

August, 2018

COMPULSIVE EATERS ANONYMOUS-HOW

SAN FERNANDO VALLEY
INTERGROUP
IG# 90123

BY-LAWS



CEA-HOW SAN FERNANDO VALLEY INTERGROUP

6520 Platt Ave., #123
West Hills, CA 91307
(818) 503-7484

By-laws of The San Fernando Valley Intergroup Compulsive Eaters Anonymous-HOW

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ARTICLE I - NAME

The name of this organization, in these By-laws shall be:

The San Fernando Valley Intergroup of Compulsive Eaters Anonymous-HOW

This intergroup registration number is:

#90123

The Board of Directors for this intergroup will be called trustee's.

ARTICLE II - OFFICES

SECTION 1. PRINCIPLE OFFICE

The San Fernando Valley Intergroup of Compulsive Eaters Anonymous-HOW is a part of Compulsive Eaters Anonymous-HOW Incorporated, which is headquartered in Long Beach, CA 90815; (562) 342-9344; FAX (562) 342-9346. There is a total of eight areas, and The San Fernando Valley Intergroup is in Area 1. Area 1 consists of Alaska, California, Hawaii, Oregon, and Washington.

The principle office of this intergroup for the transaction of it's business is located at 12400 Ventura Blvd. #144 Studio City, CA 91604, (818) 503-7484.

SECTION 2. CHANGE OF ADDRESS

The county of the intergroup's principle office can be changed only by amendment of these By-laws. The Board of Directors (trustee's) may, however, change the principal office from one location to another within the named county by noting the changed address and effective date below and such changes of address shall not be deemed an amendment to these by-laws.

6520 Platt Ave., #123 West Hills, CA 91307 Dated: 10/07/04
18533 Roscoe Blvd. #199, Northridge, CA 91324 Dated: 12/05/07
4335 Van Nuys Blvd. #242, Sherman Oaks, CA 91403 Dated: 02/13/10

The intergroup may also have offices at such other places within State Of California, where it is qualified to do business, as its business may require and as the Board of Directors may, from

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time to time, designate.

ARTICLE III - PURPOSE

The specific aim and primary purpose of this organization is to help and support those persons who acknowledge their problem with eating. Meetings, practice the Twelve Steps, the Twelve Traditions, the HOW Concept, and the Seven Tools of CEA-HOW by reading them aloud at each meeting. This is a requirement for each CEA-HOW meeting. The general purpose and intent is to promote public and personal health and to work and provide charitable and cultural assistance to those with the problems of compulsive eating and food addiction.

This intergroup is organized exclusively for charitable, religious and scientific purposes, including for such purposes that making of distributions to organizations that qualify, as example organizations under section 501 © of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue Law).

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ARTICLE IV - MEMBERS

SECTION 1. MEMBERSHIP

- a) The Intergroup Board
- b) Intergroup Representative or IRs shall consist of one member from each group within the Intergroup.
- c) Members of the Board of Directors shall be referred to as Trustee's.

SECTION 2. QUALIFICATION FOR MEMBERSHIP

- a) Those groups within the Intergroup that have formally registered with the World Service Office of Compulsive Eaters Anonymous-HOW and indicated their intention to belong to the Intergroup may be considered members. A group is defined as any two (2) or more persons meeting together who practice the Twelve Steps, Twelve Traditions, the HOW Concept and Seven Tools of CEA-HOW.
- b) Each group shall be entitled to one (1) vote through it's selected IR, however, each IR present at the Intergroup meeting shall be entitled to only one (1) vote.
- c) No group may be registered with another Intergroup.

SECTION 3. INTERGROUP REPRESENTATIVE "IR"

- a) IRs shall be selected by the group conscience of the group they shall 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 and alternate IR when the necessity arises.
- b) IRs should be selected from among those members of each group that is firmly committed to the Twelve Steps, Twelve Traditions, the HOW Concept and the Seven Tools of CEA-HOW as a program of recovery and have at least ninety days of continuous abstinence.
- c) The primary responsibility of the IR, or alternate, is to represent his/her group all at Intergroup meetings to act as a liaison between this Intergroup and their groups, to see that all communication pertaining to this Intergroup are made available and when requested, read

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aloud to that group.

