

OVEREATERS ANONYMOUS

REGION TEN

POLICY MANUAL

A SUMMARY OF CONTINUING EFFECT MOTIONS

1994-2020

ADOPTED BY THE REGION TEN ASSEMBLY OF OVEREATERS ANONYMOUS  
October 2020

INDEX TO THE OVEREATERS ANONYMOUS REGION TEN  
POLICY MANUAL OF CONTINUING EFFECT MOTIONS

**NOTE: The Policy Manual is arranged chronologically while the index is arranged alphabetically by topics.**

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## NOTE:

The Region Ten Bylaws Committee shall oversee the region assembly final report annually to ensure it is researched in order to update this summary with any business motions that have continuing effect, or for deletion of motions. This includes new, revised, or rescinded motions adopted by the Region Ten Assembly.

## EDITORIAL COMMENT:

In 2006 the region board undertook an editorial review and update of this manual. Most changes were for consistency of style, however some changes were also made where terminology was inaccurate in the original, for clarity, or where usage had changed.

Those changes were

- Region delegate (in reference to assembly) changed to region representative. (1994a)
- Assembly minutes changed to Assembly Final Report. (Index, 1995a and Convention Guidelines)
- Deletion of the term “new policy motion: or “policy motion”; “New business motion” is the correct term. (Index, 1996b and appendix (i))
- The word “number” changed to “letter” at the end of the first full line. (Appendix (i)).
- Convention Guidelines Footnote. Guidelines for Special Events changed to the correct title Guidelines for OA events. (2006a)
- All currency is in Australian dollars unless otherwise stated.

In 2009 the region board undertook a further editorial review and update of this manual.

- Previous wording intergroup(s) changed to service body(ies),
- Remove redundant word intergroups,
- Previous wording donations changed to contributions,
- Previous wording Intergroups unaffiliated groups and N/LSBs changed to service bodies and unaffiliated groups,
- Add Definition to Bylaws glossary - Service Body(ies),
- Glossary changes in line with service body changes noted above.

In 2016, the region board undertook an editorial change or removing all reference to News Sheet and replacing with Newsletter (generic) (Policy 2016 – deleted 2020)

In 2020 the region board undertook a further editorial review and update of this manual to make it easier to search and understand policies.

- The numbering system refers now to both the page in the Final Assembly Report and the page in this Policy Manual for easier reference.
- Policies still in existence are in the main section of the Policy Manual.
- Each policy that has been amended, rescinded, or deleted can now be found - in full – in order by the assembly date - in the back of the Manual under the Rescissions & Deletions section.
- Each Policy reference whether in the main section or the back section has the category stated so it can be easier to piece together.

## OVEREATERS ANONYMOUS - REGION TEN POLICY MANUAL

### A SUMMARY OF CONTINUING EFFECT MOTIONS 1994 – 2016

#### INTRODUCTION

It is noted that all motions appearing in this summary were adopted by the group conscience of the Overeaters Anonymous Region Ten Assembly.

#### CONTINUING EFFECT MOTIONS

- 1994a Assembly** -It was adopted that registration forms for Region Ten assembly representatives will include the following statement:  
"To all Service Body chairs - please advise the representatives that the personal details provided on this form will appear on a list to be distributed to all assembly representatives".
- 1994a Background** *Concern was expressed that distributing a list of names, addresses and telephone numbers of region representatives was a break of anonymity. This policy was formulated to ensure future region representatives will be aware of this procedure and understand that it is not a break of anonymity.*
- 1994b Outreach** - Deleted 2006
- 1994c Finance** - Deleted 2006
- 1995a Service Directory** – Amended (See 2020a).
- 1995b Assembly** - It was adopted that the Region Ten assembly grant permission for motions to be presented from unrepresented service bodies who are eligible to send representatives.
- 1995b Background** *To ensure a good cross-section of ideas is able to be presented for consideration at a region assembly and to facilitate a more precise group conscience.*
- 1995c Outreach** - It was adopted that a group sponsorship programme be set up in Region Ten by the-Outreach Committee, whereby registered groups can sponsor other groups within the region, to be actioned by the Outreach Committee.
- 1995c Background** *Following a request to find a way to link groups and Service Bodies within Region Ten over the vast distances.*
- 1995d Finance** - Deleted 2006
- 1995e Travel Scholarship** - Rescinded 1998 replaced by **1998d**;
- 1995f Region Committees** - Rescinded 2017
- 1996a Region Committees** - Rescinded 2000

