

TXSCYPAA Advisory Council By-Laws

(Last revised October 2022)

(Aspects adopted from ICYPAA's Advisory Council By-Laws)

1.) TXSCYPAA's Facts, Aims and Purposes

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 A.A. members 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 A.A. Convention, Bill W. noted that the age of new members was much lower than when he and Dr. Bob founded A.A. 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."

TXSCYPAA was founded for the purpose of providing a setting for an annual celebration of sobriety among young people in A.A. throughout the state of Texas. 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 A.A. for help is growing, and TXSCYPAA helps carry A.A.'s message of recovery to alcoholics of all ages. This meeting, located in a Texas city, provides an opportunity for young A.A.'s from all over the state (or elsewhere) to come together and share their experience, strength, and hope as members of Alcoholics Anonymous. A.A. members who attend TXSCYPAA return home better prepared to receive young people who come to A.A. looking for a better way of life.

2.) TXSCYPAA Structure

a.) The work of the registered 501-(c)(3) corporation known as "TXSCYPAA, Inc." shall be carried out through the joint cooperation of the Host Committee and the TXSCYPAA Advisory Council. The structure and means by which TXSCYPAA operates will be detailed in the following sections of these procedures, though a brief description of its basic organizational elements can be found below.

b.) TXSCYPAA's annual conference, its Host Committee, Bid Committees and its Advisory Council shall be formed and maintained as A.A. service entities, geared towards carrying A.A.'s message of recovery. It is suggested that all members of TXSCYPAA's Advisory Council and its Host Committee, conduct themselves in adherence to the principles of the 12 Steps, 12 Traditions and 12 Concepts of Alcoholics Anonymous.

c.) TXSCYPAA Advisory Council activities throughout the Host/Bid year are always ultimately aimed at the preservation and growth of TXSCYPAA as an A.A. conference, and its survival as an incorporated organization. All TXSCYPAA bidding/hosting related activities carried out annually by A.A.'s in Texas are overseen and supported by Advisory Council with the sole incentive of carrying A.A.'s message to the suffering alcoholic.

d.) TXSCYPAA as an A.A. conference meets annually and its operation/A.A. service activity is modeled after the Bidding/Hosting conference structure used by ICYPAA and other "YPAA" conferences. Generally speaking, the TXSCYPAA Advisory Council oversees where the conference itself is hosted, after formal "bid packages" (which meet all bidding requirements) are taken into consideration via the site selection process. This process is repeated cyclically on an annual basis, and important to TXSCYPAA's wellbeing is the Advisory Council's consistent work with bid Committees and the Host Committee throughout the Host/Bid year.

3.) TXSCYPAA Host Committee

a.) Before returning home from the conference, the newly selected Host Committee is offered any useful conference material as well as individual/collective guidance of the Council members present. At the least, they should receive a hard copy of the updated Host Committee Responsibilities, an Advisory Council contact roster (complete with names, titles, and emails of all Advisory members), and if available on site, the designated seed money in the form of a check made out to the Host Committee. The Advisory Council Chair and Treasurer should also provide the Host Committee with directions on where/when to open the Host Committee's bank account, and the details therein, especially if the seed money is to be turned over at a later date.

b.) The Host Committee shall function as an extension of TXSCYPAA's Advisory Council, rather than a completely autonomous A.A. service body, and as such must operate according to the guidelines and structure in this document. Though an extension of Advisory, the Host Committee shall function free of Advisory Council domination, interference, and influence with the knowledge that all Council members stand ready to assist when requested, or when the conference appears to be in danger. Their assistance to the Host Committee shall always be supportive, non-critical, and custodial in motive and application. Specifically, the Host Committee is tasked with hosting the conference itself, with Advisory's guidance and assistance on an as-needed basis. Though unlikely, if the Host Committee fails to do this, or the conference's success/preservation comes into question, the Advisory Council must step in and take a leading role in ensuring the conference's success.

c.) Each Host Committee shall elect three delegates to serve on the Advisory Council, and three numbered alternates. Council members shall be elected through 3rd Legacy Procedure as outlined in the A.A. Service Manual on the Sunday following the conclusion of the conference. The Host Committee will decide who is eligible to vote in these elections. Those selected must have served on the Host Committee for six months prior to the date of the Advisory Council elections. A service background including at least 1 year of continuous sobriety is required. The first three members elected shall serve as voting members on the Council, and the next three members elected shall serve as non-voting members on the Council, for four conferences following the conference they've hosted. A non-voting member may rotate into a voting position if and when a voting member from their host city steps down.