**SECTION 4. VACANCIES OR RESIGNATIONS OF INTERGROUP
REPRESENTATIVES "IR"**

- a) Failure of an IR to attend two (2) consecutive meetings of this Intergroup may cause their position to be declared vacant. The Intergroup meeting liaison shall notify the group of any IRs absences. Action shall be at the discretion of said group.

SECTION 5. MEMBERSHIP WITH A VOICE AND NO VOTE

- a) Any employee. (An employee who is duly elected IR from a meeting may vote).
- b) Any member of the Fellowship who is not a duly elected representative or alternate.

ARTICLE V - INTERGROUP BOARD

SECTION 1. BOARD OF DIRECTORS

- a) The Executive Board shall consist of a Chair, Vice-Chair, Secretary and Treasurer.
- b) Area Assembly Representative(s).
- c) The Chairs of each standing committee.

SECTION 2. NOMINATIONS

- a) Nominations to the Executive Board and Area Representative(s) may be made from the floor at the time of election. A Nominating Committee may also be formed at the discretion of the Intergroup (this Intergroup chooses to have a Nominating Committee).

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SECTION 3. EXECUTIVE BOARD AND AREA REPRESENTATIVE QUALIFICATIONS

- a) Working the Twelve Steps, the HOW Concepts and 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. One (1) year current CEA-HOW abstinence for Area I Reps.
- d) Regular attendance of an active group for period of one (1) year and to be or have been an IR.

SECTION 4. METHOD OF ELECTION

- a) Elections shall be held annually at a meeting specified for that purpose.
- b) To be eligible for election to the Executive Board the nominee must:
 - 1. Meet all qualifications as defined in Article V, Section 3.
 - 2. Understand responsibilities of the position as defined in Article V, Section 8.
- c) In order to be elected to the Executive Board the nominee must be present at the election meeting and receive a majority vote of the IRs present and voting.

SECTION 5. COMMITTEE CHAIR APPOINTMENT

- a) The Intergroup Chair shall appoint Chairs to each standing committee. To be eligible for appointment the Committee Chair must meet qualifications as defined in Article 5, Section 6.
- b) If a Committee Chair is unable to function, the Board Chair with the assistance and approval of the Board of Directors may appoint a replacement.

SECTION 6. COMMITTEE CHAIR QUALIFICATIONS

- a) Working the Twelve Steps, the HOW Concept and the Seven Tools of Recovery Program for six (6) months.
- b) Familiarity with the Twelve Traditions and the Twelve Concepts of Service
- c) Ninety (90) days current CEA-HOW abstinence.

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SECTION 7. TERMS OF OFFICE:

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

SECTION 8 RESPONSIBILITIES OF THE INTERGROUP BOARD

a. Chair:

- 1.) Shall preside at all regular meeting and special meetings of the Intergroup.
- 2.) Shall be responsible for establishing all Intergroup Meeting agendas.
- 3.) May cast the deciding vote to make or break a tie.
- 4.) Shall be an ex-officio member of each committee and may attend all standing committee meetings.
- 5.) May be removed after two (2) consecutive and unexcused absences from this Intergroup's meetings.

b. Vice Chair:

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

c. Secretary:

- 1.) 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)
- 2.) ~~Shall maintain and direct correspondence as needed (may be assisted by office staff).~~
- 3.) May distribute a notice of all Intergroup Meetings as described in Article VI, Section 4(a) (may be assisted by office staff).
- 4.) May act as liaison and attend all standing committee meetings.
- 5.) Assist in informing the World Service Office of CEA-HOW of all changes in-group information (may be assisted by office staff).

