

**Bylaws  
of the  
Region Six Assembly  
of  
Overeaters Anonymous**

**and  
Policy and Procedures Manual**

**Revised April 2025**

**Copyedited June 30, 2025**

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ADOPTED JULY 1979

REVISED: 12/05/81, 07/16/83, 11/19/83, 11/10/84, 12/06/87, 10/20/90, 07/20/91, 07/25/92, 10/03/92, 04/17/93, 07/24/93, 04/09/94, 07/23/94, 10/15/94, 09/30/95, 03/23/96, 07/13/96, 07/26/97, 04/25/98, 10/17/98, 04/24/99, 10/23/99, 04/08/00, 09/23/00, 03/31/01, 09/29/01, 04/13/02, 10/05/02, 04/05/03, 09/20/03, 04/17/04, 10/02/04, 04/09/05, 04/08/06, 09/16/06, 04/10/07, 04/12/08, 09/20/08, 04/18/09, 10/03/09; 04/17/10, 09/25/10, 04/29/12, 04/20/13, 04/05/14, 09/13/2014, 04/18/2015, 04/16/2016, 04/08/2017, 09/16/2017, 4/18/18, 4/20/19, 4/17/20, 10/03/20, 04/10/21, 4/2/22, 04/01/23, 9/23/23, 4/6/24, 9/21/24, 4/5/25

**PREAMBLE - General Warranties of Region 6 -- Overeaters Anonymous**

In all its proceedings, Region 6 -- Overeaters Anonymous shall observe the spirit of the OA Traditions, taking care that the Region and its officers never become the seat of wealth or power; that none of its trusted servants shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote and whenever possible, substantial unanimity; that Regional actions never be personally punitive, or an incitement to public controversy; that the assembly may act for the service of Overeaters Anonymous Groups and Intergroups within the membership, it shall never perform any acts of government; and that, like the society of Overeaters Anonymous, the Region and its officers itself will always remain democratic in thought and action, placing principles before personalities.

**I. NAME**

The name of this organization shall be the Region 6 Assembly (hereinafter referred to as "R6A") of Overeaters Anonymous.

**II. PURPOSE**

Our mission is to carry the message of recovery through the Twelve Steps to the compulsive eater who still suffers.

The purpose of the R6A of Overeaters Anonymous (hereinafter referred to as "OA") shall be:

- A. to further the OA Program in accordance with the Twelve Steps and Twelve Traditions of OA;
- B. to maintain a Communication Center for Region 6 (hereinafter referred to as R6) (Specifically excluded from the objective of R6 and R6A is the endorsement of any outside enterprise, as outlined in Tradition 6);
- C. to provide a forum for selection of Trustee candidates;
- D. to provide unity of Groups and organization of Intergroups within R6;
- E. to host R6 Marathons and Conventions as deemed necessary by R6A;
- F. to work for OA as a whole within the Region on Committees appointed by World Service.

**III. MEETINGS OF REGION 6 ASSEMBLY**

- A. The R6A shall meet two times a year, spring, and fall, at times and places designated by a majority of the voting members.
  - 1. The times and places shall be voted upon at a spring R6A meeting as early as three (3) years in advance but no later than 11 months preceding at an R6A spring meeting.
  - 2. An R6A meeting shall be:
    - a. with all R6Rs and AR6Rs in the same physical location (land based)
    - b. through some form of electronic medium (virtual); or
    - c. both
  - 3. If after voting, the R6 Board determines that is in the best interest of the Region or OA (as a whole), the R6 Board may decide to change the location of the R6A meeting.
- B. The fall meeting of the R6A shall be designated the annual meeting for the purpose of election of officers whose terms have expired.
- C. A special meeting may be called at any time by a majority vote of the R6A Board by giving notice as prescribed in Article III, section 4.
- D. Notification of all meetings shall consist of notices prepared by the R6A Coordinator and sent to each Regional Representative and Alternate (hereinafter "RR" and "AR") and R6A officer at least 45 days prior to any meeting. Special meetings shall have at least 15 days' notice. Notices shall be deemed to have been given to RRs and ARs if sent by electronic mail to each Intergroup office and by postal mail to each Unaffiliated Group contact. Such notices shall specify the place, date, and hour of the meeting and shall state the general nature of the business to be considered at such meeting. The notice of the annual meeting shall so designate it. All notices may be done either by postal mail or electronic mail. Each Intergroup will have the right to decide how they will receive these notices.
- E. All meetings of the R6A shall be conducted in accordance with the latest edition of *Roberts Rules of Order Newly Revised*, where not in conflict with the law, these Bylaws, the R6A Policy and Procedure Manual, or special rules that RRs may adopt.

**IV. MEMBERSHIP OF R6A**

The membership of R6A shall consist of RRs and/or ARs from each R6 Intergroup desiring to participate, and any other OA Group unaffiliated with an Intergroup (hereinafter referred to as an Unaffiliated Group) within R6 that may wish to be a part of the Assembly. R6 Intergroups and Unaffiliated Groups are those within the following geographical locations: New York, Connecticut, Massachusetts, Rhode Island, New Hampshire, Maine, Vermont, Central and Eastern Ontario, Quebec, Newfoundland & Labrador, New Brunswick, Nova Scotia, Prince Edward Island and Bermuda. R6A RR's and/or AR's do not have to live within the geographic boundaries of Region 6 but shall attend meetings in R6 and participate in R6 intergroups and/or Unaffiliated Groups.

- A. Two (2) or more groups may form an Intergroup for the purpose of servicing and representing the groups of which they are composed and acting as the guardian of the OA Twelve Steps, Twelve Traditions, and Twelve Concepts of Service. Each R6 Intergroup shall be composed of groups within R6 or groups within its geographical proximity. No group registered with a R6 Intergroup shall be registered with any other Intergroup.
  - 1. The R6A's definition of an OA group shall at all times conform with the definition of an OA group as outlined in the OA Inc. Bylaws, Subpart B, Article 5, Sec 1.
- B. Those Intergroups and Unaffiliated Groups within R6 are deemed members, provided that each Group or Intergroup has been registered with the World Service Office and the R6 Coordinator.
  - 1. Each Intergroup shall be duly registered with the World Service Office of Overeaters Anonymous by submitting:
    - a. A completed Intergroup registration form;
    - b. Bylaws and/or a summary of its purpose and operating procedures if bylaws have not been adopted yet, each of which shall conform to OA, Inc. Bylaws and
    - c. Complete registration information on each of its affiliated groups.
  - 2. Each Intergroup shall submit a copy of its bylaws to the WSO whenever the Intergroup bylaws are updated or changed.
  - 3. A national/language service board shall be a duly registered service body with the purpose of dealing with issues that require a combination of membership and financial resources of Intergroups and groups within a country/countries. The national/language service board shall serve and be responsible and accountable to those groups and Intergroups. These service boards may also be known as language service boards.
    - a. Each national/language service board shall be duly registered with the World Service Office of Overeaters Anonymous by submitting:
      - i. A completed registration form.
      - ii. Bylaws and/or a summary of its purpose and operating procedures if bylaws have not been adopted yet, each of which shall conform to OA, Inc. Bylaws; and
      - iii. Complete registration information on each of its affiliated groups and Intergroups.
    - b. Each national/language service board shall submit a copy of its bylaws to the WSO whenever its bylaws are updated or revised.
    - c. The Intergroups shall register separately with the World Service Office as defined in Subpart B, Article VI-Intergroups.
- C. Qualifications for selection of RRs and/or ARs to R6A shall be set by each Intergroup or Unaffiliated Group provided that each RR or AR shall have a minimum of: Six (6) months of current, continuous abstinence. Each RR and/or AR shall serve for a period to be determined by their respective Intergroups or Unaffiliated Groups, subject always to recall by the Intergroup or Unaffiliated Group they represent.
- D. Each Intergroup shall be entitled to one (1) RR for each ten (10) groups or fraction thereof and sufficient alternates as shall be deemed appropriate by the Intergroup. A group shall be recognized as registered and represented by an Intergroup only if the group is within R6 or within its geographical proximity.
- E. Each Unaffiliated Group shall be entitled to one (1) RR and one (1) AR.

**V. VOTING BODY OF THE R6A**

Any OA member attending any meeting of the R6A has the right to be heard, once recognized by the chair.

- A. A quorum shall consist of 30 members of the voting body who are present insuring that at least four (4) states and provinces are represented.
- B. A majority of the Registered RRs or ARs present at a R6A shall govern for voting purposes unless otherwise specified within these bylaws.
- C. Each RR (or AR when RR is not in attendance) from an Intergroup shall be entitled to one (1) vote in Assembly not to exceed number entitled (IV. E) to that Intergroup.
- D. Each RR (or AR when RR is not in attendance) from an Unaffiliated Group shall be entitled to one-tenth (1/10) of one (1) vote in Assembly.
- E. The Vice-Chair, Secretary, Treasurer, Coordinator and Website and Publications Coordinator shall have one (1) vote each.
- F. It is the responsibility of each membership group to supply the names and addresses of each of their RRs. This registration must be updated once a year prior to the Fall assembly. Changes may be made with the Coordinator at the R6A at which that RR is to vote. This registration must be updated at least once a year.
- G. The R6 Chair has the right to cast a vote in order to break a tie.
- H. The R6 Chair has the right to cast a paper ballot but shall not then cast a second vote in the event of a tie.

