

**BOARD OF REGENTS
MEETING OF JUNE 19, 2021**

The meeting was called to order at 9:30 A.M. by Tom M., Chair, Board of Regents.

Present: Bob W., Calvin C., Cathy F., Kathie S., Tom M., Wendy B., and Karen H.,
International Executive Secretary.

Present by telephone: Gary M., Mazi S., and Richard C.

New B.O.R. members present in person or telephone: Andre G., Arnie B., Doug E., Jo K.,
John C., Val D.

Guests: Steve R., from Kentucky

Tom M. reminded everyone that recording of this meeting is not permitted.

A. The minutes of the May 15, 2021, Board of Regents meeting were approved as submitted.

Motion seconded and passed
For – 9 Against – 0 Abstained – 0

B. The minutes of the May 23, 2021, Board of Regents meeting were approved as submitted.

Motion seconded and passed
For – 9 Against – 0 Abstained – 0

C. The operating statement for May 2021 was approved as submitted.

Motion seconded and passed
For – 9 Against – 0 Abstained – 0

Additional discussion on an \$25,000.00 donation was received in June and will be part of that operating statement.

D. Review and Approve Annual Budget.

The annual budget was emailed before the meeting to current B.O.R. members. It was approved as submitted.

Motion seconded and passed
For – 9 Against – 0 Abstained – 0

OLD BUSINESS

A. LIFELINERS

There were 3 new Lifeliners as follows:

Florida – 2 Minnesota - 1

NEW CANS – 0

GROUP INFORMATION REQUEST forms received: 0

GROUP INFORMATION REQUEST FORMS RECEIVED PRIOR TO SENDING STARTER KITS: - 1

One Starter Kit was sent out after receiving the Group Information Request Form for the month of May:

Rancho Cucamonga, CA

PRISON STARTER KITS SENT: There were 0 Prison Starter Kit sent.

B. VENMO AND ZELLE DONATIONS.

The I.S.O. received a total of \$1,242.12 via Venmo and Zelle in the month of May 2021, down slightly from previous months. It was noted that some meetings regularly make donations using this format.

C. LEASE RENEWAL.

The office lease is up for renewal in January 2022. Bob W. restated that office space is at a premium. The current management company is not willing to give any idea if the lease will increase or what the price will be. The new B.O.R. will follow up with the landlord and look at additional properties.

D. UPDATE ON INTERNATIONAL EXECUTIVE SECRETARY.

The Hiring Committee interviewed four qualified candidates for the new I.E.S. part time position. Names were withheld from the discussion because an offer had not been made, accepted, nor had the other candidates been informed. The Hiring Committee recommended one of the candidates. That information was sent out to the Board of Regents members prior to the meeting. A motion was made to accept the Hiring Committee's recommendation for the I.E.S. position.

Motion seconded and passed
For – 9 Against – 0 Abstained – 0

After the meeting, Karen H., current I.E.S. will contact the candidate to offer them the position. If the candidate accepts, letters to the other three candidates will be sent out.

NEW BUSINESS

A. REVIEW BY-LAWS AND STANDING RULES.

Prior to the meeting, the By-Laws and Standing Rules proposed changes were emailed to current Board of Regents members, so they could review in preparation of the meeting.

A motion was made to accept the new By-Laws and Standing Rules.

Motion seconded and passed
For – 9 Against – 0 Abstained – 0

Both the proposed By-Laws and Standing Rules are attached at the end, with changes highlighted.

B. DISCUSS CAPITAL ONE SAVINGS ACCOUNT.

Currently there is \$437,589.11 in a Capital One savings account. Per the Standing Rule #30, the “Maximum of deposits in any single financial institution shall not be more than 90% of the allowable insured amount.” The amount at Capital One is more than 90%. There are unique rules to transfer out funds from this account. Perhaps it should be closed and moved elsewhere. This is an action for the new Board of Regents.

C. GOOD AND WELFARE.

As it was the last B.O.R. meeting of the term and Karen H.’s last meeting, Good and Welfare was shared on the phone and around the room.

The collection in the amount of \$340 was taken and the meeting closed with the Serenity Prayer at 10:40 A.M. The next meeting of the Board of Regents will be held July 17, 2021, at 9:30 A.M.

ELECTION OF OFFICERS FOR 2021-2022 BOARD OF REGENTS.

