

# CCYPAA Bylaws

Revised June 12, 2010

Young People's Groups in Alcoholics Anonymous began appearing around 1945 in Los Angeles, Cleveland, and Philadelphia, and now they can be found all across North America. In 1958, a meeting of young AA's from across the U.S. and Canada started what is now the International Conference of Young People in Alcoholics Anonymous (ICYPAA), and it has met on an annual basis ever since. At the 1960 AA Convention, Bill W. noted that the age of new members was much lower than when he and Dr. Bob founded AA 25 years earlier. In a letter to ICYPAA dated June 15, 1969, Bill wrote "... in recent years I have found nothing for greater inspiration than the knowledge that A.A. of tomorrow will be safe, and certainly magnificent, in the keeping of you who are the younger generation of A.A. today."

ICYPAA was founded for the purpose of providing a setting for an annual celebration of sobriety among young people in AA. Since its inception, a growing group of people, who at first would not consider themselves as "young people," has become regular attendees. The number of young people suffering from alcoholism who turn to AA for help is growing, and CCYPAA helps to carry AA's message of recovery to alcoholics of all ages. This meeting provides an opportunity for young AA's from all over the region to come together and share their experience, strength, and hope as members of Alcoholics Anonymous. AA members who attend a CCYPAA return home better prepared to receive young people who come to AA looking for a better way of life.

## STRUCTURE:

The work of the corporation shall be carried out by and through the Host Committee, the Advisory Council and other advisors. It is suggested that all members of CCYPAA conduct themselves within the 12 steps, 12 Traditions, and 12 Concepts of Alcoholics Anonymous.

## HOST COMMITTEE

Before returning home the Host Committee is offered any useful conference material together with whatever individual or collective information and experience the Council members possess.

The Host Committee has the chief initiative and the active responsibility in preparing for and hosting CCYPAA's annual conference. In view of this very large responsibility, the Host Committee must therefore be given a correspondingly large grant of authority and leadership with which to discharge it. Except in matters affecting other Host Committees, CCYPAA, or A.A. as a whole, each Host Committee should be autonomous. Here the Advisory Council's attitude has to be that of custodial oversight. The Advisory Council does reserve a veto power over any Host Committee action; this is legally necessary and right in principle.

Each Host Committee shall select three delegates to serve on the Advisory Council, and three numbered alternates. Council members shall be selected through 3rd Legacy Procedure as outlined in the *AA Service Manual*, and the Host Committee will decide who is eligible to vote. Those selected must have served on the Host Committee continuously for six months prior to the date of the Advisory Council election. A service background including at least 2 years of continuous sobriety are required. Those selected shall serve as voting members on the Council, and shall serve for five conferences following the conference on which they served. New members' terms will begin on the day after the close of their Conference.

## ADVISORY COUNCIL

The Council is the custodian of the Conference and its experience. Its fundamental purposes are:

- φ to provide guidance to the current Host Committee;
- φ to provide guidance to Committees who are bidding for the Conference;
- φ to select future conference sites from bids offered at each year's Conference; and
- φ to maintain the experience and material of past conferences through its archives.

The Council will make available, to any AA member who requests it, information regarding CCYPAA and Young People's AA. It shall make its shared experience available to the General Service Office on a regular basis for use throughout AA.

Council members are expected to attend the following meetings: the annual business meeting; the quarterly business meetings; the Friday afternoon "how to bid" and "Q&A" sessions, counted as one meeting; and the Saturday bid session and site selection meeting, counted as one meeting. A council member's failure to attend six meetings during her/his term shall be considered a voluntary resignation. Determining whether a council member that comes to a meeting late or leaves a meeting early is considered present or absent for that meeting shall be at the Chair's discretion.

Drinking alcoholic beverages shall be considered a resignation.

Vacant council seats caused either by resignation or absence from the conference may temporarily or permanently be filled by elected alternates from the area represented by the vacancy, in the order in which they were elected. If the vacancy is caused by a member's resignation, the alternate will be a permanent member of the Council.

The directors of the corporation shall consist of all permanent Advisory Council members above the age of eighteen and shall have the authority to amend the articles of incorporation and otherwise to take any action reserved to the board of directors by the articles of incorporation, these by-laws, or applicable Colorado law. All Council members should encourage conference participation and attendance throughout the year.

The Council shall select from the membership of the board of directors officers of the corporation including a Chairperson, Co-Chairperson, Secretary and Treasurer. Officers must be permanent Council members. Upon selection, they shall serve for two years and may, so long as they are within their 5-year term as a council member, be selected for additional operating committee terms. Those who stand must do so within their five-year term as a council member. Upon selection, they shall serve for two years and may not serve more than two terms in the same position. The Council's election of officers will use the 3<sup>rd</sup> Legacy Procedure as outlined in the *AA Service Manual*.

### **OPERATING COMMITTEE**

The Operating Committee will consist of the Chair, Co-Chair, Secretary, and Treasurer, and shall not take action individually without consulting with the others on the Committee. If a member from the operating committee is unavailable to attend any meeting or perform any function, the Chair may select an alternate from the board of directors to serve temporarily or until the next meeting of the advisory council.

