



**47<sup>TH</sup> ANNUAL WORLD SERVICE BUSINESS CONFERENCE  
THE ROAD TO RECOVERY—A TEAM EFFORT!  
MAY 5-10, 2008**

**INSTRUCTIONS FOR REGISTRATION OF DELEGATES**

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**GENERAL INFORMATION**

- ✓ Delegate registration must be submitted on a **Delegate Registration form and signed by the chairman of the service body**. Delegates must also sign the delegate registration form in the appropriate box affirming they are in compliance with Subpart B, Article X, Section 3c) 1 of the OA, Inc. Bylaws. (See registration form included in this mailing.)
- ✓ A \$95.00 registration fee is required for each delegate listed on the Delegate Registration form. \$20.00 of the registration fee is non-refundable. Refunds will not be given after April 1, 2008.
- ✓ All service bodies registering delegates should include a current copy of the service body's bylaws or a statement of purpose with the Delegate Registration form unless a current copy is already on file with the WSO. Please contact Sandy Allen to confirm bylaws or statement of purpose on file. Note: At WSBC 2004, delegates approved Policy 2004 which states:

“Intergroups registered with the WSO prior to May 2001 must submit a current intergroup registration form and bylaws or statement of purpose in conformance with OA, Inc. Bylaws, Subpart B, along with complete information on each of its affiliated groups to the WSO. Region trustees will review and approve these bylaws in accordance with existing procedures.

Intergroups whose bylaws require revisions to attain conformity must submit them by January 1, 2005 in order to satisfy OA, Inc. Bylaws, Subpart B, Article VI, Section 2, and may be denied delegate credentials at future WSBCs by failing to do so.

The following appeals process will be utilized to provide affected intergroups a means by which their grievance may be heard in time to seat delegates at the WSBC in question, should they prevail upon appeal:

- 1) The Board of Trustees will notify the intergroup or national/language service board of any challenges to delegate credentials within thirty days of receipt of delegate information by the WSO.
- 2) Each region will provide, at the time they submit their delegate information, a list of up to five individuals willing to serve on an Appeals Committee in the event of denial of delegate credentials.
- 3) The Appeals Review Committee shall be composed of two members of the Board of Trustees, two region chairmen, and two representatives of the region bringing the appeal.
- 4) The Appeals Review Committee, via electronic and/or written communications, will consider relevant information and collectively decide the final disposition of each appeal with a deadline of one month prior to the first session of the upcoming WSBC.
- 5) At the expense of the intergroup or national/language service board, a telephone conference call may be scheduled to review the findings of the committee within two weeks of notification of the Appeal Review Committee's disposition.”

- ✓ If the service body is not sending a delegate to the World Service Business Conference in 2008, return the Delegate Registration form by January 2, 2008 with the service body contact information and check the box ***NONE***.
  - ✓ Bylaws stipulate that delegates and alternates shall be registered 120 days prior to Conference. Therefore, the registration deadline is **January 2, 2008**. Registration will be accepted after that date. However, Conference mailings will not be sent to delegates until they have been properly registered.
  - ✓ All delegates must register for the Conference with the World Service Office. ***Returning delegates are not registered automatically.***
  - ✓ Again this year, delegates can choose how to receive mailings #2 (January 10, 2008) and #3 (March 21, 2008). Delegates can select to download mailings from the OA Web site or to receive mailings through the mail. ***Note: Once selection of receipt of mailings is made, the delegate cannot change the way she/he receives future mailings for 2008.***
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#### **HOW MANY DELEGATES ARE ALLOWED?**

- ✓ Each service body is allowed one delegate for up to the first fifteen affiliated registered groups, and an additional delegate for each additional block of fifteen groups, or any fraction thereof.
- ✓ 1-15 registered groups = 1 delegate
- ✓ 16-30 registered groups = 2 delegates
- ✓ 31-45 registered groups = 3 delegates
- ✓ 46-60 registered groups = 4 delegates
- ✓ 61-75 registered groups = 5 delegates
- ✓ 76-90 registered groups = 6 delegates
- ✓ 91-105 registered groups = 7 delegates
- ✓ 106-120 registered groups = 8 delegates
- ✓ National/language service boards shall not include registered groups which are also affiliated with an intergroup.
- ✓ A region that was represented at the last WSBC by fewer than forty percent of its intergroups and other eligible service bodies may send up to five additional delegates from the region. Preference shall be given to delegates selected from intergroups and service bodies which would not otherwise be represented by delegates. ***Note: Regions 1, 2, 4, 8, 9 and 10 were represented by fewer than forty percent of its service bodies at WSBC 2007. Please check with your region trustee for assistance.***
- ✓ The World Service Office makes the final determination of the number of delegates allowed each service body based on affiliated meeting groups properly registered with the WSO.
- ✓ The World Service Office provides a quarterly printout of registered meetings affiliated with the service body. Service bodies should review that report to determine the number of groups registered. Immediately notify the World Service Office if there are discrepancies in the number of registered groups. Group additions, deletions or changes should be submitted to the WSO on Group Registration forms.

**BYLAWS REQUIREMENTS**

- ✓ In order to be a registered service body, the World Service Office must have information on all affiliated groups *and* must have a copy of the service body's bylaws.
- ✓ Service bodies must be registered with the World Service Office thirty days prior to the Conference (April 4, 2008) in order for their delegate(s) to be seated at Conference.
- ✓ Delegates whose service bodies do not have bylaws conforming to Subpart B of the OA Bylaws (or a statement of purpose) on file will not be seated at Conference.
- ✓ The World Service Office will provide sample bylaws for any service body requiring assistance in developing their bylaws.

**ALTERNATES**

- ✓ Alternates may be registered by submitting their name to the World Service Office; space is provided on the back of the Delegate Registration form. Payment is not required for alternate registration. Service bodies do not need to register alternates unless the alternate plans to attend the Conference. All registered alternates must also sign the Delegate Registration form in the appropriate box affirming they are in compliance with Subpart B, Article X, Section 3c)1 of the OA, Inc. Bylaws.
- ✓ If an alternate replaces a registered delegate, the World Service Office *must be immediately notified in writing* of the alternate's change of status.
- ✓ Alternates do not receive Conference mailings and are not given a binder if they attend Conference.
- ✓ The service body is responsible for ensuring that Conference materials previously sent are provided to any alternate who replaces a previously registered delegate.
- ✓ Alternates who replace delegates for any reason during the World Service Business Conference remain the delegate for the duration of the Conference.

**January 2, 2008:** Delegate Registration deadline  
**April 4, 2008:** Deadline for new service bodies to submit bylaws or statement of purpose

Questions? Please contact Sandy Allen, Meeting Planner at the World Service Office.  
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