



International Conference of Young People in A.A.

P.O. Box 22987, Denver, Colorado 80222

www.icypaa.org

Bylaws

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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 ICYPAA 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 world to come together and share their experience, strength, and hope as members of Alcoholics Anonymous. AA members who attend an ICYPAA 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 its Board of Directors. It is suggested that all members of ICYPAA conduct themselves within the 12 steps, 12 Traditions, and 12 Concepts of Alcoholics Anonymous.

It is ICYPAA's policy to practice general transparency in regard to its mission, activities, finances and governance.

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 ICYPAA'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, ICYPAA, 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 the Board of Directors of ICYPAA Inc 501c. It is both the legal guardian and spiritual servant of ICYPAA. Its purposes are but not limited to:

- Practice the AA 12 steps, 12 traditions and 12 concepts of world service.
- Make available, to any AA member who requests it, information regarding ICYPAA and Young People in AA
- Make regular contact with General Service Office.
- Provide guidance to Committees who are bidding for the Conference.
- Select future conference sites from bids offered at each year's Conference.
- Provide guidance to the current Host Committee.
- Custodial oversight of ICYPAA and veto power over the host committee.
- Protect the corporation, its assets and manage the corporation using best practices of not-for-profits.
- Uphold its fiduciary responsibility.
- Practice transparency in its affairs.
- Maintain the archives.

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. Deployment with the uniformed military service shall not be counted as an absence.

Alternate Advisory Council members are encouraged to attend all Advisory Council meetings and conference calls. Alternates may be asked to serve on subcommittees at the Advisory Council Chair's discretion.

An Alternate Advisory Council member may serve in place of a permanent Advisory Council member at any Advisory Council meeting and act as a voting member if the Advisory Council Chair and Secretary are notified in advance.

If a permanent Advisory Council member is not able to attend an Advisory Council meeting, it is their responsibility to ask an Alternate Advisory Council member (from their Host Committee) to attend the meeting in their place. If the 1st Alternate is not available, the next Alternate in succession must be asked (i.e., Alternate #1 asked first, Alternate #2 asked second, etc.). An Alternate may not name another Alternate should they themselves not be able to attend.

Drinking alcoholic beverages shall be considered a resignation.

The Advisory Council may remove a council member by a three-fourths vote of the total voting Board Members of the Advisory Council.

The Advisory Council members are expected to adhere to the Anti-Defamation Policy.

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 3rd 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. Operating Committee meetings and conference calls are open to everyone on the Advisory Council to attend, however participation is limited to the Operating Committee. Recordings of all Operating Committee conference calls shall be made available to the Advisory Council.

The Operating Committee is responsible for conducting the business of the Advisory Council between conference calls and the annual meeting 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 the last meeting of the calendar year.. 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.

CHAIR:

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

CO-CHAIR:

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

TREASURER:

- ◆ 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.
- ◆ 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 meetings to all Council members within ninety days of the meetings and those of the Operating Committee within thirty days of such meetings.

- ◆ 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.
- ◆ Furnish letterhead for use by all Council members for Council communications.
- ◆ 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.

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 \$2000 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.

The Council shall review all of its documents every 5 to 10 years, to ensure it is meeting compliance issues and all sections are up to date

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.

- ◆ 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.
- ◆ Shall be the liaison between the G.S.O. Archivist and the Advisory Council pertaining to all ICYPAA archives issues and follow, to the best of his or 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 present or past 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 four-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 cannot be a member of the operating committee.

SITE SELECTION PROCEDURE

The selection of the site for the next ICYPAA will be done in an open meeting following the bid session on the third day of each year's ICYPAA. 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. Discussion will be limited two minutes per person, and each person will be allowed two chances to speak. An opening statement will be read outlining both the format of the meeting and the procedure for keeping order.