

PPG-01
BYLAWS
OF
FAMILIES ANONYMOUS, INCORPORATED (FA, INC.)

REVISION EFFECTIVE MAY 31, 2014

Issued: June 1, 2014

ARTICLE I -- NAME

Section 1.

The name of this representative body shall be Families Anonymous, Inc.

ARTICLE II – PURPOSE

Section 1.

The specific and primary purpose for which this non-profit corporation is formed is to provide assistance to Member Groups and individuals of the fellowship known as Families Anonymous in leading wholesome lives in the adverse situations where relatives or friends may be involved with drugs or related behavioral problems.

SECTION 2.

To provide source material, information and literature on achieving the Families Anonymous principles, as coordinated and published through the World Service Office.

SECTION 3.

To publicize the Families Anonymous program to the general public and professional agencies so that the benefits can be made available to the greatest number of people while preserving the anonymity of individual members.

SECTION 4.

To provide a common point of contact for public agencies and other community programs in dealing with the family disease of addiction and related behavioral problems; and to give comfort to the families and friends of individuals with a current, suspected, or former drug problem.

SECTION 5.

To provide coordination for Twelfth Step group activity, which is to carry the message of the Families Anonymous program and principles to others.

ARTICLE III – MEMBERSHIP

SECTION 1.

Individual membership in the fellowship is open to anyone whose life has been affected by the use of mind-altering substances or related behavioral problems of a relative or friend. Any concerned individual is encouraged to attend our meetings, even if there is only a suspicion of a problem.

SECTION 2.

Group membership in Families Anonymous is achieved when several individuals, or even one concerned person establish an autonomous group which registers with Families Anonymous World Service Office, regularly holds meetings conducted in accordance with the Families Anonymous meeting format, and follows the Families Anonymous Guiding Principles.

SECTION 3.

New Groups can be registered with the Families Anonymous World Service Office by either submitting a signed registration form, or completing the online registration with the World Service Office along with:

- i.) The name, address, and telephone number of the Secretary;
- ii.) The place, address, day and time of the meeting.

a.) All Groups must re-register annually by April 1. Registration may be accomplished by any means approved by the World Service Board. Any Group not registered by April 1 prior to the next Annual Business Meeting shall not be included in the census of groups for determining a quorum and will not be eligible to vote. Groups registering with the World Service Office after April 1, but forty-five days prior to a Special Meeting, shall be included in the census and shall be eligible to vote on matters coming before such Special Meeting.

SECTION 4.

The philosophy employed by the individual Groups shall follow the Guiding Principles as set forth in ARTICLE IV.

ARTICLE IV -- GUIDING PRINCIPLES

SECTION 1.

Families Anonymous Twelve Steps shall be the guiding philosophy for individual members and member groups of the FA fellowship in learning to live a better life in the adversity of drug abuse or related behavioral problems of a relative or friend.

SECTION 2.

Families Anonymous Twelve Traditions shall be the guiding philosophy for deciding the appropriate collective action of Families Anonymous.

SECTION 3.

The Four Destructive Forces when not recognized and repressed will lead to deviation from the Families Anonymous Traditions.

SECTION 4.

The basic attitudes toward the relatives or friends thought to be suffering from the use of drugs shall be set forth in the statement, **About Drug Abuse**.

ARTICLE V -- FINANCES

SECTION 1.

There shall be no dues or fees. Contributions to a group or to World Service shall not be a requirement for membership.

SECTION 2.

Financing of World Service activities shall be primarily through donations by Families Anonymous Groups or individual Families Anonymous members, the sale of Families Anonymous literature, or any fund-raising activity which has been duly approved by the World Service Board. Where individual donations are concerned, it is especially important to preserve the anonymity of the donor. In the case of fund-raising activities, their merit will be judged upon the grounds of compliance with the Twelve Traditions of Families Anonymous.

SECTION 3.

Acceptance of bequests, unusual donations, or offerings from any outside source is prohibited whether for general or specifically designated purposes except with express approval of the World Service Board membership. Bequests from members, past or present, may be accepted by the World Service Board provided that the validity of membership can be ascertained. Such validity can include the group number that the member attended, or statement from the group secretary.

SECTION 4.

No debt shall be incurred, and no continuing obligations entered into, without the consent of the World Service Board membership. Provided that all Board Members have been given fifteen days written notice of the intent to vote on this Issue, approval consists of a favorable vote from two-thirds (2/3) of the eligible votes cast.

SECTION 5.