- 1996b Assembly** - It was adopted that the Region Ten Assembly accept as policy the following procedure for the submission and consideration of all:
- new business motions (sometimes known as policy motions)
  - amendments to the *Region Ten Bylaws*
- All proposed new business motions and/or amendments to the *Region Ten Bylaws* shall be submitted in the appropriate guide format and shall include:
- a) a statement of intent
  - b) a statement of the procedures necessary for the implementation of the proposal (if necessary)
  - c) a statement of estimated costs associated with the proposal
  - d) arguments showing relevance and importance
  - e) history of similar motions (if possible)
- (See Appendix (i) for guide formats.)*
- 1996b Background** *To assist the formulation and writing of new business and/or bylaw amendment motions and to ensure valuable assembly time is not used in trying to research and properly word motions.*
- 1997a Region Committees** - Rescinded 2000
- 1997b Region Committees** - Rescinded 2000
- 1997c Convention Committee Guidelines** - Amended (replaced by **1998e**)
- 1998a Mission Statement** - Rescinded 2017
- 1998b Policy Manual** It was adopted to accept the Overeaters Anonymous Region 10 Ten Summary of Continuing Effect Motions 1994 – 1997 (commonly known as the Policy Manual) and to make copies available to members in the region.
- 1998b Background** *It is customary within each OA Region to have a summary of business motions which have been passed at previous assemblies and which have continuing effect, in the form of a Policy Manual. It enables quick and easy access to information about the Region's policies.*
- 1998c Literature** - Revised 2017 (see **2017a**)
- 1998d Travel Scholarship** - Rescinded 1999 (replaced by **1999c**)
- 1998e Convention Committee Guidelines** - Amended 1999 (see **1999b**)
- 1999a Trustee Nominee Scholarship** - Amended 2014 (see **2014c**)
- 1999b Convention Committee Guidelines** - Amended 2006 (see **2006a**)
- 1999c Travel Scholarship** - Amended 2001 (see **2001b**)
- 2000a Convention Committee Guidelines** - Rescinded 2007 (see **2007a**)

- 2000b **Region Committees** - It was adopted that the 1996a, 1997a and 1997b continuing effects motions be rescinded as they are now incorporated in the Overeaters Anonymous Region Ten Bylaws (*Reference Article X Committees*)  
**1996b Background** *To allow consolidation of all committee procedures into one document.*
- 2001a **Region Committees** - Amended 2013 (see 2013a)
- 2001b **Travel Scholarship** - Amended 2017 (see 2017b)
- 2002a **Region Committees** - Amended 2009 (see 2009a)
- 2005a **World Service Business Conference Delegate Fund** - Amended 2011 (see 2011b)
- 2005b **Policy Manual** It was adopted to include “Deletions” in the heading of Appendix (ii) in the *Region Ten Policy Manual* so that the heading reads “Rescissions and Deletions”  
**2005b Background** *To allow for removal of non-current policies, deleted and rescinded, so that the policy manual will be a summary of continuing effects motions as its title states. This appendix will then be an historical record of policies adopted, that no longer have continuing effect.*
- 2006a **Convention Committee Guidelines** - Amended 2007 (see 2007b)
- 2007a **Convention Committee Guidelines** - Amended 2008 (see 2008b)
- 2007b **Convention Committee Guidelines** - Amended 2008 (see 2008b)
- 2008a **Finance** - It was adopted that Region Ten create a fund to provide financial assistance to help with OA approved literature translations.  
**Region Ten Translation Fund**
- a) The fund will be budgeted for to provide financial assistance to help with costs of translating OA approved literature.
  - b) The amount will be determined each year at Assembly.
  - c) Applications will be invited from OA groups/ Service Boards within Region Ten to translate literature as per the official licensing process.
  - d) Requests for assistance should be made to the Region Ten Chairperson at least (6) six weeks prior to assembly.
  - e) Assembly will determine successful applications
- 2008a Background** *To provide financial assistance and therefore help those members involved in the costly and time-consuming process of translating literature.*
- 2008b **Convention Committee Guidelines** - Amended 2008 (see 2008c)
- 2008c **Convention Committee Guidelines** - Amended 2012 (see 2012a)
- 2009a **Region Committees** - Amended 2017 (see 2017c)
- 2009b **Finance** - Amended 2013 (see 2013b)
- 2009c **Policy Manual** - It was adopted that the Overeaters Anonymous Region Ten Summary

of Continuing Effects Motions (commonly known as the Policy Manual) shall be updated, where necessary, after each Region Ten Assembly and made available to members in the region.

