

## Return of Organization Exempt From Income Tax

OMB No. 1545-0047

1997

Department of the Treasury  
Internal Revenue Service

Under section 501(c) of the Internal Revenue Code (except black lung benefit trust or private foundation) or section 4947(a)(1) nonexempt charitable trust

This Form is  
Open to Public  
Inspection

Note: The organization may have to use a copy of this return to satisfy state reporting requirements.

**A** For the 1997 calendar year, OR tax year period beginning , 1997, and ending , 19

**B** Check if:  
☐ Change of address  
☐ Initial return  
☐ Final return  
☐ Amended return (required also for State reporting)

**C** Name of organization  
**World Service Office, Inc.**  
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite  
**19737 Nordhoff Place**  
 City or town, state or country, and ZIP+4  
**Chatsworth, CA 91311**

**D** Employer identification number  
**95 3090596**

**E** State registration number  
**20155**

**F** Check ☐ if exemption application is pending

**G** Type of organization—☒ Exempt under section 501(c)( 3 ) (insert number) OR ☐ section 4947(a)(1) nonexempt charitable trust  
 Note: Section 501(c)(3) exempt organizations and 4947(a)(1) nonexempt charitable trusts MUST attach a completed Schedule A (Form 990).

**H(a)** Is this a group return filed for affiliates? ☐ Yes ☒ No  
 (b) If "Yes," enter the number of affiliates for which this return is filed:   
 (c) Is this a separate return filed by an organization covered by a group ruling? ☐ Yes ☒ No

**I** If either box in H is checked "Yes," enter four-digit group exemption number (GEN)   
**J** Accounting method: ☐ Cash ☒ Accrual  
☐ Other (specify)   
**K** Check here ☐ if the organization's gross receipts are normally not more than \$25,000. The organization need not file a return with the IRS; but if it received a Form 990 Package in the mail, it should file a return without financial data. Some states require a complete return.

Note: Form 990-EZ may be used by organizations with gross receipts less than \$100,000 and total assets less than \$250,000 at end of year.

**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (See Specific Instructions on page 11.)

Revenue	<b>1</b> Contributions, gifts, grants, and similar amounts received:			
	a Direct public support	1a	478,130	
	b Indirect public support	1b		
	c Government contributions (grants)	1c		
	d Total (add lines 1a through 1c) (attach schedule of contributors) (cash \$ 478,130 noncash \$ )	1d	478,130	
	<b>2</b> Program service revenue including government fees and contracts (from Part VII, line 93)	2	0	
	<b>3</b> Membership dues and assessments	3		
	<b>4</b> Interest on savings and temporary cash investments	4	2,073	
	<b>5</b> Dividends and interest from securities	5		
	<b>6a</b> Gross rents	6a		
b Less: rental expenses	6b			
c Net rental income or (loss) (subtract line 6b from line 6a)	6c	0		
<b>7</b> Other investment income (describe )	7			
Revenue	<b>8a</b> Gross amount from sale of assets other than inventory	(A) Securities	8a	
	b Less: cost or other basis and sales expenses	8b		
	c Gain or (loss) (attach schedule)	0	8c	0
	d Net gain or (loss) (combine line 8c, columns (A) and (B))	8d	0	
	<b>9</b> Special events and activities (attach schedule)			
	a Gross revenue (not including \$ of contributions reported on line 1a)	9a		
	b Less: direct expenses other than fundraising expenses	9b		
	c Net income or (loss) from special events (subtract line 9b from line 9a)	9c	0	
	<b>10a</b> Gross sales of inventory, less returns and allowances	10a	4,658,945	
	b Less: cost of goods sold	10b	1,682,689	
c Gross profit or (loss) from sales of inventory (attach schedule) (subtract line 10b from line 10a)	10c	2,976,256		
<b>11</b> Other revenue (from Part VII, line 103)	11	18,178		
<b>12</b> Total revenue (add lines 1d, 2, 3, 4, 5, 6c, 7, 8d, 9c, 10c, and 11)	12	3,474,637		
Expenses	<b>13</b> Program services (from line 44, column (B))	13	2,353,762	
	<b>14</b> Management and general (from line 44, column (C))	14	973,890	
	<b>15</b> Fundraising (from line 44, column (D))	15	0	
	<b>16</b> Payments to affiliates (attach schedule)	16		
	<b>17</b> Total expenses (add lines 13 and 14, column (A))	17	3,327,652	
Net Assets	<b>18</b> Excess or (deficit) for the year (subtract line 17 from line 12)	18	146,985	
	<b>19</b> Net assets or fund balances at beginning of year (from line 73, column (A))	19	978,285	
	<b>20</b> Other changes in net assets or fund balances (attach explanation)	20		
	<b>21</b> Net assets or fund balances at end of year (combine lines 18, 19, and 20)	21	1,125,270	

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**Part II Statement of Functional Expenses**

All organizations must complete column (A). Columns (B), (C), and (D) are required for section 501(c)(3) and (4) organizations and section 4947(a)(1) nonexempt charitable trusts but optional for others. (See Specific Instructions on page 15.)

Do not include amounts reported on line 6b, 8b, 9b, 10b, or 16 of Part I.			(A) Total	(B) Program services	(C) Management and general	(D) Fundraising
22	Grants and allocations (attach schedule) . . . (cash \$ _____ noncash \$ _____)	22				
23	Specific assistance to individuals (attach schedule)	23				
24	Benefits paid to or for members (attach schedule).	24				
25	Compensation of officers, directors, etc. . . .	25	142,424	75,093	67,331	
26	Other salaries and wages . . . . .	26	1,305,973	979,480	326,493	
27	Pension plan contributions . . . . .	27	41,885	31,414	10,471	
28	Other employee benefits . . . . .	28	136,644	102,483	34,161	
29	Payroll taxes . . . . .	29	109,025	81,769	27,256	
30	Professional fundraising fees . . . . .	30				
31	Accounting fees . . . . .	31	18,962		18,962	
32	Legal fees . . . . .	32				
33	Supplies . . . . .	33				
34	Telephone . . . . .	34	105,882	79,411	26,471	
35	Postage and shipping . . . . .	35	84,228	63,171	21,057	
36	Occupancy . . . . .	36	306,175	229,631	76,544	
37	Equipment rental and maintenance . . . .	37	129,227	96,920	32,307	
38	Printing and publications . . . . .	38	88,166	66,125	22,041	
39	Travel . . . . .	39	395,289	296,467	98,822	
40	Conferences, conventions, and meetings . .	40	69,659		69,659	
41	Interest . . . . .	41	8,871		8,871	
42	Depreciation, depletion, etc. (attach schedule)	42	130,007	97,505	32,502	
43	Other expenses (itemize): a .....	43a				
b	.....	43b				
c	See attached statement .....	43c	255,235	154,293	100,942	
d	.....	43d				
e	.....	43e				
44	Total functional expenses (add lines 22 through 43) Organizations completing columns (B)-(D), carry these totals to lines 13-15 .	44	3,327,652	2,353,762	973,890	0

**Reporting of Joint Costs.**—Did you report in column (B) (Program services) any joint costs from a combined educational campaign and fundraising solicitation? . . . . . ☐ Yes ☒ No

If "Yes," enter (i) the aggregate amount of these joint costs \$ \_\_\_\_\_; (ii) the amount allocated to Program services \$ \_\_\_\_\_; (iii) the amount allocated to Management and general \$ \_\_\_\_\_; and (iv) the amount allocated to Fundraising \$ \_\_\_\_\_

**Part III Statement of Program Service Accomplishments** (See Specific Instructions on page 18.)What is the organization's primary exempt purpose? **See attached statement**

All organizations must describe their exempt purpose achievements in a clear and concise manner. State the number of clients served, publications issued, etc. Discuss achievements that are not measurable. (Section 501(c)(3) and (4) organizations and 4947(a)(1) nonexempt charitable trusts must also enter the amount of grants and allocations to others.)

		Program Service Expenses (Required for 501(c)(3) and (4) orgs., and 4947(a)(1) trusts; but optional for others.)
a	Maintenance of correspondence with Narcotics Anonymous (NA) groups and service committees, printing and distribution of World Service Conference approved literature, and maintenance of the archives and files of NA. (Grants and allocations \$ _____)	2,353,762
b	. . . . . (Grants and allocations \$ _____)	
c	. . . . . (Grants and allocations \$ _____)	
d	. . . . . (Grants and allocations \$ _____)	
e	Other program services (attach schedule) (Grants and allocations \$ _____)	
f	Total of Program Service Expenses (should equal line 44, column (B), Program services) . . . . .	2,353,762

