 2 by:

- Facilitating communication and education, by hosting R2 Assemblies, Publishing the R2 Newsletter and maintaining the Region 2 Tape Library;
- Promoting and supporting unity by providing outreach to isolated areas and hosting Service and Tradition workshops;
- Conducting fundraising events to support the business of R2, such as the R2 Convention;
- Providing representation at World Service Business Conference (WSBC) and considering Trustee nominees for the World Service Board of Trustees (BOT).

Section III. REGION 2 ASSEMBLY RULES

1. In all deliberations, the group conscience is more important than the technicalities of the actual motion.
2. Roll call will be taken at the beginning of each business session in order to establish a quorum.

Rules for Limited Debate

- a) Present the matter to be voted upon. This can be a motion, an amendment, or any piece of business. Motions must be in writing. 4 copies – all to the Secretary.
- b) Pro and con will be limited to three speakers for each main motion and two speakers for each substantive amendment.
- c) All speakers must speak from the front of the room and will be limited to one speech of three minutes to each main motion or substantive amendment.
- d) The purpose of each proposed amendment to the bylaws or proposal is to be clearly verbalized by the proposing body.
- e) To provide the opportunity for as many different Representatives as possible to speak during the assembly, a Representative may not speak on two consecutive motions if there are three others who wish to speak on any main motion or two on any other.
- f) If more than three people wish to speak on one side of an issue, they will select among themselves the three to represent them.
- g) The Chair will call on people in order, first pro and then con. Pros will line up on the right side of the room (as you face the dais). Cons line up on the left side of the room.
- h) One pro and one con speaker will be heard before questions are asked on business motions.

Section IV. R2 Board Duties and Responsibilities

Chair

1. Represent R2 in all matters involving outside enterprises.
2. Propose an agenda of business items for R2 Assemblies and R2 Board meetings.
3. Chair R2 Assemblies and R2 Board meetings in accordance with the R2 Bylaws.
4. Develop and present activity reports at R2 Assemblies and R2 Board meetings.
(Note: R2 Assembly report must be written and delivered to the R2 Secretary before the R2 Assembly begins.)
5. Submit interim report to the R2 Secretary 75 days before assembly to be included in the Assembly Packet.
6. Schedule Parliamentarian for R2 Assemblies.
7. Act as liaison to the R2 Committees as assigned.
8. Function as a fiduciary in matters requiring allocation and disbursement of the funds provided for R2 business.
9. Attend R2-sponsored activities, as directed, to represent R2 interests and support the activity.
10. Draft all correspondence from R2 directed within the fellowship of Overeaters Anonymous on matters affecting R2 as a whole.

11. Draft all correspondence between R2 and outside enterprises.
12. Serve as R2 delegate to the World Service Business Conference and provide a written report to the R2 Board and R2 Assemblies, including updated changes in the policies and procedures and bylaws.
13. Develop with the R2 Board the annual schedule for R2 Assemblies and R2 Board meetings.
14. Appoint R2 Committee Chairs and the R2 Representative to the Worlds Service Business Conference Reference Committee.
15. Sign R2 Assembly and R2 Board-approved legal contracts between R2 and outside enterprises as required.
16. Co-sign financial documents as requested by the R2 Treasurer.
17. Investigate and report to R2 Assembly on any Intergroup-raised issue affecting R2 as a whole.
18. Interact with other Region Chairs to continually seek improvements in R2 service.
19. Provide a written report to each Board member at every Board meeting, including an extra copy for the Board Secretary for the official records.
20. Attend three annual meetings as part of the Regional Chairs Committee as follows:
 - a) One meeting with World Service Board of Trustees (date to be determined each year).
 - b) One meeting the day prior to the World Service Business Conference.
 - c) One meeting at a Regional Service Event (location/date to be determined each year).
21. Facilitate Service and Tradition Workshops as needed.
22. Send R2 Assembly Invitation letter to all Intergroups at least 60 days prior to each assembly, providing an Intergroup Funding Assistance Program (IFAP) form in each one.
23. Other duties as may be required by the R2 Assembly.

Vice Chair

1. Attend all R2 Board meetings, R2 Assemblies and R2 Conventions.
2. Chair R2 Assemblies and R2 Board meetings in the absence of the Chair, in accordance with the R2 Bylaws.
3. Assume the position as Chair in an orderly manner in the event of an absence or vacancy.
4. Act as liaison to all R2 Intergroups.
5. Act as liaison to the R2 Committees as assigned.
6. Maintain a supply of R2 Board of Director applications.
7. Maintain and distribute nametags for all RR's, Alternates and Visitors at R2 Assemblies.
8. Prepare and distribute newcomer packets for RR's at R2 Assemblies.
9. Update and distribute R2 speaker/leader list annually.
10. Coordinate Service and Tradition Workshops.
11. Coordinate workshops and committee presentations at R2 Assemblies.
12. Facilitate R2 fund-raising efforts other than those under the responsibility of the Events Coordinator, i.e. Conventions and Special Events.
13. Co-sign financial documents as requested by the R2 Treasurer.
14. Provide a written report to each Board member at every Board meeting, including an extra copy for the Board Secretary for the official records.
15. Provide a written report and present activity report at R2 Assemblies.
16. Submit interim report to the R2 Secretary 75 days before assembly to be included in the Assembly Packet.

17. Maintain Master Calendar for events held within R2.
18. Provide the R2 Master Calendar to the Newsletter Editor 60 days prior to the R2 Assembly.
19. Facilitate service and tradition workshops as needed.
20. Act as liaison to coordinate retreat, including site inspection, and attend retreat.
21. Make personal contact with the Intergroups after the Chair sends out the invitation letter and Intergroup Financial Assistance Program (IFAP) form to the Intergroups within 30 days after the letter is sent out.
22. Other duties as may be required by the R2 Assembly or delegated by the R2 Chair.

