

**STANDING RULES  
GAMBLERS ANONYMOUS INTERNATIONAL SERVICE OFFICE  
REVISED & PRINTED SEPTEMBER 2022**

The sole purpose of the Board of Regents is to supervise the operations of the International Service Office (I.S.O.) and see that it is operated effectively and efficiently.

**Facility**

The International Service Office will be open Monday through Friday from 7:00 A.M. to 4:00 P.M. Pacific Time unless otherwise noted.

1. The International Service Office will be closed on the following holidays:
  - a) New Year's Day
  - b) President's Day
  - c) Memorial Day
  - d) July 4th
  - e) Labor Day
  - f) Thanksgiving Day and the Friday following Thanksgiving Day
  - g) Christmas Day
2. Keys for the International Service Office will be only given to the following:
  - a) Office Manager
  - b) International Executive Secretary
  - c) All International Service Office employees at the discretion of the Office Manager.
  - d) Chairman of the Board of Regents
  - e) All check signers
3. Usage of the equipment and facilities of the International Service Office must be approved by one of the following:
  - a) Office Manager
  - b) Chairman of the Board of Regents
  - c) Chairman of the Board of Trustees

**Employee Benefits**

1. After 90 days of continuous employment, all full-time employees (40 hours per week) will be paid for the following Holidays:
  - a) New Year's Day
  - b) President's Day
  - c) Memorial Day
  - d) July 4th
  - e) Labor Day
  - f) Thanksgiving Day and the Friday following Thanksgiving Day
  - g) Christmas Day

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**Employee Benefits Cont'd**

1. Every full-time employee (40 hours per week) of the International Service Office will be given a yearly paid vacation according to the following schedule.
  - a) One weeks paid vacation after 1 year of continuous employment.
  - b) Two weeks paid vacation per year after 2, 3 & 4 years of continuous employment.
  - c) Three weeks paid vacation per year after 5, 6, 7, 8, & 9 years of continuous employment.
  - d) Four weeks paid vacation per year, each year after 10 years of continuous employment.
2. Any unused vacation time at the end of each Anniversary date will be paid.
3. Each full-time employee (40 hours per week) will have one paid personal holiday per year in lieu of a paid holiday for Martin Luther King Day.
4. On January 1st of each year all full-time salaried employees will receive five (5) paid sick leave days per year. Any unused sick leave at the end of the calendar year (December 31st) will be paid.
5. Hourly employees will receive paid sick leave per the accrual method of the current State of California paid sick leave Law. Hourly employees will receive a maximum of 24 hours or three days of paid sick leave a year.
6. Health insurance will be made available to all eligible employees the 1<sup>st</sup> of the month following 60 days of continuous employment. To be considered eligible for health insurance the employee must work an average of 30 hours per week. The insurance will be provided for all eligible employees through a plan chosen by the employer and shall be reviewed on an annual basis each November. Employees may choose an alternate plan option and pay for any additional premium through payroll deduction. Families or dependents of employees will be covered at employee expense thru payroll deduction.
7. The International Service Office will match up to 3% of an eligible employee's salary to the Simple IRA retirement plan that became effective on September 1, 1997. Employees become eligible after earning \$5,000.00 in any one calendar year.

**Policy**

1. Gamblers Anonymous International Service Office records cannot be destroyed without approval of the Board of Regents.
2. a) The International Executive Secretary and Office Manager will receive a written job description from the Board of Regents. Included will be procedures, responsibilities, assignments, and instructions. The Board of Regents will be guided by the By-Laws and Standing Rules.

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**Policy Cont'd**

- b) The Office Manager will give procedures, responsibilities, assignments, and instructions to the employees of the International Service Office. The Office Manager will be guided by the By-Laws and Standing Rules.
3. Standing Rules of the Board of Regents will be maintained in a separate binder. The heading date will correspond to the last revision date of the Standing Rules.
4. If inquiries come into the International Service Office from an area where a personal appearance is deemed necessary, we should do the following:
  - a) The International Executive Secretary should contact the Trustee closest to the area and request that they make the trip.
  - b) The International Executive Secretary will inform the Trustee, with the approval of the Board of Regents, that his or her expenses will be reimbursed by the International Service Office.
  - c) If the Trustee cannot go, the International Executive Secretary should approach the Board of Regents and ask for approval for the International Executive Secretary or some other member of Gamblers Anonymous to go.
5. The International Service Office will pursue any violations of the Corporations Intellectual Property rights, including violations by persons or entities within Gamblers Anonymous Fellowship.
6. Additions or changes to Standing Rules shall require a majority vote of the Board of Regents in attendance.

