

CLA WSO Bylaws

(Approved 2018)

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Article I—Name

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

Article II—Offices

Section 1. Principal Office

The principal office of the corporation for the transaction of its business is located at 184 South Livingston Ave, Suite 9-203, Livingston NJ 07039, Essex County, New Jersey,

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 named county by 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 III—Purpose

Section 1. Primary Purpose

The primary purpose of this organization is to aid those who have a desire to stop cluttering. 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. Aim & Objectives

Clutterers Anonymous is a fellowship of men and women who share their experience, strength and hope with each other, that they may solve their common problem with clutter and help each other to recover. We achieve this as individuals, groups and a fellowship by practicing our 12 Steps of Recovery and by being guided by our 12 Traditions. Each of them embodies a set of principles for living life effectively, inside and outside CLA. The only requirement for membership is a desire to stop cluttering. There are no dues or fees for membership; we are self-supporting through our own contributions, neither soliciting nor accepting outside donations. Our fellowship is based on suggestion, interchange of experience, rotation of leadership, and service. Clutterers Anonymous is not affiliated with any public or private organization, political movement, ideology, or religious doctrine; we take no position on outside issues. Our primary purpose is to stop cluttering one day at a time, and to carry this message of recovery to clutterers who still suffer.

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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 wrong, 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 stop cluttering.
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 Clutterers Anonymous name to any related facility or outside enterprise, lest problems of money, property, or 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. Clutterers Anonymous, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. CLA has no opinion on outside issues; hence the Clutterers Anonymous 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, films, television, and all other media.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

The Twelve Steps and Twelve Traditions are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt this material does not mean that AA has reviewed or approved the contents of this publication, nor that AA agrees with the views expressed herein. AA is a program of recovery from alcoholism only - use of the Twelve Steps in connection with programs and activities which are patterned after AA, but which address other problems, does not imply otherwise.

Section 5. Incorporation

CLA WSO is organized exclusively for charitable, religious, and scientific purposes, including for such purposes as 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

Voting by:

1. At the General Meeting— One delegate from each CLA group, CLA WSO Executive Committee members, and Intergroup Chairs, or their designated representatives.
2. At the Executive Committee Meeting—CLA WSO Executive Committee members
3. At the Board of Trustees Meeting – CLA WSO Board of Trustee members

Section 2. Qualifications/Eligibility for Group Membership in CLA WSO

1. Those groups within the organization that have formally registered with the CLA World Service Organization and have indicated their intention to belong to CLA may be considered members. A group is defined as any two (2) or more persons meeting together who practice the Twelve Steps, Twelve Traditions, and use CLA-approved literature and that of Alcoholics Anonymous.
2. Each group shall be entitled to one (1) vote through its elected WSO delegate.
3. No group of CLA may be affiliated with any outside organization.

Section 3. World Service Delegates

- A. A CLA WSO delegate shall be elected by a group conscience of the individual group he/she represents. The WSO delegate shall serve for a period designated by his/her group, subject to recall by the group they represent. Each group shall be free to designate an alternate WSO delegate when the necessity arises.
- B. The primary responsibility of the WSO delegate, or alternate, is to represent his/her group at all CLA WSO meetings. This includes acting as a liaison between CLA WSO and the group and seeing that all communications pertaining to CLA WSO are made available and read aloud at the group meeting.

Section 4. Membership with Voice and No Vote May Be:

- A. Any CLA employee.
- B. Any member of the Fellowship of CLA who is not an elected WSO delegate, alternate, or WSO Executive Committee member.

Article V—CLA WSO Service Structure

Inverted Pyramid of Service

Section 1. General Assembly

The General Assembly shall consist of:

- A. Delegates of meetings
- B. Executive Committee members
- C. Visitors and other CLA members

Section 2: Executive Committee

- A. The CLA WSO Executive Committee shall consist of the CLA WSO Executive Committee shall consist of the Board of Trustees, as well as chairpersons of all standing and ad hoc committees, and Intergroup Chairpersons, or their designated representatives. No member of the WSO Executive Committee shall ever be placed in a position of unqualified authority over any of the others. 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. WSO action should never be personally punitive or an incitement to public controversy. The WSO Executive Committee shall never perform any acts of government and shall always remain democratic in thought and action.