**2009c Background** *To have policy that reflects current practice*

2010 **Region Committees** - Deleted 2014

2011a **Finance** - It was adopted that the budget for Region Ten Board include the cost of convention registration expenses

**2011a Background** *For Region Ten to be fully self-supporting, as well as being in line with other Regions; the Board is expected to attend and to participate in the Annual Region Ten Convention after Assembly.*

2011b **World Service Business Conference Delegate Fund** - Amended 2012 (See 2012b)

2012a To amend 2008c by adding the Bid Submissions section.

**CONVENTION GUIDELINES**

**Bid Submissions:**

1. Bids can be submitted up to 3 years in advance and approved at any Annual Assembly Meeting.
2. Bids will not be approved for a year until the preceding year has been decided.
3. Submitting Service bodies will provide information verifying the venue meets the criteria specified in the Convention guideline and that they are committed to the holding the event 1, 2 or 3 years out.
4. Dates will need to accommodate Trustee and Chair's OA commitments which regularly occur in August and November

**Costing:**

1. Be mindful of the fact that the price needs to be suited to the average budget but be aware that the convention is a Region Ten fund-raiser.
2. Associated costs include postage, photocopying, stationery (including nametags for convention only), and toll calls
3. When working out costs of attendance, accommodation and registration costs should be calculated separately to avoid overnight guests subsidizing day-trippers.
4. The registration fee should be paid by all attending and the committee should ensure that it is set at a level that covers all costs, including those listed above.
5. A cancellation policy is to be set by the convention committee with board liaison.

**Venue/Accommodation:**

1. Suggested accommodation: seminaries, universities, retreat centres, church camps, motels, boarding schools, training colleges
2. Ensure all negotiation is confirmed in writing with reference to names and dates.
3. Accommodation to be single and/or shared rooms with shared facilities.
4. Allow for separate accommodation for male/female guests.
5. Ensure that the menu is negotiable, and provision is made, wherever



- possible, for people to bring their own food.
6. Photocopy facilities to be available (weekends included).
  7. Provide notepads, pencils, Blu-Tack, pins, tape, stapler, paper clips.
  8. Make a whiteboard available.
  9. Venue to be close to transport, shops and airport, where possible.
  10. Assembly meeting requires one (1) large room with boardroom seating for up to thirty (30). The Convention requires one (1) large room that will hold up to one hundred (100) and three (3) small rooms which can seat twenty to thirty 20/30 people per room.

**Programme:**

1. The assembly programme is set by the Region Ten Chair.
2. The assembly agenda is sent in advance to the convention committee chair so that the mealtimes can be coordinated with the kitchen.
3. The convention programme is to be sent to the Region Ten Board to be ratified two (2) months prior to the event.
4. When selecting members to be lead speakers and/or chair meetings we suggest two (2) years abstinence.
5. The programme will include an opening *Meet the Board* session on the Saturday morning at which the board members will introduce themselves and share their experience on the theme of the convention. There will not be an alternative session offered at this time.
6. The programme will also include an Ask-It Basket session on the Sunday morning. There will not be an alternative session offered at this time.

**Flyers:**

1. Ideas for themes: *Come to Believe, Living in the Solution, Attitude of Gratitude.*
2. The theme and flyer need to be submitted to the Region Ten Board for ratification within one (1) month of the close of the current assembly to enable the flyer to be distributed with the assembly final report
3. Flyers to be sent to World Service Office, all other Regions of OA and *Lifeline*.
4. The assembly/convention registration form is to be ratified by the board before being mailed out.
5. Registration forms to be circulated to all on the Region Ten mailing list six (6) months prior to the event.

**NB:** An up to date mailing list is to be obtained from the Region Ten Secretary.

**Board Liaison:**

1. The assembly and convention is a Region Ten event and in organising this, the convention committee needs to have ongoing liaison with and ratification by the Region Ten Board of the programme, flyers and forms.
2. The committee should be aware of the need to adhere to The Twelve Traditions and The Twelve Concepts of OA Service.

**Float:**

1. A float of five hundred dollars (\$500.00) is available to the convention committee for initial costs to be reimbursed to the Region Ten Treasurer when the event account is finalised.
2. Please submit a detailed financial report to the treasurer with reimbursement of the float for future convention committee use.

**Recording:**

1. The assembly will not be recorded.
2. The host Service Body will arrange recording of the convention.
3. Costs of recording will be incorporated in the convention registration cost.
4. The activity of recording will be undertaken in an economical fashion. This may involve partial funding (approximating the cost of hiring equipment) of members from another Service Body which owns taping/recording equipment.

