

# **Compulsive Eaters Anonymous-HOW**

## **UK & Europe Intergroup By-laws**

**6<sup>th</sup> October 2019 – Final Version**

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# CEA-HOW UK INTERGROUP

## ARTICLE 1. ORGANIZATION

Section 1) **NAME**

The name of this organization is Compulsive Eaters Anonymous-HOW (CEA-HOW) UK & EUROPE INTERGROUP, which herewith will be referred to as UK & Europe Intergroup. This Intergroup Registration Number is: # .....

Section 2) **PURPOSE**

- a) The specific aim and primary purpose of UK Intergroup is to assist those persons who acknowledge their problem of eating compulsively and to aid them in the process of recovery from that disease.
- b) The structure & function of UK & Europe Intergroup enables this purpose through:
  - forwarding information received from the World Service Office and CEA-HOW as a whole to each group in bi-monthly meetings;
  - ensuring the rotation of elected officers at Intergroup level;
  - Electing Area Representatives to represent the Intergroup at the annual Area Assembly
  - Maintaining and distributing accurate and current directories for all meetings registered with the Intergroup
  - updating meeting information regularly on the Intergroup website
  - Maintaining a complete stock of CEA-HOW literature for sale to groups and ensure groups have literature at their meetings for newcomers and members. Sell AA literature if desired
  - Establishing and maintaining an Intergroup email address and, if possible, an Intergroup website
  - Providing the World Service Office with any changes in our groups, group secretaries, meeting time and location, etc., especially provide notice of meeting time or location changes or closure
  - Assisting newly formed groups in our Intergroup

Section 3) **SCOPE**

The territorial scope of UK & Europe Intergroup covers all face-to-face meetings within the United Kingdom & Europe.

Section 4) **OFFICES/ADDRESSES**

- a) Principal address of the area shall be that of the Treasurer.
- b) Current address is Angela Price, 31c Stokenchurch Street, London, SW6 3TS
- c) Change of Address. CEA-HOW Intergroup may change the principal office from one location to another by noting the changed address and effective date below, and such changes of address shall not be deemed an amendment of these By-laws:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

# **CEA-HOW UK INTERGROUP**

## **ARTICLE 2. INTERGROUP MEETINGS**

### Section 1) **FREQUENCY**

UK & Europe Intergroup will meet bi-monthly, holding its Annual General Meeting in October.

### Section 2) **INTERGROUP REPRESENTATIVES (IR)**

- a. IRs shall be elected by the group conscience of the group they represent. Every IR shall serve for a period designated by their group, always subject to recall by the group they represent. Each group shall be free to designate an alternate IR when necessity arises.
- b. IRs should be elected from among those members of each group who are is firmly committed to the CEA-HOW Twelve Steps, Twelve Traditions, the HOW Concept and the Seven Tools as a program of recovery and have at least 90 days of continuous abstinence.
- c. The primary responsibilities of the IR is to represent his/her group at all Intergroup meetings; to act as a liaison between this Intergroup and their groups; to see that all communications pertaining to this Intergroup are made available and when requested, read aloud to the group.

### Section 3) **VACANCIES OR RESIGNATIONS OF INTERGROUP REPRESENTATIVES**

Failure of an IR to attend two (2) consecutive meetings of this Intergroup may cause their position to be declared vacant.

### Section 4) **QUORUM FOR MEETINGS**

- a. A quorum shall consist of at least 50% plus one IR.
- b. Except as otherwise provided in these By-laws or by law, no business shall be considered by the Intergroup at any meeting at which a quorum, as hereinafter defined, is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.
- c. When a meeting is adjourned for lack of a quorum, it shall not be necessary to give any notice of the time and place of the adjourned meeting or of the business to be transacted at such meeting, other than by announcement at the meeting at which the adjournment is taken.
- d. The IRs present at a duly called and held meeting at which a quorum is initially present may continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of IRs from the meeting, provided that any action thereafter taken must be approved by at least a majority of the required quorum for such meeting or such greater percentage as may be required by the By-laws of this Intergroup.

### Section 5) **VOTING**

- a. Elected IRs each have a vote for their group.
- b. Visitors at the meeting have a voice but not a vote.

