POLICY MANUAL

REGION 3

OVEREATERS ANONYMOUS, INC.

Revised and accepted on

17 October 2025

at

Region III Fall Assembly

POLICY MANUAL

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INDEX

SECTION I INTRODUCTION AND PURPOSE	3
SECTION II BANNER AND MOTTO	3
SECTION III DUTIES OF STEERING COMMITTEE	3
A) Chair	3
B) Vice Chair	3
C) Recording Secretary	4
D) Treasurer	4
E) Digital Content Coordinator	5
F) Trustee	5
SECTION IV REGION EVENTS	6
SECTION V COMMITTEES	9
SECTION VI REGION III STANDING COMMITTEE CHAIRS	10
SECTION VII PROCEDURES FOR REGION III STEERING COMMITTEE ELECTIONS	10
SECTION VIII DATE OF PUBLICATIONS	11
SECTION IX FISCAL YEAR	11
SECTION X CORPORATE ANNUAL REPORT	11
SECTION XI IRS 990 FILING	11
SECTION XII FUNDING NEW WSBC DELEGATES	11
SECTION XIII FUNDING TRUSTEE NOMINEE	12
SECTION XIV REGION FUNDING OF SPEAKERS FOR INTERGROUPS	12
SECTION XV PROFESSIONAL EXHIBIT FUND	12
SECTION XVI STANDING RULES	13
SECTION XVII PHYSICAL ASSETS	13
SECTION XVIII VIRTUAL ASSETS	15
SECTION XIX AMENDING THE POLICY MANUAL	16

SECTION I INTRODUCTION AND PURPOSE

The primary purpose of this organization is to aid those with the problem of compulsive eating through the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA service and to serve and represent the OA groups and Intergroups from which Region III is formed. We also operate in accordance with the Continuing Effects Motions of WSBC. This policy manual is intended to serve as a guide to the Region III Assembly and to assist in its function.

OA Region 3, having legally changed its name, will immediately use 'OA Region 3' in all communications, publications and operations. The Bylaws and Policy Manual will be formally updated to reflect this change at the next Spring Assembly.

SECTION II BANNER AND MOTTO

HAPPY, JOYOUS AND FREE: REGION III IS THE PLACE TO BE!

SECTION III DUTIES OF STEERING COMMITTEE

A) **Chair**

1. Shall establish and maintain a file pertaining to Region III Chair matters, which shall be transferred to the next Chair.
2. Shall call Steering Committee meetings, as needed, by conference call, if necessary.
3. Shall establish and distribute an agenda before each Region III Assembly.
4. Shall approve the Corporate Annual Report as outlined in Policy Manual Article XI Corporate Annual Report.
5. Shall Chair all Region III Assemblies.
6. Shall have the discretion to appoint a parliamentarian to assist in the conduct of the Region III Assemblies.
7. Shall have the authority to appoint committees to conduct business of the Region between Region III Assemblies.
8. Shall appoint an Interim Steering Committee Member to serve in any vacated Steering Committee position until the next Region III Assembly and appoint other service positions, as needed.
9. Shall be ex-officio member of all committees.
10. Shall serve as signatory on the Region III checking account and shall designate other Steering Committee signatories, as needed.
11. Shall attend the World Service Business Conference.
12. Shall act as president of the corporation in business matters.

B) **Vice Chair**

1. Shall maintain and update the electronic version of the Convention Planning Manual.
2. Shall arrange and preside over the Green Dot orientation meeting at each assembly.
3. Shall assume the duties of the Chair in case of absence or resignation of the Chair.

4. Shall serve as the liaison between the Steering Committee and the Intergroup hosting an upcoming Region III Assembly.
5. Shall serve as Convention Coordinator and work with the host committee of any Region III event on matters of policy, finance, and planning.
   a. Shall be a signatory on the Convention/Assembly host hotel contract
   b. Shall receive the final convention report and financial statement on behalf of the Region Steering Committee.
   c. In the event that more than one Intergroup applies to host the same Assembly/Convention (e.g., fall, 2024), the Vice Chair shall ask if one Intergroup would consider another open date.
6. Shall receive requests from Region III Intergroups for Service and Traditions Workshops provided by Region III Steering Committee members.
7. Shall approve funding for and arrange Service and Traditions Workshop as mentioned in Section IV. Item V.