**Catering:**

1. It is recommended that a basic menu be provided; sauces, dressings and condiments to be on the side.
2. Please keep in mind that sugar, salt, fat and alcohol are a problem for many OA members.
3. It is recommended that people with special dietary requirements be advised to make their own arrangements.
4. It is recommended that reasonable effort be made to ensure OA members living in who need to prepare their own meals can do so.
5. For budgeting and fundraising reasons Region Ten is unable to offer reduced registration fees for people who bring their own food.

**Entertainment:**

1. Keep it simple.
2. OA members' partners can be invited to the convention social function.

**Footnote:**

- Hosting an assembly/convention is an opportunity for your Service Body to grow together in unity, and for many, particularly newer members, to experience the joy of service.
- It is invaluable for the Service Body committee running the event to get as many members as possible actively involved. Some ways, in which to involve people, or whole groups, are transport, hospitality, publicity, entertainment and registration.
- The convention committee needs to be aware that the region representative role is a full-time commitment. It is suggested that someone other than the region representative be available to deal with general enquiries during the time of the assembly.
- Further guidelines can be obtained from the World Service Office *Guidelines for Special Events*.

**2012a Background** *We needed a process to allow bids to occur up to 3 years in advance for Assembly and Convention*

2012b World Service Business Conference Delegate Fund - Amended 2014 (See 2014d)

2013a Region Committees - Newsletter Guidelines – Replaced 2020 (see 2020b)

2013b Finance - It was adopted that Region Ten Assembly create a line item within the Region Ten budget for the provision of funds (when feasible) to assist IGs with the cost of providing booths at large regional public information expositions or health fairs.

**2013b Background** *To assist IGs with meeting the costs of booth hire at such events (when appropriate) especially where the IG covers large areas and such events may be held in towns/cities distant to each other.*

- 2013c Finance** - It was adopted that Region Ten Assembly set funds aside during budget setting process (if feasible) for the provision of a second set of pull up banners in Australia and New Zealand
- 2013c Background** *To make the banners/posters more readily available especially if the extra funding is available for public information events.*
- 2014a Region Committees** - It was adopted that an ad-hoc committee be setup to look at implementing an electronic virtual presence at Assembly.
- 2014a Background** *To allow more representatives to attend assembly virtually, while not burdening their service bodies/unaffiliated groups. The same assembly ground rules would apply.*
- 2014b Region Committees** - Move that this assembly set up an ad-hoc committee to facilitate the development of an OA glossary of Maori terms to enable the translation of literature into Maori
- 2014b Background** *To start the process of translating literature into Maori as per requests from members.*
- 2014c Trustee Nominee Scholarship**
- It was adopted that **1999a** be amended to remove year specific wording and read:
- a) Region Ten create a scholarship fund to assist a Region Ten Trustee nominee to attend the World Service Business Conference.
  - b) The scholarship fund be ongoing to assist a Region Ten Trustee nominee to attend World Service Business Conference as required in accordance with *OA Inc. Bylaws* (currently every three (3) years).
- 2014c Background** *To ensure there are funds available to send a Region Ten Trustee Nominee to the WSBC approximately every three years.*
- 2014d World Service Business Conference Delegate Fund** - It was adopted that **2012b** be amended to read as:
- Region Ten WSBC Delegate Fund**
- Region Ten hold a fund for the purpose of assisting service bodies (i.e. service body, unaffiliated group or national/language service board) within Region Ten to send a delegate to World Service Business Conference (WSBC).
1. Applications for funding need to be received by the region chair six (6) weeks prior to assembly.
  2. Delegates need to meet criteria as set out in *OA Inc Bylaws, Subpart B, Article X Section 3*.
    - a) Priority will be given to a Service Body /unaffiliated group or national/language service board that has never sent a delegate to WSBC.
    - b) However, a successful applicant may apply to send the same delegate for a second time.
  3. Service bodies or groups whose delegate meets the above criteria will be allocated as much funding as is available to a maximum of estimated costs.
  4. Should more than one applicant meet the criteria equally, a vote will be taken at assembly to determine the successful applicant(s).
  5. A second vote will be taken to fund an alternate applicant, in case the first successful applicant is unable to send their delegate after all.
  6. Voting requires two thirds of the assembly in favour for the applicant(s) to be successful.

7. Should neither applicant be able to send a delegate, funds will be carried over to the following year.
8. Funds are raised from contributions from service bodies and may be supplemented from Region Ten's budget as and when appropriate.
9. The forthcoming year's budget will include a discussion with regard to this fund.