Section 3: Board of Trustees (Officers) (Board)

The CLA WSO Board of Trustees shall consist of the WSO chairperson, vice-chairperson, recording secretary, corresponding secretary, treasurer, assistant treasurer, voice-mail correspondent, web-mail correspondent, archivist, and the public information officer.

Article VI—Procedures and Responsibilities

Section 1. Nominations

Nominations to the Board of Trustees shall be made from the floor at the January and February meetings. Persons who wish to be nominated but who cannot attend the January or February meetings may make their desire known to the chairperson prior to the February meeting. Persons may self-nominate. No later than one week following the February meeting, nominees may present a summary of their qualifications for the position. At that time, this information shall be posted on the CLA WSO website, as well as emailed to the General Assembly, so that groups can make an informed decision through their delegates. A Nominating Committee may also be formed at the discretion of the CLA WSO Executive Committee. Elections will be held at the March meeting.

Section 2. 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 of Trustees (Officers), the nominee must:
 - 1. Meet all qualifications as defined in Article VI, Section 3. Exceptions may be made by majority vote by the General Assembly.
If a nominee does not meet all requirements in Article VI, Section 3, Item D, he or she may state where they are lacking, and then state a time bound intention to address plans to be in compliance.
 - 2. Understand responsibilities of the position as defined in Article VI, Section 6.
- D. In order to be elected to the Board of Trustees (Officers), a nominee must receive a majority vote (51%) of the CLA delegates and Executive Committee members present. Each person shall have only one vote. Proxies must be made in writing to the chairperson 24 hours prior to the meeting.
- E. Any Board member may be removed by the Board of Trustees after two (2) consecutive and unexcused absences from WSO meetings, or if evidence of gross misconduct is presented to the members of Board of Trustees.

Section 3. Board of Trustees (Officers) Qualifications

- A. Currently working the Twelve Steps of CLA with a sponsor, with a group, or other recovery mentor and making progress in decluttering
- B. Observing the CLA Twelve Traditions and Alcoholics Anonymous' "The Twelve Concepts for World Service"
- C. Regularly attending an active group for a period of at least one year, as well as having held a service position such as delegate, WSO committee member, or meeting moderator for at least six months, and having attended at least two consecutive WSO meetings in the last six months
- D. Endorsing and consistently demonstrating application of the CLA Code of Conduct
- E. Being willing to ask for help and receive help whenever needed
- F. Specific requirements for various positions:

1. Chairperson & Vice Chairperson

- a. Must become familiar with Roberts Rules of Order
- b. Must have access to a computer and the Internet
- c. Must have access to a phone

d. Must have the ability and willingness to chair service meetings in accordance with the group conscience and the Twelve Traditions of CLA

2. Recording Secretary

- a. Must have access to a phone, computer, and the Internet
- b. Must be able to manage email mailing list
- c. Must be available to sign as Secretary on corporate and bank forms
- d. Must be able to circulate minutes to members at least ten days before meetings
- e. Must have good writing and spelling skills
- f. Must be able to distribute meeting agendas and associated documents/information

3. Corresponding Secretary (Storekeeper)

- a. Must have access to a phone , computer, printer, and the Internet
- b. Must have ability to make regular trips to the post office & bank
- c. Must maintain accurate records and report monthly to WSO and Executive Committee
- d. Must be able to fill literature orders in a timely manner
- e. Must be available to sign as Secretary on corporate and bank forms

4. Treasurer & Assistant Treasurer

- a. Must be able to prepare financial reports
- b. Must become familiar with financial accounting software
- c. Must have access to a computer and the Internet
- d. Must have access to a phone

5. Voicemail Correspondent

- a. Must have access to a phone, computer, and the Internet
- b. Must be able to speak in a clear, concise and pleasant manner
- c. Must have excellent ‘people skills

6. Webmail Correspondent

- a. Must have access to a phone, computer, and the Internet
- b. Must be able to write in a clear, concise, and friendly manner
- c. Must be familiar with resources within our own website and able to provide hyperlinks to these
- d. Must have an ability to coordinate inquiries with resources within the Fellowship

7. Archivist

- a. Must have access to a phone, computer, and the Internet
- b. Must have knowledge of storage and retrieval of files
- c. Must be able to become familiar with Cloud storage and utilize it effectively

8. Public Information Officer

- a. Must have access to a phone, computer, and the Internet
- b. Must be well-grounded in CLA’s Twelve Traditions, including a firm grasp of the Anonymity Traditions
- c. Must have excellent communication skills

Section 4. Terms of Office

- A. Board members shall be elected to serve for a period of one (1) term, with the exception of the Treasurer, who shall serve for a term of two (2) years.
- B. Board members shall serve no more than two (2) consecutive terms for the same office.
- C. It is recommended that the term of any committee chairperson not exceed one year.
- D. After an interval of one (1) year, said board members or committee chairpersons may be eligible again for election or appointment to the same position.

