

**FAMILIES ANONYMOUS, INC.**

**INTERNATIONAL GROUPS AND  
NATIONAL SERVICE BOARDS  
POLICIES**

**REVISED 2003 – REVIEW 2007-2008**

January 2001

To: All International Groups, Intergroups, and  
National Service Boards

From: Board of Directors, Families Anonymous, USA

Subject: New, Approved International Groups Policies

Dear Families Anonymous members around the globe,

It is with pleasure that the Board of Directors has rewritten, expanded, improved, and approved FA=s International Groups Policies. Past versions were woefully inadequate to meet the growing needs of FA around the world and the frequent requests to translate FA literature. These important facts and the continuing growth of FA in now more than twenty countries made it clear that the Board must provide guidance (as much as our experience and abilities to expect situations would allow) to our fellowship.

The Board=s most important role in providing this guidance is to assist the growth of Families Anonymous wherever there is a spark of interest and need.

Another of the Board=s intentions is to provide enough guidance to avert problems before they make unification and growth difficult. It is impossible to foresee all situations and to accommodate every opinion expressed during the review process, so if a particular issue was not revised as submitted by a particular review committee, the Board apologizes.

Further, this policy has been constructed in such a way that updating it and making revisions as situations necessitate should be fairly simple, and to that end, the Board invites independent groups, Intergroups, and National Service Boards to review the policies herein and to know that any issues or suggestions forwarded to the Board will be taken under review for possible action.

Please do not hesitate to contact the World Service Board at the World Service Office with your suggestions and concerns.

Yours in service, and with love in the fellowship,

World Service Board of Directors

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**INTERNATIONAL POLICY**  
**THE FIRST GROUP**  
**GENERAL INFORMATION, PROCEDURES**  
**AND RESPONSIBILITIES OF**  
**IN A COUNTRY OTHER THAN THE U.S**  
REVISED JANUARY 2003 – REVIEW 2007-2008

**PURPOSES:**

1. To assist persons interested in starting a **AFirst Group@** of Families Anonymous in their country.
2. To assist the First Group in understanding its responsibilities.

**TERMS:**

**NSB** National Service Board. The governing body in any country, other than the US, that has been elected and approved by the member groups.

**II** International Intergroup. An association of Families Anonymous groups within a specific geographical area.

**ICP** Interested Contact Person. The **first** person to contact Families Anonymous WSO requesting information to start a new group in a country where none currently exists.

**WSO** The World Service Office, headquarters office of FA, Inc. in the USA.

**1.0 Contact With the World Service Office**

- 1.1 The ICP contacts the WSO in the US requesting information for starting an FA group in their country.
- 1.2 The WSO will mail a **AHow to Start a New Group@** information package to the ICP.
- 1.3 When the ICP determines it is feasible to start a group, the ICP places an order for one of the following New Group Packs: (See Contents Lists, Attachments 1-5)
  - 1.3.1 8001 - Large quantity of literature
  - 1.3.2 8001A - Smaller quantity of literature
  - 1.3.3 8001B - FACTs,\* large quantity of literature

- 1.3.4 8001C - FACTs smaller quantity of literature  
(\*Families Anonymous Concerned Teens)
- 1.3.5 8001S - Literature in **Spanish**

## **2.0 Registration**

- 2.1 Two (2) Group Registration cards are included in each New Group Pack in the envelope labeled ANew GroupCSecretary Information Package.@
- 2.1.1 The ICP or secretary shall complete one (1) Group Registration card and mail to the WSO before the group schedules its first meeting.

## **3.0 Translating FA Literature into a Language Other than English**

Each New Group Pack sent to a country outside the US will contain an **Authorization to Translate Form**. (See sample attached. Also see AInternational Policy, Procedures for Literature, Translations, Publications, and Sales,@ revised Sept. 1999.)

