

**PPG-06**

**FAMILIES ANONYMOUS, INC.  
INTELLECTUAL PROPERTY POLICY  
AND LIMITED LICENSE**



**Adopted by the World Service Board August 20, 2016**

**Last Revised: February 17 2025**

**(Next Review: February 2028)**

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**CONTENTS**

1.	PURPOSE .....	1
2.	DEFINITIONS .....	1
3.	THE MARKS .....	2
	3.1 Ownership .....	2
	3.2 Limited License to Local Groups .....	2
4.	FAI ORIGINAL WORKS .....	3
	4.1 Ownership .....	3
	4.2 Distribution and Use of Original Works by Local Group .....	3
	4.3 Creation of Original Works by Volunteer Contributors .....	5
5.	TRADEMARK AND COPYRIGHT NOTICES .....	6
	5.1 Organization Marks .....	6
	5.2 Optional Organization Marks Notice .....	7
	5.3 Publication Marks .....	7
	5.4 Optional Publication Marks Notice .....	7
	5.5 Copyright Notices .....	7
6.	EXHIBIT – FA Logos .....	9

## 1. PURPOSE

The purpose of this policy is to:

- Establish an explicit procedure for identifying Families Anonymous' Trademarks
- Provide a procedure to ensure that all FA Original Works remain the sole property of FA
- Define the permitted use of FA's intellectual property by FA Member Groups, Intergroups, and National Service Boards

## 2. DEFINITIONS

- 2.1. "FAI" means Families Anonymous, Inc., a California corporation with offices at 701 Lee Street, Suite 670, Des Plaines, IL 60016.
- 2.2. "Marks" means "Organization Marks," which collectively includes the phrase FAMILIES ANONYMOUS, the acronym FA, and the FA Logo as presently used (see Exhibit), and in such modified forms as may be adopted by FAI from time to time, and "Publication Marks," which collectively includes the titles SERENITY MESSENGER, THE TWELVE STEP RAG, and TODAY A BETTER WAY.
- 2.3. "Member Groups" means U.S. and foreign-based groups of individuals that meet periodically in accordance with the FAI meeting format and with the guiding principles set forth in FAI's bylaws.
- 2.4. "Intergroups" means groups formed to enable closer collaboration among neighboring Member Groups. Intergroups consist of elected individual members drawn from their constituent Member Groups.
- 2.5. "National Service Boards" means foreign-based service boards established whenever the growth of Member Groups and/or Intergroups creates the need for local administration of the FAI program and collaboration on related business matters.
- 2.6. "Local Groups" means, collectively, the Member Groups, Intergroups, and National Service Boards.
- 2.7. "Newsletter" means the periodical now published and distributed by FAI under the name SERENITY MESSENGER, (previously named THE TWELVE STEP RAG) and all similar periodical publications FAI may hereafter publish under a different name.
- 2.8. "Original Works" means all original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Works of authorship include the following categories:

- a) all literary and other written materials, such as books, pamphlets, brochures, newsletters, periodicals, sheets, cards, bookmarks, and handbooks, whether in hard copy, electronic media, or any other form of computer or electronic storage;
- b) all pictorial, graphic, and sculptural works;
- c) musical works, including any accompanying words;
- d) dramatic works, including any accompanying music;
- e) pantomimes and choreographic works;
- f) motion pictures and other audiovisual works whether in the form of film, DVD's, or stored on any other kind of digital or other electronic media; and
- g) sound recordings.

### **3. THE MARKS**

#### ***3.1 Ownership***

The Marks are trademarks owned exclusively by FAI, as used in connection with the administration, provision, and/or promotion of FAI's 12-step recovery program, and/or associated publications and other materials.

#### ***3.2 Limited License to Local Groups***

- a. Local Groups in good standing are granted a limited, royalty-free, non-exclusive license to use the Organization Marks (with the exception of those that include the phrase "World Service Board" or "World Service Board Approved" or similar designation) solely in connection with providing information to the general public concerning the times and locations of meetings, or to communicate with other Member Groups and/or Intergroups and/or National Service Boards. With the exception of informational announcements of meeting times and locations, Local Groups shall not, without the express prior written consent of FAI, create or distribute Original Works of any kind bearing or including the Marks, or authorize any third party to use the Marks in any manner.
- b. The Organization Marks as included in informational announcements distributed by Local Groups shall appear solely in the forms shown herein, and shall be used only in the manner directed by FAI, which shall always reflect the high quality and standards of FAI, its programs, and the FAI Original Works. At the request of FAI, a Local Group shall submit to FAI samples of all informational materials it has created or distributed bearing the Organization Marks, and shall promptly cease and/or modify its use of the Organization Marks therein as directed by FAI in its sole discretion.