**Part IV Balance Sheets** (See Specific Instructions on page 18.)

		(A) Beginning of year		(B) End of year
<b>Assets</b>	45 Cash—non-interest-bearing . . . . .	47,418	45	145,517
	46 Savings and temporary cash investments . . . . .	274,970	46	210,087
	47a Accounts receivable . . . . .	47a 424,919		
	b Less: allowance for doubtful accounts . . . . .	47b 12,034	272,391	47c 412,885
	48a Pledges receivable . . . . .	48a		
	b Less: allowance for doubtful accounts . . . . .	48b		48c 0
	49 Grants receivable . . . . .		49	
	50 Receivables from officers, directors, trustees, and key employees (attach schedule) . . . . .		50	
	51a Other notes and loans receivable (attach schedule) . . . . .	51a		
	b Less: allowance for doubtful accounts . . . . .	51b		51c 0
	52 Inventories for sale or use . . . . .	338,882	52	405,147
	53 Prepaid expenses and deferred charges . . . . .	29,620	53	18,871
	54 Investments—securities (attach schedule) . . . . .		54	
	55a Investments—land, buildings, and equipment: basis . . . . .	55a		
	b Less: accumulated depreciation (attach schedule) . . . . .	55b		55c 0
56 Investments—other (attach schedule) . . . . .		56		
57a Land, buildings, and equipment: basis . . . . .	57a 885,251			
b Less: accumulated depreciation (attach schedule) . . . . .	57b 547,449	445,487	57c 337,802	
58 Other assets (describe ► See attached schedule ) . . . . .	166,574	58	203,311	
59 <b>Total assets</b> (add lines 45 through 58) (must equal line 74) . . . . .	1,575,342	59	1,733,620	
<b>Liabilities</b>	60 Accounts payable and accrued expenses . . . . .	497,057	60	538,350
	61 Grants payable . . . . .		61	
	62 Deferred revenue . . . . .		62	
	63 Loans from officers, directors, trustees, and key employees (attach schedule) . . . . .		63	
	64a Tax-exempt bond liabilities (attach schedule) . . . . .		64a	
	b Mortgages and other notes payable (attach schedule) . . . . .	100,000	64b	70,000
	65 Other liabilities (describe ► ) . . . . .		65	
66 <b>Total liabilities</b> (add lines 60 through 65) . . . . .	597,057	66	608,350	
<b>Net Assets or Fund Balances</b>	Organizations that follow SFAS 117, check here ► <input checked="" type="checkbox"/> and complete lines 67 through 69 and lines 73 and 74.			
	67 Unrestricted . . . . .	978,285	67	1,125,270
	68 Temporarily restricted . . . . .		68	
	69 Permanently restricted . . . . .		69	
	Organizations that do not follow SFAS 117, check here ► <input type="checkbox"/> and complete lines 70 through 74.			
	70 Capital stock, trust principal, or current funds . . . . .		70	
	71 Paid-in or capital surplus, or land, building, and equipment fund . . . . .		71	
	72 Retained earnings, endowment, accumulated income, or other funds . . . . .		72	
73 <b>Total net assets or fund balances</b> (add lines 67 through 69 OR lines 70 through 72; column (A) must equal line 19 and column (B) must equal line 21) . . . . .	978,285	73	1,125,270	
74 <b>Total liabilities and net assets / fund balances</b> (add lines 66 and 73) . . . . .	1,575,342	74	1,733,620	

Form 990 is available for public inspection and, for some people, serves as the primary or sole source of information about a particular organization. How the public perceives an organization in such cases may be determined by the information presented on its return. Therefore, please make sure the return is complete and accurate and fully describes, in Part III, the organization's programs and accomplishments.

#### Part IV-A Reconciliation of Revenue per Audited Financial Statements with Revenue per Return (See Specific Instructions, page 20.)

<b>a</b>	Total revenue, gains, and other support per audited financial statements . . . ▶	<b>a</b>	3,474,637
<b>b</b>	Amounts included on line a but not on line 12, Form 990:		
	(1) Net unrealized gains on investments . . . \$ _____		
	(2) Donated services and use of facilities \$ _____		
	(3) Recoveries of prior year grants . . . \$ _____		
	(4) Other (specify): _____ _____ \$ _____		
	Add amounts on lines (1) through (4) ▶	<b>b</b>	0
<b>c</b>	Line a minus line b. . . . . ▶	<b>c</b>	3,474,637
<b>d</b>	Amounts included on line 12, Form 990 but not on line a:		
	(1) Investment expenses not included on line 6b, Form 990 . . . \$ _____		
	(2) Other (specify): _____ _____ \$ _____		
	Add amounts on lines (1) and (2) ▶	<b>d</b>	0
<b>e</b>	Total revenue per line 12, Form 990 (line c plus line d) . . . . . ▶	<b>e</b>	3,474,637

<b>Part IV-B</b>	<b>Reconciliation of Expenses per Audited Financial Statements with Expenses per Return</b>
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<b>a</b>	Total expenses and losses per audited financial statements . . . ▶	<b>a</b>	3,327,652
<b>b</b>	Amounts included on line a but not on line 17, Form 990:		
<b>(1)</b>	Donated services and use of facilities \$ _____		
<b>(2)</b>	Prior year adjustments reported on line 20, Form 990 . . . . \$ _____		
<b>(3)</b>	Losses reported on line 20, Form 990 . \$ _____		
<b>(4)</b>	Other (specify): _____ _____ \$ _____		
	Add amounts on lines <b>(1)</b> through <b>(4)</b> ▶	<b>b</b>	0
<b>c</b>	Line a minus line b . . . . . ▶	<b>c</b>	3,327,652
<b>d</b>	Amounts included on line 17, Form 990 but not on line a:		
<b>(1)</b>	Investment expenses not included on line 6b, Form 990 . . . \$ _____		
<b>(2)</b>	Other (specify): _____ _____ \$ _____		
	Add amounts on lines <b>(1)</b> and <b>(2)</b> ▶	<b>d</b>	0
<b>e</b>	Total expenses per line 17, Form 990 (line c plus line d) . . . . . ▶	<b>e</b>	3,327,652

**Part V** List of Officers, Directors, Trustees, and Key Employees (List each one even if not compensated; see Specific Instructions on page 20.)

[illegible]

**75** Did any officer, director, trustee, or key employee receive aggregate compensation of more than \$100,000 from your organization and all related organizations, of which more than \$10,000 was provided by the related organizations? ► ☐ Yes ☒ No  
If "Yes," attach schedule—see Specific Instructions on page 20.

**Part VI. Other Information** (See Specific Instructions on page 21.)

	Yes	No
<b>76</b> Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity . . . . .	<b>76</b>	X
<b>77</b> Were any changes made in the organizing or governing documents but not reported to the IRS? . . . . . If "Yes," attach a conformed copy of the changes. A copy of revised by-laws are attached	<b>77</b> X	
<b>78a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year covered by this return? . . . . .	<b>78a</b>	X
<b>b</b> If "Yes," has it filed a tax return on <b>Form 990-T</b> for this year? . . . . .	<b>78b</b>	
<b>79</b> Was there a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," attach a statement . . . . .	<b>79</b>	X
<b>80a</b> Is the organization related (other than by association with a statewide or nationwide organization) through common membership, governing bodies, trustees, officers, etc., to any other exempt or nonexempt organization? . . . . .	<b>80a</b> X	
<b>b</b> If "Yes," enter the name of the organization ► <u>World Convention Corporation</u> and check whether it is <input type="checkbox"/> exempt OR <input checked="" type="checkbox"/> nonexempt.		
<b>81a</b> Enter the amount of political expenditures, direct or indirect, as described in the instructions for line 81. . . . . <b>81a</b> 0		
<b>b</b> Did the organization file <b>Form 1120-POL</b> for this year? . . . . .	<b>81b</b>	X
<b>82a</b> Did the organization receive donated services or the use of materials, equipment, or facilities at no charge or at substantially less than fair rental value? . . . . .	<b>82a</b>	X
<b>b</b> If "Yes," you may indicate the value of these items here. Do not include this amount as revenue in Part I or as an expense in Part II. (See instructions for reporting in Part III.) . . . . . <b>82b</b> N/A		
<b>83a</b> Did the organization comply with the public inspection requirements for returns and exemption applications? . . . . .	<b>83a</b> X	
<b>b</b> Did the organization comply with the disclosure requirements relating to quid pro quo contributions? . . . . .	<b>83b</b> X	
<b>84a</b> Did the organization solicit any contributions or gifts that were not tax deductible? . . . . .	<b>84a</b>	X
<b>b</b> If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? . . . . .	<b>84b</b>	N/A
<b>85 501(c)(4), (5), or (6) organizations.—a</b> Were substantially all dues nondeductible by members? . . . . .	<b>85a</b>	N/A
<b>b</b> Did the organization make only in-house lobbying expenditures of \$2,000 or less? . . . . . If "Yes" was answered to either 85a or 85b, <b>do not</b> complete 85c through 85h below unless the organization received a waiver for proxy tax owed for the prior year.	<b>85b</b>	N/A
<b>c</b> Dues, assessments, and similar amounts from members . . . . . <b>85c</b> N/A		
<b>d</b> Section 162(e) lobbying and political expenditures . . . . . <b>85d</b> N/A		
<b>e</b> Aggregate nondeductible amount of section 6033(e)(1)(A) dues notices . . . . . <b>85e</b> N/A		
<b>f</b> Taxable amount of lobbying and political expenditures (line 85d less 85e) . . . . . <b>85f</b> N/A		
<b>g</b> Does the organization elect to pay the section 6033(e) tax on the amount in 85f? . . . . .	<b>85g</b>	
<b>h</b> If section 6033(e)(1)(A) dues notices were sent, does the organization agree to add the amount in 85f to its reasonable estimate of dues allocable to nondeductible lobbying and political expenditures for the following tax year? . . . . .	<b>85h</b>	
<b>86 501(c)(7) organizations.—Enter: a</b> Initiation fees and capital contributions included on line 12 . . . . . <b>86a</b> N/A		
<b>b</b> Gross receipts, included on line 12, for public use of club facilities. . . . . <b>86b</b> N/A		
<b>87 501(c)(12) organizations.—Enter: a</b> Gross income from members or shareholders . . . . . <b>87a</b> N/A		
<b>b</b> Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) . . . . . <b>87b</b> N/A		
<b>88</b> At any time during the year, did the organization own a 50% or greater interest in a taxable corporation or partnership? If "Yes," complete Part IX . . . . .	<b>88</b>	X
<b>89a 501(c)(3) organizations.—Enter: Amount of tax imposed during the year under:</b> section 4911 ► 0 ; section 4912 ► 0 ; section 4955 ► 0		
<b>b 501(c)(3) and 501(c)(4) organizations.—Did the organization engage in any section 4958 excess benefit transaction during the year? If "Yes," attach a statement explaining each transaction . . . . .</b>	<b>89b</b>	X
<b>c</b> Enter: Amount of tax imposed on the organization managers or disqualified persons during the year under sections 4912, 4955, and 4958. . . . . ► 0		
<b>d</b> Enter: Amount of tax in 89c, above, reimbursed by the organization . . . . . ► 0		
<b>90a</b> List the states with which a copy of this return is filed ► <u>California</u>		
<b>b</b> Number of employees employed in the pay period that includes March 12, 1997 (See instructions.) . . . . . <b>90b</b>		
<b>91</b> The books are in care of ► <u>Tom Rush</u> Telephone no. ► ( <u>818</u> ) <u>773-9999</u> Located at ► <u>19737 Nordhoff Place, Chatsworth, CA</u> ZIP + 4 ► <u>91311</u>		
<b>92</b> Section 4947(a)(1) nonexempt charitable trusts filing Form 990 in lieu of Form 1041—Check here . . . . . ► <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year . . . . . <b>92</b> N/A		



**SCHEDULE A  
(Form 990)**

**Organization Exempt Under Section 501(c)(3)**

(Except Private Foundation) and Section 501(e), 501(f), 501(k),  
501(n), or Section 4947(a)(1) Nonexempt Charitable Trust

**Supplementary Information**

OMB No. 1545-0047

**1997**

Department of the Treasury  
Internal Revenue Service

▶ See separate instructions.  
Must be completed by the above organizations and attached to their Form 990 or 990-EZ.