Secretary

1. Attend all R2 Board meetings, R2 Assemblies and R2 Conventions.
2. Record and transcribe minutes of all R2 board meetings and R2 Assemblies.
3. Record roll call of R2 Assemblies.
4. Act as liaison to R2 Committees as assigned.
5. Act as liaison to the webmaster to the Region 2 website.
6. Provide Ask-it-Basket, Speed-Memos (for motions), committee rosters, and voting ballots at R2 Assemblies.
7. Maintain R2 Committee logs.
8. Prepare the R2 Assembly booklet of minutes, agenda, donations, etc. and deliver it to the Publications Coordinator a minimum of 14 days prior to the distribution deadline.
9. Draft R2 Questionnaire, as directed by the R2 Assembly or the R2 Board solicit questionnaire responses at the end of each R2 Assembly and report on the results of the questionnaire at the next R2 Assembly of the calendar year.
10. Provide forms for the R2 Assembly and R2 Board, as needed.
11. Type and submit all correspondence to Intergroups and Committee Chairs.
12. Draft correspondence to any routine matters covered by existing policy and procedure.
13. Compile corporate minutes with the Chair.
14. Act as liaison between legal counsel and the R2 Board.
15. Co-sign financial documents as required by R2 Treasurer.
16. Sign (with the Chair) R2 Assembly, R2 and R2 Board-approved legal contracts between R2 and outside enterprises as required.
17. Provide a written report to each Board member at every Board meeting, including an extra copy for official records.
18. Other duties as may be required by the R2 Assembly or delegated by the R2 Chair.
19. Coordinate R2 tape library distribution.
20. Send welcome letter with enclosures to all new Intergroups.
21. Make personal contact with the Intergroups after the Chair sends out the invitation letter and Intergroup Financial Assistance Program (IFAP) form to the Intergroups within 30 days after the letter is sent out.
22. Facilitate Service and Traditions Workshops as needed.

Publications Coordinator

1. Attend all R2 Board meetings, R2 Assemblies and R2 Conventions.
2. Distribute copies of minutes, agenda, donations, etc. to all Intergroups, RR's and Unaffiliated Groups via Assembly Notification (known as the Packet).

3. Maintain current R2 and RR addresses and phone numbers.
4. Provide Board Members with the current listing of RR's and Alternates after each assembly.
5. Draft operating policies and procedures as directed by the R2 Assembly or the R2 Board or as required by business operations.
6. Update the R2 Policy and Procedures manual every two years, in odd numbered years, after the last assembly of the year. Distribute at the first meeting of the following even year to Board members and Committee Chairs and make copies available for purchase.
7. Act as liaison to the Newsletter Committee and to R2 Committees as assigned.
8. Perform duties of R2 Newsletter Editor.
9. Maintain R2 mailing labels for newsletters and other R2 mailings.
10. Receive Intergroup, Region and World Service newsletters and any other publications and announcements of events.
11. Administer the R2 history and archives.
12. Provide the R2 Assembly with a list of Bylaw, Policy and Procedure, and Board Policy changes in the Assembly Notification Document (Packet).
13. Co-sign financial documents as requested by R2 Treasurer.
14. Provide a written report to each Board member at every Board meeting including an extra copy for Board Secretary for the official records.
15. Provide a written report and present activity report at R2 Assemblies.
16. Submit interim report to the R2 secretary 75 days before assembly to be included in the Assembly Packet.
17. Maintain R2 Tape Library Catalog.
18. Other duties as may be required by the R2 Assembly or delegated by the R2 Chair.
19. Make personal contact with the Intergroups after the Chair sends out the invitation letter and Intergroup Funding Assistance Program (IFAP) form to the Intergroups within 30 days after the letter is sent out.
20. Facilitate Service and Traditions Workshops as needed.

Treasurer

1. Attend all R2 Board meetings, R2 Assemblies and R2 Conventions.
2. Maintain checking, savings and other accounts established in the name of "Region 2 of Overeaters Anonymous, Inc."
3. Be the guardian of all funds received and disbursed.
4. Act as liaison with the R2 Intergroup Funding Assistance Program (IFAP) and other committees as assigned.
5. Provide the most recent full period report to the R2 Newsletter Editor 60 days prior to the R2 Assembly.
6. Co-sign documents for R2 expenditures.
7. Submit a complete account of R2 funds at each meeting of the R2 Assembly.
8. Submit "Income From All Sources Treasurer's Report" annually, either at an R2 Assembly or by mail.
9. Receive and forward non-Treasurer related mail as appropriate. (Refer to VII,I. Operating Policies and Procedures, F, Correspondence.)
10. Act as liaison with the mail service.
11. Draft correspondence for all financial matters including donations, invoices and requests for reimbursements.
12. Act as liaison with the accountants, insurance companies, and the IRS. Notify accountants of name/address of current Treasurer.
13. Maintain appropriate records showing all fiduciary transactions.

14. Create the annual Budget Subcommittee and chair the meeting.
15. Oversee the current R2 Convention Accounts, and other accounts. The following applies to the Convention accounts:
 - a. There will be two (2) Convention checking accounts. One for odd-numbered year conventions and one for even-numbered year conventions.
 - b. Each convention checking account will have \$1,000.00 'seed' money provided initially.
 - c. An additional \$2,000.00 in 'seed' money will be made available to the next convention 60 days after the current convention is held.
 - d. Each account will be reduced to \$1,000.00 after it's convention is completed.
16. Provide a written report to each Board member at every Board meeting regarding all contributions, disbursements and Board expenses, including an extra copy for the Board Secretary for the official records.
17. Provide the R2 Assembly with the R2 donations report once yearly provided at the first assembly of the year with the information from the previous fiscal year (which is the calendar year).
18. Other duties as may be required by the R2 Assembly or delegated by the R2 Chair.
19. Make personal contact with the Intergroups after the Chair sends out the invitation letter and Intergroup Funding Assistance Program (IFAP) form to the Intergroups within 30 days after the letter is sent out.
20. Facilitate Service and Traditions Workshops as needed.