Section 5. Responsibilities of the Board of Trustees (Officers)

A. Chairperson (For legal purposes, the Chairperson may also be known as the President.)

1. Shall preside at all regular and special meetings of WSO, the Executive Committee, and the Board of Trustees
2. Shall be responsible for establishing the agenda for all WSO meetings, along with the Vice-Chairperson and the Recording Secretary
3. May appoint special ad hoc committees, as long as they do not interfere with existing committees
4. Shall keep order and focus in the meeting or delegate that task to another
5. The chair may convene a special meeting of the Board of Trustees as needed

B. Vice-chairperson

1. Shall serve in the absence of the chairperson
2. Shall assist the chairperson whenever needed

C. Recording Secretary

1. Shall keep minutes of all WSO meetings
2. Shall prepare minutes and distribute them to the WSO members, along with the agenda, Treasurer's report, and any other documents which may be needed prior to the WSO meeting
3. Shall take roll call at all WSO meetings
4. Shall notify board members of special meetings

D. Corresponding Secretary (Storekeeper).

1. Shall maintain and send correspondence, literature, and other items
2. Shall maintain and distribute the meeting directory; or, if unable to do so, shall temporarily cede this duty to another individual
3. Shall maintain literature and CD supplies, report inventory levels to WSO, and reorder as necessary with approval by Finance Committee and notification to the Treasurer
4. Shall collect mail from the post office in a regular and timely manner
5. Shall prepare regular deposits and make details available to the Treasurer
6. Shall prepare annual inventories of literature

E. Treasurer

1. Shall maintain a checking and/or savings account for disbursement of WSO funds
2. Shall submit financial reports at WSO meetings. Shall be prepared to state the actual balance to the chairperson at other times upon request
3. Shall be a signer on all WSO bank accounts
4. Shall be responsible for monitoring debit card use and will see that all bills are paid
5. Shall issue receipts to donors in accordance with IRS rules
6. Shall issue Form 1099 as required by IRS rules
7. Shall arrange for annual tax return filing

F. Asst. Treasurer

1. Shall serve in the absence of the Treasurer
2. Shall assist the Treasurer whenever needed

G. Voicemail Correspondent

1. Shall respond to phone messages
2. Shall maintain a record of all such contact
3. Shall refer inquiries and comments to the appropriate officer or committee
4. Shall make reports to WSO

H. Webmail Correspondent

1. Shall respond to email messages and "Contact Us" inquiries
2. Shall maintain a record of all such correspondence
3. Shall refer inquiries and comments to the appropriate officer or committee
4. Shall make reports to WSO

I. Archivist

1. Shall maintain financial reports and records, as well as meeting minutes, agendas, and committee reports
2. Shall maintain meeting recordings
3. Shall make such records available as needed

J. Public Information Officer

1. Shall respond to inquiries from groups and individuals in the professional community, as well as the general public
2. Shall field and answer inquiries concerning possible interpretations of the Traditions, after performing appropriate research
3. Shall make reports to WSO

Article VII—Committees

Section 1. Standing Committees

A. The following standing committees have been established by WSO:

1. Bylaws Committee

Maintains Bylaws document and updates same as necessitated by WSO vote

2. CLArity Committee

Produces and sells quarterly newsletter, both print and electronic versions and related publications. Maintains its own bank account.

3. Convention Committee

Plans and implements the annual CLA convention. Maintains its own bank account.

4. Finance Committee

Prepares and submits annual proposed budget for approval by WSO. Prepares and submits regular financial reports to the board and WSO. Audits all financial processes. The CLA Treasurer and Assistant Treasurer are ex officio members of the Finance committee, but they cannot serve as the Finance Committee Chair or Vice-Chair.

5. IT Committee

Acts as the liaison between Executive Committee members and the webmaster. Acts as the portal to make changes to the webpage.

6. Literature Committee

Is responsible for creating, reviewing, and editing literature that is submitted for Fellowship approval. including authorizing and overseeing translations of CLA literature.