Name of the organization

World Service Office, Inc.

Employer identification number

95 3090596

**Part I Compensation of the Five Highest Paid Employees Other Than Officers, Directors, and Trustees**  
(See instructions on page 1. List each one. If there are none, enter "None.")

(a) Name and address of each employee paid more than \$50,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
Rebecca Meyer 19737 Nordhoff Place, Chatsworth, CA	Full-time	55,892	0	0
Total number of other employees paid over \$50,000 . . . . . ▶	0			

**Part II Compensation of the Five Highest Paid Independent Contractors for Professional Services**  
(See instructions on page 1. List each one (whether individuals or firms). If there are none, enter "None.")

(a) Name and address of each independent contractor paid more than \$50,000	(b) Type of service	(c) Compensation
None		
Total number of others receiving over \$50,000 for professional services . . . . . ▶		

**Part III** Statements About Activities

	Yes	No
1 During the year, has the organization attempted to influence national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum? . . . . .	1	X
If "Yes," enter the total expenses paid or incurred in connection with the lobbying activities ► \$ _____		
Organizations that made an election under section 501(h) by filing Form 5768 must complete Part VI-A. Other organizations checking "Yes," must complete Part VI-B AND attach a statement giving a detailed description of the lobbying activities.		
2 During the year, has the organization, either directly or indirectly, engaged in any of the following acts with any of its trustees, directors, officers, creators, key employees, or members of their families, or with any taxable organization with which any such person is affiliated as an officer, director, trustee, majority owner, or principal beneficiary:		
a Sale, exchange, or leasing of property? . . . . .	2a	X
b Lending of money or other extension of credit? . . . . .	2b	X
c Furnishing of goods, services, or facilities? . . . . .	2c	X
d Payment of compensation (or payment or reimbursement of expenses if more than \$1,000)? . . . . .	2d	X
e Transfer of any part of its income or assets? . . . . .	2e	X
If the answer to any question is "Yes," attach a detailed statement explaining the transactions.		
3 Does the organization make grants for scholarships, fellowships, student loans, etc.? . . . .	3	X
4 Attach a statement to explain how the organization determines that individuals or organizations receiving grants or loans from it in furtherance of its charitable programs qualify to receive payments. (See instructions on page 2.)		

**Part IV** Reason for Non-Private Foundation Status (See instructions on pages 2 through 4.)The organization is not a private foundation because it is: (Please check only **ONE** applicable box.)

- 5 ☐ A church, convention of churches, or association of churches. Section 170(b)(1)(A)(i).
- 6 ☐ A school. Section 170(b)(1)(A)(ii). (Also complete Part V, page 4.)
- 7 ☐ A hospital or a cooperative hospital service organization. Section 170(b)(1)(A)(iii).
- 8 ☐ A Federal, state, or local government or governmental unit. Section 170(b)(1)(A)(v).
- 9 ☐ A medical research organization operated in conjunction with a hospital. Section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state ► \_\_\_\_\_
- 10 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit. Section 170(b)(1)(A)(iv). (Also complete the **Support Schedule** in Part IV-A.)
- 11a ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)
- 11b ☐ A community trust. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)
- 12 ☒ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its charitable, etc., functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Also complete the **Support Schedule** in Part IV-A.)
- 13 ☐ An organization that is not controlled by any disqualified persons (other than foundation managers) and supports organizations described in: (1) lines 5 through 12 above; or (2) section 501(c)(4), (5), or (6), if they meet the test of section 509(a)(2). (See section 509(a)(3).)

Provide the following information about the supported organizations. (See instructions on page 4.)

(a) Name(s) of supported organization(s)	(b) Line number from above

- 14 ☐ An organization organized and operated to test for public safety. Section 509(a)(4). (See instructions on page 4.)



**Part IV-A Support Schedule** (Complete only if you checked a box on line 10, 11, or 12.) *Use cash method of accounting.***Note:** You may use the worksheet in the instructions for converting from the accrual to the cash method of accounting.

Calendar year (or fiscal year beginning in)	(a) 1996	(b) 1995	(c) 1994	(d) 1993	(e) Total
15 Gifts, grants, and contributions received. (Do not include unusual grants. See line 28.)					0
16 Membership fees received			378,954	24,589	403,543
17 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is not a business unrelated to the organization's charitable, etc., purpose	4,467,207	4,505,769	4,299,951	4,193,401	17,466,328
18 Gross income from interest, dividends, amounts received from payments on securities loans (section 512(a)(5)), rents, royalties, and unrelated business taxable income (less section 511 taxes) from businesses acquired by the organization after June 30, 1975	2,495	4,074	1,833	2,411	10,813
19 Net income from unrelated business activities not included in line 18					0
20 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf					0
21 The value of services or facilities furnished to the organization by a governmental unit without charge. Do not include the value of services or facilities generally furnished to the public without charge.					0
22 Other income. Attach a schedule. Do not include gain or (loss) from sale of capital assets					0
23 Total of lines 15 through 22	4,469,702	4,509,843	4,680,738	4,220,401	17,880,684
24 Line 23 minus line 17	2,495	4,074	380,787	27,000	414,356
25 Enter 1% of line 23	44,697	45,098	46,807	42,204	
26 Organizations described in lines 10 or 11: a Enter 2% of amount in column (e), line 24					26a N/A
b Attach a list (which is not open to public inspection) showing the name of and amount contributed by each person (other than a governmental unit or publicly supported organization) whose total gifts for 1993 through 1996 exceeded the amount shown in line 26a. Enter the sum of all these excess amounts.					26b N/A
c Total support for section 509(a)(1) test: Enter line 24, column (e)					26c N/A
d Add: Amounts from column (e) for lines: 18 _____ 19 _____					26d N/A
22 _____ 26b _____					26e N/A
e Public support (line 26c minus line 26d total)					26f N/A %
f Public support percentage (line 26e (numerator) divided by line 26c (denominator))					
27 Organizations described on line 12: a For amounts included in lines 15, 16, and 17 that were received from a "disqualified person," attach a list to show the name of, and total amounts received in each year from, each "disqualified person." Enter the sum of such amounts for each year:					
(1996) 0 (1995) 0 (1994) 0 (1993) 0					
b For any amount included in line 17 that was received from a nondisqualified person, attach a list to show the name of, and amount received for each year, that was more than the larger of (1) the amount on line 25 for the year or (2) \$5,000. (Include in the list organizations described in lines 5 through 11, as well as individuals.) After computing the difference between the amount received and the larger amount described in (1) or (2), enter the sum of these differences (the excess amounts) for each year:					
(1996) 0 (1995) 0 (1994) 0 (1993) 0					
c Add: Amounts from column (e) for lines: 15 0 16 403,543					27c 17,869,871
17 17,466,328 20 0 21 0					27d 0
d Add: Line 27a total 0 and line 27b total 0					27e 17,869,871
e Public support (line 27c total minus line 27d total)					27f \$ 17,880,684
f Total support for section 509(a)(2) test: Enter amount on line 23, column (e)					27g 99.94 %
g Public support percentage (line 27e (numerator) divided by line 27f (denominator))					27h 0.06 %
h Investment income percentage (line 18, column (e) (numerator) divided by line 27f (denominator))					
28 Unusual Grants: For an organization described in line 10, 11, or 12 that received any unusual grants during 1993 through 1996, attach a list (which is not open to public inspection) for each year showing the name of the contributor, the date and amount of the grant, and a brief description of the nature of the grant. Do not include these grants in line 15. (See instructions on page 4.)					