**Financial**

1. The monthly Financial Report of the International Service Office will be mailed or emailed to each member of the Board of Regents for review prior to the monthly Board of Regents meeting. A master copy of the Financial Report must also be approved by the Office Manager or the Treasurer of the Board of Regents prior to its printing in the Life-Line Bulletin.
2. The monthly Financial Report of the International Service Office will be published monthly with membership access electronically, print, or other appropriate means.
3. The Audited Financial Statement of the International Service Office will be published each year with membership access electronically, print, or other appropriate means.
4. There will be a minimum of three (3) and maximum of four (4) authorized signers on all bank accounts. Each authorized signer will be nominated from the local area. These signers shall be approved by a majority vote of the Board of Regents at their regular meeting in July of each year and also whenever a replacement is required. All bank accounts must require two (2) authorized signatures to complete a transaction.

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**Financial Cont'd**

5. Except as noted below, the signing of all checks will take place at the International Service Office pursuant to a schedule that the Office Manager will provide to those responsible for signing of checks. If necessary, the Office Manager and check signors may mutually agree to sign checks at a location other than the International Service Office.
6. Maximum of deposits in any single financial institution shall not be more than 90% of the FDIC insured amount.
7. A petty cash fund of \$500.00 will be kept on hand.
8. Assistant Recording Secretary, Treasurer and the Office Manager will review all C.D. and Savings Accounts every January.
9. The Office Manager has authority to write off any accounts receivable \$150.00 or less, deemed uncollectible.
10. The bank statement for the International Service Office will be balanced and reconciled with the checkbook and or QuickBooks by a non-signatory member of the Board of Regents or the first on the replacement list of the Board of Regents.
11. The Board of Regents shall discuss the purchase of Liability Insurance for all Board of Trustees meetings.

**Approved Literature**

Regarding approved Gamblers Anonymous Literature:

1. All printed literature (as opposed to key chains, anniversary pins, etc.) will carry the last date of revision, the last date of printing, and the Gamblers Anonymous logo.
2. The International Executive Secretary will proofread all literature and seek help from the Board of Regents as needed. A proofread copy of all literature must be signed by the Gamblers Anonymous International Executive Secretary or their designee. The Board of Regents shall be consulted as needed.
3. An ample supply of all approved Gamblers Anonymous literature will be always stocked.
4. Literature prices should (although it is not mandatory) reflect a one hundred percent markup on cost. The Board of Regents will set all literature sales prices at least once a year.
5. Starter kits will be sent, at no charge, at the discretion of the Office Manager.
6. The International Service Office will maintain files of all Gamblers Anonymous literature, including all approved additions and/or corrections, so that all future printings will contain these changes.
7. Any new orders will not be filled when an existing invoice remains unpaid.

GAMBLERS ANONYMOUS STANDING RULES  
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**Procedures**

1. The monthly agenda for the Board of Regents will be prepared by the Office Manager and/or the Chairman of the Board of Regents. Any additions to the agenda must be in writing and given to the Chairman of the Board of Regents prior to the start of the meeting.
2. Monthly minutes and agendas of the Board of Regents meetings will be placed in the folder of each Board of Regents member.
3. Minutes and agendas of the Board of Regents meeting will be mailed or emailed monthly to each member of the Board of Regents, the Chairman, the two Co-Chairmen and all members of the Board of Trustees the first Friday of the month, prior to the meeting.
4. The International Service Office will pay reasonable and necessary expenses for the Chairman of the Board of Regents or a duly designated member of the Board of Regents to attend the two semi-annual meetings of the Board of Trustees. The estimated expenses must be approved by the Board of Regents prior to the Trustees meeting.
5. All Gamblers Anonymous members listed on the Board of Regents ballot will be listed alphabetically by first name and last initial.
6. No records may be removed from the International Service Office without the permission of Office Manager or the Chairman of the Board of Regents.
7. All Gamblers Anonymous members are welcome to attend Board of Regents meetings subject to prior notification to the Board of Regents Chairman.
8. All votes taken at any Board of Regents meeting will be by roll call, unless unanimous.
9. The Recording Secretary will be responsible for detailing the roll call results in the monthly minutes, except for personnel matters.
10. On the required dates the Office Manager will notify California's Secretary of State regarding any changes of the elected Officers to the Board of Regents (Directors).
11. On the required dates the Office Manager will forward appropriate forms to the various agencies to maintain 501 (c) 3 non-profit status of Gamblers Anonymous.