## **4.0 Other First Group Information**

- 4.1 First Groups, having had the experience of starting a new group, can be of great assistance to the groups that follow. For this reason, it is extremely important that First Groups take the time to understand and follow the Twelve Traditions and the US By-Laws.
- 4.2 First Groups will be forwarded the information about other inquires from their country when received by WSO.
- 4.3 All groups are equal in the fellowship. The First Group will have no preferential status with the WSO as other groups develop.
- 4.4 First Groups will receive the current, approved procedures for International Groups. This information will be provided to each newly registered group, ensuring that every group is on equal standing. Those procedures are:
  - A. First Group, General Information, Procedures, and Responsibilities
  - B. Creating an International Intergroup (II)
  - C. Preliminary Procedures for Founding a National Service Board (NSB)
  - D. Creating a National Service Board (NSB)
  - E. Procedures for Literature (Translation, Publication, and Sales)

## **5.0 Second and Following Groups**

- 5.1 As the First Group ASpreads the Word@ locally, it will attract new members and will soon see the need for a second or more new groups.
- 5.2 Second and following groups may not always be in the same city as the First Group.
- 5.3 Each newly registered group will receive all current approved procedures for International Groups. Refer to 4.4 above.

## **6.0 Representation of Groups**

- 6.1 New groups are represented by the WSO.
- 6.2 As the number of groups grows, they may consider founding an International Intergroup, and eventually a National Service Board. (Those policies are a part of these procedures.)

## **7.0 Solving Disagreements and Problems**

- 7.1 The WSO is ready to assist groups with solving disagreements and problems, but encourages the member groups to seek this help only when they cannot solve the problem amongst themselves.
- 7.2 Honest disagreements that are based on the Twelve Traditions, the Twelve Steps, or the US By-Laws should be referred to the WSO Board of Directors for assistance. It is not unusual for members to interpret procedures and written directives differently, especially in the context of translations. Remember to Aplace principles above personalities.@

**INTERNATIONAL POLICY  
PROCEDURES FOR LITERATURE  
Translation, Publication, Sales  
Revised January 2001**

**Terms: NSB = National Service Board  
WSB = World Service Board of Directors  
WSO = World Service Office Staff and Volunteers**

**0 TRANSLATION**

**1.1 Permission to Translate Current Publications**

**1.1.1** The **Authorization to Translate, Attachment 1**, prevents multiple efforts to translate literature in the same country.

**1.1.2** Any person(s) in a non-English speaking country who wishes to start an FA group, or who is currently in a group and needs FA literature in his/her native language, must first contact the WSO in the United States and **request permission** to translate approved Families Anonymous, Inc. literature or materials.

**1.1.3** In countries where NSBs have been constituted, it is this group who is responsible for translations, although they may entrust this to a person or team of persons of FA, therefore, it is the NSB who requests permission from the WSO (US) to translate.

**1.2 Submitting Translations**

**1.2.1** Translations are to be submitted to the U.S. WSB for translation verification and approval **prior to publication**.

**1.2.2** Each item submitted will be considered on an individual basis, with focus on ensuring that it conveys the **spirit** and **meaning** of the FA program in the original English version.

**1.2.3** Permission response time shall be **six** months; the WSO shall keep the submitting translator apprised on a **monthly** basis of the status of the review of the translation.

**1.2.4** Translation verification of manuscripts will be performed by a person who speaks and reads the language.

**1.3 Pending Approval**

**1.3.1** WSO recognizes that a group cannot function while waiting for approval to use translated essential materials (the Meeting Format, and the five readings: About Drug Abuse, Three Destructive Forces, The Twelve Steps, The Twelve Traditions, and Helping). Other items of

literature may be translated for use when the group has requested permission on a piece-by-piece basis. The enclosed form, **Request Permission to Translate** is enclosed for that purpose. This form may be copied for future use.

**1.3.2 PENDING TRANSLATION APPROVAL** will be granted immediately to the submitting translator upon receipt of a translated manuscript at WSO.