Events Coordinator

1. Attend all R2 Board meetings, R2 Assemblies and R2 Conventions.
2. Attend all R2 sponsored activities or arrange for alternate Board representation.
3. Make all meetings room space arrangements for R2 events, including Board meetings, R2 Assemblies and activities.
4. Act as a liaison to R2 Events and Convention committees.
5. Act as hotel and site liaison for the Region and co-sign R2 Assembly and R2 Board-approved contracts with the facilities.
6. Draft correspondence in matters that involve R2 Convention Committees or other matters delegated by the Chair.
7. Update and distribute R2 Convention Policy and Procedure Manual to each new convention committee.
8. Co-sign financial documents as requested by the R2 Treasurer.
9. Provide a written report to each Board member at every Board meeting, including an extra copy for the Board Secretary for the official records.
10. Provide a written report and present activity report at R2 Assemblies.
11. Submit interim report to the R2 Secretary 75 days before assembly to be included in the Assembly Packet.
12. At R2 Assemblies, be responsible for the following:
 - Verify all meeting room space, set-up and materials.
 - Obtain additional items needed for R2 Assembly on site, as available. (Requests to be made in advance with possible.)
 - Coordinate with hotel staff and oversee all beverage/meal service ordered for meeting rooms as well as temperature of meeting room.
 - Oversee hotel (sleeping) rooms for Board members only.
 - Review bill with R2 Treasurer at end of R2 Assembly to verify charges.

- Work with hotel to expedite restaurant staffing/service and airport pick-up during R2 Assembly.
13. At R2 Conventions, oversee hotel sleeping rooms for Board members only and arrange for master account.
 14. Other duties as may be requested by the R2 Assembly or delegated by the R2 Chair.
 15. Make personal contact with the Intergroups after the Chair sends out the invitation letter and Intergroup Funding Assistance Program (IFAP) form to the Intergroups within 30 days after the letter is sent out.
 16. Facilitate Service and Traditions Workshops as needed.

R2 Trustee

We cannot establish the duties and responsibilities of the Region 2 Trustee. The following description is taken from the World Service Policies and Procedures Manual and is provided here as information only about the R2 Trustee position. Region 2 Trustees are encouraged to provide a written report at every R2 Board Meeting, along with an extra copy for the Region 2 secretary for the official records.

“PART E: REGIONAL TRUSTEES”

E-1 JOB DESCRIPTION

Regional Trustees are responsible for keeping the WSO up-to-date on the names, addresses and phone numbers of the regional chairman and secretary; informing the WSO of any changes in the region's office mailing address and encouraging regions to obtain a permanent post office box [BOT 03/13/81 #27]

E-2 DUTIES

The Regional Trustees shall be the representatives of the Board of Trustees in their respective regions and at the region assemblies and shall represent the Fellowship of Overeaters Anonymous as a whole. [Bylaws of Overeaters Anonymous, Inc., Subpart B, Article IX, Section 2]

A. Job Description

1. The Regional Trustee serves Overeaters Anonymous as a whole and will act as a guardian of the Twelve Steps and Twelve Traditions. Duties will include, but not be limited to, the following:
 - a. Attend all Board of Trustee meetings and submit report of regional activities to the Board for inclusion on the meeting agenda.
 - b. Attend all regional assemblies. Attend meetings of the regional Board if required.
 - c. Participate, when possible, in service workshops throughout the region when asked. Suggest service workshops for marathons and weekend conventions.
 - d. Chair the Board of Trustees Committee(s) appointed to and submit report of activities to the Board for inclusion on the meeting agenda.
 - e. Participate in other Board of Trustee committees if desired.
 - f. Assist various service structures within the region to organize and operate effectively when requested to do so.
 - g. Maintain liaison between the Board of Trustees and the region.
 - h. Assist in problem areas within the region when asked. Serve as a mediator and discussion facilitator. [BOT 11/13/99 #CA-9]

- i. Answer correspondence whether addressed directly to the Trustee or referred from the WSO.
- j. Attend intergroup meetings when invited.
- k. Investigate alleged traditions violations within the region. Report to the Board if the problem affects OA as a whole or if it may be of help or interest to other members of the Board.
- l. Serve as liaison and as an advisor to the corresponding Conference committee, if applicable.
- m. Assist with service functions in other regions when invited by a Regional Trustee.

Section V. R2 REPRESENTATIVES

Duties and Responsibilities

1. Attend Regional Assemblies – you or your Alternate should be present during all business sessions.
2. Verify that the Region has the correct names and addresses for RR's from your Intergroup. Inform the Region of any changes of RR, Alternate or Intergroup mailing address, and phone number(s).
3. Notify the Publications Coordinator when you are no longer an RR (at least 45 days prior to an assembly) and pass on the R2 Assembly booklet of R2 Assembly minutes, agenda, donations, etc. to your Intergroup for the new RR.
4. Provide the R2 Events coordinator with information about upcoming events for inclusion in the R2 Master Calendar.
5. Provide the R2 publications Coordinator with Intergroup news-letters and flyers about upcoming events.
6. Share Intergroup newsletters and flyers with other RR's.
7. Keep your area informed of happenings in the Region and OA as a whole. Regional Assemblies are used as an interface between WSO and the Intergroup and Unaffiliated Groups. If the information stops at the R2 Assembly, the lines of communication are broken.
8. Serve on an R2 Committee and take an active part in the activities of the Regional Assemblies.
9. Voice the group conscience of the Intergroup you represent but know that you are responsible to the Region and OA as a whole. What works in one area may not be best for the Region as a whole.
10. Know and understand the Twelve Traditions. Help them to be implemented in your Intergroup area. Problems with the Traditions should be brought to the attention of the parties involved or to the Region 2 Trustee/Board if additional help is needed.

Section VI. R2 COMMITTEES

R2 committees are: Bylaws, First Tradition; Intergroup Formation/Outreach; Public Information; Hospitals, Institutions, Professionals & Military; Young People, Twelfth Step Within, Events, Convention and Electronic Advisory Team.