The Operating Committee is responsible for conducting the business of the Advisory Council between conferences and keeping the council informed on the progress of the current year's conference. The committee shall submit an operating budget proposal to the council at its annual meeting. Members of the Operating Committee shall keep informed on the Host Committees progress, plans and activities. The Committee should also review the budget and major contracts entered into by the Host Committee. The relationship between the two committees should fundamentally be the sharing of experience, strength and hope with each other.

#### **CHAIRPERSON:**

- φ Plan, announce the agenda for, and chair all Council and Operating Committee meetings.
- φ Maintain a working relationship between Host Committees and the Council to ensure that the best interests of CCYPAA are being served.
- φ Be a signatory on all facility contracts and bank accounts including Host Committee accounts.
- φ Work jointly with the Treasurer to maintain a working list of all financial obligations, and ensure that all are being met.
- φ Keep the Operating Committee informed on all CCYPAA matters of importance.

- ϕ Be responsible to support all members in the completion of their duties.
- ϕ Act as liaison between CCYPAA and the General Service Office and ensure that the General Service Office has a current list of Council members including addresses.

#### **CO-CHAIRPERSON:**

- ϕ In the absence of the Chairperson, shall accept the full duties of the Chairperson.
- ϕ Keep completely informed on all CCYPAA matters.
- ϕ Be one of three signatures on all Council bank accounts.

#### **TREASURER:**

- ϕ Keep detailed financial records of all Council business and make the current year's financial records, bank statements, account ledgers, check books, tax returns and correspondence available at Council meetings.
- ϕ Give financial reports at Council meetings summarizing all income and expenditures.
- ϕ Provide a detailed transactions report and balance sheet of the Council's accounts to each member of Council 30 days prior and as soon as is practical 90 days after each conference.
- ϕ Be a signatory on all Council bank accounts.
- ϕ Work with the treasurer of a host committee to insure the proper maintenance of financial records.
- ϕ Oversee the preparation and filing of federal tax returns.
- ϕ Shall immediately inform the Operating Committee of any inconsistency in the accounts or records.

#### **SECRETARY:**

- ϕ Keep minutes of all Council and Operating committee meetings; maintain and make available at council meetings notebooks of all prior advisory council meeting minutes; furnish minutes of the Council meetings to all Council members within ninety days of the meetings and those of the Operating Committee within thirty days of such meetings.
- ϕ Shall maintain the post office box and e-mail address for all correspondence, answer all correspondence or direct it to the appropriate person promptly, and furnish copies of all correspondence to Council members monthly.
- ϕ Furnish letterhead for use by all Council members for Council communications.
- ϕ Be responsible for the revision and printing of all council documents and literature including these bylaws, Facts, Aims and Purposes; Bidding Requirements; Host Committee Responsibilities; and Conference Recommendations and Suggestions. These items should all contain accurate revision dates and be made freely available to anyone.

#### **COUNCIL GUIDELINES:**

Council members shall be reimbursed for reasonable long distance telephone, postage, and copying expenses incurred in the performance of their position. The Operating Committee or the Council may or may not review and reimburse a council member who, without prior authorization of the committee or council, incurs other expenses in the performance of their position.

A quorum shall consist of 2/3 of the Council members at any of the Council meetings. Motions and resolutions shall require a simple majority vote. A vote of 2/3's of the quorum is necessary to change these By Laws; the Facts, Aims and Purposes; Bidding Requirements; Host Committee Responsibilities; or Conference Recommendations and Suggestions. Any Council member proposing agenda items for the annual meeting should distribute copies of those proposals 30 days prior to the meeting for evaluation by other Council members. A 2/3 majority may add any proposal to the agenda. Abstentions are not allowed.

The Council shall decide upon a budget and endeavor to maintain a prudent reserve of two years of the current annual operating budget plus insurance deductibles in addition to operating funds. The budget

shall include and the Treasurer will make available \$500 to be deposited into the Host Committee's checking account once it has been established.

In the event that no city presents a bid, an emergency meeting of the Council shall be called without delay. All past and present Council members will be invited to attend in order to find a suitable site for the conference, or determine if the conference should be suspended and the subsequent fate of the Council.

#### **OTHER COUNCIL ELECTED POSITIONS:**

##### **ARCHIVIST:**

- φ Act as the caretaker of the archives (documents, memorabilia, traveling showcases, etc.) in such a way that there is no substantial distortion of the material.
- φ Act as custodian of the conference banner and be responsible for its storage between conferences and for the banner's delivery to the current host committee at its convenience.
- φ Shall be the liaison between the G.S.O. Archivist and the Advisory Council pertaining to all CCYPAA archives issues and follow, to the best of his or her ability, the Archives Guidelines set forth by G.S.O.
- φ Shall work with the Host Committee on matters pertaining to the archives including displays for the conference and material to be collected before, during and after the conference. This can include novelties, memorabilia, the Host Committee's written experience, etc.
- φ Shall have on display the Advisory Council minutes.

#### **SITE SELECTION PROCEDURE**

The selection of the site for the next CCYPAA will be done in an open meeting following the bid session on the second day of each year's CCYPAA. The successful bid shall be selected using the 3rd Legacy procedure as outlined in the *AA Service Manual*. Each member of the advisory council will have a voice and a vote on site selection.