Purchases by the World Service Office in unusual amounts as determined by the current standing rules or policies must have the approval of a majority of the votes cast by the World Service Board. A petty cash fund will be maintained in the World Service Office in an amount set by the WSB.

SECTION 6.

The Financial Oversight Committee shall establish and implement procedures in compliance with the committee's oversight responsibilities as defined in Article VIII, Section 10. Such activities will result in an annual report to the membership of its findings. An external audit will only be required if and when revenues exceed the statutory minimum requiring an audit in any state where a nexus exists for the fellowship.

ARTICLE VI -- STRUCTURE

SECTION 1.

The ultimate direction of Families Anonymous, Inc. is provided by Member Groups, represented by their elected Delegates, who are authorized to vote at the Annual Business Meeting.

SECTION 2.

Member Groups function individually. These individual Member Groups may also choose to unite to form an Intergroup. An Intergroup is a body of Member Groups within a certain area, consisting of representatives from each Member Group. Its purpose is to provide coordination of FA activities within that area. (See Article II, PURPOSE SECTION 1, 2, and 3.) Each Intergroup is chaired by a person duly elected by representatives of its Member Groups. This Chair is the main administrative officer of the Intergroup. The Intergroup Chair or his/her appointee shall act as liaison to the World Service Board.

An Intergroup must register with the World Service Office by submitting a copy of their Intergroup By-laws, for approval by the World Service Board and a list of Officers and Member Groups.

ARTICLE VII -- WORLD SERVICE BOARD

SECTION 1.

The FA World Service Board is the major working body that conducts World Service Business. It is made up of a duly elected Chair, Vice Chair, Treasurer and Recording Secretary (who are the four [4] Corporate Officers), the Advisor (who is the Past Chair) and at least five (5) other Board Members, not to exceed a total of twenty-four (24) members. Nominees to these Corporate Offices must agree, in writing, on their consent form, that they are able to attend World Service Board Meetings by telephone or video conference.

- a.) Each nominee for the Board of Directors must be an English-speaking member of a Families Anonymous group for a minimum of one (1) year.

SECTION 2.

All members of the World Service Board shall be elected by the Member Group Delegates for a term of two (2) years, at least six (6) of whom shall be elected each year. From these members The WSB Chair appoints Committee Chairs. Any additional appointments to the Board must be approved by the World Service Board by secret ballot.

SECTION 3.

The WSB Chair is the chief administrative officer of Families Anonymous, Inc. To qualify for that office, he/she shall have served a minimum of one (1) year as a Board Member. He/she shall be elected by the Member Group Delegates for a term of two (2) years. The Chair may be nominated for re-election to this office. Immediately following the completion of his/her term as the Chair, he/she will be appointed to serve as a member of the World Service Board in the capacity as Advisor for one year and shall serve as a WSB Member-at-Large for the remaining year of his/her two year appointed term.

The Vice Chair, Treasurer, and Recording Secretary shall be elected to their offices for a term of two (2) years. These Corporate Officers may be nominated for re-election to their offices. If their two (2) year Board term is up, they must be nominated for another two (2) year Board term at that time.

Each Corporate Officer will serve in office until a successor is elected and installed.

SECTION 4.

The Vice Chair assists The Chair in performing his/her duties as chief administrative officer of the World Service Board; assumes responsibility as Presiding Officer at Service Board Meetings in the absence of the Chair; and maintains cognizance of all Service Board activity. He/She shall perform such other duties befitting the office and as may be assigned by the Chair.

SECTION 5.

The Treasurer oversees all financial matters of the World Service Board, including establishing a bank checking account for authorized disbursements, and reconciles this account monthly. He/She is responsible for the preparation of monthly financial statements, to be presented to members of the World Service Board. He/She shall be responsible for the preparation of annual financial statements, for presentation to the delegates attending the Annual Business Meeting, and filing of the Federal and State Income Tax returns for the period he/she has held office. The Treasurer shall be the Chair of the Budget Committee. Copies of the Annual Budget and Annual Financial Statements will be sent to any Member Group upon request. He/She shall ready all financial reports whenever he/she vacates the office. He/She shall be responsible for certifying the accuracy and insuring that fiscal year-end inventory of all Families Anonymous literature is completed and reported.

SECTION 6.

The Recording Secretary will keep accurate and permanent minutes of the proceedings of all regular and special meetings of the World Service Board. A copy of the minutes will be made available to the World Service Board Members and all Intergroup Chairs as soon after each meeting as possible and in ample time for the Chair to prepare the agenda of the next meeting.

SECTION 7.