A. R2 COMMITTEE OPERATING PROCEDURES

1. Each committee will have a Board Liaison to act as a channel from the committee to the Board, to be assigned by the Board Chair at the first full Board meeting following Board elections. The Board Liaison does not make decisions for the Board.
2. Any and all written information distributed outside any committee must be submitted, through the Board liaison, to the R2 Board for review and approval.
3. No committee or subcommittee shall enter into any contract or agreement.
4. No committee or subcommittee has the authority to raise funds, unless authorized in these procedures.
5. Committee meeting minutes shall be delivered to the R2 Secretary no later than 30 days following R2 Assembly.
6. Oral committee reports shall be presented immediately following committee meetings at R2 Assemblies.
7. Mileage for committee business will not be reimbursed by R2.
8. Committee membership shall not exceed 15 members. Returning members have first priority.
9. It is suggested that no two members of the same Intergroup serve on the same committee.

B. DUTIES & RESPONSIBILITIES OF R2 COMMITTEE CHAIRS

1. Chair and facilitate all R2 committee meetings. If unable to attend, find a substitute from within the committee.
2. Report at each R2 Assembly and submit written reports for assembly packet.
3. Direct committee members to accomplish specific tasks; establish a plan of action so that committee work continues between assemblies.
4. Maintain R2 Policy & Procedure Manual for the committee, as well as notes on what the committee has done in the past. Pass them on to the succeeding committee chair.
5. Keep R2 Board Liaison informed of all committee activities.
6. R2 Committee Chair may serve a maximum of 2 consecutive years.
7. Read and follow suggested guidelines below.

C. SUGGESTED GUIDELINES FOR R2 COMMITTEE MEETINGS

1. Begin each committee meeting by passing out a sign-up sheet. Make sure that committee members sign their full name/address/phone so that they can be contacted if necessary.
2. There are always plenty of newcomers at R2 Assemblies so remember to start your committee meetings with the basics:
 - a) Explain what the committee is about.
 - b) Read the "Statement of Purpose" from the Region 2 P&P.
 - c) Give some background and history on the committee.
 - d) State long and short term goals, if any.
3. Handouts are always appreciated. These could include past R2 committee reports, a piece you write yourself on committee history, relevant literature, reports of committee activities from different OA service bodies.
4. Be clear about ongoing projects with which your committee may be

- involved. Establish an agenda. Are you soliciting input from Intergroups? Trying to assess the needs of the Region? Exchanging information? Putting together a handbook? Planning an event to promote committee efforts?
5. Keep in mind that committee meetings are working part of the R2 business assembly. Committee meetings are where we get to plan and implement more efficient ways to carry OA's message to the compulsive overeater who still suffers.
 6. Remember to find someone to take notes!
 7. Allow time during your meeting for questions from committee members, as well as for their input. Many committee members have a great deal of experience, strength and hope to share, based on their work at the Intergroup or World Service levels.

D. DESCRIPTION OF INDIVIDUAL COMMITTEES

1. **Bylaws Committee**

Statement of Purpose

The purpose of the Bylaws Committee is to review and initiate bylaw Amendments, changes to policies and procedures, and provide recommendations for same to the R2 Assembly.

Bylaws Chair Duties and Responsibilities

1. Review bylaws amendment proposals from RR's, R2 Board, World Conference and Intergroups for recommendation to R2 Assembly.
2. Review all bylaw amendment proposals submitted to the Publications Coordinator in accordance with Article XVI of the Bylaws and printed in the R2 Assembly packet for recommendation to the R2 Assembly.
3. Develop amendment proposal format and text.
4. Verify the appropriateness of R2 Bylaw amendment proposals with the Parliamentarian.
5. Prepare final bylaw amendment proposals and present copies to R2 Secretary in time for regular meeting.
6. Redraft Bylaws as required by R2 Assembly adopted amendments, obtain R2 Board signatures and prepare sufficient final copies for distribution to R2 membership.
7. Expend funds as budgeted to accomplish Bylaws Committee functions.
8. Communicate to the R2 Board through the Board Liaison.
9. Assist Publications Coordinator in tracking changes to Bylaws and Policy & Procedures for production of bi-annual update of R2 Policy and Procedures Manual.
10. Bylaw Committee Chair to chair the R2 Board Recall Committee (per R2 Bylaws, Section X, D).

2. **First Tradition Committee**

Statement of Purpose

The First Tradition states: "Our common welfare should come first;

personal recovery depends upon OA unity.” In keeping with that tradition, the purpose of the First Tradition Committee is:

- (a) to support and encourage full participation of every OA member within Region 2,
- (b) to recognize and accept the many different concepts of working the OA program of recovery;
- (c) to encourage groups and Intergroups within Region 2 to be similarly accepting;
- (d) to provide strategies and resources to assist groups and Intergroups in participating at the regional level.

First Tradition chair duties and responsibilities:

1. Facilitate ways to create and maintain unity within Region 2.
2. Provide guidance and support to R2 groups and Intergroups in sharing successful approaches to the OA program of recovery.
3. Create and encourage new lines of communication between geographic areas within the Region.
4. Development and maintain room share network for R2 Assemblies.
5. Communicate with the R2 Board through the Board Liaison.

3. Intergroup Formation/Outreach Committee

Statement of Purpose

The purpose of the Intergroup Formation/Outreach Committee is:

- (a) to reach out to struggling Intergroups;
- (b) to encourage unaffiliated groups in one geographic locale to form an Intergroup or join an existing one;
- (c) to assist groups in forming an Intergroup; and
- (d) to encourage Intergroups to participate in Region 2.

Intergroup Formation/Outreach Chair Duties and Responsibilities

1. Receive updated Intergroup listings from R2 Board.
2. Receive copies of unaffiliated group registration forms from R2 Board/WSO and respond appropriately.
3. Locate nearest Intergroup and note on group registration form, including Intergroup name, address and telephone.
4. Respond to new unaffiliated groups as follows:
 - a) Encourage those groups located near an existing Intergroup to join that Intergroup.
 - b) If improper paperwork is the problem, ask the group to resubmit proper group registration forms.
 - c) Encourage groups located more than 50 miles from an intergroup to join distant Intergroup or form a new Intergroup together with nearby unaffiliated groups.
 - d) Enlighten unaffiliated groups about their status.
5. Reach out and communicate with struggling and/or newly formed Intergroups.
6. Work within the budget assigned by R2.
7. Communicate with the R2 Board through the Board Liaison.