4.) TXSCYPAA Advisory Council

In 2005 following the TXSCYPAA held in Abilene, new bylaws established the basic Advisory Council structure. It has grown and changed considerably over the last decade or so, but its central purpose has not. The Advisory Council serves as the guardian for the future of the Conference, and is to be known formally as "the TXSCYPAA Advisory Council" or simply "Advisory Council".

a.) The TXSCYPAA Advisory Council is comprised of members from past TXSCYPAA Host Committees. Officially, "TXSCYPAA Inc." is a registered 501-(C)(3) Non-Profit organization and must maintain all legal/ethical requirements in accordance with its status as a non-profit. It is a custodial oversight "board" of individual A.A. servants who are tasked with preserving the efforts, experience, health 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 an ultimate authority or a governing body of any kind. It does however, possess final responsibility for the financial well-being of the conference, its survival and activities at the annual conference itself. The Council must operate within the principles of the 12 Steps, 12 Traditions and 12 Concepts of Alcoholics Anonymous.

b.) The TXSCYPAA Advisory Council has four specific tasks to fulfill every year as the custodian of the Conference and its experience. These fundamental purposes are:

- To provide guidance to the Host Committee
- To provide guidance to the Bid 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 their use throughout AA in Texas or elsewhere.

c.) The Council shall select from its members, officers of the corporation including a Chairperson, Co-Chairperson, Secretary and Treasurer. 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 terms.

d.) Those who stand must do so within their four-year term as a Council member. Upon selection, they shall serve for two years but may not serve more than one term in the same position (except in the event that they were elected to their first term in that position as the result of the resignation of their predecessor). The Council's election of officers will use the 3rd Legacy Procedure as outlined in the A.A. Service Manual.

e.) Alternates serve as non-voting Advisory Council Members with a voice in Conference business and are strongly encouraged to attend all conference calls. They play an active role in TXSCYPAA Advisory subcommittees and are often asked to hold positions in these subcommittees. Alternates can vote on council business if they are standing in the place of a current member.

5.) TXSCYPAA Advisory Council Attendance Policy

a.) A council member's failure to attend one annual meeting held each year at the conference, without having notified the Advisory Council Chairperson and their respective alternate, shall be considered a voluntary resignation. The Advisory Council annual meeting is held on the Saturday of every conference.

b.) Any break in continuous sobriety shall be considered an automatic resignation.

c.) All email and phone correspondence should be returned/responded to within 72 hours.

d.) The missing of two or more Advisory Council conference calls without a report will be considered a resignation, unless the Chairman decides otherwise.

e.) If at any time an Advisory Council member is believed to no longer be capable of fulfilling their duties as demonstrated by a lack of effort, interest, and/or respect for others, a unanimous vote by the rest of the Advisory Council may remove them from their position.

f.) Vacant council seats caused either by resignation or absence from the conference may be filled by elected alternates from the area represented by the vacancy, in the order in which they were elected. Unless the appropriate alternate has missed 3 consecutive advisory calls within the last year. The responsibility would then fall to the next alternate.

6.) TXSCYPAA Advisory Council Operating Committee

a.) The Operating Committee will consist of the Chairperson, Co-Chair, Secretary and Treasurer. They shall not take

action individually without consulting with the other Advisory Council members. If no members of the Operating Committee are available to attend a meeting or perform a necessary function, the Chair may select an alternate from the Advisory Council membership to temporarily serve as the Operating Committee representative.

b.) If there are pressing issues, which demand immediate decision on the part of the Advisory Council, the Chairperson may convene the Operating Committee between Advisory Council conference calls for a vote.

c.) 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 Chairperson shall have final responsibility for communicating with the Host Committee, staying informed on all their progress and activities and relaying these details to the Advisory Council as a whole.

d.) The Operating Committee shall submit an operating budget proposal to the Council at its annual meeting. Members of the Operating Committee shall stay informed on the Host Committee's progress, plans and activities via the Chairperson. The Operating Committee should also review the Host Committee budget and other major contracts entered into by the Host Committee, prior to and after the input of all Advisory Council members. The relationship between the two committees should fundamentally be that of sharing experience, strength and hope that they may better serve TXSCYPAA's purpose of carrying AA's message.

e.) The following position descriptions shall outline the central responsibilities and tasks of the Operating Committee:

CHAIRPERSON:

- Must plan, write and announce the agenda for the Advisory Council and Operating Committee meetings.
- Must 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.
- Must keep the Operating Committee informed on all TXSCYPAA matters of importance.
- Must be available to support all members in the completion of their duties, and in the case that said duties are not completed, must do their best to complete them.
- 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.
- Must stay completely informed on all TXSCYPAA matters.
- Must act as a liaison between TXSCYPAA Advisory Council and potential Bid Committees.
- Must maintain a working relationship between Bid Committees and the Council to ensure that the best interests of TXSCYPAA are being served.