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- 6.) May be removed after two (2) consecutive and unexcused absences from this Intergroup's meetings.

d. Treasurer:

- 1) Shall maintain a checking and /or savings account, if necessary for the dispersal of funds requiring two (2) signatures (may be assisted by the office staff).
- 2) Must submit financial reports with budget and actual figures each month at the Intergroup Meeting.
- 3) Shall serve as Chair of the Finance Committee.
- 4) Shall secure and publish an annual audit of financial records before newly installed Treasurer assumes the responsibility.
- 5) May act as a liaison and attend all standing committee meetings.
- 6) May be removed after two (2) consecutive and unexcused absences from this Intergroup's meeting.

e. Area Assembly Representative(s):

- 1) Attend and report on all Area Assembly Meetings.
- 2) Shall meet all qualifications and requirements outlined in Area One's By-laws.
- 3) Act as a liaison between Area Assembly and the Intergroup and/or both.
- 4) May be removed after two (2) consecutive and unexcused absences from this Intergroup's meetings.
- 5) Should a vacancy, resignation or removal of an Area Representative(s) occur, all pertinent information shall be turned over to the Intergroup Board or agent (the office staff will take possession of all material).

SECTION 9. VACANCIES AND RESIGNATIONS

- a) Vacancies shall be filled by a majority vote at that meeting in which the vacancy occurred, or at the next meeting 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 V, Section 3, and be aware of all responsibilities of that position as described and defined in Article 5, Section 8.

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ARTICLE VI - MEETINGS

SECTION 1. REGULAR MEETINGS

- a) The Intergroup shall meet monthly at a time and place designated by a majority of the voting members.

SECTION 2. ANNUAL MEETING

- a) An annual meeting shall be held for the nomination and election of the Executive Board.

SECTION 3. SPECIAL MEETING

- a) A special meeting may be called at anytime by a majority vote of the Intergroup Board by giving notice as prescribed in Article V, Section 4.

SECTION 4. METHOD OF NOTIFICATION

- a) Notification of all meetings may be made in the Intergroup newsletter and at the monthly Intergroup Meeting.

SECTION 5. QUORUM

- a) A quorum shall consist of a minimum of 25% of all groups registered with this Intergroup.

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ARTICLE VII - COMMITTEES

SECTION 1. STANDING COMMITTEES

- a) The Board and / or IRs as required to carry out the purpose of the Intergroup in the most effective and efficient manner may establish the following standing committees.

1. By-laws
2. Special Events
3. Outreach
4. Meeting Liaison
5. Workshop

Edited and Approved by IG vote 8-1-18

SECTION 2. COMMITTEE PROCEDURES

- a) Each standing committee may prescribe it's own rules for calling and holding meetings and it's methods of procedures, subject to guidelines of the Twelve Traditions and Concepts of Service of CEA-HOW

SECTION 3. COMMITTEE RESPONSIBILITIES

- a) Each standing committee Chair shall submit a verbal report at the Intergroup meeting of any committee meeting taking place out side the Intergroup.
- b) All pre-event expenditures must be cleared through the Executive Board for reimbursement.

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SECTION 4. COMMITTEE BANK ACCOUNT

- a) If it is deemed necessary by the Board that a committee shall open a bank account, the following procedures shall be followed:
- 1) The committee Chair and the Treasurer of the Intergroup or Office Manager shall be the two (2) signers on the account (those two (2) signatures shall be required on all checks.)
 - 2) The committee Chair shall keep all financial records and shall present a detailed itemized report of transactions to the Intergroup one (1) month following any event for which moneys were expended.
 - 3) The committee Chair shall arrange for an audit of all bank accounts during the first month of each fiscal year. The audit shall take place at the same time as the audit for the general account of the group.

SECTION 5. EX-OFFICIO MEMBERS

- a) Past committee members may serve in an ex-officio capacity on their respective committee for one year following exit from that office.