- c. Every use by a Local Group of the Organization Marks under this limited license, and all goodwill arising therefrom, shall inure to the exclusive benefit of FAI, and no Local Group shall obtain any rights or goodwill in or to the Organization Marks by virtue of their use as permitted hereunder.
- d. FAI in its sole discretion may immediately terminate a Local Group's limited license, and/or rescind its status as a group in good standing with FAI, in the event of the failure of a Local Group to comply with the terms of this license in any respect. In the event of such a termination, or in the event a Local Group is no longer in good standing with FAI, the Local Group shall immediately cease all use of the Marks.
- e. Each Local Group acknowledges and agrees that any breach of its obligations under this limited license, including but not limited to the obligation to always use the Organization Marks in a manner that reflects the high quality standards of FAI, FAI's 12-step program, and the FAI Original Works, shall be an infringement of FAI's valuable rights in the Marks; that any such breach(es) shall cause and constitute irreparable harm to FAI; and that, in addition to all other available remedies and/or damages, FAI shall be entitled to an immediate injunction against such continued breach(es).

## **4. FAI ORIGINAL WORKS**

### ***4.1 Ownership***

FAI is the exclusive owner of all rights of copyright throughout the world, for the full term thereof (including all renewals), in and to all Original Works which will be or have been created, used, sold, or distributed by or with the authority of FAI in connection with the Families Anonymous 12 step program (the "FAI Original Works").

### ***4.2 Distribution and Use of Original Works by Local Groups***

- a. Local Groups are granted a limited, royalty-free, non-exclusive license to distribute, use, and/or sell FAI Original Works solely in connection with, and during the course of, conducting FAI 12 step meetings. Without the express prior written consent of FAI, Local Groups shall distribute, use, and/or sell only FAI Original Works; they shall not create, use, display, or distribute any other Original Works in connection with Group activities concerning, and/or the dissemination of information about, the FAI 12 step program.
- b. Except as otherwise provided specifically herein, Local Groups shall not copy, amend, excerpt, supplement, create derivative works or compilations based upon, or otherwise modify, the FAI Original Works in any manner.

- c. Local Groups shall have a limited right to make, and to distribute free of charge for use solely in the course of a single regular FAI 12 step meeting, up to fifteen (15) copies of one or more excerpts up to one (1) page in length from any FAI Original Works. No more than fifteen (15) single-page copies shall be distributed at any meeting, regardless of the number of excerpts used. All copies of such excerpts shall be collected and destroyed at the conclusion of the meeting. The Local Groups shall not acquire any continuing ownership in or other rights to use the excerpted FAI Original Works arising from this narrow educational/scholarly use exception to the limited license.
- d. FAI in its sole discretion may immediately terminate a Local Group's limited license, and/or rescind its status as a group in good standing with FAI, in the event of the failure of a Local Group to comply with the terms of this license in any respect. In the event of such a termination, or in the event a Local Group is no longer in good standing with FAI, the Local Group shall immediately cease all use or distribution of FAI Original Works.
- e. Each Local Group acknowledges and agrees that any breach of its obligations under this limited license, including but not limited to the obligation to distribute and use FAI Original Works solely as provided herein, shall be an infringement of FAI's valuable rights in the FAI Original Works; that any such breach(es) shall cause and constitute irreparable harm to FAI; and that, in addition to all other available remedies and/or damages, FAI shall be entitled to an immediate injunction against such continued breach(es).
- f. Any person, group, or other entity wishing to reprint, excerpt, or otherwise use an FAI Original Work in any way, whether in full or in part, is required first to request and obtain permission to do so from the FAI World Service Board. The requesting party shall begin this process by completing and signing the Request for Permission to Reprint (WSOF-43) and submitting it to the World Service Office, which shall forward it to the Chair of the Literature Committee (or that Chair's designee) and the World Service Board Chair (or that Chair's designee). The Literature Committee shall evaluate the request and recommend to the World Service Board Chair (or that Chair's designee) that the request be approved or denied. It shall be the responsibility of the World Service Board Chair (or that Chair's designee) to communicate said decision to the requesting party. If permission is not granted to the requesting party within sixty (60) days of the requesting party's submission of the request, the request shall be deemed denied. Unless express written permission is granted pursuant to the procedure set forth herein, the requesting party shall not make any use of the subject FAI Original Work. The requesting party agrees to adhere to all stipulations set forth in WSOF-43 and to all other conditions, stipulations, and/or other limitations regarding the requested use as may be set forth in writing by the Literature Committee and/or the World Service Board and/or their Chairs. Form WSOF-43 is available by request from the FA World Service Office.