The meeting was reopened so the incoming Board of Regent members (Andre G., Arnie B., Cathy F., Doug E., Gary M., Jo K., John C., Kathie S., and Val D.) could elect the next terms Officers. The following candidates were nominated, accepted, and unanimously voted to serve:

Chair:	Cathy F.	For – 9	Against – 0	Abstained – 0
Vice Chair:	John C.	For – 9	Against – 0	Abstained – 0
Treasurer:	Val D.	For – 9	Against – 0	Abstained – 0
Secretary:	Jo K.	For – 9	Against – 0	Abstained – 0
Asst Secretary:	Kathie S.	For – 9	Against – 0	Abstained – 0

The meeting was closed with the Serenity Prayer.

Today’s Board of Regents meeting had 28 people call in to listen.

Respectfully submitted by Cathy F., Secretary

GAMBLERS ANONYMOUS
BY-LAWS

GAMBLERS ANONYMOUS BY-LAWS

ARTICLE 1 – NAME AND OBJECTIVES

SECTION 1:

The legal name of this Corporation is Gamblers Anonymous International Service Office.

SECTION 2:

In the By-Laws the legal name of the corporation may be referred to as: The International Service Office, I.S.O., or International Service Office of Gamblers Anonymous. Additionally, in general public print it may be referred to as: the Fellowship of Gamblers Anonymous.

SECTION 3:

The main objectives of the Fellowship of Gamblers Anonymous are:

- 1) to carry the message of hope to the compulsive gambler who still suffers,
- 2) to help our members stop gambling and
- 3) to help other compulsive gamblers do the same.

ARTICLE II – MEMBERSHIP AND OPERATIONAL ADMINISTRATION

SECTION 1:

Membership in the Fellowship of Gamblers Anonymous has but one requirement - a desire to stop gambling.

SECTION 2:

Members of this Corporation must belong to the Fellowship of Gamblers Anonymous. Each Gamblers Anonymous member is represented in this Corporation by the voting process outlined in this document.

ARTICLE III – DIRECTORS

SECTION 1:

The Directors of this Corporation may be referred to in the By-Laws or public print, as Regents.

SECTION 2:

This Corporation shall be governed by a Board of Regents of nine (9) members of Gamblers Anonymous who have completely abstained from gambling for at least two (2) years. This Board shall be elected by the members of Gamblers Anonymous in the manner provided herein.

SECTION 3:

The term of office of Regents shall be two (2) years.

ARTICLE III – DIRECTORS (*CONTINUED*)

SECTION 4:

Any Regent is automatically removed from office for gambling. The definition of gambling is as defined in the Guidance Code.

SECTION 5:

In the event an individual elected to the Board of Regents is unable to fulfill that position, he or she will be replaced by the next highest vote receiver from the election previously conducted by the Board of Trustees, for appropriate area. If there are no individuals available to fulfill such term, the Board of Regents will submit a list of names to the Executive Board of the Board of Trustees. The Executive Board shall, within 30 days, select an individual to fill such vacancy. The newly selected member will serve out the balance of the vacated term.

SECTION 6:

Five (5) members of the Board of Regents shall constitute a quorum. The Board of Regents does not acknowledge proxies in any form. If a Board member resides within 200 miles from the International Service Office, physical attendance constitutes presence. For Board members residing within 200 miles, telephonic or video conferencing will constitute presence, **under special circumstances** if approved by a majority of the Board members in physical attendance. For those residing outside of 200 miles a physical, telephonic or video conferencing attendance constitutes presence. A maximum of four (4) Regents residing outside of 200 miles of the International Service Office who do not physically attend meetings can be seated at one time.

SECTION 7:

A Regent is automatically removed from office on missing two (2) consecutive regular board meetings or when any Regent has missed four (4) regular meetings during their two (2) year term inclusive of the mandatory June meeting immediately following the election of the Board of Regents, or for not maintaining regular attendance at G.A. meetings as prescribed by the Guidance Code. **Under special circumstances** absence from a Board meeting may be excused by a majority vote of the Board members in attendance.

SECTION 8:

Board of Regents members shall be limited to two (2) elected terms served consecutively but may be re-elected after one (1) term of non-service on the Board of Regents.

SECTION 9:

No Regent of the Corporation shall receive compensation for any services rendered to the Corporation.