**1.3.3** Translated literature must be annotated on the outermost cover or page with this caveat:

**PENDING TRANSLATION APPROVAL**  
in block print at least the size of the example above.

**1.3.4** The submitting translator may begin using the translated material(s) upon notification by WSO that the manuscript is under review.

**1.3.5** The submitting translator must limit distribution and sale of any submitted, unapproved translations to the quantity needed for the group to function. For instance, **one copy** (photocopy, Xerox, etc.) of the essential meeting materials (See Section 1.3.1 above) is adequate for group use.

**1.3.6** As other literature is translated, such as *The Twelve Steps* booklet, *Alternative to Enabling*, etc., it too shall be marked **Pending Translation Approval** and reproduced copies limited to the number required for group member=s use. Copies may be sold to group members for the cost to photocopy only. (Note: The terms *copy* and *copies*, describes reproductions made on a copier machine.)

#### **1.4 Request Approval of Original or Adapted Literature**

**1.4.1** Literature that is newly developed or adapted from other Twelve Step fellowships with the intent of becoming FA literature, must be submitted to the WSB for approval to **proceed**, and must meet all criteria stated for **Translations**.

**1.4.2** Translations from another Twelve-Step source must bear the caveat

Adapted with permission of (name of fellowship), address, etc. Contact WSO for guidance if needed. (See #1004, FA Twelve Step booklet for example.)

- 1.4.3 The WSO will return the manuscript to the originating country or submitter with comments and any suggested changes when the review process has been completed.
- 1.4.4 Families Anonymous, Inc. reserves the right to withdraw any and all permission to print and sell any of its literature or materials if said NSB, or any recipient of said permission, is deemed to be in violation of the requirements for said permission or is deemed to be in violation of the Twelve Traditions to which Families Anonymous, Inc. adheres.

## 1.5 Compliance with Suggested Changes

- 1.5.1 The originating country must comply with suggested changes, or provide rationale for their choice of verbiage.
- 1.5.2 If a disagreement should ensue, WSO may require the assistance of a professional translation organization, such as Berlitz. In this case, the originating country will be expected to pay any costs.
- 1.5.3 If extensive revision is required, WSO will require a second review to ensure that the recommended changes were made.

## 2.0 PUBLICATION

### 2.1 Publication Approval

- 2.1.1 Upon receipt of official WSO approval of a manuscript, the originating country has permission to publish and may place a contract to have the literature or materials printed.
- 2.1.2 In the absence of an NSB, it is probable that one or more members will loan the money to accomplish the printing. These members are entitled to reimbursement only to the amount of the loan as funds become available. If the amount is substantial, the lender(s) may be entitled to interest in a strictly business sense.
- 2.1.3 Copyright permission and privileges regarding any and all Families Anonymous, Inc. literature, logos, caveats, and materials will remain the

sole and exclusive property of Families Anonymous, Inc. Permission to print and sell English, non-English, or translated literature is not to be misconstrued as copyright permission or privilege.

### 3.0 SALES

#### 3.1 Permission to Sell

**3.1.1** Permission to **sell** translated FA literature in the country of origin is implicit with the approval of a translated manuscript and **Publication Approval**.

**3.1.2** See Section 1.3, **Pending Translation Approval** for interim permission to sell.

#### 3.2 Sales Accountability

**3.2.1** WSO **may** require an accounting of all monies taken in sales and expended in printing should disputes occur.

**3.2.2** It may be necessary for an FA member to register the literature in their own name, but in no way does FA literature become anyone's personal property, nor may they derive any monetary benefit from its sale.

**3.2.3** Families Anonymous, Inc. reserves the right to distribute any approved or permitted English or non-English translations of its literature and materials outside the country where permission to print and sell said literature or material has been granted; and in the event of the dissolution of the NSB in that country, Families Anonymous, Inc. reserves the right to distribute said literature and materials in the same country where permission to print and sell its literature has previously been granted.

### 4.0 OTHER WORLD SERVICE REQUIREMENTS

**4.1** It is the desire of the WSO to prevent duplicate translations and to make existing translations available around the world. In this sense, the WSO and WSB shall require **three copies** of each item that has been translated, approved, and printed for sale, from all countries outside the U.S. for archival and informational purposes.