**VI. NOMINATION AND ELECTION OF OFFICERS and WSBC DELEGATES**

- A. Elections of R6A Officers, whose term has expired, shall be held at the Fall Assembly meeting and newly elected Officers shall assume their responsibilities following adjournment of that meeting to serve for a term of two years. The election of Chair, Coordinator and Website and Publications Coordinator will occur at the Fall Assembly in odd-numbered years. The election of Vice Chair, Treasurer and Secretary will occur at the Fall Assembly in even-numbered years.
- B. The nominations of the R6A Officers shall be by application submitted to the Regional Coordinator sixty (60) days prior to the Assembly designated dates. Persons wishing to run for R6 Office are responsible for obtaining an application form from the R6 Coordinator or download one from the Region 6 web site ([www.oaregion6.org](http://www.oaregion6.org)).
  1. All completed applications must be returned to R6 Coordinator postmarked or electronically time/date stamped (when submitting as an emailed document) 60 days prior to the Assembly.
  2. Copies of applications shall be submitted to each Intergroup forty-five (45) days prior to R6A where election is to take place.

C. Duration of Service

1. No person shall serve more than two (2) full consecutive terms of office in any one particular Board position, with the exception of partial terms. An appointment to serve a partial term does not count towards the term limitation.

After at least one year out of office, the person can stand for election to the same position again.

2. No person shall serve more than two (2) full consecutive terms of office in any one Board position, with the exception of partial terms, until a one (1) year interim is met, whereafter the person may then be re-elected.
3. No person shall serve more than twelve (12) consecutive continuous years of office in any capacity as an Officer of R6A. Upon completion of at least one (1) year without officer or trustee position the person may be re-elected.
4. No person shall be qualified to run for or serve as an officer of R6A if completing the full term of service would result in that person serving as an officer or trustee of R6A for more than twelve (12) consecutive continuous years of service.

D. To be eligible for election as a R6 Officer, a person shall at the time of election:

1. Be attending OA meetings within R6; and
2. Have current continuous abstinence from compulsive overeating of at least two (2) years; each person being the sole judge of his or her abstinence;

And one or more of the following;

3. Have served as RR or AR at two (2) of the last four (4) R6 Assemblies immediately preceding the election, AND possess one (1) year of active service at the intergroup level OR
4. Have attended three (3) of the last six (6) R6 Assemblies immediately preceding the elections.

E. A vacancy of R6A Officer shall require that the R6 Board appoint an interim Officer who shall serve until the next Assembly elections. Whenever possible, persons appointed as interim Officers should at time of appointment meet the requirements for election as an officer of R6 as stated above in Article VI, Paragraph D. If there is no candidate for appointment who meets these requirements, the R6 Board may appoint an individual who is attending OA meetings with R6, has continuous current abstinence of at least one year and has attended at least one R6 Assembly in the last five years and/or other requirements specified by the R6 board.

F. To be elected, a nominee should be present at the time of election and must receive a majority vote of the voting body by paper ballot, prepared to respond to questions from the Assembly regarding qualifications, except in cases of extreme emergency with notice given to an Officer.

G. If there is only one nominee for an office, election may be by majority voice vote.

H. If the region is represented by less than forty percent of its Intergroups up to 5 additional delegates to WSBC from the region can be elected. (OA Inc, Bylaws, Subpart B, Article X, Section 3, a, 5) as follows:

1. Preference shall be given to delegates from Intergroups and service bodies that otherwise will not be represented.

2. If there are no candidates from those Intergroups, the R6A shall elect the candidates from among its voting members who will be able to attend WSBC even though such delegates may be from Intergroups which already may be represented. Preference shall be given to provide as wide a geographic representation of the region as possible.
3. The election of candidates will be done at the R6A Fall Assembly. Delegate candidates are not required to be present at the assembly in order to be elected.
4. All candidates for World Service Business Conference Delegate/alternate (whether or not a member of the R6 Board) shall have at least one (1) year of current continuous abstinence, two years of service beyond the group level and meet qualifications and requirements as outlined and defined in the Overeaters Anonymous, Inc. Bylaws, Subpart B, Article X, Section 3c.
5. Intergroups that submit candidates to be selected as Region Delegates to WSBC have to file an application at least 60 days prior to the Fall Assembly.
6. All applications are to be sent to R6 Coordinator.
7. The number of region delegates to WSBC will depend on the availability of funds.

## VII. COMMITTEES

Committees shall be established at R6A in order to carry out the purpose of the Region.

- A. The Standing Committees shall be:
  1. Bylaws, Policy and Procedure
  2. Assembly Convention
  3. Finance
  4. Intergroup/Outreach (IG/OR)
  5. Public Information / Professional Outreach (PI/ PO)
  6. Twelfth Step Within
  7. Website and Publications
- B. Ad Hoc Committees shall be established as needed by the chair and officers of R6.
- C. Committee chairs shall be elected by the committees they serve with the exception of the Finance Committee Chair. The committee chair shall meet the following requirements:
  1. One year of current continuous abstinence,
  2. Be an RR or AR from a registered Intergroup,
  3. A vacancy of a committee Chair shall require that the R6 Board appoint an interim Committee Chair who shall serve until the next Assembly. Persons appointed as interim Committee Chair should at time of appointment meet the requirements for election as a Committee Chair of R6 as stated above in Article VII, Paragraph C. In the event that no qualified individual is available, the R6 Board shall have discretion to waive stated requirements and appoint to the vacant committee chair position.

VIII. REGION 6 ASSEMBLY OFFICERS

The R6A Officers will be comprised of a Chair, Vice Chair, Secretary, Treasurer, Coordinator and Website and Publications Coordinator. These Officers shall constitute the R6 Board with the addition of the current Trustee Liaison and the immediate past Chair, who shall serve as an ex-officio Board member for a period of one year after leaving office. The Trustee Liaison and former Chair shall have non-voting seats on the board, serving in an advisory capacity only.

IX. RESIGNATION AND REMOVAL OF REGION 6 OFFICERS

- A. Any R6 Officer may resign effective upon given written notice to the Chair, Vice Chair or Secretary unless the notice specifies a later time for the effectiveness of such resignation, in which case such resignation shall be effective at the time specified. Unless such resignation specifies, otherwise, its acceptance shall not be necessary to make it effective. Any R6 Officer who advises the Board that he/she has returned to compulsive overeating will be deemed to have resigned as of the time of receipt of such notice by the Board. If a R6 Officer fails to attend two (2) meetings without prior notification to the Secretary with good cause therefore, his/her office may be declared vacant by a vote of a majority of all R6 Board members.
- B. Any R6 Officer may be removed by a two-thirds (2/3) vote of the RRs and ARs present and voting at a R6A. Two-thirds of the members of the R6 Board may, for a grievous break of Traditions or R6 Bylaws and Policy, suspend a member of the R6 Board until the next R6A at which time a vote for removal will be held. Where at all possible, notification shall be sent to each Intergroup and registered RR and AR prior to the next R6A.

X. SECTION DELETED 4/24, REPLACED WITH AMENDMENTS TO SECTION XI

**XI. TRUSTEE AFFIRMATION**

The R6A affirmations for the position of Trustee will be selected from members of OA within R6 who meet the requirements set forth by OA Inc. Bylaws, Subpart B, and the R6A.

- A. R6A accepts the requirements of the Bylaws of Overeaters Anonymous, Inc., Subpart B, Article IX, Section 4 which reads:
1. Qualifications for Trustee shall be;
    - a. Seven years (7) in the Fellowship;
    - b. Five (5) years of service beyond the meeting level;
    - c. Attendance as a delegate to at least two (2) World Service Business Conferences; and
    - d. Participation at the region level (the extent of participation to be determined by each region); and
    - e. Five (5) years of continuous recovery in Overeaters Anonymous as evidenced by;
      - i. five (5) years of continuous abstinence;
      - ii. maintenance of a healthy body weight for at least two (2) years; and
      - iii. emotional and spiritual growth as a result of incorporating into their lives the Twelve Steps and Twelve Traditions as a new way of living.
  2. Qualifications for trustee must be met at the time of the application for trustee submitted to the WSO. Specifically, such trustee nominees must also have:
    - a. Worked through all Twelve Steps;
    - b. Declared themselves as practicing the Twelve Steps to the best of their ability;
    - c. Declared themselves as committed to the Twelve Traditions of Overeaters Anonymous; and
    - d. Affirmed these additional qualifications on their trustee application forms.
  3. Upon election, each Trustee shall make a commitment of:
    - a. Adherence to the Twelve Steps, Twelve Traditions and Twelve Concepts of OA Service.
    - b. Continual recovery including abstinence and maintenance of a healthy body weight throughout the entire term(s) of office. Each person shall be the judge of his or her own recovery including abstinence and maintenance of a healthy body weight.
    - c. Compliance with all the terms and provisions of the prevailing Overeaters Anonymous, Inc. Bylaws.
- B. For the purpose of affirming a candidate for Trustee, Region 6 requires, in addition:
1. One (1) year of recent service to OA beyond the group meeting level.
  2. An awareness of the possible time and expense involved in service as a Trustee.
  3. Inclusive of the assembly where the nominee is affirmed, attendance at three (3) of the six (6) most recent R6As.

