

Phone Bridge IG Policy Manual

AGENDA:

(01/21/07) The agenda for IG will be given out two weeks prior to meetings.

(June 2020) All motions and agenda items must be sent to the Chair, Vice Chair, Secretary and Treasurer of the Executive Board and discussed and considered by all four members before the Agenda is set.

(June 2020) Include discussion of upcoming workshops on the Intergroup Meeting Agenda.

ANNOUNCEMENTS:

(June 2015) The Secretary will make available to members who are not Intergroup Reps upon their request. The members must email the Phone Bridge Secretary of this and the Secretary will create an additional group for emailing announcements.

(January 2019) Purpose: to streamline announcements read at Meetings

Priorities:

1. Phone Bridge Intergroup Executive Board Announcements
2. Phone Bridge meetings that are new or need support
3. Phone Bridge Intergroup service positions (Executive Board, Coordinators, Intergroup Reps, Area 10 Reps)
4. Phone Bridge intergroup meetings, workshops, forums, other events

For all other events (if there is room)

1. Info sent to all intergroup and not just the Phone Bridge Intergroup
2. E-mailed to Vice Chair by Wednesday 7PM Central
3. Title of event, date and reference to ceahow.org for more info (announced for 2 weeks and then after 4 weeks, resubmitted to Vice Chair for 2 weeks)

AREA ASSISTANCE:

(06/14/09) June designated “Area Assistance Month”. All funds donated are to go directly to WSO labeled “Area Assistance”.

AREA: NEW PHONEBRIDGE AREA FORMED

(02/18/08) A motion will be presented at the July 2008 WSBC that the Phone Bridge IG becomes a new Area. Area 10 formed for phone bridge as a result of the July 2008 WSBC.

(06/24/07) A motion will be presented at the July 2007 WSBC that the Phone Bridge IG becomes a new Area.

BANDANAS:

(07/09/06) Two dozen bandanas are to be purchased to take to the World Service Convention to promote the Phone Bridge meetings and identify members.

Amended 06/24/07 – \$50 is to be allocated for new bandanas for the WSO Convention.

Amended 04/26/09 – \$70 for 120 bandanas for the WSO Convention. This is now an Area 10 item.

COMMITTEES

(June 2020) A committee composed of a Chairperson from the Intergroup and 3-5 Intergroup Representatives, along with any interested Executive Board members, be formed for the purpose of updating the Phone Bridge Policy Manual 2017.

(June 2020) A committee composed of an Intergroup Chairperson and 3-5 Intergroup reps, along with any interested Executive Board members for the purpose of updating the Phone Bridge Bylaws 2018.

COORDINATOR POSITIONS

(January 2011) All Coordinator positions require 3 months of back-to-back abstinence and stepped up as a Food and Inventory sponsor.

(January 2011) The Literature Coordinator and Accounting Coordinator require 6 months of back-to-back abstinence and be stepped up as a Food and Inventory sponsor.

(January 2015) Marathon and workshop coordinator positions have been added. All positions require that they shall maintain an active relationship with a CEA-HOW sponsor, declare themselves actively practicing the Twelve Steps, CEA-HOW Concept, Seven Tools, and Twelve Traditions.

(January 2015) All coordinators will share a summary update at the Intergroup meetings.

(March 2015) The position of Convention Liaison Coordinator was created.

(March 2016) Accounting Coordinator – no longer requires abstinence and is now a paid contract worker and is not required to be CEA-HOW member.

(10/23/16) The Workshop Coordinator position has been eliminated. Workshops will be coordinated during the Intergroup meetings.

(10/23/16) The Meeting Coordinator is no longer tasked with providing names to meetings seeking leaders. This position has been modified to maintain a current list of Meeting Contacts. Members will contact the Meeting Coordinator to share information about a phone bridge meeting not having a leader or not meeting as scheduled.

(04/15/18) The position of Marathon Coordinator has been eliminated.

COORDINATORS UPDATES:

(04/12/15) All coordinators will report an update on their positions reporting on possible improvements, etc., once a year at the April Intergroup Meeting.

DONATIONS TO WSO CONVENTION BY THE PHONE BRIDGE

(February 2020) Moved that the Phone Bridge Intergroup donate to WSO Committee \$100.00 for Scholarship Fund for Registration, \$50.00 for Raffle, \$50.00 for Hospitality

DONATION RECEIPTS:

(10/14/05) The Treasurer will send a confirmation of the receipt of a donation if an email address is included with the donation. Donations may be made by Paypal. Instructions on ceahow.org website.