C) **Recording Secretary**

1. Shall furnish a written copy of the minutes of all Region III Assembly meetings to all Steering Committee members, attending Region III Assembly Representatives, and Region III registered Intergroups.
2. Shall report the contact information of Region III Chair or Intergroup Chair to WSO when the information changes.
3. Shall be one of the Password holders for the Region III website.
4. Shall update the Region III Bylaws and Region III Policy Manual when amendments have been adopted.
5. Shall record minutes and maintain a file of the Region III Assembly and Steering Committee meeting minutes.
6. Shall be responsible for the correspondence of Region III.
7. Shall serve as the co-chair of the Bylaws Committee.

D) **Treasurer**

1. Shall maintain a business checking account and savings accounts in the name of Region III of Overeaters Anonymous, Inc.
2. Shall ensure the business checking and saving accounts are updated with new signatories (Treasurer, the Chair and other steering committee member(s) as needed and designated by the Chair) after each election.
3. Shall disburse funds following written request and/or submission of bills for which reimbursement has been approved by the Region III Assembly or Steering Committee.
4. Shall disburse funds to Intergroups which need funds to send a representative to the Region Assembly. Intergroups can apply for funds through the R3 Website. Actual funding is based on availability. Preference will be given to any Intergroup which has not sent a representative within the last two years. Intergroups are encouraged to be self-supporting where possible.

5. Shall present a written and oral Treasurer's report at each Region III Assembly.
6. Shall maintain a Prudent Reserve:
   a. The prudent reserve shall be $3000 plus one half (1/2) the annual budgeted Steering Committee travel expenses.
   b. If the prudent reserve falls below this level, the Treasurer shall deposit $100 per month in order to reach or maintain the prudent reserve.
7. Shall approve the Corporate Annual Report as outlined in Policy Manual Section XI Corporate Annual Report.
8. Shall receive, deposit, and acknowledge on Assembly financial reports, all donations made to Region III.
9. Shall make available Region III financial records to the Finance Committee at each assembly and ensure that the records are audited before the assembly ends.
10. Shall serve as co-chair of the Ways and Means/Finance Committee.
11. Shall serve as acting secretary for the corporation in business and/or financial matters.

E) **Digital Content Coordinator**

1. Shall be the liaison with any third party that is responsible for the Region III website and all related social media or technology services.
2. Shall be one of the primary holders of all passwords and information necessary to access and update the Region III website.
3. Shall oversee email groups for each committee.
4. Shall oversee the website calendar of upcoming events.
5. Shall oversee the duties of Webmaster.
6. Shall oversee the posting of updated versions of the Region III Bylaws and the Region III Policy Manual on the Region III website no fewer than 60 days prior to the next Region III Assembly.
7. Shall oversee the editing of the Region III website.
8. Shall be responsible for bringing and operating the Region III projector and laptop for each assembly.
9. Shall be the custodian of Committee laptops.
10. Shall serve as the Co-Chair of a Region III Committee for a year as determined during the Steering Committee meeting prior to Assembly.

F) Trustee Liaison

The Trustee will serve Overeaters Anonymous and act as a guardian of the Twelve Steps and Twelve Traditions. Duties include but are not limited to the following:

1. Shall attend all Region III Assembly/Conventions.
2. Shall provide a report referencing Board of Trustee (BOT) activities for each assembly.
3. Shall attend Region III Steering committee meetings.
4. Shall act as liaison between the Region III steering committee and Region III

committees as assigned.

5. Shall participate in service workshops as possible when invited.
6. Shall attend Intergroup and service board meetings as possible when invited.

SECTION IV REGION EVENTS

Region events include Conventions [fellowship events] and Assemblies [business meetings].