- C. Persons wishing to be affirmed may obtain an application form from the R6 Coordinator or download one from the R6 web site ([www.oaregion6.org](http://www.oaregion6.org)) or the WSO web site ([www.aa.org](http://www.aa.org)).
  - 1. All completed applications must be returned to R6 Coordinator electronically to the R6 Coordinator no less than sixty (60) days prior to the R6 where affirmation is to take place.
  - 2. Copies of applications which meet all requirements shall be submitted to each Intergroup no less than forty-five (45) days prior to R6A where affirmation is to take place.
- D. At least three Officers shall review Trustee candidate applications to ensure conformity to stated requirements.
- E. Candidates for affirmation must be present at the designated meeting of the R6A, prepared to respond to questions regarding qualifications, except in cases of extreme emergency with notice given to an Officer.
- F. Voting for to affirm Trustee candidates shall be by paper ballot.
  - 1. The names of all candidates confirmed by the R6 Board to meet the requirements of the position for Trustee shall be listed on the ballot for affirmation by R6A. Each eligible voting member will be given a ballot and will vote for up to three (3) candidates only.
  - 2. The names of up to three (3) people receiving the highest number of votes over a majority shall be forwarded to the World Service Office of OA within one (1) week.
- G. Trustee will be elected at the OA Inc. Bylaws, Subpart B.
- H. In the event that a vacancy for the position of Trustee occurs, and the Board of Trustees request Region to affirm possible candidates, the following actions will be taken:
  - 1. The Region 6 Board will solicit application for Region 6 Intergroups and members.
  - 2. The region 6 Board will consider only those applicants meeting all requirements for Trustee as outlined by the Bylaws of Overeaters Anonymous, Inc., Subpart B, Article IX, Section 4.
  - 3. A majority vote of the Region 6 Board will constitute affirmation of the applicant(s).
  - 4. The names of those affirmed shall be sent to the Board of Trustees and World Service Office.

**XII. FINANCIAL STRUCTURE**

**A. Receipt of Funds**

5. The activities of the R6 shall be financed primarily by the contributions of its member groups.
6. R6 may accept donations from members of OA in accordance with the Twelve Traditions of OA.
7. The acceptance of bequests or contributions from any outside source is prohibited.
8. The maximum allowable bequest to R6 by OA members is to be limited to an amount set by vote of R6A and listed in the R6A policy manual.
9. R6 shall accept stewardship only of funds deposited in accounts which specifically bear the name of Overeaters Anonymous Region Six, Inc.
10. R6 does not distribute or allocate any funds which have been set up by any other entity.

**B. Disbursement of Funds**

1. All checks must be approved in writing by a second member of the R6 board before being issued.

With the exception of R6 Convention accounts, all bank accounts in the name of Overeaters Anonymous Region Six, Inc. must be fully accessible by three board members (signatories). In the absence of the Treasurer, an alternate signatory shall be able to issue checks, provided written approval is obtained from another board member as specified in Article XII, Sec. B.

**XIII. THE PARLIAMENTARIAN OF R6A**

- A. Will not be considered an Officer and will not have a vote;
- B. Will be funded to R6 assemblies.

**XIV. MAJOR POLICY MATTERS**

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

**XV. AMENDMENTS TO BYLAWS**

- A. These Bylaws, representing our Table of Organization, may be amended at any time by a two thirds (2/3) vote of RRs present at any regular meeting of the R6A, provided that a copy of the proposed amendment has been submitted to the R6A Coordinator by mail at least sixty (60) days before the meeting at which time action will be taken on the amendment. Written notice shall be prepared by the R6A Coordinator to be mailed to the Region Six Board, each Intergroup Office, Unaffiliated Group contact, Regional Representative and Alternate Representative and Trustee Liaison at least forty-five (45) days prior to the date of the meeting.

- B. The provision of Article XVI A. may be suspended by unanimous vote of the voting body (if there is a quorum present).
- C. The text of Appendices I, II, and III shall not be amended unless necessary to bring text into conformity with OA, Inc. Bylaws, Subpart B.

**XVI. DISSOLUTION**

Upon dissolution of the Region, after paying or adequately providing for the debts and obligations of the Region, the remaining assets shall be distributed to such organizations as shall qualify under section 501(c)3 of the Internal Revenue Code of 1986.

**XVII. CONFORMITY WITH WORLD SERVICE**

All matters pertaining to the R6A which are not specifically stated in these Bylaws will conform to the World Service Charter and Bylaws of Overeaters Anonymous.

**Appendix I: TWELVE STEPS OF OVEREATERS ANONYMOUS**

The Twelve Steps suggested for recovery in the Fellowship of Overeaters Anonymous are as follows:

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

**Appendix II: TWELVE TRADITIONS OF OVEREATERS ANONYMOUS**

The Twelve Traditions are:

1. Our common welfare should come first; personal recovery depends upon OA unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for OA membership is the desire to stop eating compulsively.
4. Each group should be autonomous except in matters affecting other groups or OA as a whole.
5. Each group has but one primary purpose - to carry its message to the compulsive overeater who still suffers.
6. An OA group ought never endorse, finance, or lend the OA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every OA group ought to be fully self-supporting, declining outside contributions.
8. Overeaters Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. OA as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Overeaters Anonymous has no opinion on outside issues; hence the OA name ought never be drawn into public controversy.

11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, television and other public media of communication.
12. Anonymity is the spiritual foundation of all these traditions, ever reminding us to place principles before personalities.

### **Appendix III: TWELVE CONCEPTS OF OVEREATERS ANONYMOUS**

The Twelve Concepts are as follows:

1. The ultimate responsibility and authority for OA world services reside in the collective conscience of our whole Fellowship.
2. The OA groups have delegated to World Service Business Conference the active maintenance of our world services; thus, World Service Business Conference is the voice, authority and effective conscience of OA as a whole.
3. The Right of Decision, based on trust, makes effective leadership possible.
4. The Right of Participation ensures equality of opportunity for all in the decision-making process.
5. Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.
6. The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous
7. The Board of Trustees has legal rights and responsibilities accorded to them by OA Bylaws Subpart A; the rights and responsibilities of the World Service Business Conference are accorded to it by Tradition and by OA Bylaws Subpart B.
8. The Board of Trustees has delegated to its Executive Committee the responsibility to administer the World Service Office.
9. Able trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.
10. Service responsibility is balanced by carefully defined service authority; therefore duplication of efforts is avoided.
11. Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs and consultants.
12. The spiritual foundation for OA service ensures that:
  - a. no OA committee or service body shall ever become the seat of perilous wealth or power;
  - b. sufficient operating funds, plus an ample reserve, shall be OA's prudent financial principle;
  - c. no OA member shall ever be placed in a position of unqualified authority;
  - d. all important decisions shall be reached by discussion, vote, and whenever possible, by substantial unanimity;
  - e. no service action shall ever be personally punitive or an incitement to public controversy; and
  - f. no OA service committee or service board shall ever perform any acts of government and each shall always remain democratic in thought and action.

# **Region 6**

## **Policies and Procedures Manual**

POLICY NUMBER: 001  
ORIGINALLY PASSED: 10/82  
REVISION DATE: 04/89, 04/25

**NAME TAGS**

POLICY

- A. For the purpose of identifying each Representative and their Intergroup or Unaffiliated Group, a name tag will be provided.
- B. This Policy and Procedure applies to all Representatives, Alternates and Guests attending the Region 6 Assembly.

PROCEDURE

For in-person attendees at Assemblies, name tags will be provided at the Registration Desk, indicating name, service, and intergroup. For virtual/hybrid attendance, a digital indicator will identify each attendee, and signify their voting or non-voting status at that Assembly.

POLICY NUMBER: 002  
ORIGINALLY PASSED: 10/82  
REVISION DATE: 10/04, 04/25

**NEW REPRESENTATIVES**

POLICY

- A. This Policy and Procedure establishes the standard policies and procedures for welcoming new Representatives and Alternates to Region 6 Assemblies.
- B. The Region 6 Board is responsible for assuring compliance with these Policies and Procedures.

PROCEDURE

- A. A Newcomer Kit will be given to each new Representative. It may include Region 6 Bylaws and Policies & Procedures Manual, and a pamphlet with information on Parliamentary Procedure.
- B. An Orientation meeting will be held during each session of Region 6 Assembly.

