

**Bylaws of the World Service Organization Of Clutterers Anonymous-A NJ  
Nonprofit Organization**

**Article 1-Name**

The name of this organization shall be Clutterers Anonymous World Service Organization, hereinafter known as CLA-WSO.

**Article 2-Offices**

**Section 1. Principal Office**

The principal office of the corporation for the transaction of its business is located at 49 Sheridan Avenue, West Orange, NJ 07052, Essex County.

**Section 2. Change of Address**

The county of the association's principal office can be changed only by amendment of these bylaws. The Board of Directors may, however, change the principal office from one location to another within the same county by the noting the changed address and effective date below, and such changes of address shall not be deemed as an amendment of these bylaws.

\_\_\_\_\_, dated \_\_\_\_\_, \_\_\_\_\_

**Section 3. Other Offices**

The corporation may also have offices at such other places within or without the State of New Jersey, where it is qualified to do business, as its business may require, and as the Board of Directors may, from time to time, designate.

**Article 111-Purpose**

**Section 1.**

The primary purpose of this organization is to aid those who wish to eliminate clutter and establish more order in their lives. The general purpose of this organization is to coordinate efforts to carry the message of recovery to those whose lives are affected by clutter, by practicing the Twelve Steps and Twelve Traditions of Clutterers Anonymous, as adapted with permission of Alcoholics Anonymous.

**Section 2.**

The specific aim and primary purpose of CLA-WSO is to help to support those persons who acknowledge difficulty in organizing or releasing things whose value has become

questionable. This can be true of our use of time or space and can affect us and our relationships on a physical, mental, or emotional level.

### **Section 3. The Twelve Steps of CLA**

1. We admitted we were powerless over Clutter-that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood God.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked God to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrongly promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understood god, praying only for knowledge of God's will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to others, and to practice these principles in all our affairs.

### **Section 4. The Twelve Traditions of CLA**

1. Our common welfare should come first; personal recovery depends upon CLA unity.
2. For our group purpose, there is but one ultimate authority-a loving God as expressed through our group conscience. Our leaders are but trusted servants; they do not govern.

3. The only requirement for CLA membership is a desire to eliminate clutter and bring order into our lives.
4. Each group should be autonomous except in matters affecting other groups or CLA as a whole.
5. Each group has but one primary purpose-to carry its message to the person who still suffers.
6. A CLA group ought never endorse, finance, or lend the CLA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every CLA group ought to be fully self-supporting, declining outside contributions.
8. Clutterers Anonymous should remain forever nonprofessional but our service centers may employ special workers,
9. CLA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Clutterers Anonymous has no opinion on outside issues; hence the CLA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and film.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

### **Section 5-Overall Purposes and Intent**

CLA-WSO is organized exclusively for charitable, religious and scientific purposes; including for such purposes that making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law.)

### **Article IV-Members**

#### **Section 1. Membership**

A. Voting by:

1. At the Board Meeting-CLA-WSO Board

2. At the General Meeting-CLA-WSO Board and one delegate from each CLA group.

## **Section 2. Qualifications/Eligibility for Membership in CLA**

- A. Those Groups within the organization that have formally registered with the service Organization of CLA and indicated their intention to belong to CLA may be considered members. A group is defined as two (2) or more persons meeting together who practice the Twelve Steps, Twelve Traditions, and use CLA-approved literature only.
- B. Each group shall be entitled to (1) vote through its selected WSO delegate.
- C. No group of CLA may be registered with another outside organization.

## **Section 3. World Service Delegates**

- A. CLA-WSO Delegate shall be selected by a group conscience of the individual group they represent. The WSO Delegate shall serve for a period designated by his/her group, always subject to recall by the group they represent. Each group shall be free to designate a WSO delegate alternate when the necessity arises.
- B. The primary responsibility of the WSO Delegate, or alternate, is to represent his/her group at all meetings of CLA-WSO, to act as a liason between CLA-WSO and his/her group, to see that all communications pertaining to CLA-WSO are made available and, where requested, read aloud at his/her group meeting.

## **Section 4. Vacancies or Resignations of WSO Delegates**

- A. Failure of any WSO Delegate to attend two consecutive meetings of CLA-WSO may cause his/her position to be declared vacant by the WSO Chairperson. The CLA-WSO Secretary shall notify the specific group of any Delegate's absences. Action shall be taken at the discretion of said group.

## **Section 5. Membership with Voice and No Vote May Be:**

- A. Any CLA employee,
- B. Any member of the Fellowship of CLA who is not selected WSO Delegate, Alternate, or WSO Board Member.

## **Article V-CLA-WSO Board**

### **Section 1. WSO Board of Directors**

The WSO Board of Directors shall consist of:

A. Chairperson., Vice-chairperson, Secretary, and Treasurer

B. The Chairs of each standing committee.

Whenever possible, matters are to be decided by consensus; but when. consensus is impossible *Roberts Rules of Order* shall be used. An item should not be tabled more than twice.

## **Section 2. General Assembly**

The General Assembly shall consist of:

A. CLA-WSO Board of Directors

B. Committee Chairs

C. Delegates of Meetings

## **Section 3. Nominations**

Nominations to the Board of Directors may be made from the floor at the annual meeting  
A nominating committee may also be formed at the discretion of the CLA-WSO Board.