Should it become necessary for an elected Board member to take a leave of absence from his or her duties, said leave can be authorized by the Chair (or the Vice Chair if the Chair is the person requesting the leave of absence) and the Board for a period not to exceed six (6) months.

Should the leave of absence exceed six (6) months and one (1) day, said Board member shall be considered to have resigned from the Board and the Chair (Vice Chair) and the Board can appoint a replacement to serve until the next regular election pursuant to the By-laws.

In the event the Chair is the individual requesting the leave of absence, the Vice Chair shall assume all the responsibilities of the Chair during the period of the Chair's absence.

SECTION 8.

In keeping with the Families Anonymous Traditions, no World Service Board Member may be a paid employee of the World Service Office.

ARTICLE VIII -- STANDING COMMITTEES

SECTION 1.

The following shall be Standing Committees of the WSB; Budget Committee, Public Information, World Service Office, Literature, Newsletter, Parliamentarian, International Groups, Sponsorship, Group Outreach, and Financial Oversight. The WSB Chair shall appoint members of the World Service Board to serve as Chairs of the all Standing Committees, with the sole exception being the Budget Committee, whose Chair is the Treasurer, as defined by Art. VII Sect. 5 of the By-laws. Appointments of Chairs of Standing Committees shall be subject to ratification by vote of the World Service Board. All voting shall be by a show of hands or voice vote. Any three (3) World Service Board Members may call for the removal of a Standing Committee Chair by written request to the World Service Board Chair. A Standing Committee Chair may be removed as the Chair of a Standing Committee by secret ballot of the World Service Board Membership; provided that all World Service Board Members have been given fifteen days written notification of the intent to vote on this issue, approval consists of a favorable vote to remove from two-thirds (2/3) of the eligible votes cast. The World Service Chair shall be an ex-officio member of all Standing Committees.

SECTION 2.

The Public Information Committee shall foster an awareness of the Families Anonymous program to the general public and to professionals working in the areas of drug and alcohol abuse and related behavioral problems. This Committee shall be responsible for the development of all National Public Information material, making it available to the public, to all the media, educators, the medical and legal professions, law enforcement agencies, community leaders and others at the local level who might refer families or friends to Families Anonymous. The World Service Board shall approve all Public Information material prior to publication. No Public Information material shall be published nationally without approval of the P.I. Committee and the World Service Board.

This Committee will prepare announcements for all the media, maintaining anonymity of individual members. Some of this material will be appropriate for individual Groups' use in their particular areas. All national announcements and national Public Information speaking engagements shall be cleared through the Public Information Committee. This would include review of all Public Information manuscripts written for national publication.

SECTION 3.

The World Service Office Chair shall act as the official liaison between the World Service Office Manager and the World Service Board, maintaining constant contact with the World Service Office and discussing with the Office Manager the hiring of help that is needed or purchases necessary to run the Office with maximum efficiency. The Office Chair shall present these needs to the Board in the form of a motion, supported by facts and figures that will assist the Board in making their decision. The World

Service Office Chair and the Office Manger are charged with providing up to date resource information, directories, maintaining of an inventory of all literature and Public Information material, and the mailing of all correspondence, minutes and bulletins necessary to keep Groups, Intergroups and the Members of the World Service Board properly informed and assist them to foster awareness of the FA program.

SECTION 4.

The Literature Committee shall develop source materials to assist individual members in accomplishing the Families Anonymous program goals, such as developing and publishing pamphlets and books about the Families Anonymous program. All new permanent literature, to assist individual members in accomplishing FA program goals, shall be submitted in draft or manuscript form to the Literature Committee. The World Service Board shall approve all Literature prior to publication.

SECTION 5.

The Newsletter Committee Chair shall be responsible for the editing and publication of 6 issues per year of the Families Anonymous house organ "The Twelve Step Rag," or at some other intervals approved by the World Service Board. The Newsletter Chair shall be responsible for ensuring the publication and distribution consistent with the members' mandate.

Beginning with the first issue of 2015, the "Twelve Step Rag" is to be distributed solely as an electronic newsletter available for free viewing and/or downloading from the FA web site.

SECTION 6.

The Parliamentarian shall serve as advisor to the Chair on matters of meeting procedures and interpretation of the By-laws and Robert's Rules of Order, currently revised. He/she shall be responsible for maintaining a current compilation of policies and standing rules, both to be available at all World Service Board Meetings. The Parliamentarian shall serve as the Chair of the By-laws Revision Committee.

SECTION 7.