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### **ARTICLE 3: INTERGROUP EXECUTIVE BOARD**

#### Section 1) **PURPOSE, STRUCTURE & NOMINATIONS**

The Board's purpose is to manage and operate the Intergroup's day-to-day activities. The Board shall consist of: Chair, Vice-Chair, Secretary, and Treasurer. Nominations and elections of Officers to the Board are made at the Annual Intergroup Meeting, or at any necessary date.

#### Section 2) **OFFICER'S QUALIFICATION**

- a. Working the Twelve Steps, the HOW Concept and the Seven Tools of Recovery program for one (1) year.
- b. Familiarity with the Twelve Traditions and Twelve Concepts of Service.
- c. Six (6) months current CEA-HOW abstinence (or, three (3) months if local conditions require, and with the agreement of the Board).
- d. Regular attendance of an active group for a period of one (1) year and to be or have been an IR

#### Section 3) **TERM OF OFFICE**

- a. Board members shall be elected to serve for a period of one (1) year.
- b. Boards members shall serve no more than two (2) consecutive terms in the same position.
- c. After an interval of one (1) year, they may be eligible again for election or appointment.

### **ARTICLE 4: RESPONSIBILITIES OF THE BOARD**

#### Section 1) **CHAIR**

- a. Shall preside at all Board and regular and special meetings of the Intergroup.
- b. Shall be responsible for establishing all Board and Intergroup meeting agendas.
- c. May cast the deciding vote to make or break a tie.
- d. Appoint Committee Chairs for each of the Intergroup's committees.
- e. Shall be an ex-officio member of each committee and may attend all Standing Committee meetings
- f. May be removed after two (2) consecutive and unexcused absences from this Intergroup's meetings.

#### Section 2) **VICE-CHAIR**

- a. Shall serve in the absence of the Chair.
- b. Shall assist the Chair, Secretary and Treasurer whenever needed.
- c. May act as a liaison and attend all standing committee meetings.
- d. May be removed after two (2) consecutive and unexcused absences from this Intergroup's meetings.

#### Section 3) **SECRETARY**

- a. Shall maintain a file of all minutes of past meetings and a copy of said minutes shall be provided upon request (seven (7) days from each Intergroup Meeting and/or Board Meetings).
- b. Shall maintain and direct correspondence as needed.
- c. May distribute a notice of all Board and Intergroup Meetings.
- d. May act as a liaison and attend all Standing Committees.
- e. Assist in informing the World Service Office of CEA-HOW of all changes relating to Intergroup information.
- f. May be removed after two (2) consecutive and unexcused absences from

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this Intergroup's meetings.

### Section 4) **TREASURER**

- a. Shall maintain the Intergroup's savings account and in the dispersal of funds shall require two (2) signatures.
- b. Must submit financial reports with budget and actual figures every two months at the Intergroup meeting.
- c. Shall secure and publish an annual audit of financial records before a newly installed Treasurer assumes the responsibility.
- d. May act as a liaison and attend all standing committee meetings.
- e. May be removed after two (2) consecutive and unexcused absences from this Intergroup's meetings.

### Section 5) **VACANCIES & RESIGNATIONS**

- a. Vacancies shall be filled by a majority vote at that meeting in which a vacancy occurred, or at the next regular or special Intergroup meeting. Such persons chosen to fill said vacancies should serve for the remainder of the unexpired term.
- b. A person chosen to fill any vacancy on the Board shall meet the qualifications as defined in Article 3, Section 2 and be aware of all responsibilities of that position as defined in Article 4, Sections a, b, c, or d, as appropriate.

### Section 6) **QUORUM**

A quorum shall be 50% plus 1 of those voting members present at any Board meeting

