

TXSCYPAA Advisory Council By-Laws
(Revised January 2011)
(As Adapted from ICYPAA's Advisory Council By-Laws)

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 of 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 AA of tomorrow will be safe, and certainly magnificent, in the keeping of you who are the younger generation of AA today."

TXSCYPAA 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 TXSCYPAA helps carry AA's message of recovery to alcoholics of all ages. This meeting provides an opportunity for young AA's from all over the world to come together and share their experience, strength, and hope as members of Alcoholics Anonymous. AA members who attend TXSCYPAA 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 and the Advisory Council. It is suggested that all members of TXSCYPAA 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 should function free of Advisory Council or Operating Committee domination with the knowledge that all Council members stand ready to assist when requested, or when the conference appears to be in difficulty.

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 for six months prior to the date of the Advisory Council election. A service background including at least 1 year of continuous sobriety are required. Those selected shall serve as voting members on the Council, and shall serve for four conferences following the conference on which they served. Newly selected Council members may serve the Council of their Conference at their discretion. New members choosing to serve their Conference will not be counted as absent, and their term will begin on the Monday following their Conference.

ADVISORY COUNCIL

In 2005, at the Abilene Conference, new bylaws established the current Advisory Council design. The Advisory Council serves as the guardian for the future of the Conference, and is to be known as the TXSCYPAA Advisory Council. The TXSCYPAA Advisory Council is comprised of members from past TXSCYPAA Host Committees. It is a custodial body that preserves the efforts, experience and history of TXSCYPAA. As the

guardian of the shared experience of past Conferences, the Advisory Council does not speak for Alcoholics Anonymous as a whole, nor does it propose to be a universal answer or a governing body of young people in AA. The Council strives to function with the 12 Steps, 12 Traditions and 2 Concepts of Alcoholics Anonymous as its spiritual guide.

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

- To provide guidance to the Host Committee
- To provide guidance to the Committees who are bidding for the Conference
- To select future conference sites from bids offered at each year's Conference
- 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 TXSCYPAA and Young Peoples AA. It shall make its shared experience available to the General Service Office on a regular basis for the use throughout AA.

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. They must have served on the Council for at least one year before being eligible to stand for such a position. Upon selection, they shall serve for two years and may, so long as they are within their 4-year term as a Council member, be selected for additional operating committee terms. Those who stand must do so within their four-year term as a Council member. Upon selection, they shall server for two years and may not server more than one term in the same position. The Council's election of officers will use the 3rd Legacy Procedure as outlined in the AA Service Manual.

Alternates serve as non-voting Advisory Council Members with a voice in Conference business and are strongly encouraged to attend all conference calls though observation. Alternates can vote on Council business if they are standing in the place of a current member from their respective city.

TXSCYPAA ATTENDANCE POLICY

- A council member's failure to attend one conference, without having notified the Advisory Council Chair as well as contacted their respected alternate, shall be considered as a voluntary resignation.
- Drinking alcoholic beverages shall be considered a resignation.
- All Council members should encourage conference participation and attendance on conference calls throughout the year.
- All email and phone correspondence should be returned/responded to within 72 hours.
- Deployment with the United States Military service shall not be counted as an absence.

Vacant Council seats caused either by resignation or absence from the conference, may temporarily or permanently be filled by elected alternates from the area represent 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.

OPERATING COMMITTEE

The Operating Committee will consist of the Chair, Co-Chair, Secretary and Treasurer, 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 server 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. Member of the Operating Committee shall keep informed on the Host Committees progress, plans and activities. The

Committee should also review the budget and other major contracts entered into by the Host Committee. The relationship between the two committees should be fundamentally be the sharing of experience, strength and hope with each other.

CHAIRPERSON:

- Plan, announce the agenda for, and chair all Council and Operating Committee meetings.
- Maintain a working relationship between Host Committees and the Council to ensure that the best interests of TXSCYPAA are being served.
- Be a signatory on all facility contracts and bank accounts including Host Committee accounts.
- Work jointly with the Treasurer to maintain a working list of all financial obligations, and ensure that all are being met.
- Keep the Operating Committee informed on all TXSCYPAA matters of importance.
- Be responsible to support all members in the completion of their duties.
- Act as a liaison between TXSCYPAA and the General Service Office and ensure that the General Service Office has a current list of Council Members including addresses.