4. **Public Information Committee**

Statement of Purpose

The purpose of the R2 Public Information Committee is to carry the message to the compulsive overeater who still suffers by encouraging, supporting and developing public information efforts in the Region 2 Intergroups.

Public Information Chair Duties and Responsibilities:

1. Increase public awareness of the Overeaters Anonymous program of recovery throughout the Region.
2. Provide support which encourages the development of local public information efforts within the Region.
3. Organize and support Regional public information activities which, because of their nature, are beyond the scope of what one Intergroup could accomplish by itself, or which require the involvement and support of two or more Intergroups.
4. Establish annual public information goals for the Region and report at each assembly on the actions being taken to achieve those goals.
5. Recommend to the region an annual budget in support of the Region's public information activities and report to each assembly on the usage of the funds which are approved.
6. Follow prepared agenda for each committee meeting and communicate between committee meetings.
7. Communicate to the R2 Board through the Board Liaison.

5. **Hospital, Institutions, Professionals & Military Committee (HIPM)**

Statement of Purpose

The purpose of this committee is twofold:

- 1) To assist Intergroups in finding creative and productive ways of effecting cooperation without affiliation in carrying the Overeaters Anonymous message to education, business, military, and other professionals, and to work closely with institution committees within the Region.
2. To assist Intergroups in formulating similar programs. To disseminate information between R2 Intergroups on what has been done in other areas and what works. To pass on calls for help and requests for service from within the Region.

Hospitals, Institutions, professionals & Military Chair Duties & Responsibilities:

1. Be fiscally responsible for disbursement of funds provided for R2 business.
2. Help formulate goals and oversee projects in the making that are geared toward the HIPM Committee.

3. Bring World Service Business Conference ideas and projects to R2 for further refining and disseminating.
4. Develop a liaison with the World Service Office.
5. Communicate with the R2 Board through the Board Liaison.
6. To ensure that letters requesting information are answered and otherwise followed up.

6. **Young People Committee**

Statement of Purpose

The R2 Young People Committee assists Intergroups interested in formalizing a Young People program. The Committee also helps organize or sponsor Young People events, such as Retreats and Conventions, etc.

Young People Chair Duties and Responsibilities:

1. Help formulate goals and oversee projects in the making that are geared towards young people in our fellowship.
2. Bring World Service Business Conference Young People Committee ideas and projects to R2 for further refining and disseminating.
3. Share Intergroup Young People ideas; answer questions and concerns that people might have; be a resource for Young People meetings in R2, i.e.: meeting formats, special activities.
4. Oversee Young People events.
5. Communicate to the R2 Board through the Board Liaison.

7. **Twelfth Step Within Committee**

Statement of Purpose

Our 12th Step in Overeaters Anonymous tells us to “carry the message to compulsive overeaters....” The primary purpose of the Twelfth Step Within, therefore, is to carry that same message to those who still suffer *within* the OA fellowship. Thus, the Twelfth Step Within Committee deals largely with relapse and issues of membership retention – the message, of course, is hope.

Twelfth Step Within Chair Duties and Responsibilities:

1. Accumulate ideas and information from RR's who participate in this committee.
2. Respond to requests from intergroups and fellow members for information related to this committee.
3. Delegate work to be done by committee members and any actions that may need to be taken by this committee, including:
 - a) All requests for meeting lists and sponsors-by-mail sent WSO.
 - b) Development and maintenance of a list of available sponsors-by-mail for answering requests for same.
 - c) Development of a method of supplying meeting list information as needed.

- d) Encouragement of formation of Twelfth Step Within Committees at the Intergroup level to deal directly with requests for such information.
- 4. Follow the 12 Steps and 12 Traditions, follow the R2 Bylaws and expend funds as budgeted to accomplish committee functions.
- 5. Communicate with the R2 Board through the Board Liaison.

8. Events Committee

Statement of Purpose

To sponsor events at the regional level to promote fellowship and raise funds for R2.

Events Committee Chair Duties and Responsibilities:

- 1. Get R2 Board approval for any material sent out to the fellowship.
- 2. Ensure that Committee Secretary submits minutes of meeting to R2 Board Secretary prior to conclusion of R2 Assembly.
- 3. Report to R2 Assembly.
- 4. Communicate to the R2 board through the Board Liaison (Events Coordinator).

9. Convention Committee

Convention Chair Duties and Responsibilities:

- 1. Coordinates the Region 2 convention.
- 2. Calls the first R2 Convention Committee meeting.
- 3. Coordinates with the participating hotel the contract outlining all aspects of the convention, including space, dates, times, costs, etc.
- 4. Delegates/outlines duties of each subcommittee.
- 5. Is ex-officio member of every committee and is to be invited to all meetings. If the R2 convention Chair is unable to attend, she/he should be informed of *all* happenings, especially dates, to coordinate with other subcommittees. Assistant can attend with or in place of R2 Convention Chair.
- 6. Communicates to the R2 Board through the Board Liaison (Events Coordinator). Provides a written report to the R2 Board, all happenings, problems, etc. that surround the planning of the R2 convention.
- 7. Encourages and supports all volunteers/workers, attempts to involve as many people as possible, ever mindful that Twelfth Step work is essential to recovery.
- 8. Studies and sets up timetable with all subcommittees.
- 9. Makes sure all committee chairs meet deadlines.
- 10. Becomes thoroughly familiar with all aspects of the Convention Policies and Procedures Manual.
- 11. Initials all bills presented by committee chairs before presenting them to the R2 Convention Treasurer.
- 12. Encourages reading of the Serenity Prayer, Twelve Traditions or other similar material at all committee meetings. (Remember that spirited discussion and conflict can improve a job if the

ultimate decision is left to group conscience and personalities yield to principles.)