The International Groups Chair shall act as liaison between the World Service Board and all Groups, Intergroups, and Service Boards established in countries other than the United States. This Chair shall be responsible for having the accuracy of all translations of Families Anonymous literature verified.

SECTION 8.

The Sponsorship Committee shall foster an awareness of the importance of this tool in one's personal recovery. The committee shall assist the Literature Committee in the development source materials on the subject to assist individual members in accomplishing the Families Anonymous program goals of personal recovery. The Committee will provide guidance for groups to establish sponsorship programs and shall serve as a resource for members and member groups.

SECTION 9.

The Group Outreach Committee shall serve as the primary point of contact between the WSB and all FA Groups, Intergroups, International Intergroups, and National Service Boards. The committee shall encourage and assist in the formation of new groups. They shall provide guidance for groups encountering failing membership levels and work with the groups to attract new members. They shall provide guidance in matters related to group health and adherence to FA Traditions. They shall coordinate with the Literature and Public Information committees in development of literature focused on group health and growth.

SECTION 10.

The Financial Oversight Committee shall consist of three members, two from the World Service Board and one from the fellowship at large. The committee will perform quarterly reviews of FA financial operations on an ongoing basis, and will produce an annual report at the end of every fiscal year. Such annual report shall be made available to the membership via email, the Twelve Step Rag, the FA website, and by hardcopy, if requested by any member group. No member of the Financial Oversight committee will be involved in the day-to-day financial functions of the fellowship.

ARTICLE IX -- SPECIAL COMMITTEES

SECTION 1.

The World Service Board Chair shall appoint Chairs of all Special Committees, subject to the approval by a majority of the votes cast at a World Service Board Meeting. Any Special Committee may be dissolved upon the recommendation by the Special Committee Chair or the World Service Board Chair and the approval of a majority of the votes cast at a World Service Board Meeting. Any three (3) World Service Board Members may call for the removal of a Special Committee Chair by written request to the World Service Board Chair. Any Special Committee Chair may be removed from The Chair of a Special Committee by secret ballot of the World Service Board Membership. Provided that all World Service Board members have received notification of the intent to vote on this issue, approval consists of a favorable vote to remove from two-thirds (2/3) of the eligible votes cast. The World Service Board Chair shall be an ex-officio member of all Special Committees, except the Nominating Committee.

SECTION 2.

Members of each Special Committee, except the Nominating Committee, shall be appointed by the Committee Chair. The Committee Chair may appoint as many subcommittees as are necessary to properly carry out the functions of the committee. Each subcommittee reports directly to the Committee Chair under whom he/she works.

SECTION 3.

The Nominating Committee shall consist of five (5) members; two of whom shall be appointed by the World Service Chair (with one designated as Chair), the other three to be elected by the eligible delegates at the World Service Annual Business Meeting. If the three are not so elected, they shall be appointed by the WSB Chair and approved by members of the WSB once the bid for the next year's convention has been approved. In the event there is no convention, the selection of members to the Nominating and Credentials Committee shall be left to the WSB to fill in the same manner as if a convention were being held.

The Chair of the Nominating Committee shall also serve as Credentials Chair at the next Annual Business Meeting and any special meetings held prior to the next annual meeting.

- a.) The Nominating Committee shall schedule the necessary meetings and meet as soon as possible.

- b.) The Nominating Committee shall recommend at least one candidate for each vacant Corporate Officer of World Service Board (Chair, Vice Chair, Treasurer and Recording Secretary). The Nominating Committee will nominate enough candidates to bring the number of World Service Board Members to no less than a total of ten (10), including the Officers and Advisor, but shall not exceed a total of twenty-four (24) World Service Board Members.

- c.) The Nominating Committee shall publish and send to the Member Groups the slate of nominees, their resumes and Member Group affiliation at least one (1) month before the Annual Business Meeting held during the month of May or the month of June. The slate will be posted at the Annual Business Meeting.

- d.) Additional nominations from the floor at the time the slate of candidates is presented to the Annual Business Meeting will be in order, if the slate of nominees does not already number twenty-four (24).

- e.) Voting will take place at the Annual Business Meeting by secret ballot.

ARTICLE X -- DELEGATES AND ALTERNATES

SECTION 1.

Each Member Group shall elect for an agreed upon term, a Delegate and Alternate Delegate to represent the Member Group at the Annual Business Meeting and Special Meetings. Delegates and Alternate Delegates may be reelected.

SECTION 2.

Each Member Group is authorized one vote on: Elections of the Corporate Officers, World Service Board Members and motions placed before the Annual Business and Special Meetings.