CO-CHAIRPERSON:

- In the absence of the Chairperson, shall accept the full duties of the Chairperson.
- Keep completely informed on all TXSCYPAA matters.
- Act as a liaison between TXSCYPAA Advisory Council and potential bid committees.
- Maintain a working relationship between Bid Committees and the Council to ensure that the best interests of TXSCYPAA are being served.

TREASURER:

- Keep detailed financial records of all Council business and make the current years financial records, bank statements, account ledgers, check books, tax returns and correspondence available at Council meetings.
- Give financial reports at Council Meetings summarizing all income and expenditures.
- 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.
- Be a signatory on all Council bank accounts.
- Work with the Treasurer of a host committee to insure the proper maintenance of financial records.
- Oversee the preparation and filing of Federal Tax Returns.
- Shall immediately inform the Operating Committee of any inconsistency in the accounts or records.

SECRETARY:

- 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 meeting to all Council members within 90 days of the meetings and those of the Operating Committee within 30 days of such meetings.
- Act as custodian of the conference banner and be responsible for its storage between conference and the banners delivery to the current host committee at their convenience.
- 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.

OTHER COUNCIL ELECTED POSITIONS

ARCHIVIST:

- 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.

- Shall be the liaison between the G.S.O. Archivist and the Advisory Council pertaining to all TXSCYPAA archives issues and follow, to the best of his/her ability, the Archives Guidelines set forth by G.S.O.
- 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.
- Shall have on display the Advisory Council minutes.

A past or present Council member may stand for the archivist position. This person must have served at least one year on Council before being elected to the Archivist position. The Archivist shall be elected to a 3 year term. If the Archivist is not a current council member, he or she is not required to attend the conference. If the Archivist does not attend, suitable arrangements must be made for the transportation and display of archives materials at the conference and for submission of an annual report.

The Archivist shall at all times act in accordance with the Twelve Traditions, being especially concerned with protecting members' anonymity, and in accordance with the Twelve Concepts for World Service, exercising appropriate authority while always remaining accountable to the guidance of the Advisory Council.

The Archivist must submit a written report at the annual Council meeting detailing all activities of the proceeding year, with a description of all expenses associated with fulfilling their duties and a projected budget for the coming year. The secretary should receive this report one week prior to the current year's conference.

The Archivist is welcome to attend all Council business meetings with a voice, but no vote unless he or she is a current council member. The Archivist is not a member of the Operating Committee.

The following positions only exist for the next 2 years (Effective October 2010)

Website Chair

The Webmaster is responsible for the overall functioning, appearance and accuracy of the TXSCYPAA website. The Webmaster should have a competent understanding of website mechanics and experience with website design. The Webmaster is also responsible for safeguarding and maintaining and renewing the TXSCYPAA and TXSCYPAA host domains as well as domain accounts as needed. The Webmaster is tasked with updating the web sites pages to keep the site current. The Webmaster works with each Host Committee's Web Chair to provide access to the TXSCYPAA host domain.

Outreach Chair

The Advisory Council Outreach Chair is responsible for working with the host committee Outreach Chair throughout the year. Where as the host committee main objective is to outreach their conference, the advisory council is more focused on the long term. Also Advisory council Outreach is focused on the areas where TXSCYPAA has not been well represented in the past. This also serves as an opportunity to outreach areas that might have an interest in bidding for a future TXSCYPAA. The Advisory Council Outreach team is comprised of the Outreach Chair and 2 members for Statewide Outreach Purposes.

Service Chair

The Advisory Council Service Chair is responsible for working with the host committee Service Chair throughout the year. Where as the host committee's main objective is to be of service to the local structure, the advisory council is more focused on service projects that will continue after a city has hosted.

ADVISORY COUNCIL GUIDELINES

Council members shall be reimbursed for reasonable long distance telephone calls, travel, 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 the By Laws; 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 \$8,000 in addition to the operating funds. The budget shall include and the Treasurer will make available \$1,000 to be deposited into the Host Committee's checking account once it has been established. The Advisory Council will make contributions to GSO World Services, out of its own monies above and beyond its prudent reserve and operating expenses, to ensure contributions from the current host committee are given back to the district's and area assemblies supporting it.

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.