SECTION 10:

The Chair of the Board of Regents, or authorized representative who is a current member of the Board of Regents, shall attend every Board of Trustees meeting.

ARTICLE III – DIRECTORS (CONTINUED)

SECTION 11:

When the Board of Regents Chair (or authorized representative from the Board of Regents) is required to attend a Trustee meeting, the International Service Office shall pay the travel, meals, lodging and conference expenses. Attendee shall supply the Office Manager with a detailed accounting of reimbursable travel expenses within forty-five days of said expenses. Such expense reports will be part of the next Board of Regents meeting and accordingly, part of the minutes of those meetings. The amount of expense will require approval from the Board of Regents.

SECTION 12:

Gamblers Anonymous International Service Office hereby agrees to indemnify, defend and hold harmless all of its officers and directors for any and all actions taken by them in furtherance of the business and operations of Gamblers Anonymous, including but not limited to, negligent acts, intentional acts and wrongful acts. Further, Gamblers Anonymous agrees to pay any and all damages, legal fees and cost on their behalf for which they may become liable.

**ARTICLE IV – OFFICERS AND
INTERNATIONAL EXECUTIVE SECRETARY**

SECTION 1:

The elective officers of this Corporation shall consist of a Chairman, Vice-Chairman, Treasurer, Secretary and Assistant Secretary.

SECTION 2:

The term of office of all elective officers shall terminate June 30th of each year.

SECTION 3:

The newly elected Regents will be required to attend the June Board of Regents meeting prior to the start of their July 1st term. At the close of the said meeting the newly elected Regents shall elect the Officers of the Corporation for the next term and their service shall commence on July 1st.

SECTION 4:

The International Executive Secretary's salary compensation will be paid based on an annual amount, as determined by the Board of Regents.

ARTICLE V – NOMINATIONS

SECTION 1:

On or before February 1st of each odd year any member of Gamblers Anonymous that has abstained completely from gambling for at least two (2) years and has attended Gamblers Anonymous meetings regularly - 39 meetings per year is eligible to submit their name, previous service as a Regent of this Corporation or as a Trustee of Gamblers Anonymous, total abstinence from gambling and home group, along with a biography not to exceed 400 words and phone number (both optional) to the International Service Office to be included on the Board of Regents ballot. These biographies will be an attachment to the ballot. Any member that is presently a member of any International Board of Gamblers Anonymous, but whose term ends on June 30, of the same year, is eligible to be included in the Board of Regents ballot; if their term has one more year to run, they must resign before submitting their name for the Board of Regents ballot.

ARTICLE VI – VOTING

SECTION 1:

The **Office Manager**, on or before March 1st of each odd year, shall submit in writing a ballot of all eligible members wishing to run for the Board of Regents. Previous service as Regent of the Corporation or as Trustee of Gamblers Anonymous, total abstinence as of March 1st of that year, and home group of nominee shall be listed alongside the name of each nominee.

SECTION 2:

The Board of Regents of this Corporation shall be elected every two (2) years by the Board of Trustees at the Spring Board of Trustees Meeting. The term of office shall be for a period of two (2) years commencing July 1 of the odd years and ending June 30 of the next odd year.

SECTION 3:

The election of the Board of Regents shall be by written ballot. Each recognized Gamblers Anonymous meeting should be contacted by their area Trustee(s) so that the groups, at their option, have involvement in the voting process. Each Trustee, based on guidance from their groups and their personal knowledge, will be able to select no more than nine (9) proposed Regents from the list on the ballot.

SECTION 4:

Each Trustee shall be entitled to vote one (1) ballot, which shall reflect the opinion of the fellowship that they serve.

SECTION 5:

Each vote must appear on the official ballot and be signed by the Trustee, sealed and either mailed to the International Service Office or hand delivered to the Spring Board of Trustees meeting.

ARTICLE VI – VOTING (CONTINUED)

SECTION 6:

Sealed ballots will remain unopened in the “BALLOT” envelope, and will be handed to the Chairman of the Board of Trustees during the first session of the Trustee meeting of the Spring Board of Trustees Meeting. Absentee ballots will be sent to the International Service Office and must be received in the envelope marked “BALLOT” no later than seven (7) days prior to the start of the Spring Trustees meeting. All ballots will be counted by three (3) former Trustees or former Regents prior to the end of the meeting. Any member who is a candidate shall be excluded from the ballot counting. The Chairman of the Board of Trustees will determine who will count the ballots.