**Part V Private School Questionnaire** (See instructions on page 4.)  
**(To be completed ONLY by schools that checked the box on line 6 in Part IV)**

	Yes	No
<b>29</b> Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body? . . . . .	<b>29</b>	
<b>30</b> Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships? . . . . .	<b>30</b>	
<b>31</b> Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? . . . . . If "Yes," please describe; if "No," please explain. (If you need more space, attach a separate statement.)	<b>31</b>	
. . . . .		
. . . . .		
. . . . .		
<b>32</b> Does the organization maintain the following:		
<b>a</b> Records indicating the racial composition of the student body, faculty, and administrative staff? . . . . .	<b>32a</b>	
<b>b</b> Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis? . . . . .	<b>32b</b>	
<b>c</b> Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships? . . . . .	<b>32c</b>	
<b>d</b> Copies of all material used by the organization or on its behalf to solicit contributions? . . . . .	<b>32d</b>	
If you answered "No" to any of the above, please explain. (If you need more space, attach a separate statement.)		
. . . . .		
. . . . .		
<b>33</b> Does the organization discriminate by race in any way with respect to:		
<b>a</b> Students' rights or privileges? . . . . .	<b>33a</b>	
<b>b</b> Admissions policies? . . . . .	<b>33b</b>	
<b>c</b> Employment of faculty or administrative staff? . . . . .	<b>33c</b>	
<b>d</b> Scholarships or other financial assistance? . . . . .	<b>33d</b>	
<b>e</b> Educational policies? . . . . .	<b>33e</b>	
<b>f</b> Use of facilities? . . . . .	<b>33f</b>	
<b>g</b> Athletic programs? . . . . .	<b>33g</b>	
<b>h</b> Other extracurricular activities? . . . . .	<b>33h</b>	
If you answered "Yes" to any of the above, please explain. (If you need more space, attach a separate statement.)		
. . . . .		
. . . . .		
<b>34a</b> Does the organization receive any financial aid or assistance from a governmental agency? . . . . .	<b>34a</b>	
<b>b</b> Has the organization's right to such aid ever been revoked or suspended? . . . . .	<b>34b</b>	
If you answered "Yes" to either 34a or b, please explain using an attached statement.		
. . . . .		
<b>35</b> Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," attach an explanation . . . . .	<b>35</b>	

**Part VI-A Lobbying Expenditures by Electing Public Charities** (See instructions on page 6.)  
 (To be completed **ONLY** by an eligible organization that filed Form 5768)
Check here ☐ a ☐ If the organization belongs to an affiliated group.Check here ☐ b ☐ If you checked "a" above and "limited control" provisions apply.

Limits on Lobbying Expenditures		(a) Affiliated group totals	(b) To be completed for ALL electing organizations
(The term "expenditures" means amounts paid or incurred.)			
36	Total lobbying expenditures to influence public opinion (grassroots lobbying) . . . . .	36	N/A
37	Total lobbying expenditures to influence a legislative body (direct lobbying) . . . . .	37	
38	Total lobbying expenditures (add lines 36 and 37) . . . . .	38	
39	Other exempt purpose expenditures . . . . .	39	
40	Total exempt purpose expenditures (add lines 38 and 39). . . . .	40	
41	Lobbying nontaxable amount. Enter the amount from the following table— If the amount on line 40 is—      The lobbying nontaxable amount is— Not over \$500,000 . . . . . 20% of the amount on line 40. . . . . Over \$500,000 but not over \$1,000,000 . . . \$100,000 plus 15% of the excess over \$500,000 Over \$1,000,000 but not over \$1,500,000 . . \$175,000 plus 10% of the excess over \$1,000,000 Over \$1,500,000 but not over \$17,000,000 . \$225,000 plus 5% of the excess over \$1,500,000 Over \$17,000,000 . . . . . \$1,000,000 . . . . .	41	0
42	Grassroots nontaxable amount (enter 25% of line 41) . . . . .	42	
43	Subtract line 42 from line 36. Enter -0- if line 42 is more than line 36 . . . . .	43	
44	Subtract line 41 from line 38. Enter -0- if line 41 is more than line 38 . . . . .	44	

**Caution:** If there is an amount on either line 43 or line 44, you must file Form 4720.

**4-Year Averaging Period Under Section 501(h)**(Some organizations that made a section 501(h) election do not have to complete all of the five columns below.  
See the instructions for lines 45 through 50 on page 7.)

Calendar year (or fiscal year beginning in) ►	Lobbying Expenditures During 4-Year Averaging Period				N/A
	(a) 1997	(b) 1996	(c) 1995	(d) 1994	(e) Total
45	Lobbying nontaxable amount. . . . .				0
46	Lobbying ceiling amount (150% of line 45(e)).				0
47	Total lobbying expenditures . . . . .				0
48	Grassroots nontaxable amount . . . . .				0
49	Grassroots ceiling amount (150% of line 48(e))				0
50	Grassroots lobbying expenditures . . . . .				0

**Part VI-B Lobbying Activity by Nonelecting Public Charities** N/A

(For reporting only by organizations that did not complete Part VI-A) (See instructions on page 7.)

During the year, did the organization attempt to influence national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:

	Yes	No	Amount
a Volunteers. . . . .			
b Paid staff or management (Include compensation in expenses reported on lines c through h.) . . . . .			
c Media advertisements . . . . .			
d Mailings to members, legislators, or the public . . . . .			
e Publications, or published or broadcast statements . . . . .			
f Grants to other organizations for lobbying purposes . . . . .			
g Direct contact with legislators, their staffs, government officials, or a legislative body . . . . .			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any other means . . . . .			
i Total lobbying expenditures (add lines c through h). . . . .			0

If "Yes" to any of the above, also attach a statement giving a detailed description of the lobbying activities.

51 Did the reporting organization directly or indirectly engage in any of the following with any other organization described in section 501(c) of the Code (other than section 501(c)(3) organizations) or in section 527, relating to political organizations?

- |     |    |
|-----|----|
| Yes | No |
|-----|----|

51a(i)	X
a(ii)	X

- |        |  |   |
|--------|--|---|
| b(i)   |  | X |
| b(ii)  |  | X |
| b(iii) |  | X |
| b(iv)  |  | X |
| b(v)   |  | X |
| b(vi)  |  | X |

C		X
---	--	---

52a Is the organization directly or indirectly affiliated with, or related to, one or more tax-exempt organizations described in section 501(c) of the Code (other than section 501(c)(3)) or in section 527? . . . . . ☒ Yes ☐ No

- [illegible]

**WORLD SERVICE OFFICE, INC.**  
**EIN: 95-3090596**

**ATTACHMENT TO FORM 990**

**For Year Ended December 31, 1997**

**Part II, Line 42 - Depreciation & Part IV, Line 57 - Fixed Assets**

**Fixed Assets - At Cost**

Leasehold improvements	\$ 476,172
Furniture and equipment	<u>409,079</u>

Total Fixed Assets - At Cost	<u>885,251</u>
------------------------------	----------------

**Less - Prior Years Accumulated Depreciation:**

Leasehold improvements	141,166
Furniture and equipment	<u>276,277</u>

Total Prior Years Accumulated Depreciation	<u>417,443</u>
--	----------------

**Less - Current Year Depreciation Expense:**

Leasehold improvements	94,906
Furniture and equipment	<u>35,100</u>

Total Current Year Depreciation Expense	<u>130,006</u>
---	----------------

Total Accumulated Depreciation at 12/31/97	<u>547,449</u>
--	----------------

Net Fixed Assets	<u>\$ 337,802</u>
------------------	-------------------

**Part I, Line 10 - Income and Cost of Goods Sold:**

Gross Receipts	\$ 6,134,989	
Less: Returns and allowances	1,476,044	
Sales of publications and program materials		<u>4,658,945</u>
Cost of goods sold	1,682,688	
Gross Profit		<u>2,976,256</u>

**Cost of Goods Sold**

Inventory at beginning of year	\$ 338,882	
Merchandise purchased	1,748,953	
Cost of labor	-0-	
Materials and supplies	-0-	
Other costs	-0-	
Total		<u>2,087,835</u>

Inventory at end of year	405,147	
Cost of goods sold (Line 13 less Line 14)		<u>\$ 1,682,688</u>

**WORLD SERVICE OFFICE, INC.****EIN: 95-3090596****ATTACHMENT TO FORM 990****For Year Ended December 31, 1997****Line 43 - Other Expenses:**

	(A)	(B)	(C)	(D)
<u>DESCRIPTION</u>	<u>TOTAL</u>	<u>PROGRAM</u> <u>SERVICES</u>	<u>MANAGEMENT</u> <u>AND GENERAL</u>	<u>FUNDRAISING</u>
Insurance Expense	\$ 32,192	\$ -	\$ 32,192	
Consulting Expense	41,364	31,023	10,341	
Service Charges	10,237	-	10,237	
Translations	31,739	31,739	-	
Computer Software & Supplies	29,472	22,104	7,368	
Bad Dept Expense	5,613	-	5,613	
Copyrights	9,871	9,871	-	
Due and Fees	3,252	-	3,252	
Employee Training	8,125	-	8,125	
Foreign Currency Translation	7,215	-	7,215	
Other Misc. Taxes	2,160	-	2,160	
Office Expenses	47,859	35,894	11,965	
Miscellaneous	9,897	7,423	2,474	
Amortization of Copyrights and Trademarks	<u>16,239</u>	<u>16,239</u>	<u>-</u>	
Total	<u>\$255,235</u>	<u>\$154,293</u>	<u>\$ 100,942</u>	

**Part III - Statement of Organization's Primary Exempt Purpose**

Provider of communications and information for fellowship of narcotics anonymous.