(11/09/14) A Letter of Acknowledgement goes out with single donations (as opposed to cumulative amount) of \$250 or greater. This was instituted as of our tax exempt status.

(10/23/16) The Finance Coordinator sends out the acknowledgement for single donations of \$250 or greater.

DONATION SPLITS:

08/07/05 - Shall be 80% to WSO, 20% Area 3

Amended 01/22/07 - 80% Area 3, 20% WSO

Amended 08/26/07 - 80% WSO, 20% Area 3 until October 2007

Amended 02/01/08 - 80% Area 3, 20% WSO

Amended 06/22/08 - 80% to WSO, 20% to Area

Amended 12/14/08 - 70% Area, 30% WSO

Amended 06/14/09 - 70% WSO/30% Area

DUTIES OF THE EXECUTIVE COMMITTEE OF THE PHONE BRIDGE INTERGROUP

(October 2017) All members serve for a period of two (2) years and must be in full compliance with the requirements of the Bylaws

The Executive Board as a whole maintains compliance with the Twelve Steps, Twelve Traditions, Twelve Concepts of Service and the CEA-HOW Concept, and the Seven Tools.

DUTIES OF THE EXECUTIVE BOARD:

Subject to the limitations of the By-Laws and to the Delegates at the World Business Conference, the Intergroup Executive Board shall direct all powers exercised by the Intergroup.

Without prejudice to such general powers but subject to the same limitations, it is hereby expressly declared that the Executive Board shall have the following powers and responsibilities:

1. To act as guardians of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service, the CEA-HOW Concept, and the Seven Tools, insuring that they are not altered in any way, unless directed to do so by the CEA-HOW, INC, World Service office.

2. To conduct, manage and control the affairs and business of the Intergroup and make such rules and regulation not inconsistent with law, these By-Laws or the action of the Conference taken through the Delegates at the Conference.
3. To manage in such a manner as they deem best all funds and real or personal property received and acquired by the Intergroup and to distribute, loan or dispense with the same and the income.
4. To call to the attention of any group any violation of the Twelve Traditions which it believes an individual or group has made and to implement appropriate policies, if any, intended to deal with such violations.
5. To provide for the retail distribution of CEA-HOW publications and the translations.
6. To furnish counsel and guidance to member groups.
7. To support and guide education and attraction efforts of CEA-HOW.
8. To provide forums for the interchange of ideas and information among groups and CEA-HOW service bodies.
9. To be instrumental in carrying the CEA-HOW message of recovery to compulsive eaters.

DUTIES OF THE CHAIR

The following is an example of some of the duties of the Chair:

1. Daily e-mails and phone calls.
2. Updates to the Bylaws and Policy Manual.
3. Updates to meeting formats.
4. Keep current website information.
5. Disseminate information—upcoming events/changes
6. Interface between WSO and the Phone Bridge Intergroup.
7. Workshops—make sure the contents are acceptable to WSO Guidelines.
8. Agenda—compose for the Intergroup Business Meetings and Executive Meetings.
9. Convene Executive Meetings as needed.
10. Attend and chair Intergroup and Executive Meetings.
11. Disseminate information to the Vice Chair for the weekly announcements.
12. Interface between Coordinators and Intergroup membership.

Qualifications -- Please see the By-Laws.

DUTIES OF THE VICE CHAIR

1. Serve on the Executive Board.
2. Collate announcements as members send them to create the weekly announcements. Send the announcements to the Secretary for distribution.
3. Attend the Executive Board Meeting and Intergroup Business Meetings.
4. If the Chair is unavailable for the Intergroup Meeting the VC would fill in.
5. If the Chair needs to step down, the VC would fill that position for the remainder of the term *or until a special election is held to elect a new Chair.* (2018 revised Bylaws)
6. Respond to Executive Board emails and those sent to phonebridgevc@gmail.com.

Qualifications--- Please see the By-Laws.

DUTIES OF THE SECRETARY

1. Serve on the Executive Board
2. Forward agenda and Treasurer's report to the Executive Board and the Intergroup Representatives.
3. Maintain e-mail group account of Executive Board and Intergroup Representatives.
4. Attend, take roll call and record the minutes at the Executive Board Meetings and Phone Bridge Intergroup Meetings.
5. Send the Minutes for both to the Executive Board for approval.
6. Send out the approved Phone Bridge Intergroup Minutes and Attendance Roster to the Executive Board and the IGR's.
7. Forward weekly Phone Bridge Intergroup Announcements to the Executive Board and the IGRS (as well as to members who request receipt of weekly announcements).
8. Keep the Phone Bridge Meeting Roster up to date, deleting IGR's that have withdrawn and entering new IGR's to the roster.