SECTION 7:

After the counting of the ballots, each newly elected Board of Regents member will be asked by the International Executive Secretary to confirm their election. Any ties will be broken by a written vote at the Trustees meeting by the Trustees in attendance. The order that the nominees came in shall be kept by the Office Manager.

SECTION 8:

Any Ballot deviating from the aforesaid rules shall void said ballot.

SECTION 9:

Anybody is automatically disqualified from the election to the Board of Regents who is also on the ballot for another International Board of Gamblers Anonymous.

SECTION 10:

The results of said election shall be announced immediately after the counting and shall be published in the minutes of the Spring Trustees meeting.

SECTION 11:

The two (2) year term of the newly elected Regents shall begin as of July 1st of the odd years.

SECTION 12:

The fiscal year shall commence on July 1st of each year.

ARTICLE VII – DIRECTORS, POWERS, AND MEETINGS

SECTION 1:

The **Office Manager** shall be responsible for the operation of the International Service Office

(I.S.O.). Both the Office Manager and International Executive Secretary shall be under the jurisdiction of the Board of Regents who shall have complete charge, management and control of the International Service Office (I.S.O.) and property of this Corporation subject to the terms and conditions of the Articles of Incorporation and By-Laws. The Office Manager may employ any needed office employee providing written approval is first obtained from the Board of Regents.

ARTICLE VII – DIRECTORS, POWERS, AND MEETINGS(CONTINUED)

SECTION 2:

The Board of Regents may seek advisory direction from the International Board of Trustees of Gamblers Anonymous. It is the intent of the powers entrusted to the Board of Regents of this corporation that they should not enact any changes in the Articles of Incorporation or By-Laws of this Corporation that is not compatible with the thinking and desires of the Board of Trustees of the Fellowship of Gamblers Anonymous.

SECTION 3:

The Board of Regents, any officer or appointed officer of this Corporation, unequivocally will have no authority or power under any circumstances to add to, delete or change any word in ANY Gamblers Anonymous literature, with the exception of the By-Laws, and then only as per the outlined procedures to make such changes in the By-Laws.

SECTION 4:

The Board of Regents shall have complete charge and control of any subsidiary company or Division of this Corporation subject to the terms and conditions of the Articles of Incorporation and By-Laws.

SECTION 5:

The Board of Regents shall review the compensation of all employees of this Corporation at least once each year.

SECTION 6:

Regular meetings of the Board of Regents shall be held at the principal office of the Corporation or at such other place as may from time to time be designated by the Board of Regents. Such meeting shall be held at least once a month, day and time, to be determined by the Board of Regents. Special meetings may be called at any time by the Chair or if he/she is absent or unable to act, by the Vice-Chair or if both the Chair and Vice-Chair are absent or unable to act, by the Treasurer. Notice of the time and place of special meetings shall be given to each Regent personally at least forty-eight (48) hours prior to the time of holding such meeting.

SECTION 7:

The International Executive Secretary and Office Manager should attend all regularly scheduled Board of Regents meetings and when called upon may engage in discussion matters but shall have no voting power.

SECTION 8:

The International Executive Secretary shall attend all International Conferences and International Meetings of the Board of Trustees. His/her expenses shall be paid by the International Service Office.

**ARTICLE VIII – DUTIES OF OFFICERS, OFFICE MANAGER,
AND INTERNATIONAL EXECUTIVE SECRETARY**

SECTION 1:

The Chair of the Board of Regents shall be the Chief Executive Officer of the Corporation and subject to the control of the Board of Regents, have general supervision, direction and control of the affairs and Officers of the Corporation. He/she shall preside at all meetings of the Board of Regents. He/she shall have other duties and responsibilities as may be prescribed by the Board of Regents, these By-Laws or Standing Rules of the Board of Regents.

SECTION 2:

The Vice-Chair shall in the absence or disability of the Chair, perform the duties and exercise the responsibility of the Chair and shall perform such other duties as the Board of Regents shall prescribe. Should the Vice-Chair be unable to discharge such substitute duties, the Treasurer will assume those responsibilities.