**Part IV, Line 58, Column B - Other Assets:**

Deposits	\$ 19,307
Trademarks and copyrights net of accumulated amortization	107,633
Due from affiliated entities	<u>76,371</u>
Total	<u>\$ 203,311</u>

**WORLD SERVICE OFFICE, INC.**  
**EIN: 95-3090596**

**ATTACHMENT TO FORM 990**

**For Year Ended December 31, 1997**

**Part IV, Line 64, Column B - Other Notes and Loans Payable**

Lender's Name: Citibank  
Terms of Repayment: Monthly Principal Payments of \$2,500 plus interest  
Date of Note: 03/30/95  
Maturity Date: 04/15/00  
Original Loan Amount: \$150,000  
Interest Rate: .00%  
Security Provided by Borrower: Acct. Rec., Inventory, Equip. and Bank Accounts  
Purpose of Loan: Fund leasehold improvements to new location  
Relationship of lender: None  
Description of Consideration: None  
FMV of Consideration: -0-  
Balance Due: \$70,000

**Part V - 1, List of Officers, Directors, Etc.**

Name/Address	Title/Hours	Compensation	Benefits	Expense Account
Rogan Allen	Chairperson Part-time	0	0	0
Susan Chess	Treasurer Part-time	0	0	0
Bob Feneran	Board Member Part-time	0	0	0
Bob McFarlane	Secretary Part-time	0	0	0
Janis Edwards	Board Member Part-time	0	0	0
Laura Jennison	Board Member Part-time	0	0	0
Jane Nickels	Board Member Part-time	0	0	0

**WORLD SERVICE OFFICE, INC.****EIN: 95-3090596****ATTACHMENT TO FORM 990****For Year Ended December 31, 1997****Part V - 1, List of Officers, Directors, Etc. (cont'd.)**

Name/Address	Title/Hours	Compensation	Benefits	Expense Account
Daniel Schuessler	Board Member Part-time	0	0	0
Mitchell Soodak	Vice Chairperson Part-time	0	0	0
Cary Seltzer	Board Member Part-time	0	0	0
Mario Tesoriero	Secretary Part-time	0	0	0
Joe Paumgartten	Board Member Part-time	0	0	0
Anthony Edmondson	Exec. Co-Dir. Full-time	70,295	8,100	0
George Hollahan	Exec. Co-Dir. Full-time	72,129	9,050	0
Bob Lemoine	Board Member Part-time	0	0	0
Tom Logan	Board Member Part-time	0	0	0
Total		<u>\$ 142,424</u>	<u>\$ 17,150</u>	<u>\$ 0</u>



## BYLAWS OF

WORLD SERVICE OFFICE, INC. (the "Corporation" or "WSO")

A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION

## ARTICLE 1. OFFICES

## 1.01 PRINCIPAL OFFICE

The principal office for the transaction of the activities and affairs of the Corporation ("Principal Office") is located at 16155 Wyandotte Street, Van Nuys, California 91406. The board of directors of the Corporation ("Board") may change the principal office from one location to another. Any change of this location shall be noted by the secretary on these Bylaws opposite this section, or this section may be amended to state the new location.

## 1.02 OTHER OFFICES

The Board may at any time establish branch or subordinate offices at any place or places where the Corporation is qualified to conduct its activities.

## ARTICLE 2. OBJECTIVES AND PURPOSES

The general objectives of the Corporation shall be to carry the message of recovery to addicts who still suffer from addiction and to provide support to the Fellowship of Narcotics Anonymous in their efforts to provide opportunity to recover from addiction.

A specific purpose of the Corporation shall be to hold in a fiduciary capacity for the Fellowship of Narcotics Anonymous as given voice by its groups through their regional service representatives at the World Service Conference the rights to, by license agreement from Alcoholics Anonymous General Service Office, the use, control, publication and management of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

A specific purpose of the Corporation shall be to provide administrative, organizational and logistical services to the World Service Conference ("WSC") of Narcotics Anonymous and the Fellowship of Narcotics Anonymous at large and in such other capacities as the conference may desire or direct.

A specific purpose of the Corporation shall be to hold in a fiduciary capacity for the Fellowship of Narcotics Anonymous as given voice by its groups through their regional service representatives at the World Service Conference the ownership rights to the exclusive control, use, printing, duplicating, sales, distribution, licensing for production, printing, duplicating, sales and use of all the intellectual properties, logos, trademarks, copyrighted materials, emblems or other intellectual and physical properties of the WSC, the Fellowship of Narcotics Anonymous

as a whole and such boards and committees of the WSC as may be directed by the WSC pursuant to Section 11.02.

A specific purpose of the Corporation shall be to control and manage the exclusive production, printing, manufacture or reproduction of the properties or the licensing for such production, printing, manufacture of the properties of the Fellowship of Narcotics Anonymous and offer said properties for sale to the fellowship and the general public.

A specific purpose of the Corporation shall be to provide service to individual addicts seeking recovery from addiction or groups of individual addicts seeking recovery from addiction and to assist the general public in understanding addiction and the Narcotics Anonymous program for recovery from addiction. Such assistance may include direct and indirect communication with addicts, organizations, agencies, governments and the public at large.

A specific purpose of the Corporation shall be to publish and distribute periodicals written or prepared by and for the Fellowship of Narcotics Anonymous as the Corporation may be directed to by the WSC pursuant to Section 11.02.

A specific purpose of the Corporation shall be to hold and manage in a fiduciary capacity the income produced by any of the activities described above in such manner that the other purposes outlined or assumed or as may be later assigned are satisfactorily accomplished when such is done within the spirit of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

### ARTICLE 3. NONPARTISAN ACTIVITIES

The Corporation has been formed under the California Nonprofit Public Benefit Corporation Law for the public purposes described above, and it shall be nonprofit and nonpartisan. No substantial part of the activities of the Corporation shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation, and the Corporation shall not participate or intervene in any political campaign on behalf of any candidate for public office or for or against any cause or measure being submitted to the people for a vote.

The Corporation shall not, except in an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes described above.

### ARTICLE 4. DEDICATION OF ASSETS

The properties and assets of the Corporation are irrevocably dedicated to the promotion of social welfare. No part of the net earnings, properties, or assets, of the Corporation on dissolution or otherwise, shall inure to the benefit of any private person or individual, or any member or director of the Corporation. On liquidation or dissolution, all properties and assets and obligations shall be distributed and paid over to an organization dedicated to the promotion

of social welfare, provided that the organization continues to be dedicated to the exempt purposes as specified in Internal Revenue Code Section 501(c)(3).

## ARTICLE 5. MEMBERS

**5.01 MEMBERS PROHIBITED.** The Corporation shall not have any members.

**5.02 EFFECT OF PROHIBITION.** Any action which would otherwise require approval by a majority of all members or approval by the members shall require only approval by the Board. All rights which would otherwise vest under the Non-profit Corporation Law in the members shall vest in the Board.

## ARTICLE 6. DIRECTORS

### 6.01 POWERS

1. Subject to any limitations in the Articles of Incorporation or these Bylaws, the business affairs of the Corporation shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board. The Board may delegate the management of the activities of the Corporation to any person or persons, or committee or committees however composed, provided that the activities and affairs of the Corporation shall be managed and all corporate powers shall be exercised under ultimate direction of the Board.

2. Without prejudice to these general powers, and subject to the same limitations, the directors shall have the power to:

- a. Select and remove all officers, agents, and employees of the Corporation; prescribe any powers and duties for them that are consistent with law, with the Articles of Incorporation, and with these Bylaws; and fix their compensation.
- b. Change the principal executive office or principal business office in the State of California from one location to another within or outside the State; cause the Corporation to be qualified to do business in any other state, territory, dependency, or country and conduct business within or outside the State of California; and designate any place within or outside the State of California for the holding of any meeting or meetings, including annual meetings.
- c. Adopt, make, and use a corporate seal.
- d. Borrow money and incur indebtedness on behalf of the Corporation and cause to be executed and delivered for the Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.

## 6.02 NUMBER AND QUALIFICATION OF DIRECTORS

The authorized number of directors shall be twelve (12), which number may be changed only by amendment of these Bylaws. The qualifications for directors are (a) present membership in good standing in the Fellowship of Narcotics Anonymous, and (b) recovery from any use of any mind or mood altering chemical, as commonly described as "using" by the Fellowship of Narcotics Anonymous, effective June, 1992, a minimum of eight years clean time will be required for Board membership.

## 6.03 ELECTION

1. Nine (9) of the twelve (12) authorized director positions shall be filled by majority vote of the Board at the annual meeting of the Board, or by mail in such manner as set forth in these Bylaws following the expiration of the term of such director position(s) in accordance with Section 6.04. In order to conform with the goals and interests of the WSC and to form a closer working relationship with WSC, said nine (9) director positions shall be filled from a panel of nominations submitted to the WSO by the WSC in the following manner:
  - a. 180 days prior to each annual meeting of the WSC, the Board shall submit to WSC the number of director positions which have become or are about to become vacant by virtue of expiration of the term of office for those named directors by the next annual meeting of the Board.
  - b. At the annual meeting of the WSC, the WSC shall cause to have submitted to the then existing Board, a panel of nominations for election to the positions available that year.
  - c. The panel of nominations, as heretofore described, shall consist in number of at least one or more nominations for positions available that year. Any person selected by the WSC to the panel of nominations shall be eligible to be elected to the Board from the panel of nominations for a period of three (3) years from the date such person is placed on the panel of nominations by the WSC. Such person may be elected by the Board to any available three (3) year term or such shorter term as may be available due to a vacancy on the Board.
  - d. The existing Board may submit to the WSC their suggestions and requests for nominations which, if submitted, shall accompany the original notice to the WSC which indicates the number of positions to be filled for that year (or as soon thereafter as such suggestions and requests are available), however, it is specifically noted that WSC is in no way obligated to follow any such requests or is in no way bound to any such suggestions made pursuant hereto in the compilation of the nomination panel described heretofore.

Any such directors shall be eligible for election for a maximum of three (3) consecutive three (3) year terms provided they continue to meet the qualifications required by Section 6.02 of these Bylaws, and provided further that any such

director is included in the panel of nominations submitted to the WSO by the WSC following the expiration of such director's previous term.

- e. Following the expiration of the term of any person elected to the Board from the panel of nominations, such person must be reelected to a subsequent panel of nominations by the WSC in order to be eligible to be reelected to the Board, regardless of whether such person's initial term on the Board is one, two or three years.
2. Three (3) of the twelve (12) director positions shall be specifically reserved in continuum for election by the WSC, to be filled by designation as follows:
- a. The WSC, at its annual meeting, shall cause to have elected three (3) individuals who shall sit in three (3) designated director positions heretofore described and provided for, for a one (1) year term. The Board shall seat the individuals elected at each WSC at the Board's next annual meeting immediately following the election of the individuals.
  - b. The WSC shall determine its own procedure for designating said three (3) individual directors.