13. Provides written progress report to R2 Board at each R2 Board meeting.

Section VII. OPERATING POLICIES AND PROCEDURES

A. Business Meetings

1. The group conscience is more important than the technicalities of the actual motion.
2. All motions should be submitted in writing on 2 duplicate forms (total of 4 copies): all given to the Secretary.
3. Robert's Rules of Order will be followed except when to do so would conflict with VIII, A, 1 above.
4. A copy of R2 Assembly Minutes will be distributed to all Intergroups and all present.
5. A parliamentarian will be at each assembly, whenever possible.
6. A form for registration of RR's will be available from the R2 Publications Coordinator at all R2 Assemblies.
7. All Bylaw proposals must be submitted in writing to the Publications Coordinator a minimum of sixty (60) days prior to an R2 Assembly in order to be considered at that assembly.
8. Any or all Operating Policies and Procedures may be amended or modified by a majority vote of the R2 Assembly or the R2 Board or both.

B. Financial

1. R2 shall pay the expenses of its Chair or designated alternate to the World Service Business Conference, unless otherwise provided.
2. Board members' registrations, meals, lodgings and transportation expenses will be paid for attendance at R2 Conventions.
3. R2 shall pay the following expenses for the R2 Trustee at the annual R2 Convention: registration, hotel, meals and additional on-site expenses. The R2 Trustee shall be responsible for any and all transportation expenses to and from the Convention.
4. When asked by the R2 Board to report at a Board meeting, the expenses of any committee chair shall be paid by R2 unless those expenses are otherwise provided for.
5. R2 shall fund at most three (3) Trustee candidates to attend the WSBC at which elections for that position are to take place. R2 shall fund the candidates meeting the following conditions:
 - a) The candidate is among the three (3) people receiving the highest number of votes for the R2 Trustee nominee.
 - b) The candidate has received a majority of the votes.
 - c) The candidate is neither the incumbent Trustee nor a delegate to the WSBC representing an Intergroup.
6. Individual donations will be acknowledged on a separate sheet to be included with the R2 Assembly mailing if possible.
7. All expense reports must be submitted to the R2 Treasurer within six months of incurring expenses in order to be reimbursed. (See Appendix)
8. R2 policy on selling outside enterprise material shall be in accordance with WS Conference Policy.

9. Any expenditure exceeding budgeted amounts by more than ten (10) percent shall be submitted for Budget override for approval by the R2 Assembly.
10. Contributions to World Service shall be included in budget proposals.
11. Payment of expenses which would exceed budgeted amounts, except in the case of carrying out day-to-day business of the region, will be withheld until approval of a budget override has been passed by the R2 Assembly.
12. Mileage for committee business will not be reimbursed.

C. R2 entry into Legal Contacts

1. R2 shall only enter into legal contracts by a majority vote of the R2 Board, subject always to R2 Assembly prior approval or R2 Assembly endorsement.
2. No single R2 officer, Committee Chair, RR or other single party shall be empowered to commit R2 to legal contracts or encumbrances.
3. All contracts between R2 and other parties shall be in writing with appropriate signatures.
4. No credit cards are to be established under the Region 2 name. All contracts and obligations will be paid by issuing a check to individuals and/or companies for authorized expenses.

D. Intergroup Funding Assistance program

1. Intergroup funding assistance will be available to Intergroups to send RRs to region 2 Assemblies.
2. Applications must be received by the Region 2 Treasurer by the end of the first business session at the assembly for which funding is requested. The R2 Treasurer will acknowledge receipt of the application and provide the RR with a 'confirmation' slip which must be signed and returned to the Treasurer after the last business session of the assembly.
3. Available funds will be distributed:
 - a) Among all Intergroups who apply;
 - b) Based upon mileage from the Intergroup address, or post office street address, to the assembly at 31 cents per mile.
 - c) Up to a maximum of \$350.00 per assembly per any one Intergroup.
4. If funds are requested which exceed the available maximum, they will be reduced on a pro-rata basis amount all Intergroups applying.
5. Minimum funding will be determined at the assembly during the budget presentation. No more than half of the budgeted funds will be distributed at the 1st assembly of the year without the assembly's approval prior to the close of business.
6. Additional funding will be determined at the R2 Assembly prior to the assembly for which the funding will be requested.
7. IFAP monies will be sent to each Intergroup Office after the Treasurer has confirmed the mileage and amounts requested in all applications. RRs are required to attend all business sessions of the assembly to be eligible for funding assistance.

E. Reporting

1. All Committee Chairs must report in writing or in person to each R2 Assembly or be removed from that position.

2. All R2 Board Members must submit a written report to each Board member at each Board meeting and to the Secretary at R2 Assembly.
3. Committee meeting minutes shall be delivered to the Secretary no later than 30 days following assembly.
4. Oral committee reports shall be presented at a designated time at each R2 Assembly.
5. It is the responsibility of the sponsoring Board member to see that a profit and loss statement be submitted to the R2 Board following each R2 event.

F. Correspondence

1. All mail shall be delivered to the R2 Treasurer.
2. The R2 Treasurer shall respond to all financial correspondence including donations, invoices, requests for reimbursements, etc.
3. The R2 Treasurer shall forward all remaining correspondence to the appropriate person.
4. The R2 Secretary shall respond to any routine matters covered by existing policy and procedure.
5. The R2 Chair shall receive and respond to all matters which involved the Region as a whole or of general interest to the Region.
6. The R2 Trustee shall receive and respond to all matters which involve multiple Regions of Overeaters Anonymous as a whole.
7. The Events Coordinator shall receive and respond to all matters which involve R2 Convention Committees or other matters delegated by the Chair.
8. The Publications Coordinator shall receive Intergroup, Region and World Service newsletters and any other publications or announcements of events.
9. Matters of correspondence which overlap the areas of stated responsibility shall be brought to a Board meeting to determine the appropriate respondent.

G. Appointments

1. The R2 Chair shall appoint an RR as the R2 delegate to the Reference Committee at the annual World Service Business Conference.
2. The R2 Chair shall appoint an R2 Committee Chair subject to the R2 Board confirmation.
3. RR's must be present at the R2 Assembly and willing to serve in order to be eligible for appointment.

H. Newsletter

The R2 Board shall determine the format, frequency and method of distribution of the R2 newsletter. The R2 Publications Coordinator shall be responsible for it's preparation and distribution.