#### **4.3 Creation of Original Works by Volunteer Contributors**

- a. Individuals may, either alone or as a group, create Original Works proposed for inclusion in FAI publications, or intended for distribution or use at FAI 12 step meetings (“Volunteer Contributors”). Such Original Works shall not be used or distributed in connection with the provision and/or promotion of the FAI 12 step program unless they have been approved in advance by FAI pursuant to the procedure set forth in subsections 4.3 b. – 4.3 e. below.
- b. The Volunteer Contributor shall submit the Original Work to FAI, along with a written request specifying the intended use of the work. FAI shall make reasonable efforts to accept or reject such requests within ninety (90) days of receipt from the Volunteer Contributor of the written request and accompanying manuscript. In the event FAI fails to respond in writing within ninety (90) days, the request shall be deemed refused.
- c. If FAI refuses or is deemed to refuse a request that an Original Work be accepted as an FAI Original Work, title to the Original Work, and all rights therein, shall remain with the individual Volunteer Contributor. While FAI shall have no obligation to return the written request and manuscript, it shall make no further use of the submitted Original Work. After such refusal, pursuant to Section 4.2 a., the Volunteer Contributor shall not use or distribute the Original Work in connection with the provision and/or promotion of the FAI 12 step program.
- d. Upon acceptance of a Volunteer Contributor’s request concerning an Original Work, FAI shall have the sole discretion to deem the work an FAI Original Work; and 1) to include the work, in whole or in part, in one or more FAI publications or other FAI Original Works, and/or 2) to otherwise specify the manner in which the work may be used in connection with the FAI 12 step program, and/or 3) to edit the Volunteer Contributor’s Original Work (optimally in collaboration with the Volunteer Contributor) into an FAI Original Work appropriate for publication. FAI shall not compensate the Volunteer Contributor for such use, and it shall be FAI’s sole discretion whether or not to include with published versions of the work any attribution statement naming the Volunteer Contributor.
- e. In consideration for, and as a condition of, FAI agreeing that an Original Work submitted by a Volunteer Contributor is to be deemed an FAI Original Work, or may be used as a basis for creating an FAI Original Work, the Volunteer Contributor unconditionally assigns to FAI all rights of copyright throughout the world for the full term thereof, including all renewals, in and to the submitted Original Work. If FAI determines that the submitted work is to appear in the Newsletter, that assignment shall be reflected in writings between the Volunteer Contributor and the Newsletter Editor and/or Chair of the Newsletter Committee. For all other submissions, the Volunteer Contributor shall complete and sign FAI’s Contributor’s Agreement and Assignment of Rights (WSOF-42) and submit it to the Chair of the Literature

Committee or to the World Service Office, which shall forward it to the Chair of the Literature Committee. The original WSOF-42, signed by both the Volunteer Contributor and FAI's representative, shall be retained in the World Service Office's permanent files; a copy shall be returned to the Volunteer Contributor for his/her records and one or more copies may be retained by the Literature Committee. Form WSOF-42 is available by request from the FA World Service Office or may be downloaded from the FA website ([www.familiesanonymous.org](http://www.familiesanonymous.org)).