POLICY NUMBER: 003  
ORIGINALLY PASSED: 04/82  
DELETED: 09/00

POLICY NUMBER: 004  
ORIGINALLY PASSED: 07/84  
REVISION DATE: 09/09

### **MILEAGE REIMBURSEMENT**

#### POLICY

- A. Current Region 6 mileage rate is the current IRS standard business rate in effect on the Friday immediately preceding the R6 Assembly.
- B. Region 6 will reimburse each registered Intergroup or Unaffiliated Group within the Region 6 area using the following criteria:
  1. at a pro-rated amount per mile for the cost of round- trip travel to Region 6 Assembly. Rate would be determined by dividing budgeted dollar amount for Assembly (1/2 of annual representative travel budget) by total number of reimbursable delegate miles traveled. Rate **NOT** to exceed current region rate.
  2. Region will reimburse for only one (1) vehicle per Intergroup.
  3. All highway, bridge and tunnel tolls will be reimbursed in full.
  4. Intergroup **MUST** have financial need (i.e., would be unable to attend assembly without receiving funding).
  5. Region 6 will reimburse travel other than by car based on cost of travel arrangements (receipts to be presented to Region 6 treasurer). Maximum payout will be determined based on the mileage calculation in A. (Example: if you book a flight to region at a cost of \$500 US and the mileage calculation would have been 500 miles at a rate of \$0.50, the representative would receive a maximum payout of \$250 US.)

#### **PROCEDURE**

The Intergroup or Unaffiliated Group will submit their request in writing to the Treasurer.

POLICY NUMBER: 005  
ORIGINALLY PASSED: 10/82  
REVISION DATE: 04/03, 04/13, 04/25

## **MINUTES OF THE R6 MEETINGS**

### POLICY

The Secretary or Secretary Pro Tem is responsible for recording, transcribing and distributing minutes of the Region 6 Assemblies.

### PROCEDURE

#### A. RECORDING OF MINUTES

Minutes will be recorded by the R6 Secretary or Secretary Pro Tem. The R6 Secretary or Secretary Pro Tem will be the only authorized individual to record Regional Assemblies.

#### B. TRANSCRIBING OF MINUTES

Minutes will be transcribed by the Secretary.

#### C. APPROVAL COMMITTEE REVIEW

The Minutes Approval Committee will review the initial draft. The Secretary will update the final draft with any corrections from the Committee.

#### D. DISTRIBUTION OF MINUTES

Minutes and committee reports will be distributed to the R6 Board members within thirty (30) days of the Assembly.

#### E. ACCEPTANCE OF THE MINUTES

The minutes will be amended, if necessary and accepted at the next Region 6 Assembly following the Assembly to which they refer.

#### F. FINAL DISTRIBUTION

The final approved minutes will be distributed to the Board within 45 days for website posting.

POLICY NUMBER: 006  
ORIGINALLY PASSED: 11/84  
REVISION DATE: 10/04, 04/17, 4/19, 4/21, 10/23, 04/25, 6/25

## **CONVENTIONS**

### POLICY

The purpose of the R6 Assembly Convention Committee is to:

- a. Encourage and actively solicit R6 Intergroups and members to host conventions as a means of furthering OA unity, fellowship and carrying the OA message of recovery.
- b. Help ensure compliance with R6 Policy and OA Traditions as they relate to R6 Conventions.
- c. Raise funds.
- d. Maintain critical information relative to recent R6 Conventions.

### DEFINITIONS

Region 6 Assembly Convention Committee is the standing committee established by the Region 6 Bylaws that meets during sessions of the Region 6 Assemblies. Hosting Convention Committee is the committee formed by Region 6 members, local Intergroups and/or local groups to plan, organize and conduct a Region 6 convention.

### RESPONSIBILITY

The Region 6 Assembly Convention Committee is responsible for assuring compliance with this document and any other applicable Region 6 policies.

The Assembly Convention Committee will review convention proposals and make a recommendation, in the form of a motion, to the entire Assembly. Final approval of this recommendation rests with the Region 6 Assembly.

Under circumstances where an approved convention location is no longer suitable and the severity of this situation requires action before the next Assembly, the Region 6 Board is authorized to choose either a different venue, hold the convention virtually, or cancel the convention entirely.

### APPLICABILITY

This policy applies to all Region 6 intergroups and unaffiliated groups within Region 6 interested in making a bid to host the Region 6 Convention.

### DATE

The convention will be in September through early November and the location will shift within Region 6 or be held virtually. The timing of convention may change in years when a World Service Convention is planned in or near Region 6.

### CHAIR

The chair/co-chairs of the Hosting Convention Committee will have at least one year of abstinence. The Region 6 trustee liaison and the chair/cochairs of the most recent Convention's Hosting Convention Committee will serve as advisor(s). The terms of the chair/co-chairs of the Convention Hosting committee shall be limited to 3 years and not be filled by members of the Region 6 board, whenever possible.

### FUNDING

Any Hosting Convention Committee chair/co-chair who is not a representative will be funded to attend the Region Assembly when a Region 6 Convention meeting is called, in compliance with the funding policy of the Convention.

### MEETINGS

Hosting Convention Committee planning meetings will be held when needed and be open to anyone wanting to give service.

### MINUTES/REPORTS

All minutes and reports will be sent to the Region 6 trustee liaison and Region 6 Assembly Convention Committee chair. Hosting Convention Committee reports may be passed on to future Hosting Convention Committees as guidelines.

### CONTRACTS

All contracts must be reviewed by the Hosting Convention Committee chair/co-chair and the board and must be signed by the Region 6 chair.

### CONVENTION ACCOUNTS

All bills will be submitted to the treasurer and must have the prior approval of the convention chair for payment.

### SPEAKERS

Keynote-speaker candidates for OA Region 6 conventions must be OA members and must be registered for the convention to be considered. They must have a minimum of three years current continuous abstinence. Keeping in mind that this is a program of attraction, keynote speakers as well as workshop leaders should demonstrate recovery on all three levels: physical, emotional and spiritual, as it applies to Overeaters Anonymous.

Recordings of keynote speaker candidates will be solicited from the OA membership by the Region 6 Hosting Convention Committee. It is important that the recordings be made at an OA event/meeting. A subcommittee to select keynote speakers from among the candidates will be identified by the Hosting Convention Committee and its members will include the chair of the Region 6 Assembly Convention Committee and/or their designated representative(s).

### RECORDINGS

Convention registrants will receive early access to all convention recordings. Recordings will be published for general access within the year on the R6 website with opportunity for 7<sup>th</sup> tradition contributions.

DONATION TO WSO

When Region 6 has a prudent reserve, 15 percent of Region 6 convention net profits will be donated to World Service.

PROFIT SHARE TO HOSTING INTERGROUP(S)

The hosting intergroup(s) will receive 10% of the net, up to \$1,000.

POLICY NUMBER: 007  
ORIGINALLY PASSED: 04/88  
REVISION DATE: 07/91, 04/25

**VOTING BALLOT**

POLICY

To avoid confusion, if a voting Representative chooses to abstain and a majority vote is required to elect, abstaining ballots count as part of the total vote.

PROCEDURE

- A. If only one candidate is running the ballot will have a yes and no box.
- B. If two or more candidates are running, a blank affirmative box will appear next to each candidate's name.
- C. Any ballot without any marks, in any affirmative box will be considered an abstention.
- D. The two candidates receiving the lowest votes will be dropped until two candidates remain. A majority is required to elect.
- E. Abstention ballots count as part of the total vote.

POLICY NUMBER: 008  
ORIGINALLY PASSED: 10/86  
REVISION DATE: 04/11, 4/15

**ELECTION OF COMMITTEE CHAIR**

POLICY

- A. At the Fall Region 6 Assembly each Committee will elect their chair for a term of one year.

- B. No person can serve as chair or acting chair for more than two consecutive terms (years). Newly elected officers shall assume their responsibilities following adjournment of that meeting.
- C. The Region 6 Secretary will be responsible for announcing the Committees' Chairs in the minutes of the Fall R6A.

POLICY NUMBER: 009  
ORIGINALLY PASSED: 04/90  
REVISION DATE: 10/94

### **COMMITTEE REPORTS**

#### POLICY

Each Committee shall present an oral and written report of their meeting to the Assembly.

#### PROCEDURE

- A. A three-minute oral report shall be given to the R6 Assembly, on the same day as the Committee meeting is held.
- B. A more complete written report shall be mailed to the Secretary within one month after the R6 Assembly, at which the Committee meeting is held, or sixty (60) days prior to the next R6A, whichever is earlier.
- C. The Secretary will distribute the reports to R6 member Intergroups.

POLICY NUMBER: 010  
ORIGINALLY PASSED: 04/90  
REVISION DATE: 04/11

### **COMMITTEE MEMBERSHIP**

#### POLICY

Committee membership of their choice is open to all voting Region Representatives or their Alternates. Visitors who currently serve at the Intergroup level or above may participate in committee service and attend committee meetings without vote.

POLICY NUMBER: 011  
ORIGINALLY PASSED: 07/90

**PARLIAMENTARIAN**

POLICY

R6 will utilize the services of a professional Parliamentarian at Assemblies.

PROCEDURE

A professional Parliamentarian will be hired on an Assembly-to-Assembly basis.

