

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

REVISION EFFECTIVE JUNE 9, 2018

Issued: June 10, 2018

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™ (FA™) 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 FA principles, as coordinated and published through FA's World Service Office (WSO).

SECTION 3.

To publicize the FA 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 FA 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 FA is achieved when one or more persons establish an autonomous group which registers with the WSO, regularly holds meetings conducted in accordance with an FA meeting format, and follows FA's guiding principles.

SECTION 3.

New groups can be registered with the WSO by either submitting a signed registration form or completing the online registration, along with:

- i. the name, address, and telephone number of the group secretary, and
- ii. the place, address, day and time of the meeting.

All groups must re-register annually by April 1. Registration may be accomplished by any means approved by the World Service Board of Directors (WSB). 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 shall not be eligible to vote. Groups registering with the WSO after April 1, but forty-five (45) 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 FA's 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 FA.

SECTION 3.

The Four Destructive Forces shall be avoided. If not recognized and repressed, they will lead to deviation from the FA Traditions.

SECTION 4.

About Drug Abuse shall reflect members' basic attitudes toward relatives or friends thought to be suffering from the use of drugs.

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 FA groups or individual FA members; the sale of FA literature; or any fund-raising activity which has been duly approved by the WSB. 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 FA Twelve Traditions.

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 WSB. Bequests from members, past or present, may be accepted by the WSB, provided that the validity of membership

can be ascertained; such validity can include the group number of the group that the member attended or a statement from that group's secretary.

SECTION 4.

No debt shall be incurred, and no continuing obligation entered into, without the consent of the WSB. Provided that all WSB members have been given fifteen (15) days written notice of the intent to vote on this Issue, approval consists of a favorable vote by two-thirds (2/3rds) of the eligible votes cast.

SECTION 5.

Purchases by the WSO in unusual amounts, as determined by the current standing rules or policies, must have the prior approval of a majority of the votes cast by the WSB. A petty cash fund shall be maintained in the WSO 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 2. Such activities shall result in an annual report to the membership of its findings. An external audit will be required only 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, as 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 (or an international intergroup, in the case of groups outside the United States). An intergroup is a body of member groups within a certain geographical area and consists of representatives from each of its member groups. Its purpose is to provide coordination of FA activities within that area. (See Article II, Sections 1, 2, and 3.) Each intergroup is chaired by a person duly elected by representatives of its member groups. The intergroup chair is the main administrative officer of the intergroup, and he/she or his/her appointee shall act as liaison to the WSB.

An intergroup must register with the WSO by submitting a copy of its intergroup by-laws, for approval by the WSB, and a list of its officers and member groups.

SECTION 3.

A national service board (NSB) represents FA member groups in a particular country (other than the United States) that has sufficient groups to support an NSB.

An NSB is created to facilitate and support the healthy growth of the FA program in that country.

ARTICLE VII – WORLD SERVICE BOARD OF DIRECTORS (WSB)

SECTION 1.

The WSB 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 offices must agree, in writing, on their consent form, that they are able to attend WSB meetings by telephone or video conference. Each nominee to the WSB must be an English-speaking member of an FA group for a minimum of one (1) year.

SECTION 2.

All members of the WSB shall be elected by the member group delegates at the Annual Business Meeting for a term of two (2) years. From these members, the WSB Chair shall appoint committee chairs. Any additional appointments to the WSB must be approved by the WSB 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 WSB member. He/she shall be elected by the member group delegates at the Annual Business Meeting for a term of two (2) years. The WSB Chair may be nominated for re-election to this office. Immediately following the completion of his/her term as WSB Chair, he/she shall be appointed to serve as a member of the WSB in the capacity of 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-year term is up and they wish to serve another term, they must be so nominated at that time.

Each corporate officer shall 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 WSB; assumes responsibility as presiding officer at WSB meetings in the absence of the Chair; and maintains

cognizance of all WSB activities. 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 WSB, including establishing a bank checking account for authorized disbursements and reconciling this account monthly. He/she is responsible for the preparation of monthly financial statements, to be presented to members of the WSB. He/she shall be responsible for the preparation of annual financial statements, to be presented to the delegates attending the Annual Business Meeting, and for filing federal and state income tax returns for the period he/she holds office. The Treasurer shall serve as the chair of the Budget Committee. He/she shall send copies of the annual budget and the annual financial statements to any member group upon request. He/she shall ready all financial reports at the time he/she vacates the office. He/she shall be responsible for certifying the accuracy of reports and insuring that fiscal year-end inventory of all FA literature is completed and reported.