SECTION 3.

To assure representation, all Member Groups may give their proxy votes to a designated representative, to be delivered at the Annual Business Meeting to the Credentials Chair.

SECTION 4.

The duties of the Member Group Delegates, or in their absence, the Alternate Delegates are to bring to the attention of the World Service Board the wishes, desires and requests of their Member Group.

ARTICLE XI -- THE FINAL AUTHORITY: THE GROUP CONSCIENCE

SECTION 1.

GENERAL -- The Chair and World Service Board are the elected servants of the Member Groups. The ruling authority of the Delegates should not be used lightly to divest these servants of their authority in carrying out their responsibilities to the best of their ability.

SECTION 2.

Removal of World Service Corporate Officers and Board Members--

Any elected World Service Corporate Officer or Board Member may be removed from Corporate Office or Membership on the World Service Board by the Member Groups represented at the Annual Business Meeting or at a Special Meeting, by secret ballot. Removal from Board membership requires approval by two-thirds (2/3) of the eligible votes cast. Any Standing or Special Committee Chair may be removed from Committee Chair (without removal from the Board) by the eligible Delegates present at the Annual Business Meeting or a Special Meeting. Removal of a Committee Chair requires a secret ballot vote with removal approved by two-thirds (2/3) of the eligible votes cast.

SECTION 3.

Any action taken by The Chair, Standing or Special Committee, or any World Service Board Member may be set aside by the eligible Delegates present at an Annual Business Meeting or Special Meeting. Action to set aside requires approval by two-thirds (2/3) of the eligible votes cast.

SECTION 4.

Special instructions or mandates may be given to the World Service Board Chair and Standing or Special Committees, or a World Service Board Member by the eligible Delegates present at the Annual Business Meeting or Special Meeting. Special instruction or mandates require approval by two-thirds (2/3) of the eligible votes cast.

ARTICLE XII – MEETINGS

SECTION 1.

GENERAL -- The meetings shall be: World Service Board Meetings, Special Meetings, and the Annual Business Meeting.

SECTION 2.

WORLD SERVICE BOARD MEETINGS

The Chair shall be the presiding officer for all World Service Board Meetings. In The Chair's absence, the position shall be filled in the following order: Vice Chair, Recording Secretary, Treasurer, Board Member at Large in order of seniority as determined by the length of continuous service as a member of the WSB.

Five (5) Board Members present at a World Service Board Meeting shall constitute a quorum, and business can be transacted, provided that all Board Members are given at least seven (7) days advanced notice of the meeting. A simple majority of those present shall be sufficient to pass a motion unless otherwise specified in these By-laws.

The AGENDA shall include:

- I. Approval of the minutes of the last meeting.
- II. Reports of the Treasurer, The Chair, and other committees comprising the Service Board and Special Committee reports.
- III. Old Business.
- IV. New Business.
- V. Adjournment.

The World Service Board shall have a regular meeting at least ten times each year.

All meetings shall be open to individual members of Member Groups. World Service Board Members and Intergroup Chairs shall be informed of all meeting by the Recording Secretary.

SECTION 3.

THE FAMILIES ANONYMOUS, INC., ANNUAL BUSINESS MEETING shall be held during the month of May or the month of June each year. This meeting is for the purpose of electing new Corporate Officers and Members at Large of World Service Board. At this time the Nominating Committee will present the slate of Candidates for Corporate Officers and Members at Large of the World Service Board. The term of the newly elected Board Members commences at the following World Service Board Meeting which shall be a joint meeting of incoming and outgoing Boards.

a.) The AGENDA shall include:

- i. Approval of the minutes of the last Annual Meeting.
- ii. Report from the Credentials Chair (number of groups represented, etc.).
- iii. Reports of the Treasurer and selected Committee Chairs.
- iv. Old Business.
- v. New Business.
- vi. Adjournment of the Business Meeting.

b.) Voting at the Annual Meeting:

- i. One vote per Member Group is permitted as voted either by the Delegate, Designated Proxy, Credential Chair or Ballot.

The Credential Chair shall be in charge of Ballots.

Either the Credential Chair or the Designated Proxy Holder may vote for other groups where proxies and voting instructions are in writing.