SECTION 3:

The Treasurer shall examine and report on the financial procedures and operations of the Corporation and perform such duties as shall be prescribed by the Board of Regents. If the Chair and Vice-Chair are both incapable of performing their duties, the Treasurer shall perform the duties of the Chair, whose duties are prescribed by the Board of Regents.

SECTION 4:

The Secretary shall take the minutes of all the meetings of the Board of Regents and submit them to the Office Manager for safekeeping. All minutes must be signed by the Secretary. The Secretary shall also perform such other duties as the Board of Regents shall prescribe.

SECTION 5:

The Assistant Secretary shall preside in the absence of the Secretary. He/she shall also perform such duties as the Board of Regents shall prescribe.

SECTION 6:

(A) The Office Manager shall publish a monthly Operating Statement of the International Service Office (I.S.O.) and any other subsidiary or division of the International Service Office and shall also publish the audited Annual Financial Statement.

(B) The Office Manager shall keep a book of minutes at the principal office of this Corporation of all business meetings of the Board of Regents.

(C) see Section 7 (A)

(D) The Office Manager will be responsible for the reprinting of all approved Gamblers Anonymous literature and purchase of Gamblers Anonymous pins and keep sufficient quantity on hand at all times for the needs of our entire Fellowship.

(E) see Section 7 (B)

**DUTIES OF OFFICERS, OFFICE MANAGER,
AND INTERNATIONAL EXECUTIVE SECRETARY
(CONTINUED)**

(F) The Office Manager or other designated individual, as determined by the Board of Regents, shall be charged with the general management of the affairs of the International Service Office (I.S.O.) subject to the control of the Board of Regents. He/She shall be the custodian of the records and funds of the corporation, and shall pay funds out only on the check of the corporation signed in the manner authorized by the Board of Regents, and shall have such responsibilities and duties as shall be prescribed by the Board of Regents or these By-Laws. The responsibilities and duties prescribed by the Board of Regents but not by the By-Laws shall be subject to the ratification of each succeeding Board of Regents at its first meeting.

(G) see Section 7 (E)

(H) see Section 7 (F)

(I) see Section 7 (G)

(J) The Office Manager shall be responsible to keep the door of the International Service Office (I.S.O.) open during the hours specified by the Board of Regents.

SECTION 7:

(A) The International Executive Secretary shall be guided in all matters by the Gamblers Anonymous Twelve Step Recovery Program and the Gamblers Anonymous Unity Program.

(B) In matters affecting the Fellowship of Gamblers Anonymous as a whole, the International Executive Secretary has no authority to act on policy matters.

(C) The International Executive Secretary shall answer inquiries and questions on gambling and the Gamblers Anonymous program.

(D) The International Executive Secretary shall attend all Board of Trustee meetings and be the Recording Secretary of the meetings as well as transcribe and distribute minutes of said meeting.

(E) Should the International Executive Secretary be terminated or unable to carry out the function, duties and responsibilities of the position, the Chair of the Board of Regents or their

designee will temporarily assume the position of the International Executive Secretary until the Board of Regents hires a permanent International Executive Secretary.

(F) While the Chairman of the Board of Regents is acting International Executive Secretary, the Vice-Chairman of the Board of Regents shall assume the duties of the Chairman. While acting as International Executive Secretary, the Chairman of the Board of Regents shall lose his/her vote on the Board of Regents. The Board of Regents will operate with eight (8) members for this period.

(G) When the Board of Regents hires an International Executive Secretary, if it is not the Chairman of the Board of Regents, who is acting as International Executive Secretary, the Chairman of the Board of Regents shall return to his/her original position and his/her voting power is restored.

ARTICLE IX - TERMINATION

SECTION 1:

Any member of the Board of Regents or appointive officer must be terminated for gambling; and also for conduct on his/her part likely in the opinion of the Board of Regents, to endanger the welfare of Gamblers Anonymous or to cast any stigma or ignominy upon it. He/she can be removed from office by a unanimous decision of the remaining members of the Board of Regents. Such termination proceedings can be instituted by any member of the Board at any time. Termination complaint charges against any Regent or appointive officer will have a full and complete hearing before the Board within thirty (30) days of any such complaint before any action is taken.

ARTICLE X – BOARD OF TRUSTEES

SECTION 1:

The Fellowship of Gamblers Anonymous shall be under the guidance of a Board of Trustees. This Board shall be elected by the members of the Fellowship of Gamblers Anonymous in the manner provided in the Guidance Code.