TREASURER:

- Must keep detailed financial records of all Council business and make the current financial records, bank statements, account ledgers, check books, tax returns and correspondence available at Council Meetings.
- Must give financial reports at Council Meetings summarizing all income and expenditures.

- Must 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.
- Must be a signatory on all Council bank accounts.
- Must work with the Treasurer of the Host Committee to ensure the proper maintenance of financial records.
- Must oversee the preparation and filing of Federal Tax Returns.
- Shall immediately inform the Operating Committee of any inconsistency in the accounts or records.

SECRETARY:

- Must keep minutes of all Council and Operating Committee meetings; maintain and make available at Council meetings prior Advisory Council meeting minutes; furnish minutes of the Council meeting to all Council members within 30 days of the meetings and those of the Operating Committee within 14 days of such meetings.

f.) Other Council Elected Positions are as follows:

ARCHIVIST:

- Must 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 preceding 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.

ACCESSIBILITIES AND COMMUNICATION CHAIR

- The Accessibilities and Communications position will work with the Linguistics Chair on Host Committee to ensure that the conference is fully accessible for those who need it. This includes ASL interpretation for the entire conference by certified interpreters (Friday - Sunday).
- Works closely with the Host Committee Linguistics Chair and the Deaf community when making accessibility decisions for and during the conference.

- The Accessibilities and Communication position will ensure that each year's conference has ASL interpreters if the Host Committee is unable to fulfill these responsibilities.
- Works closely with the Host Committee Linguistics Chair to learn which demographics need language translation services to determine if translators are necessary.
- This person must have served at least one year on Council before being elected to the position. The Accessibilities and Communication position shall be elected to a 2-conference term.

WEBSITE CHAIR:

- o The Website Chair will be appointed by the Chair.
- o The Website Chair is responsible for the overall functioning, appearance and accuracy of the TXSCYPAA website and is part of the Information and Communications Committee.
- o The Website Chair should have an understanding and/or seek assistance from other resources as needed for the website mechanics and website design. They are also responsible for safeguarding, maintaining and renewing the TXSCYPAA Advisory and TXSCYPAA Host domains as well as additional domain accounts as needed.
- o The Website Chair is tasked with updating the web sites pages to keep the site current. They work with each Host Committee's Website Chair to provide access to the TXSCYPAA Host domain at the commencement of the Host year.

7.) TXSCYPAA Advisory Council Subcommittee Structure

a.) At any time, The TXSCYPAA Advisory Council Chairperson can create subcommittees to complete various tasks and needs. These subcommittees will operate as an extension of the TXSCYPAA Advisory Council and will be comprised of no less than 3, and no more than 5, council members. The basic structure of these subcommittees must include, but is not limited to the following positions:

- Chairperson
- Secretary
- Two members at large

b.) The Advisory Council Chairperson will appoint council members to these positions based on their personal interests and designated preferences. Chairs of these positions may be alternates.

c.) The subcommittee(s) shall use the structure described above as a basic starting point, and the Chair of said subcommittee may expand and further organize the structure as necessary.

d.) The actions and recommendations of the subcommittee(s) will be detailed in brief monthly reports to the TXSCYPAA Advisory Council and a final report will be generated by the subcommittee following the completion of their specific duties.

8.) Advisory Council Guidelines

a.) 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.

b.) A quorum shall consist of 2/3 of the Council voting members at each Council meeting. 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 Current Practices; or Conference Recommendations and Suggestions. If a voting member is absent from any meeting, an alternate from their same host city will step into that voting role for that specific meeting. Alternate advisory members may not represent any voting member from a different host city. Any Council member proposing agenda items for the annual meeting should send the proposed meeting item to the advisory chair 5 days before the conference's Saturday. A 2/3 majority may add any proposal to the agenda.