Nothing herein shall be construed as any limitation on WSC's election procedure as it deems fit to impose.

- c. Said directors shall continue to serve in the capacity of designated directors until their replacement is selected by the WSC and seated at the annual meeting of the Board unless such person is removed, refuses to serve or fails to serve in such capacity, in which case the position may be filled by compliance with the provisions of the Bylaws which provide for the filling of a vacancy on the Board. Directors appointed under the provisions of Section 6.03 2.a. may not serve consecutive one (1) year terms. However, upon the expiration of a director's one (1) year term, said director will automatically be deemed to have been elected to the panel of nominations submitted by the WSC to the Board pursuant to Section 6.03 1.b. in such year and shall be eligible for election to the Board as if he or she had been elected by the WSC to the panel of nominations.

In the event that the WSC does not cause any one or more of the three (3) designated director positions to be filled pursuant to Section 6.03-2.a. in any year, the Board may fill such unfilled position(s) for such one (1) year term from the panel of nominations submitted to the Board by the WSC pursuant to Section 6.03 1.b. to the extent there are nominees available on such panel.

3. No more than forty-nine percent (49%) of the persons serving on the Board may be interested persons. An interested person is (a) any person compensated by the Corporation for services rendered to it within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director as director; and (b) any brother, sister, ancestor, descendant, spouse, brother-

in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of each such person. However, any violation of the provisions of this paragraph shall not affect the validity or enforceability of any transaction entered into by the Corporation.

#### 6.04 TERM OF OFFICE

The term of each of the nine (9) directors who are elected pursuant to Section 6.03 1. of these Bylaws shall be three (3) years from the date of his or her election to the Board (or such shorter term as was available due to a vacancy on the Board). The term of each of the three (3) directors who are elected pursuant to Section 6.03 2. of these Bylaws shall be one (1) year from the date of the annual meeting of the Board immediately following the election of such individual at the WSC until the acceptance of the minutes at the next annual meeting of the Board.

#### 6.05 VACANCIES

1. A vacancy or vacancies on the Board shall be deemed to exist on the occurrence of the following: (i) the death, resignation, or removal for cause (as provided in Section 6.06 1. of any director; (ii) the removal of a director pursuant to Section 6.06 of these Bylaws; or (iii) the increase of the authorized number of directors.
2. Except as provided below, any director may resign by giving written notice to the chairman of the Board, or the secretary of the Board, or the executive director. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective. If a director's resignation is effective at a later time, the Board may elect a successor to take office as of the date when the resignation becomes effective. Except on notice to the Attorney General of California, no director may resign if the Corporation would be left without a duly elected director or directors.
3. Vacancies on the Board shall be filled by a majority vote of the directors then in office at the time such vacancy exists, whether or not less than a quorum, or by a sole remaining director from the panel of nominations submitted to the Board by the WSC pursuant to Section 6.03 1.b.
4. No reduction of the authorized number of directors shall have the effect of removing any director before that director's term of office expires.

#### 6.06 REMOVAL OF DIRECTORS

1. The Board may declare vacant the office of any incumbent who has been:
  - a. Declared of unsound mind by a final order of a court; or
  - b. Convicted of a felony subsequent to their assumption of office as a director; or
  - c. Found by a final order or judgment of any court to have breached statutory duties relating to a director's standard of conduct under the California Nonprofit Corporation Law; or

- d. Found, after investigation by the Board, to have been "using" any mind or mood altering chemical as commonly described by Narcotics Anonymous; or
  - e. Found by the Board to have failed to attend or participate in any other manner as provided for herein, two (2) or more consecutive meetings in any twelve (12) month period, or three (3) meetings in total during such twelve (12) month period of the Board; provided, however, that any of the three (3) designated directors heretofore described as appointed by the WSC shall be removed pursuant to this section only in conjunction with the written consent of the chairperson of the WSC.
- 2. No director shall be removed without cause.
  - 3. The vote necessary to remove any director on any of the foregoing causes shall be a majority of the other directors present at a duly held meeting at which a quorum is present or in the alternative such removal may be accomplished by the unanimous written consent of the other directors without a meeting.
  - 4. Any action challenging the validity of any removal of a director must be commenced within six (6) months after the removal. After the six (6) month period, the removal is conclusively presumed valid, in the absence of fraud.

#### 6.07 DIRECTORS' MEETINGS

- 1. Regular meetings of the Board may be held at any place within or outside the State of California that has been designated from time to time by resolution of the Board. In the absence of such designation, regular meetings shall be held at the Principal Office of the Corporation at such times as may be fixed by the Board. Special meetings of the Board shall be held at any place within or outside the State of California that has been designated in the notice of the meeting, or if not stated in the notice, at the Principal Office of the Corporation. Notwithstanding the above provisions of this Section 6.07 1., a regular or special meeting of the Board may be held at any place consented to in writing by all the Board members, either before or after the meeting. If consents are given, they shall be filed with the minutes of the meeting. Any meeting, regular or special, may be held by conference telephone or similar communication equipment, so long as all directors participating in the meeting can hear one another, and all such directors shall be deemed to be present in person at such meeting.
- 2. The Board shall hold an annual meeting at the Principal Office of the Corporation within sixty (60) days following the conclusion of the annual meeting of the WSC, for the purpose of organization, election of officers and transaction of other business. Notice of this meeting is not required.
- 3. Other regular meetings of the Board may be held without notice at such time and place as the Board may fix from time to time.

## 6.08 SPECIAL MEETINGS

Special meetings of the Board for any purpose may be called at any time by the chairperson of the Board or the vice chairperson, the secretary, or any two directors.

1. Notice of the time and place of each special meeting shall be given to each director by one of the following methods: (1) in writing by personal delivery; (2) by first-class mail, postage paid; (3) by telephone communication, either directly to the director or to a person at the director's place of employment who would reasonably be expected to communicate such notice promptly to the director; or (4) by telegram, charges prepaid. All such notices shall be given or sent to the director's address or telephone number as shown on the records of the Corporation.
2. Notice sent by first class mail shall be deposited into a United States mail box at least ten (10) days before the time set for the meeting. Notices given by personal delivery, telephone, or telegraph shall be delivered, telephoned, or given to the telegraph company at least forty-eight (48) hours before the time set for the meeting.
3. The notice shall state the time and place for the meeting. However, it need not specify the purpose of the meeting, or the place of the meeting if it is to be held at the Principal Office of the Corporation.

## 6.09 QUORUM

Fifty percent (50%), plus one director of the authorized directors pursuant to Section 6.02 shall constitute a quorum for the transaction of business. Every action taken or decision made by a majority of the directors present at a duly held meeting at which a quorum is present shall be the act of the Board, subject to the more stringent provisions of the California Nonprofit Corporation Law, including, without limitation, those provisions relating to (a) approval of contracts or transactions in which a director has a direct or indirect material financial interest, (b) approval of certain transactions between corporations having common directorships, (c) creation of and appointments to committees of the Board, and (d) indemnification of directors. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of directors, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting.

## 6.10 WAIVER OF NOTICE

Any required notice of a meeting need not be given to any director who, either before or after the meeting, signs a waiver of notice, a written consent to the holding of the meeting, or an approval of the minutes of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings. Notice of a meeting need not be given to any director who attends the meeting and does not protest, before or at the commencement of the meeting, the lack of notice.



## **6.11 ADJOURNMENT**

A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given unless the original meeting is adjourned for more than twenty-four (24) hours. If the original meeting is adjourned for more than twenty-four (24) hours, notice of any adjournment to another time and place shall be given, before the time of the adjourned meeting, to the directors who were not present at the time of the adjournment.

## **6.12 ACTION WITHOUT A MEETING**

Any action that the Board is required or permitted to take may be taken without a meeting if all the members of the Board consent in writing to the action; provided, however, that the consent of any director who has a material financial interest in a transaction to which the Corporation is a party and who is an "interested director" as defined in Section 5233 of the California Corporations Code shall not be required for approval of that transaction. Such action by written consent shall have the same force and effect as any other validly approved action of the Board. All such consents shall be filed with the minutes of the proceedings of the Board.

## **6.13 COMPENSATION AND REIMBURSEMENT OF EXPENSES**

Directors shall serve without compensation, but may receive such reimbursement of expenses as the Board may determine by resolution to be just and reasonable to the Corporation at the time that the resolution is adopted.

## **6.14 COMMITTEES**

1. The Board, by resolution adopted by a majority of the directors then in office, may create one or more committees, each consisting of two or more directors and persons who are not directors, to serve at the pleasure of the Board. Appointments to committees of the Board shall be by majority vote of the directors then in office, or at the pleasure of the Board if the Board as a whole does not make the appointments. One or more directors may be appointed as alternate members of any such committee, who may replace any absent member at the meeting. Any such committee, to the extent provided in the board resolution, shall have all the authority of the Board, except that no committee, regardless of Board resolution, may:
  - a. Fill vacancies on the Board or on any committee that has the authority of the Board;
  - b. Fix compensation of the directors for serving on the Board or on any committee;
  - c. Amend or repeal Bylaws or adopt new Bylaws;
  - d. Amend or repeal any resolution of the Board that by its express terms is not so amendable or repealable;

- e. Create any other committees of the Board or appoint the members of committees of the Board;
  - f. Approve any contract or transaction to which the Corporation is a party and in which one or more of its directors has a material financial interest, except as special approval is provided for in Section 5233 (d) (3) of the California Corporations Code; or
  - g. Approve any action for which the California Nonprofit Corporation Law requires approval of the Board or of a majority of the Board.
2. Meetings and actions of committees of the Board shall be governed by, held, and taken in accordance with the provisions of these Bylaws concerning meetings and other Board actions, except that the time for regular meetings of such committees and the calling of special meetings of such committees may be determined either by Board resolution or, if there is none, by decision of the chairperson of the committee of the Board. Minutes of each meeting of any committee of the Board shall be kept and shall be filed with the corporate records. The Board may adopt rules for the government of any committee, provided they are consistent with these Bylaws.