9. Send e-mails to the IGR's that haven't attended the IG Meeting for 6 months. (3 consecutive Intergroup Meetings.)
10. Send the new IGR's a welcome e-mail, attaching our By-Laws, Policy Manual, and the information about IG responsibilities.
11. Answer Executive Board emails and those sent to phonebridgesecretary@gmail.com.

(April 2020) The Phone Bridge IG Secretary will have as a goal to send the draft minutes of the Intergroup Meeting (after approval by the Exec Board) within 2 weeks after the last IG Meeting to all Intergroup Reps.

Qualifications--- Please see the By-Laws.

DUTIES OF THE TREASURER

1. Serve on the Executive Board
2. It is the Treasurer's responsibility to oversee and audit the work of the Finance Coordinator. (The Finance Coordinator keeps correct and up-to-date books and records of account, including accounts of properties and business transactions and accounts of its assets, liabilities, receipts, and disbursements, gains, and losses.)
3. Attend Intergroup and Executive Board Meetings.
4. E-file form 990n with the IRS after the end of our fiscal year and before January 15th of the new fiscal year. Current link location is <https://sa.www4.irs.gov/epostcard/>
5. At the October Intergroup meeting, gives an annual report of the fiscal status and financial activity for the fiscal year August 1 – July 31.
6. Respond to e-mails to Executive Board and those sent to phonebridgetreasurer@gmail.com.

Qualifications--- Please see the By-Laws.

(02/09/2018) DUTIES OF THE PHONE BRIDGE INTERGROUP REPRESENTATIVE

The qualifications, terms of office and election of a Phone Bridge Intergroup Representative are stated in the Phone Bridge Bylaws, Article 4, Sections 1, 2, and 3. However, nothing has been written about the actual duties of the Phone Bridge Intergroup Representative. We hope this tool will serve to give clarity and ease to you first-time Intergroup Reps in your important service to the CEA-HOW Fellowship.

1. Be on time to the meetings.
2. Have the minutes from the prior meeting (read ahead of time), the meeting agenda, any attachments to the agenda and your copies of the Phone Bridge Bylaws and Phone Bridge Policy Manual with you.
3. Know what meeting you represent, and be able to translate your meeting's time zone to Eastern Time since that is what meetings are based on. Example: You live in Colorado where it is 11 am MT, but the meeting you represent is 1 pm ET.
4. If you need to be absent, please arrange for someone from your meeting who has 90 days of continuous CEA-HOW abstinence to take your place. Then send an email to phonebridgesecretary@gmail.com to let the secretary know you will need to be excused. Make sure you include your name, the day and time of the meeting and who will be subbing for you in your absence so the Secretary will be looking for that person.
5. Our Bylaws (Article 4, Section 4) state that an Intergroup Representative shall be removed from office following failure to attend two consecutive Intergroup meetings *without prior notification.*

6. Roll Call: This can be a confusing experience for a new Intergroup Rep. The Secretary calls roll, beginning with Sunday meetings and continuing through the week until the final call of Saturday meetings. Stay MUTED until two or three meetings ahead of you are called, then unmute and be prepared to answer "PRESENT", or your first name and "Present" when your name is called.

What if you come in late and the Roll Call has passed you?! Don't panic and don't interrupt the Secretary during Roll Call. The Secretary will ask at the end of the Roll Call if anyone has entered since she began. Now is your time, ONE at a time, to let her know your name, the day and time of the meeting you represent.

7. Attend your meeting's Business Meeting. This is where you may learn of issues your meeting would like brought to the Intergroup Meeting. This may form into a motion that you are asked to bring to the next Intergroup Meeting. What do you do? You put that motion in written form and email it to phonebridgechair@gmail.com. This action is time-sensitive: The Weekly Announcements will let you know when "Agenda Items Are Due". Get your motion(s) to the Chair by that date to be considered for the next Intergroup Meeting. The Executive Board will discuss and either approve or disapprove the motion. The Chair will stay in contact with you and explain if the motion was "frivolous" or if it is worthy of you bringing it forward to the Intergroup Meeting. If the motion is to be brought up at the Intergroup Meeting, you wait until the Chair calls for New Business or calls on you to make your motion. The motion must be "seconded" by another member. If no one seconds the motion, the motion dies. It's as if it never existed. However, if the motion is seconded, the group discusses it (usually three pro's and three

con's) and votes. The Secretary goes through the roll call of members present to record the vote. The meeting proceeds in this fashion until all items on the agenda are complete or set aside until a later date.