ARTICLE XI – BONDS, INSURANCE AND AUDIT

SECTION 1:

If any Regent, officer, appointive officer, or employee of this Corporation need be bonded, they shall be bonded in such amounts and in such manner as prescribed by Board of Regents.

SECTION 2:

All Insurance coverage of the Corporation shall be reviewed by the Board of Regents at the beginning of each fiscal year, or prior to any annual policy renewal, when necessary.

SECTION 3:

An audit of books and records of the Corporation shall be made of each fiscal year, within ninety (90) days after the close of each fiscal year by a Certified Public Accountant who is not a

member of Gamblers Anonymous. Special audits may be called for by the Board of Regents at any time. A copy of all audited financials will be on file at the Gamblers Anonymous International Service Office and will be available with a written request to any member of Gamblers Anonymous.

ARTICLE XII – STANDING RULES

SECTION 1:

The Board of Regents may, from time to time, adopt such Standing Rules for the general supervision and conduct of the business of the Corporation it may deem advisable. A copy of same will be on file at the Gamblers Anonymous International Service Office and available to any Gamblers Anonymous member upon written request.

ARTICLE XIII – OFFICES AND SEAL

SECTION 1:

Offices: The Principal Office of the Corporation of Gamblers Anonymous shall be located in the State of California at a location fixed by the Board of Regents.

SECTION 2:

The Corporation may establish and maintain other offices in any of the states of the United States, possessions, cities, or town therein, and at such places as may, from time to time, be selected by the Board of Regents.

SECTION 3:

Seal: The Corporate Seal shall be circular in form and shall have inscribed thereon the name of the Corporation, the year of its organization and the word, "California".

ARTICLE XIV – ASSETS

SECTION 1:

The members of this Corporation shall have no vested interest in any of the assets, other than the benefits that may accrue from the use thereof to the general membership and no member shall have any right to any part of said assets. Upon liquidation of this Corporation, and in such event, the assets of the Corporation shall be distributed to, or for, the benefit of some local or National non-profit organization, as provided for in the Articles of Incorporation.

ARTICLE XV – CONTRACTS

SECTION 1:

The Board of Regents, except as in these By-Laws otherwise provide, may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in

the name of, and on behalf of, the Corporation, and such authority may be general or confined to specific instances and unless so authorized by the Board of Regents, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or render it liable financially for any purpose or to any amount.

ARTICLE XVI – BUDGET

SECTION 1:

Prior to the commencement of each fiscal year of the Corporation, the **Office Manager** of the Corporation shall prepare a budget setting forth the anticipated income and expense of the Corporation for the ensuing fiscal year and shall submit this budget for the approval of the Board of Regents at their meeting in June of each year. No single expenditure in excess of fifty dollars (\$50.00), which is not included in said budget in the form approved by the Board of Regents, shall be authorized by any director, officer appointed officer or employee of the Corporation unless such expenditure is specifically approved by the Board of Regents of the Corporation at any regular or special meeting of said Board.

ARTICLE XVII – ORDER OF BUSINESS

SECTION 1:

The order of business and parliamentary procedure of all meetings unless otherwise prescribed by the By-Laws, or the Board of Regents, shall be governed by Roberts Rules of Order.

SECTION 2:

At all meetings of the Regents of the Corporation, the order of business, except when otherwise determined by a vote of two-thirds (2/3) of the Regents present in person, or telephonically or electronically shall be:

- (A) Election of officers (if required)
- (B) An approval of the previous meeting minutes
- (C) Report of officers
- (D) Consideration of budget (if required)
- (E) Old Business
- (F) New business

SECTION 3:

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.

ARTICLE XVIII – AMENDMENTS

SECTION 1:

Any agenda item to be proposed at an upcoming Board of Trustees meeting that directly affects

either the By-Laws, I.S.O. or the functions of the I.S.O. must be discussed by the Board of Regents prior to the Board of Trustees meeting. The Board of Regents Chair or an assigned representative of the Board of Regents will speak on such items at the Board of Trustees meeting to convey the thoughts of the Board of Regents. The Board of Regents Chair or assigned representative will then convey the discussion and the resulting votes to the Board of Regents at their next scheduled meeting. If the item passed at the Board of Trustees meeting, the Board of Regents will take a vote on that item, and that vote shall be recorded in the minutes. If the proposed change is to the By-Laws, then that vote shall require a favorable vote of not less than six (6) members of the Board of Regents.