A) At the Fall Assembly, the Region shall hold elections for Region officers as required.

B) Region III shall meet but shall not conduct business at WSBC. At the Spring Assembly, Region shall consider proposed amendments to the Bylaws and Policy Manual.

C) Assembly agenda – All agenda items must be submitted in writing to the Region Chair at least forty-five (45) days in advance of the next Region Assembly. The Chair shall prepare a proposed agenda including any nominee applications and Bylaws and/or Policy motions, to be made available on the Region III website thirty (30) days in advance of the next Region Assembly.

D) Pre-Region Event Funding – The Region Treasurer shall forward a maximum of $500.00 seed money to the Intergroup hosting the Region event, at their request. All seed money, to the extent applicable, shall be included in those revenues returned to the Region. The Region III credit card may be used for securing the location of the Assembly.

E) Steering Committee Expenses

1. All reasonable expenses of the Steering Committee Members in conjunction with their attendance at Region events shall be funded by Region III.
2. Only the Region Chair shall be funded by Region III to the World Service Business Conference.
3. The Trustee Liaison's expenses at the Region III Assemblies are funded by WSO.

F) Funding of Region Representatives – The Region shall provide funding for Region Representatives to attend Region events to defray Intergroup Costs, based on Intergroup financial needs and availability of Region funds. It is recommended that an Intergroup requesting funding for Region Representatives to attend Region events submit the request to the Region Treasurer at least 21 days prior to the beginning of the Assembly for which the funding is requested. The Region Treasurer shall, at that time, review the Region treasury and keep a prudent reserve, making available on a per capita basis, funding for Region Representatives to the extent possible. Requested funding will be mailed to Intergroups provided that there is time to mail it. Otherwise, funding will be available for the RRs at the Assembly.

1. The treasurer, in consultation with the Steering Committee, shall adapt such funding to each particular event to maximize participation at each

assembly.

2. Any over-funding or unused funding from the Region must be returned to the Region Treasurer.
3. Funding for the host area should be at the discretion of the Treasurer, in conjunction with the Steering Committee, not to exceed 50% of the funding of other Representatives.
4. Funding for the first Region Representative of an Intergroup for each Region event (excluding the World Service Business Conference) will not exceed $600 per Representative. When funding for additional Representative(s) of an Intergroup is available, it will be made available to all subsequent Representatives on a pro rata basis, not to exceed $250.00 per Representative.

G) Funding new or non-participating Intergroup Representatives – In order to increase participation of Intergroups, the region may fund a Representative, up to $600 to Region Assembly. An Intergroup shall not be eligible more than once every three (3) years.

H) Alternate Region Representatives who will be attending Region III Assemblies are required to pay applicable registration fees.

I) Speakers at Region Events – In order to further the Region goal of building strength from within the Region, speakers at Region events should come from within the Region. No speaker shall receive funding.

J) Program – Programs for all Region events shall be determined by the host city program committee. Such programs shall be approved by the Region Steering Committee.

K) Literature – Only OA approved literature shall be sold at Region III events.

L) Sale of Merchandise – Merchandise, sweatshirts, pins, etc. may be sold at Region III events, but the following guidelines are suggested:

1. All sales to be made by and for OA service bodies. All such funds may be retained by that service body.
2. Each sale item to be approved by the group conscience of the hosting Intergroup.
3. Sales at OA functions should be conducted in such a manner as to not divert or distract from our primary purpose to carry the message to the compulsive overeater who still suffers.
4. At least two tables will be provided at Region Conventions/Assemblies for the sale of fund-raising items by Intergroups on a first-come-first-served basis.

M) Region III permits OA service bodies to offer fund raising activities at Region III fundraising events. These might be raffles, auctions, silent auctions, and similar activities. Such activities shall follow the guidelines set down for Sale of Merchandise

in Section L above. In addition:

1. Such activities shall be conducted only at meal functions or closing.
2. Such activities shall be so limited in time as to not interrupt or interfere with speakers, panels, workshops, and our primary purpose of carrying the message of recovery.
3. All proceeds from such activities shall be treated as convention funds.