7. Registration Committee

Maintains the CLA Meeting Directory (the official listing of meetings and activity sessions), as well as the contact information of current WSO delegates.

Section 2. Other Committees

A. Ad hoc committees deemed necessary to carry on special work may be appointed by WSO or by the CLA Chairperson on his or her own authority. A limited and well-defined mission will be assigned to the ad hoc committee at the time of appointment.

Section 3. 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, and to the principles illustrated in AA's Twelve Concepts for World Service.

B. The chairpersons of the standing committees shall be elected by their respective committee members. The chairperson of a newly-established ad hoc committee is initially appointed by the CLA Chair and has the task of recruiting members and convening the first meetings of the ad hoc committee. After the third regular meeting of the ad hoc committee, the committee members may elect the committee Chair.

- C. Unless a committee has formulated its own specific procedures, the term of office of a trusted servant starts on the first day of the month following the election. If the office had been vacant, the newly elected trusted servant may take office immediately.
- D. On termination of the committee, all pertinent information shall be turned over to the CLA Archivist.

Section 4. Committee Responsibilities

- A. Each committee chairperson shall submit a monthly report to the CLA Recording Secretary, and shall present the report to the WSO General meeting, either in person or through a representative.
- B. Each committee chairperson is responsible for submitting projected expenses and a brief justification for them to the Finance Committee as part of the budget preparation process.
- C. Each committee chairperson is responsible for ensuring that the committee's activities be adequately documented for the benefit of the integrity of the record and transparent access to CLA history. Adequate documentation includes at least a record of the meeting and a copy of the committee's products.
- D. Each committee chairperson is responsible for ensuring that all files and reports be turned over to the CLA Archivist monthly, either directly or through the committee's Recording Secretary.

Section 5. Budget

A proposed yearly budget is prepared by the Finance Committee, after soliciting input and expense items from all Committees and Officers. The proposed budget is submitted to WSO for approval as a motion of the Finance Committee. Expenditures exceeding an approved line item by 10% or more must be cleared ahead of time through the Executive Committee. An amendment to the budget is raised as an Executive Committee motion to WSO.

Article VIII—Intergroups

Section 1. Constitution

Two or more registered CLA groups in a given region or with common interests may decide to form an intergroup. Intergroups follow the 12 Traditions and the principles illustrated in AA's 12 Concepts for World Service.

Section 2. Functions

Intergroup functions may include some of the following:

- providing guidance on starting new meetings;
- fielding Twelfth-Step calls (extending a hand to someone in distress);
- providing information and encouragement to new groups;
- answering inquiries about CLA;
- doing local public relations;
- disseminating meeting lists;
- outreaching to hospitals and institutions; (social service agencies)
- organizing Clutter-Free Days, Declutterthons, or other conferences or workshops;
- maintaining a newsletter;
- maintaining a website;
- buying and distributing CLA materials (e.g literature, CDs, etc.).

Article IX—Assets

Section 1. Funds

- A. Voluntary contributions, also known as 7th Tradition contributions, from CLA groups or CLA members shall be the primary source of funds.
- B. Projects or activities authorized by WSO, in accordance with CLA Traditions 6 and 7, may result in unplanned surplus, for example from the net operation of newsletters, conventions and special events, and from the distribution of CLA literature to CLA members.
- C. Conference-approved CLA literature is priced to cover production and distribution expenses and is not intended to operate as a source of revenue.
- D. WSO may accept donations from CLA members, with the maximum allowable annual donation to WSO by an individual CLA member limited to three thousand US dollars (\$3,000) or cash equivalent.
- E. The acceptance of donations from any outside source is prohibited. Until needed professional services can be paid at market price, CLA may make an offer to professionals to receive their services for a reduced price, starting from a symbolic price and working up to full market price.
- F. Individual members of CLA may make special one-time bequests to WSO for a maximum amount of five thousand US dollars.(\$5,000) or cash equivalent.
- G. WSO shall not accept the responsibility to administer any funds or goods that are set up outside of Clutterers Anonymous and not directly related to its mission. For instance, a trust fund for which CLA is beneficiary.
- H. The CLA Fellowship may cause the Finance Committee to create reserve accounts on the books for special projects, i.e., initial printing of new literature, translations, etc. Special projects should be specific, have a clear goal, and require a well-defined dollar amount known at the time of the project's approval. The money is to be spent as soon as the amount is fully funded and it is to be used for the declared purpose alone. Any excess should be credited to the Prudent Reserve.