## **Section 4. Board of Directors Qualifications**

A. Working the Twelve Steps of CLA with a sponsor or a buddy.

B. Familiarity with the CLA Twelve Traditions and AA- Twelve Concepts of Service.

C. Regular attendance of an active group for a period of at least 6 months and to be or have been a WSO delegate.

## **Section 5. Method of Election**

A. Elections shall be held annually or as needed to fill vacancies at a meeting specified for that purpose.

B. To be eligible for election to the Board the nominee must:

1. Meet all the qualifications as defined in Article V, Section 4

2. Understand responsibilities of the position as defined in. Article V, Section 8.

C. In order to be elected to the Board, a nominee must receive a majority vote of the CLA delegates present.

## **Section 6. Committee Chair Appointment**

The chairs of the standing committees will be elected by the board.

## **Section 7. Term of Office**

- A. Board members shall be elected to serve for a period of one (1) year.
- B. Board members shall serve no more than two (2) consecutive terms for the same office.
- C. After an interval of one (1) year, they may be eligible again for election or appointment.

## **Section 8. Responsibilities of the Board**

### A. Chairperson:

1. Shall preside at all regular and special meetings of this WSO.
2. Shall be responsible for establishing the agenda for all WSO meetings.
3. Shall be an alternate signer of all WSO bank accounts,
4. May appoint special ad-hoc committees,
5. Shall serve as an ex-officio member to all committees.
6. May declare a WSO Board member's seat vacant after two consecutive and unexcused absences from WSO meetings.

### B. Vice-Chairperson:

1. Shall serve in absence of the Chairperson.
2. Shall assist the Chairperson whenever needed.
3. Shall notify board members of special meetings.
4. Shall be an alternate signer of all WSO bank accounts.
5. May be removed after two (2) consecutive and unexcused absences from WSO meetings.

### C. Recording Secretary

1. Shall keep meetings of all WSO meetings.
2. Shall copy minutes and distribute them at the WSO meeting.
3. Shall take roll call at all WSO meetings.
4. May be removed after two (2) consecutive and unexcused absences from WSO meetings.

### D. Corresponding Secretary

1. Shall maintain and send correspondence as directed by the chairperson.
2. The meeting directory shall be maintained and distributed by the recording secretary or other person appointed by the chairperson.
3. Shall respond to all meeting information inquiries and help facilitate the formation of new CLA meetings,
4. May be removed after two (2) consecutive and unexcused absences from WSO meetings.

### E. Treasurer

1. Shall maintain a checking and/or saving account for dispersal of WSO funds (may be assisted by the office staff).
2. Must submit financial reports with budget and actual figures at WSO meeting on even-numbered months. Shall be prepared to state the actual balance to the chairperson at other times upon request.
3. Shall secure and publish an annual audit of financial records before newly installed Treasurer assumes the responsibilities.
4. Shall be a signer of all WSO bank accounts.
5. May be removed after two (2) consecutive and unexcused absences from the WSO meeting.

## **Section 9. Vacancies and Resignations**

- A. Vacancies shall be filled by a majority vote at the meeting in which the vacancy occurred, or at the next meeting or special Intergroup meeting. Such persons chosen to fill said vacancies shall serve for the remainder of the unexpired term.

- B. A person chosen to fill any vacancy on the Board shall meet the qualifications as defined in Article V, Section 4 and 5, and be aware of all responsibilities of that position as described and defined in Article V, Section 8.

## **Article VI-Meetings**

### **Section 1. Regular Meetings**

CLA-WSO shall meet at a time and place designated by the Board of Directors.

### **Section 2. Special Meetings**

A special meeting may be called at any time by a majority vote at the WSO Board by giving notice as prescribed in Article VI, Section 4.

### **Section 3. Method of Notification**

Notification of all meetings may be made at the monthly CLA-WSO meeting or in writing.

### **Section 4. Quorum**

#### **A. Board Meeting**

1. 50% + one of the officers present shall constitute a quorum.

#### **B. General Meeting**

1. Those voting members present at any general meeting shall constitute a quorum for all proceedings of the general meeting

## **Article VII-Committees**

### **Section 1. Committee Procedures**

A. Each committee may prescribe its own rules for calling and holding meetings and its method for procedures, subject to the guidelines of the Twelve Traditions.

### **Section 2. Committee Responsibility**

A. Each committee chair shall submit a verbal report at the general meeting of any committee taking place outside the general meeting.

B. All pre-event expenditures must be cleared through the Board of Directors for reimbursement.



## **Article VIII-Funding**

### **Section 1. Prudent Reserve**

A. There shall be no accumulation of funds beyond current necessities with retention of only a prudent reserve for contingences.

## **Article IX-Conduct of Meeting**

Whenever possible, matters are to be decided by consensus; but when consensus is impossible *Robert's Rules of Order* shall be used. An item should not be tabled more than twice.

## **Article X-Bylaws Amendments**

These Bylaws may be amended at any time by two-thirds (2/3) vote of the delegates and Board members present at any regular or special meeting of WSO.