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ARTICLE VIII - FUNDING

SECTION 1. SOURCE OF FUNDS

- a) Voluntary member group contributions shall be the primary source of funds.
- b) Secondary sources of income may be such occasional projects and/or activities as authorized by the Intergroup according to Tradition Nine
- c) The Intergroup may accept donations from CEA-HOW members, conforming to the general practice of CEA-HOW.
- d) The maximum allowable annual donation to the Intergroup by CEA-HOW members is to be limited to one thousand dollars (\$1000.00).
- e) The acceptance of bequests or donations from any outside source is prohibited.
- f) The Intergroup shall not accept the responsibility for trusteeship over, or enter into the distribution or allocation of funds set up outside of CEA-HOW.

SECTION 2. PRUDENT RESERVE

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

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ARTICLE IX - PARLIAMENTARIAN AUTHORITY

SECTION 1. ROBERTS RULES OF ORDER

- a) The rules contained in the current edition of "Robert's 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, or any special rules of order this Intergroup may adopt.

ARTICLE X - 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 present 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 Articles of Incorporation into conformity. A written report of each such editorial change shall be given to the IRs.

ARTICLE XI MAJOR POLICY MATTERS

SECTION 1. INTERGROUP

- a) 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.

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Compulsive Eaters Anonymous-HOW

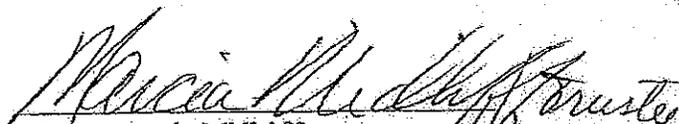
ARTICLE XII - DISSOLUTION

- 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 CEA-HOW 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 Section 501 © (s) of the Internal Revenue Code.
- 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, trustees, 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's formed.

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WRITTEN CONSENT OF THE BOARD OF DIRECTORS ADOPTING BY-LAWS

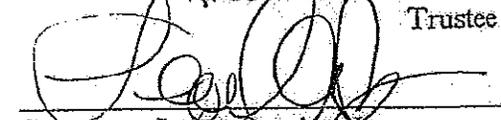
We the undersigned are the persons named as the initial Board of Directors (trustee's) in Article I of the San Fernando Valley Intergroup. This intergroup is a nonprofit organization, pursuant to the authority granted to the BoD (trustee's) by these By-laws to take action by unanimous written consent without a meeting, consent to, and hereby do, adopt the foregoing By-laws, consisting of 14 pages, including this page, as the By-laws of this intergroup.


Chair: Marcia Midkiff

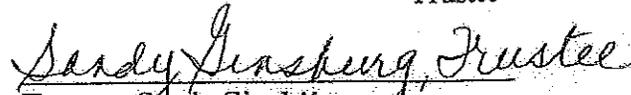
Trustee


Vice Chair: Rhoda Schwartz

Trustee


Secretary: Leona Ostrian Jones

Trustee

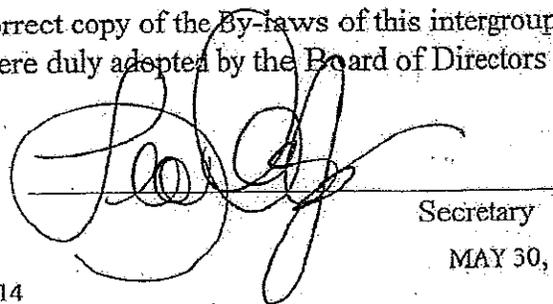

Treasurer Sandy Ginsberg

Trustee

CERTIFICICATE

This is to certify that the foregoing is a true and correct copy of the By-laws of this intergroup named in the title thereto and that such By-laws were duly adopted by the Board of Directors of said intergroup.