**2014d Background** *To reflect current practice in that Region Ten is currently supporting more than one service body to send a delegate to WSBC.*

2016 Policy Manual editorial- Deleted 2020

2017a Literature - To form an Ad-hoc committee to review the Region Ten Handbook  
**2017a Background** *To ensure the information in Region Ten Handbook is relevant and current.*

2017b Travel Scholarship - To amend 2001b  
**Region Ten Travel Scholarship**

- a. The purpose of the travel scholarship is to get as many intergroups represented as possible at each assembly.
- b. The travel scholarship shall be distributed to Service Bodies to assist with the travel and related costs of sending a representative to the next Region Ten Assembly.
- c. The Region Ten Board will choose the Service Bodies.
- d. The criteria used will be based on which Service Bodies have not been able to send a representative for the longest time; or those with a financial need; or where there are no applications from any intergroup but there are intergroups prepared to send a second representative if they had financial assistance.
- e. Where funds permit, a minimum of seven hundred dollars (\$700.00) and a maximum of one thousand, five hundred dollars (\$ 1,500.00) (the exact amount to be determined by the board) is to be allocated to the travel scholarship fund.
- f. If the Service Body accepting the travel scholarship does not require the full amount available, then the residual amount will be offered to the Service Bodies referred to above.
- g. If no Service Body is able to use the money it will be returned to the region funds.

**2017b Background** *To further explain the purpose of the fund and clarify the order in which funds are allocated.*

2017c **Committee Guidelines** - Amended 2002a, Amended 2009a  
 The following guidelines were adopted by Region Ten for all Region Ten Committees  
**Guidelines for All Region Ten Committees**

In addition to their specific goals set each year at assembly and in accordance with the *Region Ten Bylaws* and existing policies, all Region Ten committee chairs will ensure the following guidelines are adopted in their planning sessions at assembly and maintained throughout the year:

- ensure there is a general description of the committee's roles;
- have a clear set of goals for the year with milestones, tasks and timelines;
- all goals and tasks are to comply with the Twelve Traditions, the Twelve Concepts of OA Service and with all OA copyright requirements;
- allocate each committee member defined tasks and timelines;
- each committee member to liaise with the chair of the committee;

- each committee member is responsible to ensure that allocated tasks are completed within the approved timelines, and to ask for help if they face problems;
- if the committee wishes to undertake any objectives not outlined at the assembly where the original tasks were approved, then board approval must be sought;
- the content of any mail out within the region needs to be agreed to by the designated board liaison for the committee, two (2) weeks prior to mail out;
- contact the Region Ten Secretary two (2) weeks before any proposed mail out for the updated region directory mailing list;
- the chair of the committee will give a brief report to their board liaison approximately three to four (3-4) times per year, at least two (2) weeks prior to board teleconference calls/meetings;
- the chair will distribute to all other members of the committee a report on any board conference calls;
- committee chair to write report for the newsletter once a year;
- it is recommended that committee members familiarise themselves with relevant resources; *Region Ten Bylaws* and *Policy Manual, OA Inc, Bylaws, Policy Manual* and Copyright Requirements, Useful Tips for Region Ten Committees, and resources contained in the Region Representatives' Resource Kit.
- each committee shall keep an up-to-date folder that is passed on to the incoming chair;
- the committee chairs will be invited to orally submit their reports to some virtual board meetings.

**2017c Background** *To insert the last point – that the committee chairs give an update on committee progress to the board 2+ times during the year.*

**2020a**      **Service Directory** -It was adopted that the Region Ten Assembly grant permission to have a Region Ten service directory available at the end of each region assembly and that this directory will be published in our final assembly report each year.

**2020a Background** *To remove the reference to Newsletter Committee as it no longer exists.*

**2020b**      **Committee Guidelines** -It was adopted that the Region Ten Assembly have guidelines for the NEWS page on the Region Ten Website.

**Guidelines for production and maintenance of a NEWS Page on the Region Ten Website:**

- The news page has a primary purpose to give members within the region information about service activities mainly within the region
- Suggested content:
  - A welcome from the Chair along with a report about what's been happening in Region Ten over the past 6 months (updated twice yearly in May and November)
  - A report from the Trustee about what has been happening at the Board of Trustees and World Service Office updated quarterly.
  - Link to Service Body Bulletin, and other WSO announcements
  - A half page bulleted report from all Region Ten Committees (updated once a year minimum)
  - A report from Intergroups/Unaffiliated Groups (updated once a year)

minimum)

- Place for OA Service Body events throughout the region
- It is primarily a service page rather than a recovery page.
- The news page will comply with the Twelve Traditions and Twelve Concepts of OA Service and with all OA copyright requirements.
- The content of NEWS page will be approved by the board before being uploaded.