SECTION 6.

The Recording Secretary shall keep accurate and permanent minutes of the proceedings of all regular and special meetings of the WSB. He/she shall make the minutes available to WSB members and all intergroup chairs as soon after each meeting as possible and in ample time for the WSB Chair to prepare the agenda of the next meeting.

SECTION 7.

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

Should the leave of absence exceed six (6) months and one (1) day, said WSB member shall be considered to have resigned from the WSB, and the Chair (Vice Chair) and the WSB can appoint a replacement to serve until the next regular election pursuant to these 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 FA Traditions, no WSB member may be a paid employee of the WSO.

ARTICLE VIII — STANDING COMMITTEES

SECTION 1.

The following shall be standing committees of the WSB: Budget, Financial Oversight, Group Outreach, International Groups, Literature, Newsletter, Parliamentarian, Public Information, Sponsorship, Technology, and World Service Office. The WSB Chair shall appoint a member of the WSB to serve as chair of each standing committee, with the sole exception being the Budget Committee, whose chair is the Treasurer, as defined by Article VII Section 5 of these By-laws. Appointments of chairs of standing committees shall be subject to ratification by vote of the WSB. All voting shall be by a show of hands or voice vote. The WSB Chair shall be an ex-officio member of all standing committees.

Any three (3) WSB members may call for the removal of the chair of a standing committee by written request to the WSB Chair, who shall call for a secret-ballot vote by WSB members. Provided that all WSB members have been given at least fifteen (15) days written notification of the intent to vote on this issue, approval shall consist of a favorable vote to remove by two-thirds (2/3rds) of the eligible votes cast.

SECTION 2.

The Financial Oversight Committee shall consist of three members, two from the WSB and one from the fellowship at large. This committee shall perform quarterly reviews of FA financial operations on an ongoing basis and shall 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 hardcopy if so requested by any member group. No member of the Financial Oversight Committee shall be involved in the day-to-day financial functions of the fellowship.

SECTION 3.

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. It shall provide guidance for groups encountering failing membership levels and work with those groups to attract new members. It shall provide guidance in matters related to group health and adherence to FA Traditions. It shall coordinate with the Literature Committee and the Public Information Committee in development of literature focused on group health and growth.

SECTION 4.

The International Groups Committee shall act as liaison between the WSB and all groups, intergroups, and service boards established in countries other than the United States. This committee's chair shall be responsible for having the accuracy of all translations of FA literature verified.

SECTION 5.

The Literature Committee shall develop source materials to assist individual members in accomplishing the FA program's goals. This includes developing and publishing pamphlets, books, and other materials about the FA 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 WSB shall approve all literature prior to publication.

SECTION 6.

The Newsletter Committee shall be responsible for editing and publishing six (6) issues per year of the FA house organ, "The Twelve Step Rag," or at some other intervals approved by the WSB. The Newsletter Committee Chair shall be responsible for ensuring that publication and distribution of the Rag is consistent with the members' mandate.

SECTION 7.

The Parliamentarian shall serve as advisor to the WSB 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 and for making them available at all WSB meetings. The Parliamentarian shall serve as chair of the By-laws Revision Committee, a special committee to be convened as needed.

SECTION 8.

The Public Information Committee shall foster an awareness of the FA program by reaching out 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 developing all national public information materials and making them available to the public, 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 FA. The WSB shall approve all public information materials prior to their publication. No public information materials shall be published nationally without prior approval by the Public Information Committee and the WSB.

Any media announcements prepared by this committee shall maintain the anonymity of individual FA members. Some of this material may be appropriate for use by individual groups in their particular areas. All national announcements and national public information speaking engagements shall be cleared through the Public Information Committee; this includes review of all public information manuscripts written for national publications.

SECTION 9.

The Sponsorship Committee shall foster an awareness of the importance of sponsorship in an FA member's personal recovery. This committee shall assist the Literature Committee in developing source materials that foster sponsorship and that assist individual members in accomplishing FA's program goals. This committee shall provide guidance to groups seeking to encourage sponsor-see relationships and shall serve as a resource for members and member groups.

SECTION 10.

The Technology Committee shall explore technologies for providing and improving communication with the public and with members of the fellowship using the Internet and internet-based strategies. It shall also be responsible for maintaining WSO computer systems; supporting and maintaining the FA website; supporting and advising WSB members in the use of technology; and supporting and maintaining FA's internal and bulk email systems.

SECTION 11.