**4.2** In addition, the WSO and WSB requests that at a **minimum**, 20 copies of each item described in **Section 4.1** above, be made available for purchase by WSO from the originating country for resale in the U.S. WSO will pay for this literature

at the direction of the originating country.

## AUTHORIZATION TO TRANSLATE

This form, when completed and submitted to FA, Inc., World Service Office, and when approved by the Board of Directors, authorizes the signor(s) to begin translation of Aessential@ meeting materials. Those materials are:

1. The Meeting Format
2. About Drug Abuse
3. The Three Destructive Forces
4. The Twelve Steps
5. The Twelve Traditions
6. Helping

World Service recognizes the immediate need for program materials in languages other than English and desires to expedite any translation approvals submitted, provided the procedures are followed.

Group # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Date: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address  
\_\_\_\_\_

Phone \_\_\_\_\_

### PERMISSION APPROVED:

Date: \_\_\_\_\_ By \_\_\_\_\_  
(Name and Title)

Translation of additional literature will be approved, in advance, by submitting the form, **Request Authorization to Translate**, included here.

## REQUEST PERMISSION TO TRANSLATE

The FA group identified below, requests permission to begin translation of the following item(s) of Families Anonymous copyrighted literature.

1. \_\_\_\_\_  
(Title of publication, and catalog number)
2. \_\_\_\_\_
3. \_\_\_\_\_

Group # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Responsible Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
(Country code, city code, number)

Address

\_\_\_\_\_  
(Street address, city, state, country, postal code)

### PERMISSION APPROVED:

Date \_\_\_\_\_ By \_\_\_\_\_  
(Name and Title)

**INTERNATIONAL POLICY  
PROCEDURES FOR CREATING AN  
INTERNATIONAL INTERGROUP**

**January 2001**

**Terms: NSB = National Service Board**

**WSB = World Service Board of Directors**

**WSO = World Service Office Staff and Volunteers**

**1.0 Definition**

An Intergroup is an association of Families Anonymous groups within a specific geographical area.

**2.0 Benefits**

An intergroup helps to strengthen FA groups by lending further support to the continuance of the program itself. Intergroups are an extension of our Afamily@ and offer:

- 2.1 Group access to local speakers and leaders
- 2.2 Support for new or struggling groups
- 2.3 Financial support for area telephone line and post office box
- 2.4 Bulk purchasing/discounted FA literature; local stock, faster distribution
- 2.5 Exchange of ideas regarding group attendance and other problems
- 2.6 Local coordinated Public Information campaigns
- 2.7 Media access
- 2.8 Social functions/fellowship with wider attendance
- 2.9 Fund-raisers (local or World Service)
- 2.10 Sponsor and host local, state or Annual National Convention

**3.0 Forming an Intergroup**

It only takes two or more interested FA groups to begin the process of forming an intergroup. The usual sequence is:

- 3.1 The World Service Office is contacted by group members or a representative of an interim Acommittee@ who wants to know how to start an intergroup.
- 3.2 WSO sends information, including Registration Form, and sample By-Laws for planning use.
- 3.3 The interim Acommittee@ then invites all local groups to send a delegate or representative to the first planning meeting.

ALocal@ is a relative term,. It could mean all groups in a given

city, county, region, state, or country.

**3.4** Temporary officers are elected at this meeting to lead discussions and present the benefits of an intergroup to those in attendance.