Dated: 5/30/01


Secretary

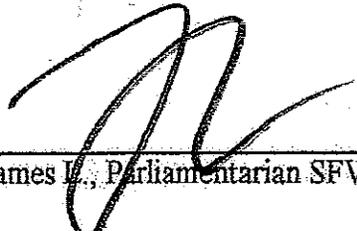
MAY 30, 2001

By-laws of The San Fernando Valley Intergroup
Compulsive Eaters Anonymous-HOW

EDITORIAL CHANGES

The following editorial changes were made according to the direction of SFV IG By-Laws, Article X, Section 1.:

1. Article II-Section 2-Change of Address
Change from-12400 Ventura Blvd., #144, Studio City, CA 91604 to-6520 Platt Ave. #123, West Hills, CA 91307
2. Article 5-Section 3-Executive Board and Area Representatives Qualifications
Added-One (1) year current CEA-HOW abstinence for Area 1 Reps.
3. Article VII-Section 1-Standing Committees
Deleted-Professional and Institution, and Public Information-to be included under one committee named-In Reach/Out reach



James L., Parliamentarian SFV Intergroup

By-laws of The San Fernando Valley Intergroup
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By-Law Amendment

On Wednesday, January 5, 2005, Article VI, Section 5 (Quorum) was amended by a 2/3 vote of the Intergroup representatives and board members present to read as follows:

A quorum shall consist of a minimum of 25% of all groups registered with this Intergroup.

Respectfully amended to the San Fernando Valley Intergroup By-Laws of Compulsive Eaters Anonymous-H.O.W.,

James L. -Chair-By-Laws Committee-SFV IG

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Editorial Changes

On Wednesday, October 4, 2006, at the direction of the Representatives of the Intergroup and the Board of Directors; the following editorial changes were made according to the direction of SFV-IG By-Laws, Article X, and Section 1b.

1. Change name at the top of each page and on page 1 Article I and Article II;
from;

By-laws of Compulsive Eaters Anonymous-HOW San Fernando Valley Intergroup...

to...By-laws of The San Fernando Valley Intergroup of Compulsive Eaters Anonymous.

Rationale: To better name the Intergroup and its' affiliation with CEA-HOW as a whole

2. Change Article III-Purpose by: deleting the sentence;
Meetings follow the Twelve Steps, Twelve Traditions, Concepts of Service, HOW Concept and Seven Tools of CEA-HOW to aid them in the process of recovery from food addiction

Add in its place the following sentences;

Meetings, practice the Twelve Steps, the Twelve Traditions, the HOW Concept, and the Seven Tools, by reading them aloud at each meeting. This is a requirement for each CEA-HOW meeting.

Rationale: To comply with the WSO motion passed at the 2006 World Conference and passed by the delegates; describing the requirements of a CEA-HOW meeting.



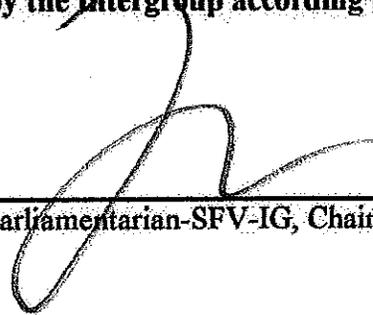
James L., Parliamentarian-SFV-IG, Chair By-Laws Committee

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Editorial Changes

On Wednesday, March 6, 2007, at the direction of the Representatives of the Intergroup and the Board of Directors; the following editorial changes were made according to the direction of SFV-IG By-Laws, Article X, and Section 1b.

Article VIII-Section 1b-Change...by the Intergroup according to Tradition Six...to...by the Intergroup according to Tradition Nine



James L., Parliamentarian-SFV-IG, Chair By-Laws Committee

**By-laws of The San Fernando Valley Intergroup
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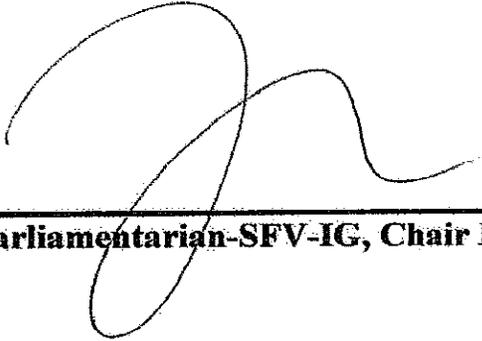
Editorial Changes

On Wednesday, December 5, 2007, at the direction of the Representatives of the Intergroup and the Board of Directors; the following editorial change was made according to the direction of the SFV-IG By-laws, Article X, Section 1b;