- ii. Other than By-laws changes, mandates, removals from office or election of Corporate Officers and Board
- iii. Members, a simple majority of eligible votes cast is sufficient to pass a motion. In order to hold an election for World Service Corporate Officers and Board Members, fifteen percent (15%) of the FA groups registered on April 1, prior to the election must be represented at the Annual or Special Meeting by Ballot, Delegate or written proxy holder. In the event that any Corporate Office is not filled by the Group Delegates, the present Corporate Officer will remain in office until replaced by a duly elected successor and the incoming World Service Board will elect, by secret ballot, a member of the World Service Board to the vacant office.
- iv. A quorum for conducting New Business at the Annual Business Meeting or at a Special Meeting is ten percent (10%) of the FA Groups registered on 1 April prior to the meeting. Those Groups making up this quorum will be registered with the Credential Chair as Delegates including written proxy authorization to vote on business matters.
- v. All nominees must consent to their nomination in writing and shall provide at a minimum, their group affiliation and length of time in Families Anonymous.
- vi. The Credentials Chair shall keep the record of those groups who have filed ballots. The absentee ballots will be handled so as to preserve secret ballot status.
 1. Delegates and Proxy Holders will register with the Credentials Chair at the Annual Business Meeting and Special Meetings.
 2. The form of ballot, appointment of Delegates and appointment of proxy forms will be approved by the World Service Board prior to distribution.
- vii. If an absentee ballot has been filed by a Group and the Group is also represented by a Delegate or Proxy vote, the ballot must be used for the first election. Delegates and Proxy Holders shall be seated together as designated by the Credentials Chair.
- viii. Nominations from the floor can only be made by registered Group Delegates and Proxy Holders.
- ix. A majority of votes cast shall be required to elect any Corporate Officer or member of the Board. All winning candidates will be announced.

- x. If it is necessary to have a second or more ballot to determine the winner of any contest or to bring the Board to a minimum size, it will be necessary to assure that a quorum of Delegates (including Proxy Holders) is present and on the floor before continuing with the election (See ARTICLE XII, SECTION 3, b., v.). If a quorum is present, only those declared eligible to vote and who are present and on the floor shall be entitled to cast a ballot. A majority shall be determined based upon the total of eligible votes present.
 - xi. In the event that the maximum size of the board is exceeded, the Corporate Officers-elect shall be declared winners first, and the Board Members with the most votes shall be declared winners until the maximum board size is reached.
 - xii. In the event that a quorum is not present to conduct an election, prior to adjournment, a Special Meeting will be called for the purpose of holding elections. At the next regular World Service Board Meeting any Corporate Officers elected will be seated along with any newly elected Board Members. The outgoing Board will continue to serve on the Board of Directors until succeeded by duly elected and installed members. Any unfilled Corporate Offices will be filled as described in ARTICLE XII, SECTION 3,b.,v.
 - xiii. Results of all secret ballot voting will be posted for review by the delegates prior to announcement of the election results.
 - xiv. Following announcement of the election results, ballots cast shall be destroyed by the Credentials Chair.
- c.) At each Annual Business Meeting, the selection of the location of the following year's Annual Business Meeting shall be determined by voting on submitted bids from Member Groups or Intergroups. This shall be accomplished under New Business in the meeting agenda.

SECTION 4.

SPECIAL MEETINGS --

A Special Meeting may be called at any time by The Chair, by any five (5) of the World Service Board Members, or by written requests of any three (3) Member Groups.

Notice shall be given to Delegates and Alternate Delegates and World Service Board Members, specifying the time and place of the meeting. Such notice shall be sent at least fifteen (15) days prior to the date of the Special Meeting.

ARTICLE XIII -- RULES OF ORDER
SECTION 1.

Robert's Rules of Order, Newly Revised, shall govern all World Service Board Meetings, Families Anonymous, Inc., Annual Business Meeting, and Special Meetings.

ARTICLE XIV -- AMENDMENTS
SECTION 1.

The By-laws may be amended at any Annual Business Meeting by a two-thirds (2/3) vote of the voting Delegates. The intent to amend the By-laws shall be sent to all Member Groups in writing at least thirty (30) days before the vote is taken, together with a copy of all paragraphs that are to be changed.

ARTICLE XV – GENDER NEUTRAL LANGUAGE
SECTION 1.

CONSTRUCTS

The official documentation of Families Anonymous shall be couched in gender-neutral language, to the extent feasible. Such documentation shall include but is not limited to the By-laws, Standing Rules, Publications, Meeting Minutes, various reports and official correspondence.

- a. All language used in these By-Laws and all FA materials, shall be considered gender-neutral.

The following substitutes are recommended:

- chairman..... chair
- chairmen..... chairs
- he..... he/she or one
- him..... him/her
- his..... his/her(s)