POLICY NUMBER: 012  
ORIGINALLY PASSED: 07/90  
DELETED: 04/12

POLICY NUMBER: 013  
ORIGINALLY PASSED: 7/90  
REVISION DATE: 04/08, 04/17, 4/20, 4/24

**INTERGROUP SCHOLARSHIP FUND**

POLICY

To establish and administer a R6 Scholarship fund above and beyond all current scholarships under the auspices of the Intergroup/Outreach Committee to provide support for travel to Region Assemblies and/or the World Service Business Conference (WSBC).

PROCEDURE

A. R6 Assembly Scholarship Eligibility and Deadline for Application:

Intergroups may apply for funding for travel by authorized voting representatives to R6 assemblies, using the R6 Assembly Travel Fund Scholarship Application form. The application must be completed in full; no fields should be left blank. The application must be postmarked or received no later than 60 days prior to the Assembly in order to be considered. Recipients of the scholarship will be considered according to financial need. Priority shall be given to Intergroups which have never been to an R6 Assembly or which have not attended one in the past two (2) years. Applications must be received 60 days prior to the Assembly.

B. WSBC Scholarship Eligibility and Deadline for Application:

Intergroups which have attended R6 Assemblies may apply for funding for travel to WSBC using the World Service Delegate Support Fund form (found on the R6 Assembly Documents page or on oa.org). The application must be completed in full; no fields should be left blank. Recipients of the scholarship will be considered according to financial need.

Priority shall be given to Intergroups which have never been to a WSBC or which have attended neither of the two (2) past consecutive WSBC's. Scholarship funding for additional R6 Delegates (more than one) to the World Service Business Conference, provided all intergroups applying for the scholarship have had their first applicant funded either by their intergroup or by this scholarship fund.

Applications must be received by the R6 Coordinator on October 1 for the subsequent WSBC.

**C. Awarding of R6 Assembly Scholarships:**

The Intergroup Outreach Committee shall recommend Intergroups for scholarship awards to the R6 Board for their final approval of awards.

The Intergroup Outreach Committee will make its recommendation to the R6 Board no later than thirty (30) days prior to R6A and the R6 Chair notifying all scholarship applicants no later than twenty-one (21) days prior to R6A.

The R6 Board will award the scholarship upon recommendation of the Intergroup Outreach Committee after reviewing the applications; a R6 Board vote will determine the recipients.

Notification of the scholarship award will be made to the recipient(s) by email. Specifics regarding the conditions of the scholarship will be detailed in the email. Scholarship applicants not receiving a scholarship award will be notified by email in the timeframe described above.

**D. Awarding of WSBC Scholarships**

The Intergroup Outreach Committee will make its recommendation to the R6 Board for award of WSBC scholarships no later than October 15; the R6 Board will consider and direct the R6 Chair to notify all scholarship applicants of the status of their application by October 20.

**E. Disbursement of Funds and Disposition of Unused Funds:**

Funds budgeted for this purpose and not used will be put back into the R6 Treasury. The Intergroup Outreach Committee will establish the guidelines and amounts of reimbursement.

POLICY NUMBER: 014  
ORIGINALLY PASSED: 10/90  
REVISION DATES: 04/11, 4/13, 4/15, 4/17, 4/18, 4/21, 10/23, 4/24, 9/24

**DUTIES AND RESPONSIBILITIES OF THE R6A OFFICERS (PAGE 1 OF 4)**

POLICY

The R6A Officers will be comprised of a Chair, Vice Chair, Treasurer, Secretary, Coordinator and Website and Publications Coordinator. All R6 Officers shall reside within the regional

boundaries of R6 as defined in the bylaws of Overeaters Anonymous, Inc., Subpart B, Article VII, REGIONS.

PROCEDURE

A. The Chair of R6A shall:

1. Attend all R6 Board meetings, R6As, R6 Conventions, and the World Service Convention and serve as R6 Delegate at the World Service Business Conference;
2. Cast the deciding vote in the event of a tie; (Article V, Section G of R6A Bylaws)
3. Represent R6 in all matters involving outside enterprises;
4. Develop with the R6 Board the annual Schedule for R6A and R6Board meetings;
5. Prepare an agenda of business items for R6 Assemblies and R6 Board meetings;
6. Chair R6As and R6 Board meetings in accordance with the R6 Bylaws;
7. Co-sign financial documents if necessary or requested by R6 Treasurer;
8. Function as a fiduciary in conjunction with Treasurer in matters requiring allocation and disbursement of the funds provided for R6 business;
9. Draft operating Policy and Procedures as directed by the R6A or the R6 Board or as required by business operations;
10. Attend all R6 sponsored activities to represent R6 interests and support the activity (funding to be provided by R6);
11. Draft and/or review all correspondence from R6 to outside enterprises;
12. Attend all meetings of Region Chairs Committee (RCC);
13. Maintain contact with unaffiliated meetings and unrepresented Intergroups regarding WSBC and Region business;
14. Submit a written article to each edition of the R6 Newsletter;
15. Submit a written report to be distributed at each R6 Assembly;
16. Sign R6A and R6 Board approved legal contracts between R6 and outside enterprises;
17. Investigate and report to R6A on any Intergroup-raised issue affecting R6 as a whole;
18. Interact with other Region Chairs to continually seek improvements in R6 service;
19. Schedule Parliamentarian for R6A;
20. Promote overall unity and group conscience of R6;
21. Be responsible for overseeing the implementation of Policy Numbers 008, and 021;
22. Serve as Board mentor to the Bylaws Committee or another committee as designated by the Board or the Chair;
23. Perform other duties as may be required by the R6A.

B. The Vice Chair of R6A shall:

1. Attend all R6 Board meetings, R6As and R6 Conventions and meetings of Region Chairs in the absence of the Chair;
2. Chair R6As and R6 Board meetings in the absence of the Chair in accordance with the R6 Bylaws;
3. Act as hotel liaison for all R6 Assemblies;
4. Maintain, store, and set up all audio equipment. This includes the microphones, microphone stands, transmitters, cables, and batteries for each R6 Assembly
5. Co-sign financial documents if necessary or requested by R6 Treasurer;
6. May attend meetings of the Finance Committee;
7. Assist the Treasurer in financial review;

8. Provide a financial review report to Assembly at first meeting of fiscal year;
9. Submit a written report to be distributed at each R6 Assembly;
10. Perform other duties as may be required by the R6A or delegated by the R6 Chair.
11. Research and propose potential dates for R6As, two years in advance (when possible);
12. May update and maintain the R6 Strategic Plan;
13. Serve as Board mentor to the TSW Committee or another committee as designated by the Board or the Chair.

**C. The Secretary of R6A shall:**

1. Attend all R6 Board meetings and R6 Assemblies;
2. Record and transcribe minutes of all R6 Board meetings and R6As and distribute within twenty (20) days to the R6 Board;
3. Identify two (2) volunteers to serve on the Minutes Approval of Committee, to review and approve the R6A minutes. If no volunteers are identified, the Chair will request volunteers at the R6A;
4. Record and transcribe minutes of all R6As and distribute the initial draft (pending review by the Minutes Approval Committee) to the R6 Chair and Coordinator within 30 days. Update the final draft of the R6A minutes with any corrections from the Minutes Approval Committee, and distribute the final draft (pending R6A approval at the next Assembly) to the Board within 45 days.
5. Register Representatives at the R6A in the absence of the Coordinator;
6. Take roll at each R6A;
7. Receive and handle all R6 correspondence, mailing material to appropriate R6 Officer;
8. Type all correspondence to Intergroups or Committee Chairs if necessary;
9. Maintain all current-year correspondence and records received by the Secretary for R6, excluding tax information;
10. Submit a written report to be distributed at each R6 Assembly if there is information to report beyond the minutes;
11. Administer the R6 History and Archives;
12. Be responsible for overseeing the implementation of Policy Numbers 005, 008 and 009;
13. Perform other duties as may be required by the R6A or delegated by the R6 Chair.
14. Serve as Board mentor to the PIPO Committee or another committee as designated by the Board or the Chair.

**D. The Treasurer of R6A shall:**

1. Attend all R6 Board meetings and R6As;
2. Maintain checking and savings accounts established in the name of "Region 6 of Overeaters Anonymous";
3. Be the guardian of all funds received and disbursed;
4. Submit a written report to R6 at each R6A regarding all contributions and disbursements;
5. Co-sign documents for R6 expenditures;
6. Submit a complete account of R6A funds at the annual election meeting of the R6A;
7. Act as liaison with the accountants and federal, state, and local tax authorities and ensure that the annual tax form is prepared and submitted in a timely fashion to the IRS;
8. Maintain appropriate records showing all fiduciary transactions;
9. Oversee the current R6 Convention account;
10. Chair the Finance Committee;

11. Obtain budget requests from Region Committees during the second assembly of each fiscal year;
12. Present a budget for adoption at the last meeting scheduled prior to the start of the fiscal year;
13. Perform the financial review with Vice Chair and the Finance Committee and supply the latest completed tax form(s), current insurance policies, and original financial documents including receipts, bank statements, check stubs, and all other relevant document for the financial review;
14. Obtain suitable Officers & Directors Insurance policy for the board each year;
15. Oversee the preparation and distribution of annual special contribution request to registered R6 groups;
16. Submit a written report to be distributed at each R6 Assembly;
17. Be responsible for overseeing the implementation of Policy Numbers 003, 004 and 016;
18. Perform other duties as may be required by the R6A or delegated by the R6 Chair.
19. Make all disbursements using US currency.
20. Maintain a Prudent Reserve equal to twenty-five (25) percent of the current annual budget's expenses.