Article II, Section 2. Change of address

Change from; 6520 Platt Ave., #123, West Hills, CA 91307

To; 18533 Roscoe Blvd., #199, Northridge, CA 91324



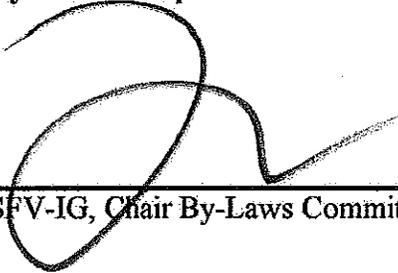
James L., Parliamentarian-SFV-IG, Chair By-Laws Committee

By-laws of The San Fernando Valley Intergroup Compulsive Eaters Anonymous-HOW

By-Laws Amendment

On Wednesday, May 7 2008, at the direction of the Representatives of the Intergroup and the Board of Directors; the following by-laws amendment changes were made according to the direction of SFV-IG By-Laws, Article X, and Section 1a.

Article V-Section 7b-Change...Board members may serve no more than two (2) consecutive terms in any one board position.



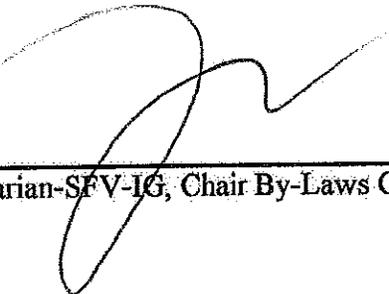
James L., Parliamentarian-SFV-IG, Chair By-Laws Committee

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Editorial Change

On Wednesday, May 7, 2008, at the direction of the Representatives of the Intergroup and the Board of Directors; the following by-laws editorial change was made according to the direction of SFV-IG By-Laws, Article X, and Section 1a.

Article V-Section 7c-Change...Delete, " or appointment"



James L., Parliamentarian-SFV-IG, Chair By-Laws Committee

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Editorial Changes

On Wednesday, February 13, 2010, at the direction of the Representatives of the Intergroup and the Board of Directors; the following editorial changes were made according to the direction of SFV-IG By-Laws, Article X, and Section 1b.

Article II-Section 2-Change of Address to:

**4335 Van Nuys Blvd., #242
Sherman Oaks, CA 91403**

James L., Parliamentarian-SFV-IG, Chair By-Laws Committee

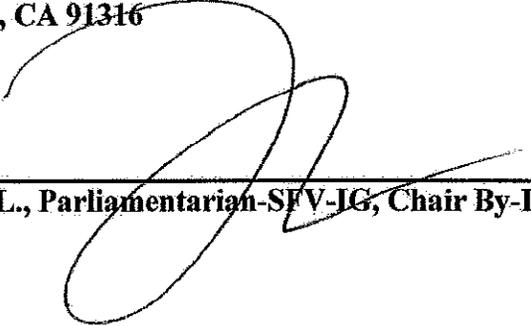
**By-laws of The San Fernando Valley Intergroup
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Editorial Changes

On Monday, September 26, 2012 at the direction of the Representatives of the Intergroup and the Board of Directors; the following editorial changes were made according to the direction of SFV-IG By-Laws, Article X, and Section 1b.

Article II-Section 2-Change of Address to:

**P.O. Box 17124
Encino, CA 91316**



James L., Parliamentarian-SFV-IG, Chair By-Laws Committee

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Editorial Changes

On Monday, September 26, 2012 at the direction of the Representatives of the Intergroup and the Board of Directors; the following editorial changes were made according to the direction of SFV-IG By-Laws, Article X, and Section 1b.

Article IV-Section 3c-INTERGROUP REPRESENTATIVE:

Change...., is to represent his/her group at all Intergroup meetings...

Article VII-Section 1d-FUNDING

Change....The maximum allowable annual contribution to the Intergroup by a CEA-HOW member will be limited to one thousand dollars (\$1,000.00)

James L., Parliamentarian-SFV-IG, Chair By-Laws Committee