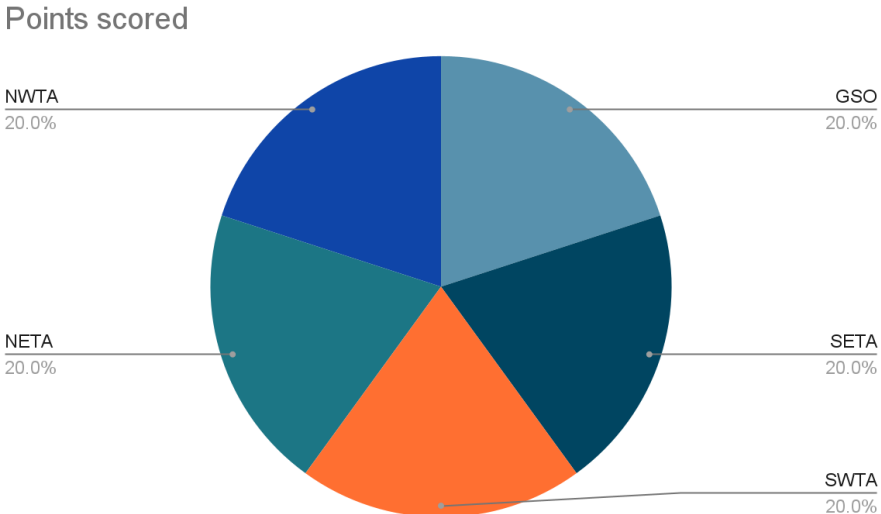
c.) The Council shall approve a budget annually and endeavor to maintain a minimum prudent reserve of \$17,500 in addition to the operating funds. The budget shall include \$1,750 to be deposited into the Host Committee's checking account once it has been established, as the "seed money." This \$1,750 is to be returned to the Advisory Council at the end of the conference weekend. The budget must also specify operating expenses or estimates for website hosting and maintenance, insurance, and legal and accounting services.

d.) 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 districts and area assemblies supporting it.

1. 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.
2. If the Host Committee cannot, or opts out of, deciding how this 20% should be distributed then it will also be relinquished to the TXSCYPAA Advisory Council. These proceeds (20% of the conference proceeds) will either be included in the general disbursement to be distributed as outlined below OR at the discretion of the Advisory Council, be used to modify the budget in the areas of prudent reserve and/or seed money for the host committee. Any monies in excess of Advisory Council budgetary increases will be distributed according to the disbursement below.

TXSCYPAA DISBURSEMENT SCHEDULE

20% shall go directly to GSO World Services, and the other 80% shall be divided evenly among the 4 AA areas in Texas (SETA, SWTA, NETA, NWTA).



e.) 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.

f.) Disciplinary Guidelines – When the character of an advisory council member is called into question, relating to controversial situations outside or inside the confines of the Advisory Council, other Advisory Council members possess the right to bring said situations to the attention of the Advisory Council Operating Committee. It is up to the Operating Committee to determine whether or not the situation should be added to the following meeting's agenda for the greater Advisory Council's knowledge. The member whose character has been called into question has the right of explanation of said situation. The Advisory Council reserves the right to make a decision as to relieve said member of their responsibilities as a member of the Advisory Council, reassign the member to a different role, or take no further action, per the voting process outlined in the TXSCYPAA Advisory Council Bylaws.

g.) Harassment – The Advisory Council members are expected to follow the Non-Discrimination and Anti-Harassment Policies listed on our website, www.txscypaa.org.

9.) Site Selection Procedure

a.) The selection of the site for the next TXSCYPAA will be done in a meeting following the bid session on the second day of each year's TXSCYPAA. The Advisory Council will meet privately for "Closed Deliberation" to discuss the bids. Once discussion is complete, the Advisory Council will commence voting in an open meeting format, termed "Open Voting." Members from Bid Cities may attend and observe the Advisory Council's voting, but not the deliberation. The successful bid shall be selected using the 3rd Legacy procedure as outlined in the A.A. Service Manual. In the event of a tie after the fourth or fifth round of voting, the winning city will be pulled from the hat immediately following the final round of voting.

b.) Each member (voting and non-voting, see section 3c) of the Advisory Council will have a voice. Each voting member has a vote in the site selection and will make up 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.

