

STANDING RULES
GAMBLERS ANONYMOUS INTERNATIONAL SERVICE OFFICE

REVISED & PRINTED JULY 2015

1. The International Service Office will be open Monday through Friday from 7:00 A.M. to 4:00 P.M. Pacific Time.
 2. 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 and Friday following
 - g) Christmas
 3. Every full-time employee of the International Service Office will be given a yearly paid vacation according to the following:

One week paid vacation after 1 year of continuous employment.

Two weeks paid vacation per year after 2, 3 & 4 years of continuous employment.

Three weeks paid vacation per year after 5,6,7,8 & 9 years of continuous employment.

Four weeks paid vacation per year, each year after 10 years of continuous employment.

Any unused vacation time at the end of each Anniversary date will be paid with the approval of the International Executive Secretary.

Each full time employee will have one paid personal holiday per year in lieu of a paid holiday for Martin Luther King Day.
 4. After 30 days of continuous employment, every employee of the International Service Office will be entitled to five (5) paid sick days per year and any unused sick pay at the end of the calendar year (December 31st) will be paid.
 5. Keys for the International Service Office will be only given to the following:
 - a) International Executive Secretary
 - b) All International Service Office employees at the discretion of the International Executive Secretary.
 - c) Chairman of the Board of Regents
 - d) Vice-Chairman of the Board of Regents
 - e) Treasurer of the Board of Regents
 6. Usage of the equipment and facilities of the International Service Office must be approved by one of the following:
 - a) International Executive Secretary
 - b) Chairman of the Board of Regents
 - c) Chairman of the Board of Trustees
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7. The International Executive Secretary will give procedures, assignments and instructions to the employees of the International Service Office. The International Executive Secretary will be guided by the By-Laws and Standing Rules.
 8. The International Executive Secretary or the Treasurer of the Board of Regents must approve a master copy of the Financial Report prior to its printing in the Life-Line Bulletin.
 9. The Operating Statement of the International Service Office will be shown every month in the Life-Line Bulletin.
 10. The audited Financial Statement of the International Service Office will be shown annually in the Life-Line Bulletin.
 11. Three (3) authorized signatures are required on all bank accounts which are Chairman, Vice-Chairman and Treasurer. All bank accounts must require two (2) authorized signatures to complete a transaction.
 12. The Life-Liner ledger is strictly confidential and is only to be made accessible to the International Executive Secretary, International Service Office Employees and the Treasurer of the Board of Regents.
 13. a) In the event that inquiries come into the International Service Office from an area where a personal appearance is deemed necessary, we should do the following:
 - 1.) The International Executive Secretary should contact the Trustee closest to the area and request that they make the trip.
 - 2.) 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.
 - 3.) 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.
 13. b) Expenses for such trips, when pre-approved by the Board of Regents shall not exceed \$5,000.00 (five thousand dollars per year).
 14. With regards to approved Gamblers Anonymous Literature:
 - a) All printed literature (as opposed to key chain, anniversary pins, etc.) will carry the last date of revision, the last date of printing, and the Gamblers Anonymous logo.
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- b) In the event of any mistake in the Gamblers Anonymous literature, if the fault is the printer's we will return the literature to be corrected. If it is our fault, we may destroy it.
 - c) 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.
 - d) An ample supply of all approved Gamblers Anonymous literature will be stocked at all times.
 - e) 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.
 - f) T.V. slides and Video Tapes (with local phone numbers) will be sold at cost plus postage only to recognized Gamblers Anonymous groups.
 - g) Starter kits will be sent, at no charge, at the discretion of the International Executive Secretary.
 - h) 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.
15. A petty cash fund of \$500.00 will be kept on hand.
16. Gamblers Anonymous International Service Office records cannot be destroyed without approval of the Board of Regents.
17. The bank statement for the International Service Office will be balanced and reconciled with the checkbook by a non-signatory member of the Board of Regents or the first on the replacement list of the Board of Regents.
18. 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.
19. The monthly agenda for the Board of Regents will be prepared by the International Executive Secretary and/or the Chairman of the Board of Regents. The agenda will be mailed or emailed the first week of the month, prior to the meeting. 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.
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20. Monthly minutes and agendas of the Board of Regents meetings will be placed in the folder of each Board of Regents member.
 21. 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.
 22. 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 meetings of the Board of Trustees. The estimated expenses must be approved by the Board of Regents prior to the Trustees meeting.
 23. The International Executive Secretary has authority to write off any accounts receivable \$150.00 or less, deemed uncollectible.
 24. Except as noted below, the signing of all checks will take place at the International Service Office pursuant to a schedule that the International Executive Secretary will provide to those responsible for signing of checks. If necessary the International Executive Secretary and check signors may mutually agree to sign checks outside of the International Service Office.
 25. All Gamblers Anonymous members listed on the Board of Regents ballot will be listed alphabetically by first name and last initial.
 26. No records may be removed from the International Service Office without the permission of the International Executive Secretary and the Chairman of the Board of Regents.
 27. Health insurance will be made available to all eligible employees the 1st of the month following 90 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 an HMO 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. Families or dependents of employees will be covered at employee expense thru payroll deduction.
 28. The International Service Office will match up to 3% of an eligible employees 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.
 29. Assistant Recording Secretary, Treasurer and the International Executive Secretary will review all C.D. and Savings Accounts every January.
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30. Any new orders will not be filled when an existing invoice remains unpaid.
31. Maximum of deposits in any single financial institution shall not be more than 90 % of the allowable insured amount.
32. Current Trustees are always welcome to attend Board of Regents meetings subject to prior notification.
33. All votes taken at any Board of Regents meeting will be by roll call, unless unanimous. The Recording Secretary will be responsible for detailing the roll call vote results in the monthly minutes, except for personnel matters.
34. The International Service Office will pursue any violations of the Corporations Intellectual Property rights, including violations by persons or entities within the Gamblers Anonymous Fellowship.