SITE SELECTION PROCEDURE

The selection of the site for the next TXSCYPAA will be done in an open meeting following the bid session on the second day of each year's TXSCYPAA. 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. Bid City Representatives will have a voice but not a vote. These members will makeup the site selection committee. Discussion will be limited to two minutes per person, and each person will be allowed two chances to speak. An opening statement will be read outlining the format of the meeting, and the procedure for keeping order.

TXSCYPAA BIDDING REQUIREMENTS

The following is a list of requirements that bidders must fulfill and present to the TXSCYPAA Advisory Council at each year's Conference. Bidders are asked to advise the Advisory Council Chairperson at least 30 days prior to the Conference of their intent to bid.. Each bid committee is required to submit its final bid package in PDF format no later than FIVE days prior to the bid session, which is held on Saturday morning of the Conference weekend. The advisory council will provide all Bid Committee Representatives (BCRs) with a PDF copy of each bid package once all packages have been submitted. Neither the advisory council nor the BCRs shall give unsolicited feedback regarding the submitted PDFs. Each bid committee is required to provide a hard copy of its submitted bid package at the Conference. No changes are permitted between the PDF copy and the hard copy.

1. Three AA members with a minimum of one year of sobriety must represent the bidding committee. bids must be presented in a manner that is consistent with the 12 Traditions of AA. Each bidding committee will be allowed twenty minutes for their presentation. Bidders may choose to have a Bid Committee

Representative (BCR) as its nonvoting representative for the site selection. The BCR is elected by its respective host committee, and must meet the criteria outlined below.

2. Bidders must have commitments from at least one appropriate facility (hotels, universities, convention centers, gymnasiums, etc.) so sized as to be able to accommodate the entire Conference. Please include the proposed dates and diagrams of the available meeting space. All costs, both to the Committee and to the attendee, must be outlined.
3. The bidders must have available a temporary pre-registration flier with a mailing address.
4. To ensure that TXSCYPAA operates in the spirit of cooperation, bid committees will show that no large-scale AA activity will be held in their city 30 days prior and 30 days after the proposed Conference dates. This should be demonstrated with a letter from the AA Area Chairperson, and a list of any large-scale AA events and activities that are scheduled near the proposed Conference dates.
5. The Committee must research the effects of state, provincial or local tax/business laws on the Conference, should they be awarded the Conference, and must provide a concise summary of that research.
6. Prospective bidders must read, understand and be prepared to agree with the requirements as written in the Host Committee Responsibilities.
7. Bidders must provide a concise statement illustrating their reasons for bidding.

Bid committees must fulfill all Bidding Requirements to have a participating BCR. Committees who meet all of the Bidding Requirements are encouraged to send a BCR to participate as a nonvoting representative in the site selection, where they will have a voice in the discussion. The BCR must have been actively involved in their committee's bid, have at least two years of continuous sobriety and have a service background. BCRs should be fully informed on all of the bids. They should be aware that the commitment that they undertake includes participating in the open-forum discussion (two minutes per person; two rounds of discussion) and observing the advisory council Third Legacy vote that follows. In the event of a tie after the fourth or fifth round of voting, the winning city will be pulled from the hat after the Saturday night meeting.

TXSCYPAA HOST COMMITTEE RESPONSIBILITIES

Your Committee has been selected to act on behalf of the Texas State Conference of Young People in AA and of TXSCYPAA. With this relationship come certain specific responsibilities, which are listed below:

1. To host the Conference. Where scheduling is concerned, please consider dates which are in the least possible conflict with other activities in your area, and wherever possible, activities in your surrounding region (other state Conference, etc.)
2. To establish a registration flyer detailing the dates, location, directions, contact phone numbers (Committee and facility), as well as any other important information a person would need to attend the Conference.