10.) TXSCYPAA Bidding Requirements

a.) The following is the list of requirements to be followed and satisfied by a Bid Committee in order to be considered in the site selection process. A demonstration of their satisfaction should be submitted electronically as a formal bid "package" to the Advisory Council Chairperson in PDF format 5 days prior to the Conference's Saturday.

b.) The Bid Session is held on Saturday morning of the Conference weekend. During the Bid Session, each Bid Committee must provide a hard copy of its submitted Bid Package; changes between the electronically submitted PDF copy and the hard copy are not permitted. Each Bid Committee is allowed twenty minutes to present their Bid Package, and the presentation must be in alignment with the 12 Steps, 12 Traditions, and 12 Concepts of AA.

c.) The following list of bidding requirements were carefully selected by the TXSCYPAA Advisory Council as criteria used to determine a Bid Committee's ability to transition effectively into a Host Committee. The intention of this list was never to disqualify any group of AAs from bidding for TXSCYPAA and any act of due diligence displaying effort to fulfill any of these requirements will be considered a completion of said requirement.

d.) Bidding Requirements:

1. A Bid Committee must be represented by three A.A. members with a minimum of one year of sobriety and a roster of the committee members must be provided.
2. Bidders must provide a detailed report of their efforts to engage in AA's legacies of recovery, unity, and service.
3. Bidders must have a contract from at least one facility (hotels, universities, convention centers, etc.) that is able to accommodate the Conference's size and activities. However, we strongly suggest that you include at least two. Please include the proposed dates and diagrams of available meeting areas.
4. To ensure that TXSCYPAA operates in the spirit of cooperation, Bid Committees must present a list of large-scale A.A. events to be held in their city 30 days prior or 30 days after their proposed Conference dates.
5. Bidders must provide a tentative outline of the conference program.
6. Bidders must provide detailed financial records of all Bid Committee activities as well as a proposed budget for their Host Committee.
7. Bidders must create an available temporary Pre-Registration flier with a mailing address.
8. Bidders must read, understand, and be prepared to comply with the requirements as outlined in the Host Committee Responsibilities.
9. Bidders must provide a concise statement illustrating their reasons for bidding.

11.) TXSCYPAA Host Committee Responsibilities

Your Committee has been selected to act on behalf of the Texas State Conference of Young People in A.A. and TXSCYPAA, Inc. 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 recovery related activities in your area, and wherever possible, activities in your surrounding region (other state conferences, etc.).
2. To establish a registration flyer detailing the dates, registration fee, 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 various Subcommittees, as you see fit, for the performance of specific tasks needed for the planning of the Conference (program production, event scheduling, outreach, etc.).
4. To elect three Host Committee members to serve on the TXSCYPAA Advisory Council as active members and three to serve as alternates. The elections will be done via a third legacy voting procedure, and will take place the Sunday morning following the Conference.
5. 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 \$1,750 to be deposited into the new Host Committee's checking account once it has been established. This \$1,750 and 80% any proceeds exceeding it shall be relinquished to the Advisory Council Treasurer at the end of the conference weekend.
6. The remaining 20% of any proceeds exceeding the \$1,750 seed money shall be distributed throughout the local AA service structure by the Host Committee.
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 of each TXSCYPAA as well as TXSCYPAA's continuity.
9. The TXSCYPAA Host Committee will establish a bank account within 60 days of being awarded the conference. This is NOT a profit bank account. If you are having trouble establishing a bank account, reach out to host committee contact.

10. Schedule the following three meetings on your program: "How to Bid for TXSCYPAA," "Advisory Council Q&A," and "Bid Session for the next TXSCYPAA." Align with the Advisory Council Chairperson regarding the times.
11. A room must be made available for use by the Advisory Council for its meeting on the Saturday of conference weekend. A private "board room" of sorts, typically works best for conducting Advisory Council business.
12. Save time for announcements by the Advisory Council at the beginning 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. No person should be prohibited from attending the conference if they do not have the finances to pay for registration.
15. The Host Committee is responsible for developing web 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: meetings, workshops, panel topics and 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. The Host Committee has autonomy in selecting the speakers for the conference and will not have to submit to the Advisory Council for approval.
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 120 days of being awarded the conference. The budget and cash flow statement will account for both the initial seed money and the Host Committee'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.
19. The Host Committee Chair will keep in regular contact with the Advisory Council Chair, who will act as a liaison between the Host Committee Chair and the Advisory Council.

12.) Recommendations and Suggestions for the New TXSCYPAA Host Committee

- Return to your city and hold an election meeting with the young people in your area to select your Steering Committee and Subcommittee Chairs. Experience has shown that outreaching this election will go a long way toward building a large, unified Committee.
- A 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.
- At the Conference, wherever the main Conference registration is located, or the main focal point, we urge that nothing but A.A. 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.
- 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.
- Please publicize the Conference and any "early bird" events as soon as possible.
- The Host Committee should be directly involved in any activity from which funds are generated.
- Remember that even as an AA conference, we must be fully self-supporting in order to align ourselves with the 12 Traditions of AA.