I. R2 Treasurer's Procedures

Disbursements

1. Checks are to be made out only when:

- a) An expense report (with receipts) is received and budgeted for.
- b) A bill or statement is presented for goods or services.
2. Prepare expense reports for all reimbursements, if one hasn't been prepared already. (It makes filing easier when small bills and receipts are attached to it.)
3. Record the date, check number, and amount paid on the expense report or vendor invoice, as well as in the check register.
4. Post disbursements in the R2 bookkeeping program using the forms and check register.
5. Attach the duplicate copy of the check to the forms and file with receipts attached.

Handling of Mail:

1. Open mail. Distribute to appropriate Board member at least once per month.
2. Write World Service Office (WSO) group number on the donation check. If WSO # is not indicated, write the meeting city, day of week and time. Discard all forms and envelopes. Use the WSO website, or the 'Directory by Region' spreadsheet which is available from the WSO to determine the group #. If unable to determine the group #, the amount is posted to 'unidentified' meeting donations unless determined to be an individual donation. If the check is for other income, indicate to which account the funds were posted.
3. Stamp back of check.
4. After posting the checks in the R2 bookkeeping program, run two adding machine tapes showing total of all checks to be deposited, verifying the totals with the amount shown on the cash receipts journal. One tape is submitted with checks to bank, one tape is kept with check copies.
5. Photocopy checks.
6. Take or mail checks and deposit slip to bank.
7. Attach deposit receipt to check copies.

Handling of Returned Checks:

1. Using the form letter for return checks, mail copy to maker of check. Included should be a copy of the returned check and form from the bank. Highlight the returned check fee and request reimbursement.
2. Post returned check fee in the check register and record keeping device.
3. File returned check and bank form. (If maker of the check makes check good, return original check to maker.)

J. R2 Board:

1. Election
 - a) Candidates will be allowed five (5) minutes to address the assembly. This will be followed by a question and answer session. Questioners will line up at the "Questions" microphone. One question will be permitted per person. The session will end when everyone has asked a question, or five (5) minutes has expired.

- b) The Chair will appoint an Election Committee of up to three (3) members from the trustee, Alternates and Visitors, who will collect and count votes, and report the results to the Chair.
 - c) The Chair shall review the voting rules:
 - i) Elections shall be by secret ballot.
 - ii) Voting representatives must wear an identifying badge.
 - iii) The room shall be closed during balloting. No one shall enter or leave. Visitors and Alternates shall be seated at the rear of the room. Doors will be secured by a visitor or volunteer.
 - iv) There will be no talking during voting.
 - v) Ballot papers will be distributed to voting representatives, who shall vote for the candidate of their choice by writing their name on the ballot paper. Write the candidates name you are voting for, or "*None of the above*" to cast an appropriate ballot. Blank ballots are not counted. Voting representatives shall fold their completed ballot paper in two and hold it in the air to signify completion.
 - vi) Results shall be announced, along with the vote counts, to the assembly. If no one receives a majority, a further ballot will be taken, dropping candidates with less than 20% of the total votes counted. If no one receives less than 20%, the candidate with the fewest votes will be dropped. This process shall continue until someone is elected, or a majority has voted for "*None of the above.*"
 - vii) A motion to destroy ballot papers will be entertained.
 - viii) Candidates shall be present at the assembly at which the election will be held in order to be considered.
2. Vacant Board Position
 - a) The Chair shall appoint an interim officer to fill a vacant Board position in accordance with Article IX, Section E of the R2 Bylaws. The appointments shall be subject to R2 Board confirmation.
 - b) If the Chair is the vacant position, the Vice Chair shall assume the position of Chair in an orderly manner. The new Chair shall then appoint a replacement Vice Chair in accordance with Item a).
 3. R2 Board shall develop and renew long and short-term goals annually.
 4. The Region 2 Board shall not submit any motions for consideration at World Service Business Conference without submitting same for consideration and approval by the RR's at a regular R2 Assembly.

K. Policies & Procedures Manual

1. The R2 Policy and Procedures Manual will be updated every two years, after the last assembly of the year. The Manual will be distributed at the first meeting of the following even

- year to Board members, Committee Chairs, and copies will be made available for purchase.
2. This Manual shall be distributed free of charge to each Board Member and Committee Chair within R2.
 3. Loaner copies of this Manual shall be made available at all times throughout R2 Assemblies.
 4. Individual requests for a copy of this manual can be purchased from the Publications Coordinator at the R2 Assembly cost.
 5. The R2 Publications Coordinator drafts operating policy and procedures as directed by the R2 Assembly, the R2 Board or as required by business operations.

L. R2 Tape Library

1. The R2 Tape Library's purpose shall be to carry the message of recovery throughout R2 by making available R2 and WS Convention tapes.
2. Any member of the fellowship may request a tape.
3. A maximum of 3 tapes may be requested at one time with a \$10 refundable deposit/per tape, with the exception of Public Information tapes which may be requested in any number with a \$20.00 deposit per tape or reel required. Checks payable to "R2" or "Region 2."
4. All postage and handling costs shall be absorbed by R2.
5. Each tape shall be loaned for a maximum period of one month.
6. The administration of the R2 Tape Library shall be the responsibility of the R2 Secretary.
7. Tape requests will be honored, providing there are at least two (2) copies of the requested tape in the R2 library. The tape librarian will not lend the only copy of any tape.

M. Speaker/Leader List

1. The R2 Speaker/leader List shall be updated annually by the Vice Chair.
2. A minimum two years of current abstinence is required for a speaker to be placed on the list, each person being the sole judge of his or her own abstinence.
3. Speakers must have taken the Fourth and Fifth Steps of the Twelve Steps.
4. A column designating "Recovery From Relapse" shall be included.

N. Region 2 Mailings Lists/Labels

1. The Region 2 Publications Coordinator is responsible for all R2 mailing lists and labels (Regional representatives, Unaffiliated Groups, Intergroups, Newsletter Subscriptions).
2. The mailing list/labels of individual Region 2 Representatives will be made available only to the R2 Board for their use in the context of their positions and/or for any mailings or communications deemed necessary.