**2020b Background** *The NEWS page is in the process of being set up on the website after the Newsletter – service publication - stopped in 2019.*

**2020c** **Region Committees** - The following guidelines were adopted by Region Ten for all Region Ten Committees.

**Guidelines for All Region Ten Committees**

In addition to their specific goals set each year at assembly and in accordance with the *Region Ten Bylaws* and existing policies, all Region Ten committee chairs will ensure the following guidelines are adopted in their planning sessions at assembly and maintained throughout the year:

- ensure there is a general description of the committee's roles
- have a clear set of goals for the year with milestones, tasks and timelines
- all goals and tasks are to comply with the Twelve Traditions, the Twelve Concepts of OA Service and with all OA copyright requirements
- allocate each committee member defined tasks and timelines
- each committee member to liaise with the chair of the committee.
- each committee member is responsible to ensure that allocated tasks are completed within the approved timelines, and to ask for help if they face problems.
- if the committee wishes to undertake any objectives not outlined at the assembly where the original tasks were approved, then board approval must be sought.
- the content of any mail out within the region needs to be agreed to by the designated board liaison for the committee, two (2) weeks prior to mail out.
- contact the Region Ten Secretary two (2) weeks before any proposed mail out for the updated region directory mailing list.
- the chair of the committee will give a brief report to their board liaison approximately three to four (3-4) times per year, at least two (2) weeks prior to board teleconference calls/meetings.
- the chair will distribute to all other members of the committee a report on any board conference calls.
- committee chair to write report for the website once a year
- it is recommended that committee members familiarise themselves with relevant resources; *Region Ten Bylaws* and *Policy Manual, OA Inc, Bylaws, Policy Manual* and Copyright Requirements, Useful Tips for Region Ten Committees, and resources contained in the Region Representatives' Resource Kit.
- each committee shall keep an up to date folder that is passed on to the incoming chair
- the committee chairs will be invited to orally submit their reports to some virtual board meetings.

**2020c Background** *To remove reference to newsletter and replace with website with regard to Chair's report.*

Appendix (i)

GUIDE FORMAT FOR SUBMISSION OF PROPOSED  
OA REGION TEN BYLAW AMENDMENTS

Article Number and Name

**To Amend** Article number and name, section number and name, subsection letter and name by (state action to be taken).

**PRESENT WORDING**

1. Write out the present wording
2. Draw line through words to be omitted.  
**~~like this.~~**
3. Underscore words to be inserted  
**like this.**

**PROPOSED WORDING:**

1. Write out proposed wording.

**SUBMITTED BY:**

name/ Service Body  
(name of sponsoring body or bodies).

**INTENT:**

state clearly, the purpose of the amendment.

**IMPLEMENTATION:**

how would this amendment/change be carried out?

**COST:**

\$ amount (if known).

**ARGUMENT SUBMITTED:**

reason for submitting amendment including relevant background (MUST BE LIMITED to one (1) page).

**HISTORY:**

has this proposal/change, or a similar amendment, been submitted to the Region Ten Assembly in the past?

**GUIDE FORMAT FOR SUBMISSION OF  
PROPOSED OA REGION TEN NEW BUSINESS MOTIONS**

MOTION:	state motion in clear concise language
SUBMITTED BY:	name/ Service Body (name of sponsoring body or bodies)
INTENT:	state clearly the purpose of the motion
IMPLEMENTATION:	how would this motion be implemented?
COST:	\$ amount (if known).
ARGUMENT SUBMITTED:	reason for submitting motion including relevant background information. (MUST BE LIMITED to one (1) page.)
HISTORY:	has this proposal/change, or a similar amendment, been submitted to the Region Ten Assembly in the past?