N) Convention Funds – Convention proceeds are to be divided as follows: 50% to Region III and 50% to the hosting IGs. Proceeds include all convention-related revenue, such as registration fees, literature income and all fund-raising, less expenses. The seed money is repaid prior to the division of proceeds.

O) Region III will be responsible to pay any shortfall resulting from the hotel contract.

P) Assembly Starting Time – Assemblies shall start at a pre-notified time as listed in the Assembly agenda(s). Orientation for new Representatives shall be as listed in the Assembly agenda(s).

Q) Convention Coordinator – The Region Vice Chair, serving as Convention Coordinator, shall work with the host city committee of any Region event on matters of policy, finance, and planning.

R) Region Representatives as Speakers – Region Representatives may speak at Conventions at any time during the Assembly. At no time during an Assembly should the Steering Committee be absent from the meeting.

S) Assembly Forum – There shall be a session designated as “The Assembly Forum” at each region assembly which will be off the record, but full participation of all Representatives is encouraged. Specific Intergroup problems, problems within the Region, and other matters may be discussed at the Assembly Forum.

T) Convention Wrap-up – The host planning committee shall conduct a convention wrap up after the Assembly/Convention. Planning committee members from cities hosting future conventions are encouraged to attend wrap-up session.

U) Convention Report – No more than forty-five (45) days after the conclusion of the Convention, the host city committee shall submit to the Region Steering Committee via the Vice Chair, a report on the event including a financial statement, a statement of strengths found at event and the problems encountered, including suggestions for solving such problems.

V) Traditions and Service Workshops – Traditions and Service Workshops within Region III may be included at Region events.

W) Any Intergroup within Region III which would like Region III to provide a Service and Traditions Workshop shall contact the Vice Chair. The Vice Chair, in conjunction with said Intergroup, shall arrange for such a workshop. Funding shall be in alignment with current approved annual budget.

X) Request to Host Assembly/Convention – Prospective host Intergroups shall submit requests to host future Region III Assembly/Conventions prior to Assembly. Requests to hold Assembly/Conventions may be approved up to three years in advance. If not submitted in advance of the Assembly, requests to host may be placed on the agenda under "New Business."

SECTION V COMMITTEES

A) The following committees are required to carry out the purpose of Region III:
1. Twelfth Step Within (TSW): To strengthen OA by sharing information and ideas within the fellowship and to help members address relapse.
2. Public Information/Professional Outreach (PIPO): To spread the message of Overeaters Anonymous to the still suffering compulsive overeater by working with the health and other professions and news media.
3. Ways & Means, Finance (WMF): To create innovative ideas to generate revenue to facilitate carrying the message to the compulsive overeater in Region III and to monitor the financial stability of Region III.
4. Bylaws: To review and maintain the Region III Bylaws and Policy Manual.

B) Each Committee will be co-chaired by:
1. A Steering Committee member as designated by Region III Policy Manual Section III C-E or by appointment of the Region III Chair: and
2. A Region Representative committee member selected by members of the Committee on which he/she serves.

C) Each Committee:
1. Shall be co-chaired by a Region Representative (RR) selected by members of the committee and a Steering Committee member.
2. Shall appoint a secretary.

D) Committee meetings shall be conducted by the Region Representative Co-chair at each assembly. In the absence of the Region Representative co-chair, the meeting will be conducted by the committee secretary. Members are encouraged to serve on their chosen committee for a period of at least one year.

E) The Committee laptop will be available at each assembly.
1) Each Committee laptop will include the following:
   a. Mission statement
   b. Roles/responsibilities of committee officers

c. Committee policies and procedures
d. Minutes of previous committee meetings.
e. Any other documents pertinent to the Committee

2. Each Committee's laptop will be held (between assemblies) by the Region III Digital Content Coordinator.

F) One or more committee conference calls may be held between assemblies; the committees' co-chair will designate the day, time, and agenda for the call.