8. During the meeting is it very important to stay muted unless you have permission from the Chair to speak. Only one person can be heard at a time. Don't talk over anyone else.
9. Voting: You are representing your meeting to the best of your ability. Please vote according to what you think your meeting would like. It's difficult to discern sometimes, but that should be your intent. This is not a selfish program. We aim to do what is best for the whole CEA-HOW community. You may vote "yes", "no", or you may "refrain". However, remember if you "refrain", you are throwing a vote away from everyone in your meeting. Is that what you really want to do?
10. What to report and when:
 - a. Weekly Announcements are written by the Vice Chair, approved by the entire Executive Board and sent out by the Secretary on Saturdays. If, for some reason, you do not receive the announcements, email phonebridgesecretary@gmail.com immediately, so the error can be corrected. Your meeting may or may not have you read the Weekly Announcements. Every group is autonomous. Some meetings have opted to read only announcements having to do with the Annual Global Convention. It is up to you as the Intergroup Rep to be available at your meeting and to know how your meeting operates the announcements. Have them ready just in case. Sometimes a phone number is needed that you could provide if you had those announcements in your hand. Please attend every meeting.
 - b. Intergroup Meeting Minutes will be sent to you as soon as the Secretary has completed them and had them approved by the rest of the Executive Board. This may take a couple of weeks. However, when you receive them it is your duty to READ or SUMMARIZE those minutes at the regular BUSINESS MEETING held by your meeting. (The weekly announcements are not read at the Business Meeting.) You may not have time to read every word, but you've been trusted to glean from the minutes the items that are most significant to the members at your business meeting.

ELECTRONIC RETREATS

(August 2018) Form an ad hoc committee to look into having an electronics retreat.

FORMATS:

(9/11/05) Listings for the formats for the individual meetings will be listed on the website.

(June 2018) Change the name of the "after meeting" to "fellowship time".

GRATITUDE MONTH:

January has been designated "Gratitude Month".

Donations may be sent directly to WSO or to the phone bridge treasurer with a note designating "Gratitude Donation". It has been suggested \$1.00 for each year in Program.

INTERGROUP MEETINGS:

(1/18/05) Intergroup will meet quarterly.

(Amended 1/22/07) Intergroup meetings will be bi-monthly for one hour in length.

(4/22/07) Intergroup meetings should be one hour in length.

Intergroup meetings may be extended 15 mins to equal 1 hr and 15 mins in total.

(12/02/18) Intergroup meetings will be one hour and thirty minutes total.

(June 2020) Form a working group to examine the current structure/size of the PBIG to make it more effective.

LEADER CODE, USE OF:

(06/22/08) Only a CEAHOW member leading the meeting should come onto the meeting in leader's mode. No one else may mass mute at any point unless asked to do so by the meeting. No codes are announced on the phone.

LITERATURE: AS BILL SEES IT QUESTIONS

(07/09/06) As Bill Sees It Questions 51-100 developed in the IG will be submitted to the WSO Conference Literature Committee

(2010) As Bill Sees It Questions 51-200 have been compiled and may be purchased through phonebridgeliterature@gmail.com.

LITERATURE, CONFERENCE APPROVED:

(10/22/06) Only conference-approved literature and materials should be used in order to be on the Phone Bridge IG with website, and use of phone number and code.

(February 2019) Form a committee to explore developing a pamphlet to supplement CEA-HOW Sponsor Guidelines

LITERATURE PRICES:

(07/09/06) \$7.00 will be the price put on the Forever Abstinent Booklet as well as the Sponsorship Guidelines.

(2011) \$6.50 will be the price of the Forever Abstinent Booklet.

\$6.00 will be the price of the Sponsorship Guidelines.

(Prices are subject to change if pricing goes up from WSO.)

LITERATURE REFUNDS AND EXCHANGES:

(12/26/16) All CEA-HOW Phone Bridge Intergroup literature sales are final. The CEA-HOW Phone Bridge Intergroup does not issue refunds or exchanges on literature orders that have been paid and mailed.