SECTION 2:

Any alterations of, additions to, or removal of any wording in these By-Laws shall constitute an amendment.

SECTION 3:

A permanent file of these By-Laws shall be maintained by the **Office Manager**, in the office of this Corporation, and a current copy (including any and all the amendments or replacements) shall be made available to all members of the Board of Regents, Board of Trustees, and each Gamblers Anonymous group for their guidance.

GAMBLERS ANONYMOUS®
INTERNATIONAL SERVICE OFFICE
4981 IRWINDALE AVENUE SUITE 700
IRWINDALE, CALIFORNIA 91706
PHONE: (626) 960-3500
FAX (626) 960-3501
WEBSITE: www.gamblersanonymous.org
E-MAIL: isomain@gamblersanonymous.org

FOR MEETING INFORMATION
IN YOUR AREA CALL
(855) 2-CALL-GA
(855) 222-5542



REVISED 10/18
PRINTED 05/21

STANDING RULES
GAMBLERS ANONYMOUS INTERNATIONAL SERVICE OFFICE

REVISED & PRINTED OCTOBER 2018

1. 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.

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) ChristmasAfter 90 days of continuous employment, all full-time employees (40 hours per week) will be paid for the above Holidays.

3. Every full-time employee (40 hours per week) 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.
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.
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.

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 **Office Manager.**
 - c) Chairman of the Board of Regents
 - d) Vice-Chairman of the Board of Regents
 - e) Treasurer of the Board of Regents

GAMBLERS ANONYMOUS STANDING RULES
REVISED & PRINTED OCTOBER 2018 CONTINUED

6. 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
7. The Office Manager will give procedures, assignments and instructions to the employees of the International Service Office. The Office Manager will be guided by the By-Laws and Standing Rules.
8. 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.
9. The monthly Financial Report of the International Service Office will be published monthly with membership access electronically, print or other appropriate means.
10. The Audited Financial Statement of the International Service Office will be published each year with membership access electronically, print or other appropriate means.
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. 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 Office Manager will contact the International Executive Secretary who will work with the Trustee closest to the area and request that they make the trip if necessary.
 - 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.
- b) Expenses for such trips, when pre-approved by the Board of Regents shall not exceed \$5,000.00 (five thousand dollars per fiscal year).

GAMBLERS ANONYMOUS STANDING RULES
REVISED & PRINTED OCTOBER 2018 CONTINUED

13. 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.
 - 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) Starter kits will be sent, at no charge, at the discretion of the **Office Manager**.
 - g) 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.
14. A petty cash fund of \$500.00 will be kept on hand.
15. Gamblers Anonymous International Service Office records cannot be destroyed without approval of the Board of Regents.
16. 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.
17. 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.

GAMBLERS ANONYMOUS STANDING RULES
REVISED & PRINTED OCTOBER 2018 CONTINUED

18. 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.
19. Monthly minutes and agendas of the Board of Regents meetings will be placed in the folder of each Board of Regents member.
20. 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.
21. 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.
22. The Office Manager has authority to write off any accounts receivable \$150.00 or less, deemed uncollectible.
23. 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 outside of the International Service Office.
24. All Gamblers Anonymous members listed on the Board of Regents ballot will be listed alphabetically by first name and last initial.
25. No records may be removed from the International Service Office without the permission of the Office Manager and the Chairman of the Board of Regents.
26. Health insurance will be made available to all eligible employees the 1st 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 thru payroll deduction. Families or

GAMBLERS ANONYMOUS STANDING RULES
REVISED & PRINTED OCTOBER 2018 CONTINUED

dependents of employees will be covered at employee expense thru payroll deduction.

27. 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.
28. Assistant Recording Secretary, Treasurer and the Office Manager will review all C.D. and Savings Accounts every January.
29. Any new orders will not be filled when an existing invoice remains unpaid.
30. Maximum of deposits in any single financial institution shall not be more than 90 % of the allowable insured amount.
31. All Gamblers Anonymous members are always welcome to attend Board of Regents meetings subject to prior notification to the Board of Regents Chairman.
32. 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.
33. 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.