SECTION VI REGION III STANDING COMMITTEE CHAIRS

A) Standing Committee Chairs are selected by committee members.

B) Standing Committee Chairs should:
1. Follow the Policy Manual Guidelines.
2. Access committee electronic reports at committee meetings.
3. Report to the assembly on the progress or problems encountered by the committee.

C) Previous experience at the Intergroup level is desirable.

D) A Standing Committee Chair may be replaced if they fail to abide by the Region III Policy Manual.

E) The duties of the Committee Chair are listed in the Committee laptop.

F) Committee Chairs who are leaving their position shall acquaint the new chair with the duties of the Chair. At the time of transition, any notes, or materials relevant to those duties shall be passed on.

SECTION VII PROCEDURES FOR REGION III STEERING COMMITTEE ELECTIONS

A) The Region Chair will appoint a three-person Teller Committee, none of whom may be region reps or steering committee members.

B) If no applications for a given steering committee position are received by the Chair in advance of an Assembly, nominations for that position may be received from the floor. Upon acceptance of nomination, the nominee(s) will speak to the Region III Assembly about their qualifications for the office and why they are moved to take on this service.

C) To be elected, a Steering Committee member must receive a majority of the votes cast by written ballot.

SECTION VIII DATE OF PUBLICATIONS

All publications of Region III shall bear the date they were adopted by the Region III Assembly.

SECTION IX FISCAL YEAR

Region III fiscal year shall be from November 1 through October 31 the following year.

SECTION X CORPORATE ANNUAL REPORT

Region III Overeaters Anonymous, Inc. is an Arizona Corporation. As such the corporation must file with the state of Arizona Corporation Commission an Annual Report and Certificate of Disclosure. The Annual report notification is emailed to the Region III Treasurer (r3treasurer@oaregion3.org). The annual report contains the names and addresses of officers/directors, a statement of disclosure regarding ownership of the corporation's common stock (none issued, none owned), and a Statement of Bankruptcy of officers/directors owning more than 20% of the issued and outstanding common stock (none issued, none owned). The annual report is electronically filed with the annual filing fee on or before the due date at the beginning of June. An electronic copy of the annual report is maintained by the Region Treasurer. Additional copies may be maintained by the Region Chair and/or Secretary. Failure to file the report will result in the revocation of corporate status.

Region III elects to use CT Corporation as the Statutory Agent.

SECTION XI IRS 990 FILING

A) As a 501(c)3 entity, Region III must file an annual IRS 990 form indicating that:
   1. gross receipts are not in excess of $50,000,
   2. the business has not been terminated,
   3. the principal officer is the Region III Treasurer.

B) IRS form 990 is filed electronically no later than the 15th day of the fifth month after the end of the calendar year (May 15).

C) The IRS will notify Region III if an IRS 990 form has not been filed in a timely manner.

D) Three (3) consecutive years of non-filing may precipitate a revocation procedure of 501(c)3 status.

SECTION XII FUNDING NEW WORLD SERVICE CONFERENCE (WSBC) DELEGATES

In order to increase participation of Region III at WSBC, a fund will be set aside each year to support new delegates.

A) A 'new' delegate is one from an Intergroup which has not sent a delegate to WSBC in the past 3 years.

B) The maximum amount of the fund will be $1,000 per year.

C) Funds will be allocated on a first come, first served basis.

D) Application deadline for funds will be October 1 for the following year's WSBC.

E) Request for funds are to be submitted through the R3 Website.

F) Up to $750 may be requested per Intergroup.

G) A new delegate may apply to WSO for additional funding after completing this process with Region III.

SECTION XIII FUNDING TRUSTEE NOMINEE

A) Funding up to $750.00 per nominee shall be made available to cover expenses of Trustee nominees to attend the WSBC Trustee election.

B) Nominees who are current WSBC delegates are ineligible for this funding.