E. The Coordinator of R6A shall:

1. Attend all R6 board meetings, R6As;
2. Maintain current RR, AR, Intergroup, and unaffiliated group contact information, in order to conduct OA business, including to but not limited to OA registration;
3. Execute current procedures for each Assembly allowing registration of RRs, ARs, and guests;
4. Be responsible for sending out all emails for R6 in addition to other emails as requested by WSO, Intergroups, or Board members using the current email application
5. Execute all tasks that pertain to the administration of Assemblies including but not limited to: updating and distributing documents; creating name badges for attendees; editing and formatting board reports; creating committee assignments for registrants; receiving PIPO Blitz requests and forwarding them to appropriate parties; and accepting scholarship applications and sending them to those responsible for review;
6. Make requests to WSO for information as required;
7. Develop with the R6 Board the annual schedule for R6A and R6 Board meetings;
8. Submit a written report to be included in the Board reports and distributed at each R6 Assembly
9. Be responsible for overseeing the implementation of Policy Numbers 017 and 022;
10. Keep all R6 forms up to date on a regular basis and send them to the Webmaster for uploading on the website;
11. Perform other duties as may be required by the R6A or delegated by the R6 Chair
12. Serve as Board mentor to the IGOR committee or on another committee as designated by the Board or Chair.

- F. The Website and Publications Coordinator shall:
1. Attend all R6 board meetings, R6As;
  2. Oversee the publication and distribution of the R6 newsletter, the Messenger;
  3. Maintain or oversee the maintenance of the website established in the name of OARegion6.org (the Website) as webmaster, as provided in Policy #034;
  4. Receive and disseminate all information received for posting on Website, as provided in policy #034;
  5. Receive and disseminate all information necessary, in order to maintain a current R6 Speakers List. This includes updating the list, handling requests for a copy of the list and forwarding requests to change the list to the Trustee Liaison;
  6. Submit a written report to R6 at each R6A regarding number of visits to Webstie, a topic for the writing session 2as described in Policy #030, and other matters of interest to the R6A;
  7. Maintain or cause to be maintained, all technical and aesthetic technologies of the operation of the Website in a smooth working order;
  8. Be conversant regarding current and emerging internet technologies of benefit to the Website;
  9. Act as liaison with the R6 Board, and R6 Committee Chairs to facilitate the distribution via the Website and/or Messenger of the minutes, agenda, and any other material deemed necessary for proper coordination and functioning of R6;
  10. Perform other duties as may be required by the R6A or delegated by the R6 Chair;
  11. Serve as Board mentor to the Web and Publications committee or another committee as designated by the Board or Chair.
- G. The Trustee Liaison shall:
1. Conduct the New Representative Orientation at R6 Assemblies;
  2. Act as advisor to the Convention Committee;
  3. Perform all other duties as required under the Bylaws of Overeaters Anonymous, Inc.

Note: If the Trustee Liaison is unable to perform the above duties, the R6 Chair will appoint a replacement.

POLICY NUMBER: 015  
ORIGINALLY PASSED: 04/88  
DELETED: 09/00

POLICY NUMBER: 016  
ORIGINALLY PASSED: 10/91, 10/20

**OFFICER EXPENSES**

POLICY

- A. All Officers' expenses are to be paid for by the Region. It should not cost the Officer to serve as an Officer.
- B. All Officers are to be reimbursed for all their travel expenses to and from Regional Assemblies.
  - 1. All Officers' expenses are paid for each Assembly and for conducting their duties during their term of office.
  - 2. Region 6 pays for Officers' rooms at each Assembly.
  - 3. Region 6 will reimburse an Officer for prudent travel expenses to and from each Assembly:
    - a. Car - see mileage policy.
    - b. Car rental - Region 6 will reimburse an Officer for the use of a rental car, gas for that car, tolls and parking fees. Rental cars should be used when an Officer's car is not mechanically sound or when there is undue hardship to the Officer's family without a car (i.e., a leased car, or a working couple needing the car for work). It is the responsibility of the Officer to obtain the least expensive rental package.
    - c. Plane - Region 6 will reimburse the lowest possible airfare for an Officer to get to and from Assembly. Flying would be necessitated if the Officer resides at a distance greater than six (6) hours driving time from the Assembly, or if the Officer has a medical condition that would preclude them from driving. An advance may be obtained to purchase airline tickets.
  - 4. Region 6 will reimburse an Officer for meals from Friday dinner through Sunday lunch on weekends when an Assembly meets.
  - 5. Telephone calls to other Regional Officers and to people necessary to contact in order for an Officer to fulfill his/her duties are reimbursable. A phone log must be completed and turned in with copies of the phone bill, noting these calls, for reimbursement.
  - 6. Miscellaneous expenses (postage, envelopes, printing, purchase of general office supplies, etc.) will be reimbursed, as long as these items were used in conjunction with the Officer's duties.

PROCEDURE

All bills should be sent to the Treasurer on the proper reimbursement form within thirty (30) days of the expenditure.

POLICY NUMBER: 017  
ORIGINALLY PASSED: 04/92  
REVISION DATE: 10/98

**ASSEMBLY REGISTRATION**

POLICY

Assembly registration shall be held according to the agenda sent to all registered Intergroups and shall be temporarily suspended for the purpose of opening the Assembly and any preliminary votes and shall re-open immediately upon adjournment to Committee meetings. Registration shall cease upon reconvening for Assembly business.

PROCEDURE

Registration is to be supervised by the R6 Coordinator with a committee of his/her choice selected prior to the day of the Assembly.

POLICY NUMBER: 018  
ORIGINALLY PASSED: 7/92

**TRADITIONS DISCUSSION**

POLICY

Time permitting, one half hour will be set aside at each Regional Assembly for a discussion of a Tradition.

PROCEDURE

The Trustee Liaison should review/discuss the selected Tradition, then open the floor for questions and comments.

POLICY NUMBER: 019  
ORIGINALLY PASSED: 04/92  
DELETED: 10/99

POLICY NUMBER: 020  
ORIGINALLY PASSED: 10/92

**RECOVERY FOR R6 OFFICERS**

POLICY

All Region 6 Officers must demonstrate recovery on all three levels: physical, emotional, and spiritual.

POLICY NUMBER: 021  
ORIGINALLY PASSED: 10/92  
REVISION DATE: 04/11

**LOCATION OF R6 ASSEMBLIES**

POLICY

Location of the Region 6 Assembly shall be set in accordance with Article III of the R6A Bylaws and as follows in this policy.

PROCEDURE

- A. Dates and locations shall be set after the recommendations of the Region 6 Board have been presented to the Assembly. Recommendation from the Board should include, but not be limited to access to multi-mode transportation, suitability of meeting rooms, centrality of location and cost.
- B. Assemblies shall be held at a location within Region 6.

POLICY NUMBER: 022  
ORIGINALLY PASSED: 4/93

**DEFINITION: "OA BUSINESS"**

POLICY

- A. "OA Business" is defined as *the use and exchange of information between one or more service bodies, officers, or representatives of those service bodies.*
- B. It is for the expression of group conscience and not for individual promotion or profit.
- C. Names and addresses collected for the purpose of transacting OA Business are not to be distributed to individual members for personal use.

PROCEDURE

- A. The R6 Coordinator is responsible for the maintenance of current R6 Intergroup and Unaffiliated Group listings, RR and AR addresses and phone numbers. Each list is for a specific purpose (i.e., communications with Representatives, Committees, Intergroups, etc.). Such lists, without the prior approval of the R6 Board, shall not otherwise be utilized.
- B. All members of the fellowship, in accordance with our Tradition of anonymity, should not misuse such lists and should inform the R6 Board of any actual or potential misuse.

POLICY NUMBER: 023  
ORIGINALLY PASSED: 07/93

**ERRORS AND OMISSIONS**

POLICY

Any omissions or errors in any official R6 notification of its members shall not deprive the R6A of conducting any business

POLICY NUMBER: 024  
ORIGINALLY PASSED: 07/94  
REVISION DATE: 04/12

**R6A MOTIONS**

POLICY

All motions submitted to the R6A shall include:

- A. Statement of intent;
- B. Procedure for implementation;
- C. Projected cost.

PROCEDURE

- A. A simple motion – one that does not involve a bylaw amendment – may be made from the floor. OR
- B. Simple motions may be submitted by R6 Board, committee chairs and intergroups for inclusion in the Assembly packet and shall be:
  - 1. Submitted to R6 Coordinator and postmarked or electronically time/date stamped (when submitting as an emailed document) sixty (60) days prior to the Assembly.
  - 2. Be submitted to each intergroup forty-five (45) days prior to R6A where vote is to take place.