The World Service Office (WSO) Committee shall act as the official liaison between the WSO Manager and the WSB. The WSO Committee Chair (WSOCC) shall maintain constant contact with the WSO and shall discuss with the WSO Manager the hiring of any help that is needed or the purchase of any materials necessary to run the WSO with maximum efficiency. The WSOCC shall present these needs to the WSB in the form of a motion, supported by facts and figures to assist the WSB in making its decision. The WSOCC and the WSO Manager are charged with providing up-to-date resource information and directories to the fellowship, maintaining an inventory of all FA literature and public information materials, and mailing or emailing all correspondence, minutes, and bulletins necessary to keep groups, intergroups, and WSB members properly informed and to assist them in fostering awareness of the FA program.

ARTICLE IX — SPECIAL COMMITTEES

SECTION 1.

A special committee is a committee that is established for a specific purpose and does business less frequently than a standing committee. Special committees include the Nominating Committee (see Article IX section 3), the Bylaws Revision Committee (see Article VIII Section 7), the Convention Liaison Committee, and such other committees as may be deemed advisable by the WSB. The WSB Chair shall be an ex-officio member of all special committees, except the Nominating Committee.

The WSB Chair shall appoint the chair of any special committee, subject to the approval by a majority of the votes cast at a WSB meeting. Any special committee may be dissolved upon the recommendation of its chair or the WSB Chair and upon the approval of a majority of the votes cast at a WSB meeting. Any three (3) WSB members may call for the removal of a special committee chair by written request to the WSB Chair. Any special committee chair may be removed as chair of that committee by secret ballot of the WSB members. Provided that all WSB members have been given at least fifteen (15) days written notification of the intent to vote on this issue, approval shall consist of a favorable vote to remove by two-thirds (2/3rds) of the eligible votes cast.

SECTION 2.

Members of each special committee, except the Nominating Committee, shall be appointed to that committee 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 shall report directly to the committee chair under whom it works.

SECTION 3.

The Nominating Committee shall consist of five (5) members, two (2) of whom shall be appointed by the WSB Chair (with one of these to be designated as Nominating Committee Chair) and the other three (3) of whom shall be elected by eligible delegates at the 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 Committee shall be left to the WSB to fill in the same manner as if a convention were being held.

The Nominating Committee Chair shall also serve as Credentials Chair at the next Annual Business Meeting and at any special meetings held prior to the next Annual Business 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 office on the WSB (i.e., Chair, Vice Chair, Treasurer, and Recording Secretary). The Nominating Committee shall also nominate enough candidates to bring the number of WSB members to a total of no less than ten (10), including the officers and the Advisor, but no more than twenty-four (24).
- c. The Nominating Committee shall publish and send to the member groups the slate of nominees, along with each nominee's resume and member group affiliation, at least one (1) month prior to the Annual Business Meeting, which shall be held during the month of May or June. The slate shall be posted at the Annual Business Meeting.
- d. Additional nominations from the floor at the time the slate of candidates is presented at the Annual Business Meeting shall be in order, provided the additional nominations would not cause the number of WSB members to exceed a total of twenty-four (24).
- e. Voting shall 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 at any special meetings. Delegates and alternate delegates may be reelected.

SECTION 2.

Each member group is authorized to cast one vote each on the election of corporate officers, WSB members, and motions placed before the Annual Business Meeting and any special meeting.

SECTION 3.

To assure representation at the Annual Business Meeting, a member group may give its proxy votes to a designated representative, to be delivered to the Credentials Chair at the Annual Business Meeting.

SECTION 4.

The duties of a member group delegate or, in his/her absence, an alternate delegate include bringing to the attention of the WSB the wishes, desires and requests of his/her member group.

ARTICLE XI — THE FINAL AUTHORITY: THE GROUP CONSCIENCE

SECTION 1.

GENERAL

The corporate officers and other members of the WSB 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 WSB CORPORATE OFFICERS AND BOARD MEMBERS

Any elected WSB corporate officer or member may be removed from corporate office and/or WSB membership by the member groups represented at the Annual Business Meeting or at a special meeting. Voting shall be by secret ballot. Removal from corporate office or WSB membership requires approval by two-thirds (2/3rds) of the eligible votes cast. The chair of any standing committee or special committee may be removed from that position (without removal from the WSB) by the eligible delegates present at the Annual Business Meeting or at a special meeting. Removal of a committee chair requires a secret-ballot vote, with removal approved by two-thirds (2/3rds) of the eligible votes cast.

SECTION 3.