SECTION XIV REGION FUNDING OF SPEAKERS FOR INTERGROUPS

Region III will fund speakers' expenses for Intergroups requesting assistance for special events up to $350 per event. The Region Treasurer is to set aside a minimum of $250 for this fund. Applications should be sent in advance of the event to the Vice Chair. No Intergroup (or area) will receive funding more than once in a two (2) calendar year period. The Vice Chair shall approve funding as requests are received, provided that Region III funds are available (see above). An itemized statement of the speaker's expenses should be returned to the Region together with any unused portion of the funding.

SECTION XV PROFESSIONAL EXHIBIT FUND

Region III will maintain a Professional Exhibit Fund to be used for fees and expenses associated with OA representation at professional exhibits, conferences and health fairs being held within Region III.

A) The Region III Treasurer shall allocate between $800 and $1,200 annually for this purpose. Special contributions may be accepted for this fund.

B) Any Intergroup may receive funding until the appropriated fund is exhausted.

C) Requests to receive funding are to be submitted to the Vice Chair.

D) An itemization of the funded event expenses should be returned to the Region III Treasurer, with any unused portion of the funding, within 30 days of the conclusion of the event.

SECTION XVI STANDING RULES

A) Standing Rules and General Policies may be amended with a majority Vote with prior notice or by two-thirds (2/3) vote without prior notice.

B) Standing Rules and General Policies may be temporarily suspended by a two-thirds (2/3) vote.

SECTION XVII PHYSICAL ASSETS

A) Physical Assets include the following:

1. Physical assets are tangible, physical items which have been purchased by Region III, sent to Region III, prepared by Region III Steering Committee members, Region III Committee Chairs, Region III Committee members, or Region Representatives to assist with conducting business for Region III. Examples of physical assets are, but not limited to the following: laptop computers; computer software; flash drives; paper banking records (i.e., Region III checkbook, Region III checks, bank statements, deposit tickets, other paper banking records); written reports and files kept by Region III Steering Committee members, Region III Committee Chairs, Region III Committee members, or other Region Representatives conducting business on behalf of Region III.

2. Laptop computers and software used by Region III Recording Secretary, Treasurer, and Digital Content Coordinator are to have some type of appropriate identification indicating the laptop computers are property of Region III. The Region III Recording Secretary, Treasurer, and Digital Content Coordinator are the custodians of and must provide safekeeping for the aforementioned items. The laptop computers and software are for Region III use only and must be brought to each Region III Assembly.

B) Transfer of Physical Assets

1. The outgoing Region III Chair shall transfer to the incoming Region III Chair all paper files, flash drives, floppy discs, or other such physical items at the Region III Assembly in which the incoming Chair is elected/selected. In case this is not feasible, the items should be shipped to the new incoming Region III Chair within two weeks after election/selection. Any shipping costs, if incurred, shall be charged to the Steering Committee line item in the Region III Budget.

2. The outgoing Region III Vice Chair shall transfer to the incoming Region III Vice Chair all paper files, flash drives, floppy discs, or other such physical items at the Region III Assembly in which the incoming Vice Chair is elected/selected. In case this is not feasible, the items should be shipped to the new incoming Region III Vice Chair within two weeks after election/selection. Any shipping costs, if incurred, shall be charged to the Steering Committee line item in the Region III Budget.

3. The outgoing Region III Recording Secretary shall transfer to the incoming Region III Recording Secretary the laptop computer, computer software, all paper files, flash drives, floppy discs, or other such physical items at the Region III Assembly in which the incoming Recording Secretary is elected/selected. In case this is not feasible, the items should be shipped to the new incoming Region III Recording Secretary within two weeks after election/selection. Any shipping costs, if incurred, shall be charged to the Steering Committee line item in the Region III Budget.

4. The outgoing Region III Treasurer shall transfer to the incoming Region III Treasurer the laptop computer, computer software, all paper files, flash drives, floppy discs, checkbook, Region III checks, all paper banking records or other such physical items at the Region III Assembly in which the incoming Treasurer is elected/selected. In case this is not feasible, the items should be shipped to the new incoming Region III Treasurer within two weeks after election/selection. Any shipping costs, if incurred, shall be charged to the Steering Committee line item in the Region III Budget.