## **ARTICLE 7. OFFICERS**

### **7.01 OFFICERS OF THE CORPORATION**

The officers of the Corporation shall be a chairperson, a vice chairperson, a secretary, and a treasurer. The Corporation may also have, at the Board's discretion, one or more assistant secretaries, one or more assistant treasurers, and such other officers as may be appointed in accordance with Section 7.03 of these Bylaws. Any number of offices may be held by the same person, except that neither the secretary nor the treasurer may serve concurrently as the chairperson or the executive director. Any person who qualifies under these Bylaws to sit as a director of the Corporation shall be qualified to be an officer.

### **7.02 ELECTION OF OFFICERS**

The officers of the Corporation, except those appointed under Section 7.03 of these Bylaws, shall be chosen annually by the Board and shall serve at the pleasure of the Board and shall hold their respective offices until their resignation, removal, or other disqualification from service and until their respective successors are elected and qualify. Officers of the Corporation shall serve without compensation.

### **7.03 OTHER OFFICERS**

The Board may appoint and may authorize the chairperson of the Board, to appoint any other officers that the Corporation may require. Each officer so appointed shall have the title, hold office for the period, have the authority, and perform the duties specified in the Bylaws or determined by the Board.

#### **7.04 REMOVAL OF OFFICER**

Any officer may be removed with or without cause by the Board and also, if the officer was not chosen by the Board, by any officer on whom the Board may confer that power of removal.

#### **7.05 RESIGNATION OF OFFICERS**

Any officer may resign at any time by giving written notice to the chairman of the Board, or the secretary of the Board, or the executive director. The resignation shall take effect as of the date the notice is received or at any later time specified in the notice and, unless otherwise specified in the notice, the resignation need not be accepted to be effective.

#### **7.06 VACANCIES IN OFFICE**

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointments to that office, provided, however, that vacancies shall be filled as they occur and not on an annual basis.

#### **7.07 RESPONSIBILITIES OF OFFICERS**

1. **CHAIRPERSON:** Subject to such supervisory powers as the Board may give, if any, and subject to the control of the Board, the chairperson shall be the general manager of the Corporation and shall supervise and direct the Corporation's activities, affairs, and officers. The chairperson of the Board shall preside at all Board meetings. The chairperson shall have such other powers and duties as the Board or the Bylaws may prescribe.
2. **VICE CHAIRPERSON:** If the chairperson is absent or disabled, the vice chairperson shall perform all duties of the chairperson. When so acting, the vice chairperson shall have all powers of and be subject to all restrictions on the chairperson. The vice chairperson shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.
3. **SECRETARY:**
  - a. **Book of Minutes.** The secretary shall keep or cause to be kept, at the Corporations' Principal Office or such other place as the Board may direct a book of minutes of all meetings, proceedings and actions of the Board and of committees of the Board. The minutes of meetings shall include the time and place that the meeting was held, whether the meeting was annual, regular, or special, and, if special, how authorized, the notice given, and the names of those present at Board and committee meetings. The secretary shall keep or cause to be kept, at the Principal Office in California, a copy of the Articles of Incorporation and Bylaws, as amended to date.

- b. **Notices, Seal, and Other Duties.** The secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board required by applicable law or these Bylaws to be given. The secretary shall keep the corporate seal in safe custody and shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.

4. **TREASURER:**

- a. **Books of Account.** The treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's properties and transactions. The treasurer shall give or cause to be given to the directors such financial statements and reports as are required to be given by law, by these Bylaws, or by the Board. The books of account shall be open to inspection by any director at all reasonable times.
- b. **Deposit and Disbursement of Money and Valuables.** The treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board may designate, shall disburse the Corporation's funds as the Board may order, shall render to the chairperson of the Board, and the Board, when requested, an account of all transactions and of the financial condition of the Corporation, and shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.
- c. **Bond.** If required by the Board, the treasurer shall give the Corporation a bond (with the surety or sureties) in the amount specified by the Board for faithful performance of the duties of the office and for restoration to the Corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the treasurer upon death, resignation, retirement, or removal from office. Any bond required by this Section will be paid for by the Corporation.

5. **EXECUTIVE DIRECTOR:** The executive director of the Corporation shall be selected by the Board and serve as the officer in charge of daily operation of the Corporation. The executive director shall serve under contract to the Board and in that contract the duties, responsibilities and authorities of the executive director shall be specified. The executive director may be assigned authority to perform responsibilities provided for in these Bylaws to be performed by others. The executive director shall be considered an officer of the Corporation but shall have no vote in the proceedings of the Board.

## ARTICLE 8. INDEMNIFICATION

### 8.01 RIGHT OF INDEMNITY

To the fullest extent permitted by law, the Corporation shall indemnify its directors, officers, employees, and other persons described in Section 523(a) of the California Corporations Code, including any person formerly occupying any such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that Section, and including an action by or in the right of the Corporation, by reason of the fact that the person is or was a person described in that Section. "Expenses," as used in Article 8, shall have the same meaning as in Section 5238(a) of the California Code.

### 8.02 APPROVAL OF INDEMNITY

On written request to the Board by any person seeking indemnification under Section 5638(b) or Section 5238(c) of the California Corporation Code, the Board shall promptly determine under Section 5238(e) of the California Corporations Code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met and, if so, the Board shall authorize indemnification. If the Board cannot authorize indemnification because the number of directors who are parties to the proceeding with respect to which indemnification is sought prevents the formation of a quorum of directors who are not parties to that proceeding, application for indemnification shall be made by the Corporation to the Court as authorized in Section 5238(e)(3) of the California Corporations Code.

### 8.03 ADVANCEMENT OF EXPENSES

To the fullest extent permitted by law and except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under Sections 8.01 and 8.02 of these Bylaws in defending any proceeding covered by those Sections shall be advanced by the Corporation before final disposition of the proceeding, on receipt by the Corporation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the Corporation for those expenses.

### 8.04 INSURANCE

The Corporation shall have the right to purchase and maintain insurance to the fullest extent permitted by law on behalf of its officers, directors, employees, and other agents, against any liability asserted against or incurred by any officer, director, employee, or agent in such capacity or arising out of the officer's, director's, employee's or agent's status as such.

## ARTICLE 9. RECORDS AND REPORTS

### 9.01 MAINTENANCE OF CORPORATE RECORDS

The Corporation shall keep:

1. Adequate and correct books and records of account.
2. Minutes in written form of the proceedings of its Board and committees of the Board.

All such records shall be kept at the Corporation's Principal Office.

### 9.02 MAINTENANCE AND INSPECTION OF ARTICLES AND BYLAWS

The Corporation shall keep at its Principal Office the original or a copy of the Articles of Incorporation, and Bylaws as amended to date, which shall be open to inspection by the officers and directors of the Corporation at all reasonable times during office hours.

### 9.03 INSPECTION BY DIRECTORS

Every director shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the Corporation and each of its subsidiary corporations. This inspection by a director may be made in person or by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents.

### 9.04 ANNUAL REPORT

The Board shall cause an annual report to be sent to the directors within one hundred twenty (120) days after the end of the Corporation's fiscal year. That report shall contain the following information, in appropriate detail, for the fiscal year:

1. The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year.
2. The principal changes in assets and liabilities, including trust funds.
3. The revenue or receipts of the Corporation, both unrestricted and restricted to particular purposes.
4. The expenses or disbursement of the Corporation for both general and restricted purposes.
5. Any information required by Section 9.05 of these Bylaws.

The annual report shall be accompanied by any report on it of independent accountants or, if there is no such report, by the certificate of an authorized employee of the Corporation that such statements were prepared without audit from the Corporation's books and records.

This requirement of an annual report shall not apply if the Corporation receives less than \$25,000 in gross receipts during the fiscal year, provided however, that the information specified above for inclusion in an annual report must be furnished annually to all directors who request it in writing.

#### 9.05 ANNUAL STATEMENT OF CERTAIN TRANSACTIONS AND INDEMNIFICATIONS

No later than one hundred twenty (120) days after the close of the Corporation's fiscal year, the Corporation shall prepare and mail or deliver to each director a statement of the amount and circumstances of any transaction or indemnification of the following kind:

1. Any transaction(s) in which the Corporation, its parent or its subsidiary was a party, and in which any director or officer of the Corporation, its parent or subsidiary had a direct or indirect financial interest.
2. Any indemnifications or advances aggregating more than \$10,000 paid during the fiscal year to any officer or director of the Corporation pursuant to Article 8 hereof.

#### ARTICLE 10. PROHIBITION AGAINST SHARING PROFITS OR ASSETS

No director, officer, employee, or other person connected with the Corporation, or any other private individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the Corporation, provided that this provision shall not prevent payment to any such person of reasonable compensation for services rendered to or for the Corporation affecting its purposes as shall be fixed by resolution of the Board.

#### ARTICLE 11. AFFILIATION WITH OTHER ORGANIZATIONS

##### 11.01

The Corporation is a service entity which serves a function within the totality of an organization known as Narcotics Anonymous. In so doing, it endorses the aims, goals and purposes of that organization, and in fact, by special endorsement per Section 11.02 hereinafter, it operates under the guidelines of the Twelve Traditions as espoused by Narcotics Anonymous.

##### 11.02

All directors and officers of the Corporation shall be, and are, subject to, and will abide by, the principles of the Twelve Traditions of Narcotics Anonymous as set forth in the book identified and titled as *Narcotics Anonymous* and the Twelve Concepts and shall further abide

by motions adopted at each WSC meeting and implement decisions reached by the WSC as they pertain to operation of the Corporation. It is herein specifically acknowledged that the Corporation acts as a fiduciary in its dealings with WSC and the Fellowship of Narcotics Anonymous. Furthermore, the Corporation shall be subject to the decisions and actions of the Board of the WSO.