**3.4.1** Dates are selected for future meetings

**3.4.2** Meeting invitations are sent to all local groups

**3.5** By-Laws are written and submitted to the WSB for approval. The WSB will respond with **either** approval **or** provide direction for changes or additions

**3.5.1** If documents are submitted in English, response will be **within two months or sooner**

**3.5.2** If documents are submitted in a language other than English, **response will be within three months or sooner** unless there is difficulty locating a translation reviewer

**3.6** When approval of the By-Laws is received, the new intergroup will:

**3.6.1** Choose a name for itself (optional)

**3.6.2** Submit a completed Registration Form (see example attached)

**3.7** Upon receiving the completed Registration Form the WSO will:

**3.7.1** Register the Intergroup

**3.7.2** Inform the new intergroup of its assigned number

**3.7.3** Add the new intergroup to the meeting directory

#### **4.0 Intergroup Communication with the WSO**

**4.1** An intergroup is self-directing, although it will usually incorporate much of **Benefits** (2.0 above) into its activities.

**4.2** An intergroup may be called on by the WSO to assist in registering uncommunicative groups.

**4.3** An intergroup may be asked to participate in activities approved by the WSB for all of FA, such as National Public Information campaigns.

**4.4** An intergroup can be particularly helpful to the WSO by staying in contact with all local member groups and helping keep WSO group records current and

correct.

- 4.5 International Intergroups are requested to submit the minutes of all meetings to WSO.

## **5.0 Intergroup Formation After a National Service Board is Approved**

There may be the instance where a country proceeds to establish a National Service Board prior to establishing an Intergroup. In that case:

- 5.1 The steps previously described in Sections 3 and 4 must be taken, with this exception: The proposed intergroup submits proposed By-Laws to the NSB, not the WSO, for approval.
- 5.2 The NSB notifies WSO of an approved Intergroup, providing the WSO with the information in 3.7. (Use approved Intergroup Registration Form)

**INTERNATIONAL POLICY**  
**PRELIMINARY PROCEDURES FOR**  
**CREATING A NATIONAL SERVICE BOARD**  
**Revised January 2001**

**Terms: NSB = National Service Board**

**WSB = World Service Board of Directors**

**WSO = World Service Office Staff and Volunteers**

A National Service Board (NSB) represents the FA member groups in a particular country, provided that the following procedures are followed:

**1.0 Contact the World Service Office**

**1.1** Write or FAX the WSO in the USA to **request the Procedures for Creating NSBs.**

The WSO will respond by sending **Statement of Intent to Create a National Service Board**, which, when completed, will include the information that the APlanning Committee@ has the support of the local or state groups. (See Attachment 1 to this Policy.)

**2.0 The Statement of Intent is Returned to WSO**

**2.1** WSO will provide and send **Procedures for Creating a National Service Board** within two weeks of receipt of the Statement of Intent, if submitted in English.

**2.2** **Statements of Intent** submitted in a language **other than English**, will require translation time, therefore WSO will send the Procedures within **two months** of receiving an Intent document.

**2.3** WSO will notify, by mail, **each member group in that country** registered with WSO, USA **with a copy of the Statement of Intent to Create a NSB and a ballot.**

**3.0 Voting**

**3.1** Each member group registered with WSO, USA is encouraged to convene a **Business Meeting**\* to discuss and vote on the proposal. The group will decide whether to be registered with the new NSB or remain registered with the WSO. Groups are autonomous and may decline NSB representation. WSO will allow a maximum of **two months** for mailing from and to WSO and for group business meetings. (\*From the Members Handbook, page 2, Rev. 10/84; AEach group belongs to everyone in it, with each member having an equal voice. ... Business Meetings are the easiest way to allow the Agroup

conscience@ to prevail. ... the final determinate is the group conscience, as expressed by a [vote] show of hands or a secret ballot.)

3.2 Ballots are returned to WSO.

3.3 WSO will notify the APlanning Committee@ of the voting results.

#### 4.0 Authorization to Proceed

4.1 **A minimum of 2/3 of the member groups in that country** must sign and return their ballots to the WSO authorizing their approval of and representation by the proposed NSB.

4.2 If the 2/3 required vote is met, the interim body, the APlanning Committee,@ may proceed to fulfill the requirements for creating an NSB. (See **International Policy: Creating National Service Boards**, Revised January 2001.)