3. To establish the various Sub-Committees as you see fit for the performance of specific aspects needed for the planning of the Conference (program production, event scheduling, outreach, etc.)
4. To select three of the Host Committee members to serve on the TXSCYPAA Advisory Council. The selection meeting is to be held the evening prior to the opening of the Conference to ensure the presence of current Advisory Council members.
5. To elect a historian whose duty is to collect archival documents of your host committee, research the young people's history of your area and assist the council archivist as needed.
6. In keeping with the 7th Tradition of AA, all Conference Host Committees ought to be fully self-supporting. The Advisory Council treasurer will make available \$1000 to be deposited into the new Host Committee's checking account once it has been established. The current host committee will relinquish 80% of all proceeds, above and beyond financial and contractual obligations, to the Advisory Council Treasurer. The Host Committee may then make contributions of the remaining 20% of the proceeds to the local service structure (Intergroups, Districts, or Area Assemblies), as the current Host Committee deems fitting. The Advisory Council will make contributions to GSO World Services, out of its own monies above and beyond its prudent reserve and operating expenses, to ensure the contributions from the current Host Committee are given back to the district's and area assemblies supporting it. In years where the Host Committees funds disbursed to the Advisory Council exceed \$2,000, the remainder will be returned to the Host Committee for disbursement in the manner it had previously decided*

**If the Advisory Council's operating expenses exceed \$2,000 for that year, needed monies for expenses will be deducted from the remainder that is being returned to the Host Committee for disbursement.*

7. The Host Committee treasurer is responsible to provide the Advisory Council Treasurer with monthly financial transactions reports and balance sheets. The Host Committee will have 45 days from the conclusion of its Conference to forward a financial statement, all bank statements and check registers to the TXSCYPAA Advisory Council Treasurer. It is the responsibility of the newly selected Advisory Council members to ensure that these tasks are completed within a 45-day period.
8. Each Conference must be designated by whichever number it actually represents in TXSCYPAA numerical history (i.e., TXSCYPAA 1, or 1st TXSCYPAA). This is to preserve the autonomy and character as well as TXSCYPAA's continuity.
9. The TXSCYPAA Host Committee will establish a bank account including the TXSCYPAA Advisory Council Chairperson as one of its designated signatures.
10. Schedule the following meeting on your program: "Bid Session for the next TXSCYPAA" on Saturday morning. (Schedule the following three meetings on your program: "How to Bid for TXSCYPAA" at 1 p.m. Saturday; "Advisory Council Q&A" at 2:30 p.m. Saturday, "Bid Session for the next TXSCYPAA" on Saturday morning.)
11. A room must be made available for use by the Advisory Council for its meetings throughout the weekend.
12. Save time for announcements by the Advisory Council at the end of the Saturday night meeting.
13. The Host Committee Registration Chair is responsible for entering their conference registrations in either XLS or CSV format to help ensure the best possible opportunity for future conferences to do outreach via email and traditional mailings. The complete registration list, in a digital format, is to be turned over to the Advisory Council no later than 90 days from the conclusion of its Conference.
14. The amount of scholarship donations received during the conference year must equal the amount of scholarship registrations made available at the conference.
15. The Host Committee is responsible for developing content, including but not limited to registration and hotel information to be published via www.txscypaahost.org.
16. The program and/or schedule of events (including but not limited to: speakers; meeting, workshop, and panel topics; entertainment) will be reviewed and approved by the TXSCYPAA Advisory Council before the program is printed and no later than 45 days prior to the start of the conference.

17. The Host Committee will prepare a budget and cash flow statement for its conference year and send the same to the TXSCYPAA Advisory Council within 60 days of being awarded the conference. The budget and cash flow statement will account for both the initial seed money and the TXSCYPAA Advisory Council's operating expenses for that conference year.
18. The Host Committee Secretary is responsible for providing the Advisory Council Secretary with meeting minutes and committee reports on a regular and timely basis.

CONFERENCE RECOMMENDATIONS & SUGGESTIONS

1. Return to your city and hold an election meeting with the young people in your area to select your principle officers and Sub-Committee Chairs. Experience has shown that outreaching this election will go a long way toward building a large, unified Committee.
2. Good liaison with local Intergroups and Area Committees may be best assured if both provide a non-voting representative to give guidance when requested by the Host Committee.
3. At the Conference, wherever the main Conference registration is located, or the main focal point, we urge that nothing but AA Conference Approved literature be sold. Experience has shown that a "flea market" can develop, and those who are unfamiliar with our traditions can be misled, especially the press, radio, and films. Please keep AA's 12 Traditions in mind at all times.
4. Many alcoholics travel great distances to hear and meet with other young alcoholics, and to learn how the young alcoholic achieves sobriety. With this in mind, the Host Committee should endeavor to obtain speakers representative of young people.
5. Please publicize the Conference and any "early bird" events as soon as possible.
6. The Host Committee should be directly involved in any activity from which funds are generated