Any action taken by the WSB Chair, or by a standing or special committee chair, or by any WSB member may be set aside by the eligible delegates present at an Annual Business Meeting or a special meeting. Action to set aside requires approval by two-thirds (2/3rds) of the eligible votes cast.

SECTION 4.

Eligible delegates present at the Annual Business Meeting or a special meeting may give special instructions or mandates to the WSB Chair, to a standing or special committee, or to a WSB member. Special instructions or mandates require approval by two-thirds (2/3rds) of the eligible votes cast.

ARTICLE XII – MEETINGS OF THE CORPORATION

SECTION 1.

GENERAL

The corporation's meetings shall consist of WSB meetings, special meetings, and the Annual Business Meeting.

SECTION 2.

WORLD SERVICE BOARD MEETINGS

The WSB Chair shall be the presiding officer at all WSB 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 WSB member.

Five (5) WSB members present at a WSB meeting shall constitute a quorum, and business can be transacted, provided that all WSB 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 WSB meeting
- II. Reports by the Treasurer, the WSB Chair, and standing committee and special committee chairs or members
- III. Old business
- IV. New business
- V. Adjournment

The WSB shall have a regular meeting at least ten (10) times each year.

All meetings shall be open to individual members of member groups. WSB members and intergroup chairs shall be informed of all meetings by the Recording Secretary.

SECTION 3.

ANNUAL BUSINESS MEETING

The Families Anonymous, Inc., Annual Business Meeting shall be held each year during the month of May or June. The purpose of this meeting is the election of new corporate officers and WSB members-at-large. At this meeting, the Nominating Committee shall present the slate of candidates for corporate officers and WSB members-at-large. The term of the newly elected officers and WSB members shall commence at the next WSB meeting, which shall be a joint meeting of incoming and outgoing boards.

- a. The AGENDA shall include:
 - i. Approval of the minutes of the prior Annual Business Meeting
 - ii. Report by the Credentials Chair (number of groups represented, etc.)

- iii. Reports by the Treasurer and selected committee chairs
 - iv. Old business
 - v. New business
 - vi. Adjournment
- b. Voting at the Annual Business Meeting:
- i. One vote per member group is permitted, with votes being cast either by ballot or by the delegate, the alternate delegate, the designated proxy, or the Credentials Chair. The Credentials Chair shall be in charge of ballots. Either the Credentials Chair or the designated proxy holder may vote on behalf of 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 WSB members, a simple majority of eligible votes cast is sufficient to pass a motion.
 - iii. In order to hold an election for WSB 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 Business Meeting or a 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 shall remain in office until replaced by a duly elected successor or until the incoming WSB elects, by secret ballot, a member of the WSB to fill 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 April 1 prior to the meeting. Delegates from the groups making up this quorum will be registered with the Credentials Chair, including written proxy authorizing them 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 FA.
 - vi. The Credentials Chair shall keep the record of those groups that have filed ballots. The absentee ballots will be handled so as to preserve secret ballot status.
 - 1. Delegates and proxy holders shall register with the Credentials Chair at any Annual Business Meeting or special meeting.
 - 2. The form of ballot, the appointment of delegates, and the appointment-of-proxy forms shall be approved by the WSB 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 be made only by registered group delegates and proxy holders.
 - ix. A majority of votes cast shall be required to elect any corporate officer or other WSB member. All winning candidates shall be announced at the meeting.

- x. If it is necessary to have a second or more ballot to determine the winner of any contest or to bring the WSB 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.iv). If a quorum is present, only those who are declared eligible to vote and 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 WSB is exceeded, the corporate officers–elect shall be declared winners first, and the nominated WSB members with the most votes shall be declared winners until the maximum is reached.
 - xii. In the event that a quorum is not present to conduct an election, a special meeting shall be called prior to adjournment for the purpose of holding elections. At the next regular WSB meeting, any corporate officers elected will be seated along with any newly elected WSB members. The outgoing WSB members will continue to serve on the WSB until succeeded by duly elected and installed members. Any unfilled corporate office will be filled as described in Article XII, Section 3.b.iii.
 - 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, if any, 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 WSB Chair, by any five (5) WSB members, or by written requests from any three (3) member groups.

Notice shall be given to delegates and alternate delegates and to WSB 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 each WSB meeting; each Families Anonymous, Inc., Annual Business Meeting; and all special meetings.

ARTICLE XIV — AMENDMENTS

SECTION 1.

These By-laws may be amended at any Annual Business Meeting by a two-thirds (2/3rds) 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 FA 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, and various reports and official correspondence.

- a. All language used in these By-Laws and in 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)