- f. Should a Volunteer Contributor subsequently wish to reprint, cite, or otherwise use any portion(s) of an FAI Original Work, including any portion(s) based upon his/her Original Work, he/she shall complete and sign the Request for Permission to Reprint (WSOF-43) and submit it to the World Service Office, which shall forward it to the Chair of the Literature Committee or to the Chair of the Newsletter Committee, as appropriate. If permission is granted, the original of the submitted form, signed by the Volunteer Contributor and by the FAI representative, shall be retained in the World Service Office's permanent file; a copy shall be returned to the Volunteer Contributor for his/her records; and one or more copies may be retained by the Literature Committee. Form WSOF-43 is available by request from the FA World Service Office or may be downloaded from the FA website ([www.familiesanonymous.org](http://www.familiesanonymous.org)).
- g. Each member of FAI's Literature Committee, or a subcommittee thereof, shall be considered a Volunteer Contributor of multiple Original Works. As such, the member shall complete and sign the Contributor's Agreement and Assignment of Rights by Literature Committee or Subcommittee Member (WSOF-42L). The same procedure stipulated in section 4.3 e. above shall be used for submitting, retaining, and distributing WSOF-42L. Form WSOF-42L is available by request from the FA World Service Office.

## **5. TRADEMARK AND COPYRIGHT NOTICES**

### ***5.1 Organization Marks***

The first and/or most prominent time an Organization Mark is displayed in any publication or other visible display, the superscript "®" shall be placed immediately to the upper right portion of the last letter, or the last word, in the mark. Where the FA acronym mark appears as part of the FA Logo, the ® symbol shall appear immediately to the right of the letter "A," in the white area enclosed within the logo design (as reflected in the logo design shown on the cover of this publication). Examples of appropriate usage of the ® symbol in connection with the acronym and word marks appear below:

Families Anonymous®  
FA®



## **5.2 Optional Organization Marks Notice**

In addition to the “®” superscript, the following trademark ownership statement may be appended to the end of the copyright notice specified in Paragraph 5.5 below:

FAMILIES ANONYMOUS® and the FA® acronym are federally registered trademarks, and the FA Logo is a trademark, owned exclusively by Families Anonymous, Inc.

## **5.3 Publication Marks**

The Publication Marks are used by FAI in connection with publications published under those names. The first and/or most prominent time a Publication Mark is displayed in any publication or other visible display, the superscript “TM” shall be placed in small caps immediately to the upper right portion of the last word in the mark. Examples of appropriate usage appear below:

Serenity Messenger™  
Today A Better Way™

## **5.4 Optional Publication Marks Notice**

In addition to the “TM” superscript, an asterisk may follow the TM designation, and, if so, the following footnote shall appear at the bottom of the page:

*[SERENITY MESSENGER] or [TODAY A BETTER WAY] is a trademark owned exclusively by Families Anonymous, Inc.*

## **5.5 Copyright Notices**

All Original Works distributed by or on behalf of FAI shall bear a reasonably prominent copyright notice on the first or title page thereof, in the following format:

© [Year of first publication] by Families Anonymous, Inc. All rights reserved.

or

*Copyright [Year of first publication] by Families Anonymous, Inc. All rights reserved.*

If a work has been revised, the notice would include the year of first publication, followed by the year(s) in which revised editions were published. So, for a work first published in 2009 and revised in 2012 and 2016, the notice would read:

Copyright 2009, 2012, 2016 by Families Anonymous, Inc. All rights reserved.

The following language may follow the notices shown above, if space permits:

*No portion of this work may be reproduced, modified, excerpted, displayed, performed, or otherwise used in any manner without the express written permission of the World Service Board of Families Anonymous, Inc.*

For example, the copyright notice for a work first published in 2009 and revised in 2012 and 2016, including both the optional “no use” statement and the trademark ownership statement set forth in Paragraph 5.2, would read as follows:

Copyright 2009, 2012, 2016 by Families Anonymous, Inc. All rights reserved.

No portion of this work may be reproduced, modified, excerpted, displayed, performed, or otherwise used in any manner without the express written permission of the World Service Board of Families Anonymous, Inc. FAMILIES ANONYMOUS® and the FA® acronym are federally registered trademarks, and the FA Logo is a trademark, owned exclusively by Families Anonymous, Inc.

6. EXHIBIT – Official FA Logos