## ARTICLE 12. CONSTRUCTION AND DEFINITIONS

Unless the context requires otherwise, the general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law shall govern the construction of these Bylaws. Without limiting the generality of the above the masculine gender includes the feminine and neuter, the singular number includes the plural, the plural number includes the singular, and the term "person" includes both the Corporation and a natural person.

## ARTICLE 13. AMENDMENTS

The Board may adopt, amend or repeal the Articles of Incorporation and Bylaws at any regular or special meeting, provided that the Board shall not amend the provisions of Section 6.03(2) of these Bylaws without the concurrence of a majority vote of the participants at the annual WSC meeting.



### *CERTIFICATE OF SECRETARY*

I, the undersigned, certify that I am the duly elected and acting Secretary of WORLD SERVICE OFFICE, INC., a California nonprofit corporation, and the above Bylaws, consisting of 17 pages, are the Bylaws of the Corporation as adopted at a meeting of the Board of Directors held on September 25, 1993, and that they have not been amended or modified since that date.

DATED: March 11, 1994



Tim K Bawen, Secretary

*Revised 8-25-93*

*Revised 9/15/93*

*Revised at BOD Meeting 9/25/93*

*Revised 11.01, page 16 at BOD Mtg. 3/5/94*

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Form 2758

(Rev. May 1995)

Department of the Treasury  
Internal Revenue ServiceApplication for Extension of Time To File  
Certain Excise, Income, Information, and Other Returns

OMB No. 1545-0148

▶ File a separate application for each return.

Please type or  
print. File the  
original and  
one copy by the  
due date for filing  
your return. See  
instructions on  
back.

Name

World Service Office

Employer identification number

95-3090596

Number, street, and room or suite no. (or P.O. box no. if mail is not delivered to street address)

19737 Nordoff Place

City, town or post office, state, and ZIP code. For a foreign address, see instructions.

Chatsworth, California 91311

November 16, 1998

Note: Corporate income tax return filers must use Form 7004 to request an extension of time to file. Partnerships, REMICs, and trusts must use Form 8736 to request an extension of time to file Form 1065, 1066, or 1041.

1 I request an extension of time until ~~August 17~~ November 16, 1998, to file (check only one):☐ Form 706-GS(D)☐ Form 990-T (401(a) or 408(a) trust)☐ Form 1120-ND (4951 taxes)☐ Form 8612☐ Form 706-GS(T)☐ Form 990-T (trust other than above)☐ Form 3520-A☐ Form 8613☒ Form 990 or 990-EZ☐ Form 1041 (estate) (see instructions)☐ Form 4720☐ Form 8725☐ Form 990-BL☐ Form 1041-A☐ Form 5227☐ Form 8804☐ Form 990-PF☐ Form 1042☐ Form 6069☐ Form 8831If the organization does not have an office or place of business in the United States, check this box. ☐2a For calendar year 1997, or other tax year beginning \_\_\_\_\_ and ending \_\_\_\_\_b If this tax year is for less than 12 months, check reason: ☐ Initial return ☐ Final return ☐ Change in accounting period3 Has an extension of time to file been previously granted for this tax year? ☒ Yes ☐ No4 State in detail why you need the extension See attached

5a If this form is for Form 706-GS(D), 706-GS(T), 990-BL, 990-PF, 990-T, 1041 (estate), 1042, 1120-ND, 4720,

6069, 8612, 8613, 8725, 8804, or 8831, enter the tentative tax, less any nonrefundable credits. See instructions .....\$ 0

b If this form is for Form 990-PF, 990-T, 1041 (estate), 1042, or 8804, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit .....\$ 0

c Balance due. Subtract line 5b from line 5a. Include your payment with this form, or deposit with FTD coupon if required. See instructions .....\$ 0

## Signature and Verification

Under penalties of perjury, I declare that I have examined this form, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete; and that I am authorized to prepare this form.

Signature

Title

Date

FILE ORIGINAL AND ONE COPY. The IRS will show below whether or not your application is approved and will return the copy.

## Notice to Applicant—To Be Completed by the IRS

☒ We HAVE approved your application. Please attach this form to your return.☐ We HAVE NOT approved your application. However, we have granted a 10-day grace period from the later of the date shown below or the due date of your return (including any prior extensions). This grace period is considered to be a valid extension of time for elections otherwise required to be made on a timely return. Please attach this form to your return.☐ We HAVE NOT approved your application. After considering the reasons stated in item 4, we cannot grant your request for an extension of time to file. We are not granting the 10-day grace period.☐ We cannot consider your application because it was filed after the due date of the return for which an extension was requested.☐ Other: \_\_\_\_\_

EXTENSION APPROVED

NOV 16 1998

DEBORAH S. BECKER, Director  
CODEN SERVICE CENTER

Director

By: \_\_\_\_\_

If you want a copy of this form to be returned to an address other than that shown above, please enter the address to which the copy should be sent.

Please  
Type  
or  
Print

Name

Thomas Havey LLP

Number, street, and room or suite no. (or P.O. box no. if mail is not delivered to street address)

5000 Executive Parkway, Suite 400

City, town or post office, state, and ZIP code. For a foreign address, see instructions.

San Ramon, California 94583

For Paperwork Reduction Act Notice, see back of form.

Form 2758 (Rev. 5-95)

**Application for Extension of Time To File  
Certain Excise, Income, Information, and Other Returns**

OMB No. 1545-0148

► **File a separate application for each return.**Please type or  
print. File the  
original and  
one copy by the  
due date for filing  
your return. See  
instructions on  
back.

Name

World Service Office

Employer identification number

95-3090596

Number, street, and room or suite no. (or P.O. box no. if mail is not delivered to street address)

19737 Nordoff Place

City, town or post office, state, and ZIP code. For a foreign address, see instructions.

Chatsworth, California 91311

**Note:** Corporate income tax return filers must use Form 7004 to request an extension of time to file. Partnerships, REMICs, and trusts must use Form 8736 to request an extension of time to file Form 1065, 1066, or 1041.1 I request an extension of time until August 17, 1998, to file (check only one):

- |  |  |  |                                    |
|--|--|--|------------------------------------|
| <input type="checkbox"/> Form 706-GS(D)                | <input type="checkbox"/> Form 990-T (401(a) or 408(a) trust)   | <input type="checkbox"/> Form 1120-ND (4951 taxes) | <input type="checkbox"/> Form 8612 |
| <input type="checkbox"/> Form 706-GS(T)                | <input type="checkbox"/> Form 990-T (trust other than above)   | <input type="checkbox"/> Form 3520-A               | <input type="checkbox"/> Form 8613 |
| <input checked="" type="checkbox"/> Form 990 or 990-EZ | <input type="checkbox"/> Form 1041 (estate) (see instructions) | <input type="checkbox"/> Form 4720                 | <input type="checkbox"/> Form 8725 |
| <input type="checkbox"/> Form 990-BL                   | <input type="checkbox"/> Form 1041-A                           | <input type="checkbox"/> Form 5227                 | <input type="checkbox"/> Form 8804 |
| <input type="checkbox"/> Form 990-PF                   | <input type="checkbox"/> Form 1042                             | <input type="checkbox"/> Form 6069                 | <input type="checkbox"/> Form 8831 |

If the organization does not have an office or place of business in the United States, check this box. ....► ☐

- 2a For calendar year 1997, or other tax year beginning \_\_\_\_\_ and ending \_\_\_\_\_
- b If this tax year is for less than 12 months, check reason: ☐ Initial return ☐ Final return ☐ Change in accounting period
- 3 Has an extension of time to file been previously granted for this tax year? ..... ☐ Yes ☐ No
- 4 State in detail why you need the extension See attached

- 5a If this form is for Form 706-GS(D), 706-GS(T), 990-BL, 990-PF, 990-T, 1041 (estate), 1042, 1120-ND, 4720, 6069, 8612, 8613, 8725, 8804, or 8831, enter the tentative tax, less any nonrefundable credits. See instructions ..... \$ 0
- b If this form is for Form 990-PF, 990-T, 1041 (estate), 1042, or 8804, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit ..... \$ 0
- c **Balance due.** Subtract line 5b from line 5a. Include your payment with this form, or deposit with FTD coupon if required. See instructions ..... \$ 0

**Signature and Verification**

Under penalties of perjury, I declare that I have examined this form, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete; and that I am authorized to prepare this form.

Signature [Signature] Title Partner Date May 14, 1998

**FILE ORIGINAL AND ONE COPY.** The IRS will show below whether or not your application is approved and will return the copy.**Notice to Applicant—To Be Completed by the IRS**

- ☒ We HAVE approved your application. Please attach this form to your return.
- ☐ We HAVE NOT approved your application. However, we have granted a 10-day grace period from the later of the date shown below or the due date of your return (including any prior extensions). This grace period is considered to be a valid extension of time for elections otherwise required to be made on a timely return. Please attach this form to your return.
- ☐ We HAVE NOT approved your application. After considering the reasons stated in item 4, we cannot grant your request for an extension of time to file. We are not granting the 10-day grace period.
- ☐ We cannot consider your application because it was filed after the due date of the return for which an extension was requested.
- ☐ Other: \_\_\_\_\_

**AUG 17 1998**

Director

By: \_\_\_\_\_

Date

If you want a copy of this form to be returned to an address other than that shown above, please enter the address to which the copy should be sent.

Please  
Type  
or  
Print

Name

Thomas Havey LLP

Number, street, and room or suite no. (or P.O. box no. if mail is not delivered to street address)

5000 Executive Parkway, Suite 400

City, town or post office, state, and ZIP code. For a foreign address, see instructions.

San Ramon, California 94583