POLICY NUMBER: 025  
ORIGINALLY PASSED: 04/93

REVISION DATE: 04/08, 10/20

**REGION 6 LOGO**

POLICY

The official R6 logo is shown below:



POLICY NUMBER: 026  
ORIGINALLY PASSED: 07/95  
REVISION DATE: 09/06, 4/21

**BYLAWS, POLICY AND PROCEDURE COMMITTEE**

STATEMENT OF PURPOSE

- A. Oversight of the document entitled:  
*Bylaws of Region Six Assembly of Overeaters Anonymous  
and Policy and Procedures Manual*  
(hereinafter referred to as “OAR6 Bylaws and P&P”)
- B. Provide advice and respond to the needs and requests for assistance by members of Region Six regarding the *OAR6 Bylaws and P&P*.
- C. Assist members of Region Six with preparation, language and formatting of prospective amendments or proposed new business motions they wish to present for consideration by the R6 Assembly.
- D. Work directly with the parliamentarian to ensure that all motions which have been voted upon and adopted by the body of the R6A are incorporated into the *OAR6 Bylaws and P&P* no later than 15 days after the conclusion of the most recent R6 Assembly. The most recent date of revision is to be recorded on Page 1 and displayed within the header of each thereafter of the *OAR6 Bylaws and P&P*.
- E. Ensure the most current version of the *OAR6 Bylaws and P&P* has been proofread and placed on the R6 website in both MS Word and .pdf formats no later than 30 days after the conclusion of the previous R6 Assembly.
- F. Provide a written, “user friendly” guide designed to assist and familiarize members of Region Six with those sections of the *OAR6 Bylaws and P&P* pertaining to the rules regarding the submission of amendments and new business motions.

POLICY NUMBER: 027  
ORIGINALLY PASSED: 07/95  
DELETED: 04/03

POLICY NUMBER: 028  
ORIGINALLY PASSED: 07/95  
REVISION DATE: 09/06

**THE TWELFTH STEP WITHIN COMMITTEE**

POLICY

The purpose of the Twelfth Step Within Committee shall be:

- A. To enhance and increase membership retention at all levels of recovery;
- B. To further carry the message of recovery to the member who is still suffering;
- C. To reach out to past members of OA who have left the fellowship.

POLICY NUMBER: 029  
ORIGINALLY PASSED: 07/95  
REVISION DATE: 09/14  
DELETED: 04/16

POLICY NUMBER: 030  
ORIGINALLY PASSED: 07/96  
REVISION DATE: 04/06

**WRITING SESSION**

POLICY

A ten-minute writing session will be held during the afternoon break of Region Six Assembly business session for the purpose of providing contributions to the R6 Newsletter.

PROCEDURE

The topic for the writing session shall be provided in the R6 Website and Publications Coordinator's report in each assembly packet. The resulting writings shall be used for inclusion in the next issues of the Region Six Messenger. This is an optional activity.

POLICY NUMBER: 031  
ORIGINALLY PASSED: 04/98  
REVISION DATE: 10/23

**OFFICER APPLICATION FORM**

POLICY

- A. Candidates for Region 6 office must be fully informed as to the necessary qualifications for their office as well as the duties of their chosen office. Such information is to be provided to Representatives who shall vote to elect such Officers.
- B. In keeping with the threefold nature of recovery from compulsive overeating, candidates shall describe the full extent of their recovery in their Officer applications.

PROCEDURE

- A. Region 6 Officer application forms shall contain the following statement above the applicant's signature, "I certify that I have read the qualifications and duties of office of \_\_\_\_\_ and understand the responsibilities of such position." Copies of the responsibilities and duties of the position will accompany the packets sent to the Intergroups.
- B. Region 6 Officer application forms shall provide space for a "Brief account of my OA story (Physical, Emotional and Spiritual):"

POLICY NUMBER: 032  
ORIGINALLY PASSED: 09/00  
REVISION DATE: 04/12, 09/17

**FINANCIAL REVIEW**

PROCEDURE

The R6 Treasurer will provide monthly bank statements, expense, and contribution reports to the Finance Committee Vice Chair for review. The Vice Chair will present a report to the Finance Committee at the R6 Assembly.

FALL ASSEMBLY PROCEDURE

- A. Prior to Assembly the Finance Committee will assist the Treasurer in compiling Region 6 financial documents for distribution in the Assembly Officer's Reports packet.
- B. **Annual Financial Review** In accordance with duties of the Vice Chair and Treasurer listed in Policy 014, R6 shall conduct an annual financial review of the R6 Financial accounts.

PROCEDURE: The R6 Vice Chair, Treasurer, and Vice Chair of the Finance Committee, shall conduct the annual financial review by performing the following steps for a minimum of three transactions in the current fiscal period:

- A. The R6 Vice Chair shall pick at random, a minimum of three transactions
- B. The R6 Treasurer and Finance Committee Vice Chair will provide documentation of transactions in the Financial Records. (Bank Statements, receipts, etc.)
- C. The R6 Vice Chair will review the results with the R6 Chair
- D. Report the financial review results to the Fall Assembly as part of the Finance committee report as per Policy 014, No. 8

#### SPRING ASSEMBLY PROCEDURE

Finance Committee will assist with the Treasurer in preparing the budget as needed for presentation at the Spring Assembly.

#### RETURN CHECK POLICY PROCEDURE

To give guidance in a situation if a check is returned for NSF.

1. R6 bank will be contacted to verify that it was not a bank error.
2. Every attempt will be made to contact the person who issued the check via email, phone, or written notice. Requests will be made for reimbursement of any bank charges to R6.
3. Reimbursement must be made by bank check, money order or PayPal and include bank fees

POLICY NUMBER: 033  
ORIGINALLY PASSED: 03/01  
REVISION DATE: 09/06, 4/19, 4/24

### **THE PUBLIC INFORMATION/PROFESSIONAL OUTREACH ("PI/PO") COMMITTEE**

#### POLICY

The purpose of the PI/PO Committee is to:

1. To inform the general public about Overeaters Anonymous (OA);
2. To inform and share OA information with healthcare professionals, institutions, clergy, community organizations, and people with compulsive food behavior;
3. To collect and share information and resources to support Regional, Intergroup and Group PI/PO activities;
4. To act as liaison with WS (World Service), Regions, Intergroups and groups;
5. To assist in the formation and support of related committees at the Intergroup and group level; and

6. To administer the PI Blitz funding program which encourages intergroups to create, propose, and implement public information/professional outreach activities and events.
7. To create and support the execution of regionwide PI/PO campaigns, activities, and events, and
8. To request the PI Blitz Funding Report from the recipients of the PI Blitz Funding at the conclusion of their campaign, be submitted 30 days before the next Region 6 Assembly.

POLICY NUMBER: 034  
ORIGINALLY PASSED: 04/02  
REVISION DATE: 04/06, 4/24

### **R6 WEB SITE**

#### POLICY

R6 shall utilize the Internet to “Carry the Message” and to facilitate R6 activities.

#### PROCEDURE

- A. R6 shall establish, operate and maintain a web site for the purpose of “carrying the message” and facilitating R6 activities.
- B. The R6 Assembly is responsible for the content of the web site and its links. The R6 Assembly delegates this responsibility to the R6 Board, particularly to the Website and Publications Coordinator, for content and link changes which cannot be addressed by the Assembly on a timely basis. Content which is to be updated on a timely basis may include but is not limited to: R6 Bylaws and Policies and Procedures Manual; R6 Assembly Standing Rules; R6 Intergroup Handbook; R6 Messenge; R6A Minutes; Committee and Workshop Reports; and the R6 Calendar of Events and Schedule Requirements. Content concerning R6 events such as Intergroup retreats, minithons, etc., does not require the approval of the R6 Assembly but is subject to R6 Board approval. All content and sites connected by links must be in accordance with the R6 Bylaws and Policies and Procedures and OA Bylaws, Subpart B and the OA Business Conference Policy Manual (Continuing Effect Motions).
- C. The web site shall be administered by a webmaster appointed by the R6 Website and Publications Coordinator as webmaster, who may, as necessary, delegate technical functions of website maintenance to a service volunteer or outside contractor.
- D. Communications to the R6 webmaster from the Fellowship regarding questions of interpretation of OA’s Steps, Traditions or Concepts of Service shall be forwarded to the R6 Chair. The R6 Chair may refer such questions to the appropriate Board member for response.

POLICY NUMBER: 035  
ORIGINALLY PASSED: 10/02  
DELETED: 04/04

POLICY NUMBER: 036  
ORIGINALLY PASSED: 10/02  
REVISION DATE: 04/10

**SUPPORT FUND FOR TRAVEL TO REGION ASSEMBLIES BY REGION CHAIRS**

POLICY

Region 6 supports the mission of the Region Chairs Committee as expressed in OA Bylaws, Subpart B, Article XI, Section 4a, with regard to sharing resources. One of these sharings is done through provision of a line item in R6 budgets for the expense of travel of other Region Chairs or their representatives to Region Chairs Committee meetings held at a fall assembly.