Section 2. Prudent Reserve

- A. There shall be no accumulation of funds beyond a Prudent Reserve. That Prudent Reserve shall be six months' average expenses. Funds in excess of the Prudent Reserve shall be referred to the Finance Committee for distribution, primarily for 12th Step work.
- B. The amount set aside to address liabilities shall not be counted as part of the Prudent Reserve. It is evaluated annually by the CLA Treasurer.

Section 3. Payment to individuals

No part of the assets of WSO shall ever be used for the benefit of or be distributed to its individual members, trustees, officers, or other private persons. However, the association shall be empowered to pay reasonable compensation for services rendered and to make payment and distribution for the express purposes for which it is formed.

Section 4. Intangible Assets

- A. "Clutterers Anonymous" name (service mark or registered trademark)

- B. Logo
- C. Copyright
- D. Mailing lists (postal service mailing list for CLArity; email mailing list)
- E. Good will

Section 5. Tangible Physical Assets

- A. Cash
- B. Prudent reserve
- C. Prepaid expenses
- D. Special reserves
- E. Inventory/Merchandise (leaflets, booklets, books, miscellaneous printed items, event CDs)

- ***CLArity***

- Back Issues of *CLArity*

- Prepaid Subscriptions

- Prepaid Book orders

- **Communication Systems**

- Credentials for Conference Call Lines (PINs, dashboard access)

- Credentials for Email access

- Mailbox Keys

- Passwords to website, online storage, PayPal, QuickBooks

- Voice Mail (USA toll-free 866-402-6685)

- Voice Mail (original, non-toll-free 310-281-6064)

- **Documents**

- Archive of Face-to-Face Meeting Directories, updated semi-annually

- Archive of Minutes, Agendas and Attachments for all WSO General meetings, Board meetings and Executive Committee meetings

- Archive of records for WSO Committee meetings and operations (Bylaws, Literature. etc)

- Archive of Voice Mail Correspondence

- Archive of Web Mail Correspondence

- Bylaws

- Archive of carried motions

- Corporate Legal Documents and Filings (articles of incorporation, taxes, state filings, DBA, business licenses, sales tax exemption forms)

- Archive of licenses to publish in CLArity and/or as CLA literature

- Archives of Literature versions

- Master Source Files, Literature

- Master Source Files, CLArity

- Master Source Files, PDF Files

- Master Source Files, Website

- Service Manuals for CLA WSO Officers and Committee Chairs

- Vendor Agreements (contracts)

- **Website Tools and Apps**

- Website and its content

- Domain names, for which we pay a fee (clutterersanonymous.org and clutterersanonymous.net)

Article X—Amendments

Section 1. Procedure

These bylaws may be amended at any time by a two-thirds (2/3) vote of the delegates and board members present at any regular or special meeting of WSO, provided the proposed amendment(s) have been announced in the previous WSO meeting and made available to the membership at least one month prior to the vote.

Section 2. Editorial changes

The Bylaws Committee shall make editorial changes which do not alter the meaning of any bylaws, but clarify the wording or bring the Bylaws and Articles of Incorporation into alignment. A written report of each such editorial change shall be given to the delegates and board members before changes can be considered effective.

Article XI—Major Policy Matters

Matters which affect CLA WSO, CLA groups, or Clutterers Anonymous as a whole shall be referred to the CLA WSO Board of Trustees via the CLA Chairperson or Vice-Chairperson. The WSO Board must then present these matters to CLA WSO as a whole. All decisions by the WSO Delegates and Board regarding violations of the CLA Twelve Traditions will be binding on all meetings of Clutterers Anonymous.

Article XII—Dissolution

Section 1.

Upon the dissolution of CLA WSO, after paying or adequately providing for the debts and obligations of WSO, the remaining physical assets shall be distributed equally to all registered groups who are able to receive them. Each registered group shall receive a license for perpetual use of the materials copyrighted to CLA. Remaining assets shall not be disbursed to individuals (members, officers, trustees or other private persons).

Section 2.

The Board of Trustees shall make a diligent effort to contact all groups on record. A group that wishes to participate in receiving their portion of the distribution should make its intentions known within sixty days of dissolution. If no meetings are able to receive the funds, they will be disbursed to a nonprofit fund, association, foundation, or corporation which is organized and operated for charitable, educational, or religious and/or scientific purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.