3. The mailing list/labels of R2 Intergroups will be made available to the Region 2 Board, Region 2 Committee Chairs and Region 2 Intergroups for their use in Region 2 business.
4. The mailing list/labels of R2 Unaffiliated Groups will be made available to the Region 2 Board and/or their designees for their use in the context of their position and/or for any mailings or communications deemed necessary.

O. R2 Assembly Workshop Guidelines

1. *Agenda Item:* Presented at Region 2 Assemblies.
Time allocated: Approximately one (1) hour.
2. *Topics:* Topics chosen by the Vice Chair (with assistance and approval of R2 Board) based on input and requests from the R2 Assembly.
3. *Format:* To be determined by the topic and needs of the assembly. Can be: (a) Presentation/discussion led by R2 Board members or selected RRs; (b) Break-out into small groups each facilitated by a member of the R2 Board with highlights reported during last half hour of workshops; (c) Other formats including games, panels, or any entertaining way of presenting material with handouts to give RRs something tangible to take back to their groups.
4. *Purpose:* To educate R2 representatives on service, traditions, parliamentary procedure, and other elements of working together in Region 2 of Overeaters Anonymous. To encourage informed discussion and sharing of ideas and experience.

P. Committee presentation Guidelines

1. *Agenda Item:* Presented at Region 2 Assemblies. One hour workshop (30 minute presentation/30 minute questions and comments by assembly).
2. *Topic/Presenter:* One R2 Committee is selected per assembly to present a workshop on that committee. The presenter may be the Committee Chair and/or another committee member appointed by the R2 Vice-Chair with assistance and approval of the R2 Board.
3. *Purpose:* Educate and inform the R2 Representatives about the goals, function and implementation of each R2 Committee.
4. Presenters are asked to remember the following:
 - a) Start with the basics: What does your committee do? What is its purpose, its background/history? Don't take for granted that anyone knows anything about your work. You might also include information on long and short term goals, special projects you are working on now, and some of the results of your committee's efforts. Be as specific as possible.
 - b) Include at least one handout for RR's to take back to their Intergroup – something tangible to aid in their Intergroup reports. A brief statement of purpose and a few "how to's" will give Reps and/or their Intergroups something to work with in developing their own committees and allow them to contribute to your work here at R2. [The cost of handouts should be charged to your committee's budget.]
 - c) Keep in mind that these presentations are part of our R2 business assembly and your primary purpose here is education

and information. Ask for help from your Board Liaison and your committee if you need it.

Q. R2 Literature Replacement Fund

The purposes of this Fund is to make available to Intergroups, upon application to R2, a donation of up to \$100 for replacement of OA literature lost in emergency situations.

R. Selling of Intergroup Fundraising Items at R2 Events

In the interest of supporting Intergroup fundraising activities, R2 will provide a special table at all R2 events for sale of Intergroup fundraising items. All items are expected to adhere to the 12 Traditions.

S. R2 Policy Regarding Loan of R2 Property

Intergroups and service bodies within Region 2 may apply to the R2 Board for loan of Region 2 property by submitting a signed letter guaranteeing replacement of the item(s) and assumption of all costs related to the loaned item(s). The letter must state the time frame of the loan and when the item(s) will be returned to R2.

The R2 Board will review any requests for loans received at the Board meeting following receipt of the request; after Board consideration, the requesting service body will be informed of the Board's decision. The R2 Board reserves the right to grant or deny any request.

T. Service and Traditions Workshops

The R2 Board may appoint members from the Fellowship to facilitate R2 workshops in addition to members of the R2 Board.

Glossary and Abbreviations

Bylaws	The governing document of the OA corporate organization which includes identity, rights and privileges of OA members with respect to the corporation.
BOT	Abbreviation for the Board of Trustees of Overeaters Anonymous, Inc.
Conference	Annual business meeting which ensures OA operates through group conscience.
Convention	Annual event for fun and recovery. Both World Service and Region 2 organize weekend conventions.
GST	Abbreviation for General Service Trustee. Six members of the BOT who oversee the World Service office.
Intergroup	The service body that provides services to the local area groups.
IFAP	Intergroup Funding Assistance Program.
P&P	Refers to Region 2 Policy & Procedures Manual containing on-going policies adopted by R2 Assembly and R2 bylaws
R2	Region 2 of Overeaters Anonymous (includes California, Hawaii, Mexico and Northern of Nevada).
R2A	Abbreviation for Region 2 Assembly - meets twice per year to carry out business of Region 2. Dates and locations vary.
Regions	OA is divided into ten geographic areas specifically defined in the bylaws.
Regional Assembly	Business meeting of Regions to which Intergroups send representatives.
Regional Representative	Person chosen by an Intergroup to represent their interests at Regional Assemblies and to bring back pertinent information.
Regional Trustee	Ten members of the BOT who act as liaisons between the different geographic areas and World Service. Each Trustee serves and represents Overeaters Anonymous as a whole. Trustee candidates are nominated by Regions but elected at

	the World Service Business Conference
S&T	Service and Tradition Workshops. Region 2 Board Members or Board appointed representatives are funded by the Region to attend Intergroup-sponsored events in order to share their knowledge, experience strength and hope about Service and Traditions in Overeaters Anonymous.
Unaffiliated Group	OA Group registered with World Service but not listed by World Service as part of an Intergroup.
WSBC	World Service Business Conference. Annual business conference which ensures OA operates through group conscience.
WSO	Abbreviation for World Service office - as of 1994 located in Albuquerque, New Mexico with a paid office staff (both OA and non-OA members) who conduct day to day business of OA.
Service Structure	Basic OA Service Structure Individual OA Member Groups/Meetings Intergroups Regions WS

RECOMMENDED READING

OA Group Handbook — Published by World Service Office and available through literature order form — includes helpful information such as:

What About Insurance Requirements for Groups?

What Are Some Good Qualifications for Service Volunteers?

How Do Good Groups Get Better?

How Did OA Start and When?

When Is “Breaking My Anonymity” Not an Anonymity Break?

The Twelve Steps and Twelve Traditions of Overeaters Anonymous — Published by OA World Service, available through literature order form.