## Appendix (ii)

### REGION TEN POLICY MANUAL – RESCISSIONS AND DELETIONS

- 1994b Outreach** - It was adopted to empower the committee to send the Outreach flyer out with practical short-term changes and the committee consider amendments as per comments at this meeting for the next printing.  
Comments include:
- i. deletion or change of “I like to write”
  - ii. change clipart to reflect potential membership
  - iii. being specific about geographic locations of Region Ten – preferences for various means of communication (e.g. mail, phone, internet, or other email systems)
  - iv. change stamp in clip art
  - v. changing address on flyer
- Deleted 2006*
- 1994c Finances** - It was adopted that the Finance/Budget/Fundraising Committee will look at the possibility of preparing a lapel pin by April 1995 for sale at the World Service Business Conference in May 1995, conventions and within the region – *RX For Recovery* in the colours aqua and silver. Should this be financially possible the committee is authorized to proceed.
- Deleted 2006*
- 1995d Finances** - It was adopted to donate the funds from the Australian National Convention Committee account to Region Ten. Five hundred dollars (\$500.00) to act as a standing convention/assembly float and the remainder of the account to establish a 1996 region representatives fund to assist region representatives to the 1998 assembly.
- Deleted 2006*
- 1995e** It was adopted that Region Ten establish an ongoing region representatives fund.
- Rescinded 1998 - Replaced by 1998d*
- 1995f Region Committees** - It was adopted that the Long-Range Planning Committee (LRP) investigate further the feasibility of publicly placing Region Ten contact information, including Outreach contact, into the World Wide Web (WWW). If feasible and the board approves of the content, the LRP Committee will proceed to place the information on the WWW.
- Rescinded 2017*
- 1996a Region Committees** - It was adopted that the following policy statement be implemented:
- a) Any tasks to be undertaken by region committees must have:
    - (i) been researched and documentation must include formal written aims, objectives and costs.
    - (ii) been submitted to the Region Ten Board for review.
    - (iii) been approved and adopted by the Region Ten Assembly, or, in the instance that ratification is necessary between assemblies, by the Region Ten Board.
  - b) Any written information distributed outside an assembly meeting must be submitted through board liaison to the Region Ten Board for review and

ratification.

- c) All region policies adopted shall be documented and recorded as a function of the Region Ten Bylaws Committee. *Rescinded 2000 along with 1997a and 1997b*

**1997a Region Committees** - It was adopted that there shall be a region board member to liaise with each region committee. That person shall be assigned by the region chair. The purpose is to facilitate communication between the committees and the region board. The board liaison person does not make decisions for the Region Ten Board.

*Rescinded 2000 along with 1996a and 1997b*

**1997b Region Committees** - It was adopted that:

- a) Any region committee shall consist of at least two (2) members. The Region Ten Board may, at the assembly, assign members to committees where there are only two (2) or less members.
- b) Any region committee shall consist of members from at least two (2) Intergroups. The Region Ten Board may, at the assembly assign members to committees to ensure a spread of intergroup representation.

*Rescinded 2000 (with 1996a and 1997a) – consolidated into Region Ten Bylaws*

**1997c Convention Committee Guidelines.**

*Amended 1998 - Replaced by 1998e*

**1998a** It was adopted that Region Ten adopt the following mission statement:

"The mission of Region Ten is to provide services and support to our groups and Service Bodies to assist them to carry the Twelve Step recovery message"

*Rescinded 2017 (Moved Region Ten Mission Statement to Region Ten By-laws.)*

**1998b** It was adopted to accept the Overeaters Anonymous Region 10 Ten Summary of Continuing Effect Motions 1994 – 1997 (commonly known as the Policy Manual) and to make copies available to members in the region.

*Amended 2009 - Replaced by 2009c*

**1998c Literature** - It was adopted to accept the booklet Overeaters Anonymous Region Ten Handbook as official Region Ten literature and to make copies available to members in the region with the following amendments:

- a) add to the cover page - "Approved by Region Ten Assembly - August 1998."
- b) under the section - "What is the purpose of the assembly?", add to the bottom of the list, "To select nominee(s) for Region Trustees".

*Reviewed 2017 – See 2017a*

**1998d** It was adopted that the 1998 Region Ten Assembly rescinds Policy Motion 1995e and replaces it with the following: (Region Ten Travel Fund)  
Where finances permit, the region will provide a travel scholarship each year to assist representatives to attend assembly if their intergroup is unable to fully financially support them. The amount will be set by the Finance Committee in conjunction with Region Ten Board each year. This scholarship will provide assistance only and is not likely to be able to cover full costs. It will be divided pro-rata amount the applicants according to the amount claimed for travel cost, however, preference may be given to intergroups which have not been able to send a representative for some time.