5. The outgoing Region III Digital Content Coordinator shall transfer to the incoming Region III Digital Content Coordinator all paper files, flash drives, floppy discs, alias's or other such physical items at the Region III Assembly in which the incoming Digital Content Coordinator is elected/selected. In case this is not feasible, the items should be shipped to the new incoming Region III Digital Content Coordinator within two weeks after election/selection. Any shipping costs, if incurred, shall be charged to the Steering Committee line item in the Region III Budget.

6. The outgoing Region III Trustee Liaison shall transfer to the incoming Region III Trustee all paper files, flash drives, floppy discs, or other such physical items at the World Service Business Conference in which the incoming Region III Trustee Liaison is elected/selected. In case this is not feasible, the items should be shipped to the new incoming Region III Trustee Liaison within two weeks after election/selection. Any shipping costs, if incurred, shall be charged to the Region III Trustee's budget determined by the OA Board of Trustees.

C) Physical assets such as, but not limited to, laptop computers, computer software or office supplies used by Region III Steering Committee members may be purchased by Region III on an as needed basis or as prescribed by the voting members of the Region III Assembly. The cost should be expensed to the appropriate line item in the Region III Budget.

D) Disposal of physical assets such as, but not limited to, laptop computers, computer software, or office supplies, shall occur when new and/or updated physical assets have been purchased. Disposition of such assets are to be determined by the Region III Steering Committee or Region III Assembly, whichever seems most feasible.

SECTION XVIII VIRTUAL ASSETS

TRANSFER OF VIRTUAL ASSETS

Region III believes in maintaining consistency and stability of its virtual assets, and to achieve this goal, certain processes should be followed when new Steering Committee members are elected and virtual assets appropriate to their position are passed from one person to another.

Definition of Virtual Assets

A) Email addresses for Region III Steering Committee members, Region III Trustee Liaison, and Intergroup chairs.

B) All Region III website soft copies of documents.

C) Access to email accounts, websites, passwords, and any applicable financial funds transfer sites.

Ownership of Virtual Assets and responsibilities

A) Chair
   1. Communicates with Steering Committee members' schedules and any pertinent business of Region III.
   2. At the beginning of service, incoming Chair notifies Digital Content Coordinator to assign new email to Chair.
   3. At completion of service, outgoing Chair notifies Digital Content Coordinator to remove associated email.
   4. Upon transfer of service, assures soft copies of agenda and email distribution list are provided to the new Chair via email.

B) Recording Secretary
   1. Updates Region III Bylaws and Policy Manual and assures posting to Region III website.
   2. Maintains soft copies of Region III Bylaws and Policy Manual and other documents such as minutes and email communications.
   3. At beginning of service, incoming recording secretary notifies Digital Content Coordinator to assign new email to Recording Secretary.

4. Upon completion of service, outgoing Recording Secretary notifies Digital Content Coordinator to remove associated email.

C) Treasurer

1. Prepares signatory documents for transfer to new Treasurer, to include signatures of new Steering Committee members.
2. Confirms transfer of Region III debit card to new Treasurer.
3. Upon transfer of service, assures copies of previous fiscal year and next fiscal year budget are provided to the new Treasurer via email.
4. At completion of service, outgoing Treasurer notifies Digital Content Coordinator to remove associated email.
5. Incoming Treasurer notifies Digital Content Coordinator to add associated email.

D) Region III Committee Chairs

1. At the beginning of service, incoming Committee Chairs notifies Digital Content Coordinator to assign new email.
2. At completion of service, outgoing Committee Chairs notifies Digital Content Coordinator to remove associated email.
3. Upon transfer of service, assures soft copies of agenda, previous minutes, and email distribution list are provided to new Committee Chairs via email.

SECTION XIX AMENDING THE POLICY MANUAL

This manual may be amended at any time by a majority vote with 30 days' notice or two-thirds vote without notice of the voting members present and voting at any regular or special meeting of Region III.