LITERATURE: PRUDENT RESERVE

(01/21/07) Prudent Reserve for IG literature shall be \$150.00

(06/26/11) Prudent Reserve—for IG literature shall be \$500.00

MARATHON MEETINGS:

(06/13/10) Start on Eve of the holiday at 6:00pm EST to continue to 4:00am EST

The following holidays will have marathon meetings:

Thanksgiving starting at 5:30 am meeting, 7:00 am through to 12:00 midnight

Christmas Eve starting at 6:00pm to 4:00 am

Christmas Day starting 5:30 am to 12:00 midnight

New Year's Eve starting 6:00pm to 4:00 am

New Year's Day starting at 5:30 am to 12:00 midnight

(5/20/2013) Memorial Day starting at 5:30 am to 12 midnight

July 4th starting at 5:30 am to 12 midnight

Labor Day starting at 5:30 am to 12 midnight

(4/12/2015) - Spring Marathon starting at 5:30 am to 12 midnight

(10/23/16) – The Marathon Organizer reports to the Marathon Coordinator and is charged with gathering meeting leaders for the marathon and ensuring that meetings continue throughout the length of the scheduled marathon. The Organizer must have 30 days of back to back CEA-HOW abstinence and be stepped up as a food sponsor.

(04/15/18) The Marathon Organizer is charged with gathering meeting leaders for the marathon and ensuring that meetings continue as scheduled. The Marathon Organizer now reports to the Chair of the Intergroup.

MEETINGS:

(April 2016) After the Executive Board is aware that a phone bridge meeting has not had a leader for 3 consecutive weeks, the Board will remove that meeting from the phone bridge meeting schedule and from the website in 7 days.

(May 2016) Men's meetings have been approved to be added to the phone bridge meeting schedule.

PAYMENTS FOR LITERATURE AND THE 7TH TRADITION:

(04/22/07) Payments for literature and the 7th tradition should be made on separate checks.

PHONE BRIDGE MEETING POSITIONS

Abstinence and Terms of Service

<u>Positions</u>	<u>Abstinence</u>	<u>Term of Service</u>
Meeting leader	30 days	3 months
Business Chair	30 days	3 months
Business Secretary	No days	3 months
Timekeeper	No days	3 months
Speaker Seeker	No days	3 months
Intergroup Rep	90 days	6 months
Meeting Contact	30 days	6 months

Speaker Seeker

(April 2016) Phone bridge meeting **Speaker Seeker** has no abstinence requirements.

Meeting Contact

(10/23/16) Each phone bridge meeting must have an active **Meeting Contact** identified, with contact information given (name, phone number, and email address) and kept current with the Phone Bridge Meeting Coordinator to ensure a phone bridge meeting continues to be listed on the website at www.ceahow.org.

PRUDENT RESERVE:

(6/12/05) Shall be \$300

Amended 08/07/05 - Shall be \$400

Amended 06/24/07 - Shall be \$550

PUBLIC INFORMATION

(December 2018) Create an exploratory committee to have a Phone Bridge Tube Channel and add Phone Bridge workshops and Sponsorship Forums.

(June 2020) See about forming a Public Information Committee on the Intergroup.

READINGS:

“How It Works” to be read as written.

BB and 12 and 12 Book Study Groups – we may change the wording to fit our language.

This is an individual decision.

Four absolute readings to make a CEA HOW Meeting:

1. 12 Steps
2. 12 Traditions
3. CEA HOW Concept
4. 7 Tools
- 5.

Tradition Two:

(01/21/07) Tradition Two is the only Tradition read at the beginning of each IG meeting.

RETREAT DEPOSIT RESERVED

(October 2014) It was decided the overage from the literature fund, plus \$100 per month would be used to build a reserve of \$2500 for a retreat deposit. If more money is needed for a deposit, more money may be approved. The reserve will be replenished with the retreat funds.

(August 2018) \$50.00 each month from funds collected be placed in the Retreat Fund for future use.

WEIGHT LOSS:

(08/31/08) People should qualify on meetings by giving their continuous overall weight loss and their CEA-HOW weight loss.

WORKSHOPS

(May 2014) CEA HOW Workshops will be held every other month on a Sunday from 1:00 to 3:00pm EST (not to be in the same month as the Intergroup Meeting)

An outline will be submitted to the Executive Committee for approval of content before the workshop is scheduled.

There is a (6) six month abstinence requirement and completion of the 12 Steps to lead a workshop.

WSBC MOTIONS

(06/12/16) Motions presented for submission to the World Service Business Conference (WSBC) are reviewed by the Phone Bridge Intergroup prior to submission to Area 10. Proposed WSBC motions are submitted to the Phone Bridge Chair prior to the deadline for agenda items leading up to the February Intergroup meeting. The Intergroup will review and discuss the motions and the IG secretary will inform the Area 10 Chair of the recommendations. Said recommendations will be advisory in nature, allowing the Area 10 delegates to have input regarding considerations related to the motions. This is the suggested practice; it is not required. Individuals are still permitted to submit motions directly to Area 10 for approval.