*Rescinded 1999 - Replaced by 1999c*

1998e	<b>Convention Committee Guidelines</b>	<i>Amended 1999 - Replaced by 1999b</i>
1999a	It was adopted that a) Region Ten create a scholarship fund to assist a Region Ten Trustee nominee to attend the May 2001 World Service Business Conference. b) The scholarship fund be ongoing to assist a Region Ten Trustee nominee to attend World Service Business Conference as required in accordance with OA Inc. Bylaws (currently every three years).	<i>Amended 2014 - Replaced by 2014c</i>
1999b	<b>Convention Committee Guidelines</b>	<i>Amended 2006 - Replaced by 2006a</i>
1999c	<b>Region Ten Travel Fund</b>	<i>Amended 2001 – Replaced by 2001b</i>
2000a	<b>Convention Committee Guidelines (Taping)</b> The following statement on taping region assemblies and conventions be adopted: - The assembly will not be taped. - The host intergroup will arrange taping of the convention and dubbing of tapes. - Tapes will be sold to intergroups at cost, plus one dollar (\$1.00) (local currency) per tape, plus postage. The one dollar (\$1.00) per tape is to go to Region Ten. - Costs of taping will be incorporated in the convention registration cost. - The activity of taping will be undertaken in an economical fashion. This may involve partial funding (approximating the cost of hiring equipment) of members from another intergroup which owns taping equipment.	<i>Amended 2007 - Replaced by 2007a</i>
2001a	<b>Region Committees</b>	<i>Amended 2013 - Replaced by 2013a</i>
2001b	<b>Travel Fund</b>	<i>Amended 2017 - Replaced by 2017b</i>
2002a	<b>Region Committees</b>	<i>Amended 2009 - Replaced by 2009a</i>
2005a	<b>Region Ten Travel Fund</b>	<i>Amended 2011 - Replaced by 2011b</i>
2005b	<b>Region Ten WSBC Fund</b>	<i>Amended 2014 - Replaced by 2014e</i>
2006a	<b>Convention Committee Guidelines.</b> It was adopted to amend the Convention Guidelines so that the word “major” before Region Ten fund-raiser under the heading “Costings” point 1 was deleted.	<i>Amended 2007 - Replaced by 2007b</i>
2007a	<b>Convention Committee Guidelines.</b> It was adopted to amend the Guidelines so ‘recording’ would replace ‘taping’ and ‘CD’.	<i>Amended 2008 -Replaced by 2008c</i>
2007b	<b>Convention Committee Guidelines.</b> It was adopted to amend the food requirements and rename as ‘Catering’.	<i>Amended 2008 - Replaced by 2008c</i>
2008b	<b>Convention Committee Guidelines.</b> It was adopted to amend the Catering section so points 4 and 5 could be added.	<i>Amended 2008 - Replaced by 2008c</i>

- 2008c **Convention Committee Guidelines.** It was adopted to amend the Flyers section by specifying when flyers need to be distributed by. *Amended 2012 - Replaced by 2012a*
- 2009a **Region Committees.** It was adopted to add another bullet “Each committee shall keep an up to date folder that is passed on to the incoming chair.”  
*Amended 2017 - Replaced by 2017c*
- 2009b **Finance.** It was adopted that the forthcoming year’s budget shall include a detailed explanation and discussion, with emphasis placed on the proposed surplus for the forthcoming assembly and convention. *Amended 2013 - Replaced by 2013b*
- 2010 **Region Committees.** It was adopted that an ad hoc committee be set up to look at the feasibility of sending regular region delegates to WSBC, and bring a recommendation back to Assembly in 2011 *Deleted 2014*
- 2011b **World Service Business Conference Delegate Fund** *Amended 2012 - Replaced by 2012b*
- 2012b **World Service Business Conference Delegate Fund** *Amended 2014 - Replaced by 2014d*
- 2013a **Newsletter Committee Guidelines**  
The following guidelines were adopted by Region Ten for future newsletter committees’ guidance.  
Guidelines for production of the newsletter:
- The newsletter will be produced by Region Ten approximately three (3) times per year
  - The newsletter’s primary purpose is to give members within the region information about service activities within the region
  - Each issue will contain the following:
    - region trustee and region chair reports
    - reports from all region committees and Service Bodies; (the latter two to be on a roster throughout the year)
    - outreach mailing list
    - advertisements for OA events throughout the region, such as region assembly and convention, Service Body events, region fundraisers etc
    - an up to date region directory
  - It is primarily a service paper rather than a meeting in print. However, some brief personal sharing on service-related topics may be included where appropriate (generally not more than one or two (1 or 2) pages)
  - The newsletter will comply with the Twelve Traditions and Twelve Concepts of OA Service and with all OA copyright requirements.
  - The content of each issue of the newsletter will be agreed to by the board through the board liaison before being distributed.
  - Region Chair mail outs and the newsletter shall include a reminder to register new meetings and upgrade any changes in meeting details.
- Deleted 2020 – Replaced by 2020b*

- 2016      **Policy Manual** - Editorial change: all instances of News Sheet to be renamed Newsletter  
*Deleted 2006*
- 2017a     **Literature** - To form an Ad-hoc committee to review the Region Ten Handbook  
*Deleted 2020*