PROCEDURE

The Region Chair who is Chair of the Region Chairs Committee, in consultation with the Region Chairs Committee, shall review, and, if appropriate, approve Region Chairs' travel expense vouchers for submission to the Region 6 Treasurer for reimbursement. If the total of vouchers so approved, which are submitted for reimbursement. The Region 6 Treasurer shall pay all approved vouchers. Payment shall be by checks made in the name of those submitting the vouchers.

POLICY NUMBER: 037  
ORIGINALLY PASSED: 04/03  
REVISION DATE: 04/11

**PUBLIC INFORMATION BLITZ**

POLICY

Region 6 Assembly sponsors a funding program and encourages its member Intergroups to undertake public information (PI/PO) activities within their geographic areas. Funds are allocated at each assembly in support of PI/PO activities that have been submitted by intergroups, using the requirements given in the Committee Procedure.

PROCEDURE

**Blitz Fund**

- A. Application and reporting forms, which include Blitz proposal procedures, are downloadable on the Region 6 website. These are the only forms that must be used.
- B. Note that submission/application for funds does not constitute approval. Requests for funds are reviewed by the PI/PO Committee, and if meeting required criteria, are then recommended by the PI/PO Committee, and submitted for Board approval.
- C. Completed applications must be e-mailed to the Region 6 Coordinator 60 days prior to Region 6 Spring and/or Fall Assemblies.
  - a. Application information must be completed and signed by the Intergroup Chair or Treasurer.
  - b. Intergroups must demonstrate partial funding of their project.

- D. The R6 Coordinator will forward the blitz applications/reports to the PI/PO Chair and mentor 10 days after the application deadline.
- E. The R6 Board recommends that all Intergroups submitting applications will have a representative at the upcoming Assembly. In the event that no representative is present at the Assembly, the Intergroup must provide a phone number of the contact person who will be available to answer any questions on the day of the assembly.
- F. A representative of the R6 Board will notify all Intergroups which have applied for funds as to their status via phone and/or email within 14 business days after the Assembly.
- G. Intergroups awarded funds must complete the Region 6 PI/PO Report Form (available on the R6 website) and provide receipts detailing the results of their project 30 days prior to the next Region 6 Assembly. Intergroups are required to continue reporting if a blitz extends beyond one Assembly by submitting an additional PI/PO report form 30 days prior to the next Region 6 Assembly.
- H. The R6 Treasurer will distribute awarded funds to the Intergroups within 10 days after the Assembly.
- I. Following Board approval, the PI/PO Committee will ask to post all PI/PO Blitzes on the R6 website, which can be reviewed by Intergroups. Reports will be posted with names and phone numbers redacted to protect anonymity. This will be done within 30 days after the assembly.

POLICY NUMBER: 038  
ORIGINALLY PASSED: 04/04  
REVISION DATE: 09/10, 4/15

#### **WEBSITE AND PUBLICATIONS COMMITTEE**

##### POLICY

- A. To provide media summarizing the events of each R6 Assembly.
- B. To publicize, describe and identify OA activities within Region Six.
- C. To publish and disseminate a newsletter via the R6 website and email.

POLICY NUMBER: 039  
ORIGINALLY PASSED: 09/05  
REVISION DATE: 09/06

**INTERGROUP OUTREACH COMMITTEE (IGOR)**

POLICY

- A. To help Region 6 serve each Intergroup.
- B. To improve communication between Region 6 and Intergroups.
- C. To administer the scholarship fund.
- D. To increase participation at Region 6 Assemblies.
- E. To promote unity and cooperation among the Intergroups in Region 6.

POLICY NUMBER: 040  
ORIGINALLY PASSED: 04/13

**OWNERSHIP AND COPYRIGHT  
OF R6 RECORDINGS**

All recordings produced in the course of R6 sponsored events are protected by copyright and other applicable laws in the United States and other nations and may not be duplicated, distributed, re-broadcast, or used in any other manner whatsoever without the expressed written consent of R6, including dissemination without monetary gain. Any recorded material produced by and / or purchased from R6 is intended for personal use only and the public exhibition or broadcast or internet transmission of any and all R6-owned material is prohibited by law.

Any individual or entity determined to be disseminating R6 recordings, shall be given a fair-warning notice to cease and desist.

POLICY NUMBER: 041  
ORIGINALLY PASSED: 04/13

**EMAIL**

- A. Member email addresses that are posted on the OAR6 Website and shall be utilized only for the purpose of conducting OA business.
- B. To ensure anonymity, only those email addresses which conform to all the following naming conditions will be permitted: to be posted on the web site.
  - 1. Acceptable account names must contain only a first name and last initial or a clearly fictitious name. Full first name and/or last names are not permitted.
  - 2. Acceptable domain names must be from an established email provider only.
  - 3. All email addresses posted on the OAR6 Website shall conform with the above stated criteria.

4. Acceptable email addresses are in the sole discretion of the current OAR6 Web and Publications Coordinator, who is a duly elected member of the R6 Board and trusted servant.
- C. When mailing a group of OA members always place the email addresses in the BCC field to maintain member's anonymity.
- D. Member email addresses should never be distributed to outside entities.
- E. When collecting member email addresses will be used.
- F. OAR6 also collects email addresses for the purpose of notifying members and intergroups of upcoming events and pertinent information.

POLICY NUMBER: 042  
ORIGINALLY PASSED: 04/14

### **ELECTRONIC PUBLICATION OF R6 MESSENGER**

#### POLICY

The R6 Messenger shall be published and distributed only electronically.

#### PROCEDURE

- A. Both English and French editions of the R6 Messenger will continue to be posted on the R6 website.
- B. By email attachment or email HTML link, the R6 Messenger shall be distributed by the following methods:
  1. Automatic email to R6-member intergroups
  2. Opt-out email subscription to currently registered R6 Representatives.
  3. Opt-in email subscription to individual OA members

POLICY NUMBER: 043  
ORIGINALLY PASSED: 04/16

### **ON-LINE SPEAKER FILES**

#### POLICY

R6 will make available via the R6 website and via popular feeds (e.g., iTunes), the speaker files for all of the R6 Conventions, with the exception of the most recent year's audio files.

POLICY NUMBER: 044  
ORIGINALLY PASSED: 09/17  
REVISION DATE: 4/22

**R6 COMMITTEE BUDGET REQUESTS & BUDGET APPROVAL**

Forty-five (45) days prior to each Spring Assembly, the Chair of each R6 Standing Committee (Article VII Section A, R6 Bylaws), shall submit in writing, requests for funding for the upcoming fiscal year.

An R6 Committee budget request exceeding the previous year's approved budget by ten (10%) percent shall present documentation and rationale outlining its proposals for the upcoming year. The Treasurer will make worksheets available for each R6 Committee to support its budget request.

If no written request for funding is received forty-five (45) days prior to Spring Assembly, in consultation with the Finance Committee and the R6 Board, Treasurer shall determine each R6 Committee's allocation for the upcoming budget.

As presented by the R6 Treasurer, the proposed budget shall be adopted or defeated by an up-or-down majority vote of the R6A.

POLICY NUMBER: 045  
ORIGINALLY PASSED: 09/17  
DELETED: 4/22

POLICY NUMBER: 046  
ORIGINALLY PASSED: 4/22

**DIGITAL COMMUNICATION**

POLICY

Region Six of Overeaters Anonymous-understands the importance of the suggestions outlined in the OA World Service publication, *Guidelines for Anonymity in the Digital World* and will let all OAR6 Officers and Representatives know how to access the document.

PROCEDURE

Upon election or appointment to a position in service to OAR6, all Officers and Representatives will be provided information on how to access the document *Guidelines for Anonymity in the Digital World*.

- a) The R6 Web & Publications Coordinator will maintain a working internet link on the Region 6 website-to the current version of the OA document, *Guidelines for Anonymity in the Digital World*. When known revisions to the document occur, the link referred to above is to be updated as soon as possible.
- b) A link to (or hard copy of) the document *Guidelines for Anonymity in the Digital World*

shall be provided to new R6 Representatives as part of the new Representatives orientation.

POLICY NUMBER: 047  
ORIGINALLY PASSED: 4/23

### **WSBC REFERENCE SUBCOMMITTEE**

#### POLICY

At the Region 6 (R6) Fall Assembly, up to two (2) Region 6 (R6) representatives will be elected to serve on the World Service Business Conference (WSBC) reference subcommittee.

#### PROCEDURE

##### NOMINATION

During the R6 Fall Assembly, representatives will self-nominate or nominate a representative to serve on the WSBC reference subcommittee.

To be eligible to be nominated and elected as a R6 reference subcommittee member, the representative is required to have:

- 1) 1 year of continuous abstinence (where each person is the sole judge of their abstinence).
- 2) 2 years of service beyond the group level.
- 3) Already attending WSBC as a delegate.
- 4) Be willing to address the R6 Fall Assembly for 1 minute after accepting the nomination.

##### VOTING

R6 representatives will vote for up to two (2) R6 representatives to serve on the WSBC reference subcommittee. The R6 Assembly will also vote for alternate(s) to serve in the place of the delegate should they not be able to attend WSBC.