#### 5.0 In Case of Denial

5.1 **If less than 2/3** of the groups agree to the proposal, the Planning Committee will be denied authorization to proceed to establish an NSB.

5.2 The next logical step might be to create an International Intergroup if one has not yet been formed. **The NSB proposal may have been premature.** At the time of the denial, WSO will forward to the Planning Committee the procedures for **Creating an International Intergroup, Revised January 2001.**

5.3 When there is an established, registered Intergroup at the time of NSB request, the Intergroup may decide to conduct additional meetings to discuss the advantages or disadvantages of creating an NSB.

**INTERNATIONAL POLICY  
PROCEDURES FOR CREATING  
NATIONAL SERVICE BOARDS  
Revised January 2001**

**Terms: NSB = National Service Board**

**WSB = World Service Board of Directors**

**WSO = World Service Office Staff and Volunteers**

**1.0 Definition**

A **National Service Board (NSB)** is the FA governing body in any country (other than the U.S.) that has *sufficient* groups to support a NSB. (*Sufficient*: if a 2/3 majority is needed for approval on voting matters, then three or more groups will be Asufficient,@ or minimum.)

**2.0 Benefits**

**2.1** The creation of an NSB provides sufficient autonomy for groups to grow and thrive.

**2.2** The U.S. WSB is available for direction in an advisory capacity but must approve the By-Laws, Articles of Incorporation (a US term), or (may be called in other countries) Statutes of the Association, **prior** to them being voted on by the member groups or submitted to local government offices.

**3.0 A National Service Board:**

**3.1** Must conform to local laws for establishing a Anon-profit corporation@

**3.2** Must register officially with its state government

**3.3** Must file tax returns (if required)

**3.4** Guides the FA groups in the country

**3.5** **Is not** autonomous in the following respects:

**3.5.1** Authority is derived from the U.S. WSB, and Families Anonymous, Inc., registered as a non-profit corporation in the State of California.

**3.5.2** NSBs must refer all questions of policy, procedure, program, or traditions to the WSB, should they not be able to settle an issue on their own. The WSB is available for guidance to all NSBs.

**Note:** Each NSB must comply with the laws and requirements of their country. These documents must **first be submitted** to the U.S. WSB for approval **before** submittal to the country of origin for approval (See 3.1 and 3.2 ).

#### **4.0 Approval of By-Laws, Articles of Incorporation, or Statutes of Association**

##### **4.1 By-Laws**

**4.1.1** By-Laws describe the purpose of the organization and provide the mechanisms for holding elections and conducting the business of the organization. It includes intent, purpose, program ideals (Steps and Traditions), as established by the U.S. parent organization.

##### **4.2 Articles of Incorporation, or Statutes of Association**

**4.2.1** Articles of Incorporation (a U.S. term) or Statutes state the purpose of the organization and provide directions for its **demise**.

**4.2.2** Articles of Incorporation may or may not be necessary in some countries. Or, they may be incorporated into the By-Laws.

**4.2.3** Each country may also require an annual registration with a particular branch of government. In the U.S., registration requires the names, addresses, and phone numbers of the elected officers and title of office held, mailing address and WSO physical location, and a filing fee. Any of these items of information may or may not be required by any individual country.

#### **5.0 After Approval of By-Laws, Articles of Incorporation, or Statutes of Association**

**5.1** Convene your assembly and hold elections.

**5.1.1** The officers chosen to see the process through to legal registration, may also be elected to continue for the term of office stated in the By-Laws.

**5.2** Request transfer of group registration to the new National Service Board.

**5.2.1** All groups will be dually registered with both the NSB and the WSO. \*

**5.3** The new NSB may decide to have a conference or convention to foster unity and fellowship.

**5.4** The new NSB may decide to establish or continue their own newsletter.

#### **6.0 Literature**

**6.1** The new NSB may wish to begin or continue translating English literature into their native language. (See **Translation Policy**.)

**6.2** An NSB may develop new literature but all new literature must be approved by the U.S. WSB **prior** to publication. (See **Translation Policy**.)