## **ARTICLE 5: ELECTION OF AREA REPRESENTATIVES (AR) & QUALIFICATIONS**

1. Area Representatives will be elected at the Annual Intergroup General Meeting in October.
2. Area Representatives (AR) must meet the qualifications as stated in CEA-HOW's By-laws Article 20, Section 2(f) 1 which states that: Qualifications for selection of ARs and alternates shall be set by each Intergroup. Each AR should have at least one (1) year of service above the Group level. (Permission for any exception in qualification may be granted at the sole discretion of the CEA-HOW World Service Board of Directors).
3. Since the AR may also attend CEA-HOW's World Service Business Conference as an Area Delegate it is suggested that they meet those qualifications in CEA-HOW's By-laws Article 21, Section 3(g) which states that: Qualifications for selection for World Service Business Conference Delegates/alternates shall be three (3) years in the Fellowship and two (2) years of service above the meeting level; attendance as an Area Representative in at least one (1) Area Assembly; and two (2) years of continuous recovery in CEA-HOW as evidenced by two (2) years continuous abstinence. Delegates should visibly reflect the ideals of CEA-HOW in order to serve as a role model to others. Delegates must also have given away a Fourth Step Inventory, must share an active relationship with their sponsor, declared themselves as practicing the Twelve Steps, CEA-HOW Concept and Seven Tools to the best of their ability and committed to the Twelve Traditions and Concepts of Service of CEA-HOW.

## **ARTICLE 6: PRUDENT RESERVE**

There shall be no accumulation of funds beyond current necessities, with retention of only a prudent reserve (3 months expenses) for contingencies. Funds in excess will be donated to

## **CEA-HOW UK INTERGROUP**

the Area Assembly and/or World Service Office on a regular basis as directed by the Intergroup.

### **ARTICLE 7: PARLIAMENTARY AUTHORITY**

#### Section 1) ROBERTS RULES OF ORDER

The rules contained in the current edition of "Roberts Rules of Order" may govern this Intergroup where they are applicable, and in which they are not inconsistent with these By-Laws, the Twelve Traditions, Twelve Concepts of Service or any special rules of order this Intergroup may adopt.

### **ARTICLE 8: BY-LAWS AMENDMENTS**

#### Section 1) AMENDMENTS

- a. These By-laws may be amended at any time by two thirds (2/3) vote of the IRs and Board members present at any regular or special meeting of the Intergroup, provided the proposed amendments have been announced in the Intergroup meeting agenda or published newsletter prior to the Intergroup meeting.
- b. The Parliamentarian shall make editorial changes, which do not alter the meaning of any By-Laws, but clarify the wording or bring the By-Laws and Article of Incorporation into conformity. A written report of each such editorial change shall be given to the IRs.

### **ARTICLE 9: MAJOR POLICY MATTERS**

#### Section 1) INTERGROUP

Matters which affect this Intergroup and/or groups within its service area, shall be referred to the Board of this Intergroup.

#### Section 2) CEA-HOW

All matters which relate to CEA-HOW as a whole, shall be referred to the CEA-HOW World Service Board of Directors.

### **ARTICLE 10: DISSOLUTION**

- a. Upon the dissolution of this Intergroup, after paying or adequately providing for the debts and obligation of the Intergroup, the remaining assets shall be distributed to the CEA-HOW World Service Office. If the World Service Office is unable to receive the funds, these funds will then be dispersed to a non-profit fund, association, foundation or corporation which is organized and operated for charitable, educational, or religious and/or scientific purposes and which has established its tax exempt status under the guidelines of the Charity Commission UK and/or Section 501 ©(s) of the Internal Revenue Code, USA.
- b. No part of the net earnings of this Intergroup shall ever incur or be used for the benefit of, or be distributed to its members, officers, or other private persons. However, the association shall be empowered to pay reasonable compensation for services rendered and to make payment and distribution for the express purposes for which it is formed.

### **APPENDIX 1: PARLIAMENTARIAN**

The Annual Intergroup General Meeting may appoint a Parliamentarian to serve as its expert and arbitrator of parliamentary rules and procedures. The Parliamentarian may not participate in any substantive deliberations of the Annual Intergroup General Meeting nor vote on any action of the Annual Intergroup General Meeting

**CEA-HOW UK INTERGROUP**

**WRITTEN ACKNOWLEDGMENT OF THE CHAIR ADOPTING BY-LAWS**

I, the undersigned, was elected Chair of the UK & Europe Intergroup, and hereby acknowledge that on the motion duly made and adopted by majority vote, the Officers of the UK & Europe Intergroup did adopt the foregoing By-laws, consisting of eight pages, including the front matter, as the By-laws of this organization.

\_\_\_\_\_

Chair

**CERTIFICATE**

This is to certify that the foregoing is a true and correct copy of the By-laws of the organization named in the title thereto and that such By-laws were duly adopted by the Officers of the UK & Europe Intergroup as directed by a majority vote of the members there present and voting at the UK & Europe Intergroup meeting.

Dated: \_\_\_\_\_

\_\_\_\_\_

Secretary



